

APPROVED FY2013 OPERATING AND CAPITAL BUDGET AND FIVE YEAR CAPITAL IMPROVEMENT PLAN

CONNECTING PEOPLE, JOBS
AND COMMUNITIES



METRO



Capital
Metropolitan
Transportation
Authority

AUSTIN, TEXAS





METRO

Approved FY2013
Operating and Capital
Budget and Five Year
Capital Improvement Plan

October 1, 2012 - September 30, 2013



METRO

Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

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Comments regarding any of the information contained in this document may be addressed to:
Executive Vice President, Finance and Administration
Capital Metropolitan Transportation Authority
2910 E. 5th Street
Austin, TX 78702



To the Citizens of the Capital Metro Service Area:

On behalf of the Capital Metro Board of Directors, I am pleased to submit Capital Metro's budget for fiscal year 2013 (Oct. 1, 2012 - Sept. 30, 2013). The agency's strategic goals were used as the basis for the development of the budget, which combines balancing fiscal responsibility with investing in the quality of our infrastructure.

Because of the financial discipline and tough decisions that were made this past year, Capital Metro will be able to deliver on its commitment of providing high quality and efficient transportation choices that positively affect Central Texas. Some of the investments we will be making include the acquisition of modern and fuel efficient buses, improved information technology, and enhanced rail system maintenance. We will also be moving forward with the planning and implementation of MetroRapid bus service, MetroTrails and the opening of MetroBike facilities.

In addition, we'll continue to evaluate additional revenue opportunities with possible naming rights opportunities, analyze the transit oriented development of Capital Metro controlled properties, and develop a freight rail service business plan. And, we are on our way to meeting reserve requirements in 2016 set forth by the Texas Legislature.

In FY 2013, Capital Metro proposes to spend \$193.9 million on operating expenses plus \$4.4 million for long-term commitments, \$11.8 million for interlocal agreements and invest \$64.3 million in capital projects benefiting the region, including the continued development of MetroRapid bus service. Capital Metro is projecting an increase in sales tax revenue and most other revenues, including federal funding. Capital Metro has once again adopted a balanced budget that maintains comparable bus and rail service without a fare increase for a total of \$274.4 million.

In addition to the investments we plan to make, this new budget reflects the progress made in implementing a new labor structure model for transit service that will be directly operated by private contractors beginning August 19, 2012. This labor structure change will result in cost savings over the long term and meet the state requirement enacted through Senate Bill 650.

Capital Metro is planning for a healthy future with a new long-range financial plan and a five-year capital improvement plan. Throughout FY 2013, we will continue to strengthen the agency's financial health and improve our business processes, and our focus will remain steady on the key goals we've set: providing a great customer experience, demonstrating transit's value to the community, and serving as a regional leader for quality transportation choices.

All of us at Capital Metro are looking forward to implementing these new and innovative ways to serve the community in the year ahead. As always, we encourage you to let us know how we're doing.

Sincerely,

Linda S. Watson
President/CEO
Signature on file



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Capital Metropolitan Transportation Authority
Texas**

For the Fiscal Year Beginning

October 1, 2011

Linda C. Danson Jeffrey R. Egan

President

Executive Director

This award is valid for the period of one year, and represents the FY 2012 Budget.



Organization of the Budget Document

This document is the annual budget for Capital Metropolitan Transportation Authority (Capital Metro) proposed for the period October 1, 2012 - September 30, 2013. A budget is a formal plan of action, expressed in monetary terms, for a specified period of time. This document details Capital Metro’s plan for fiscal year (FY) 2013.

Major sections of the budget document

Capital Metro’s budget document is divided into five sections: Introduction, Financial Policies, Financial & Budget Summary, Department Operating Budgets and Appendices. Each section contains information related to the budget process or the approved budget. An index is included for ease of reference.

| | |
|---|-------|
| Introduction..... | 5 |
| This section provides an overview of Capital Metro’s mission, history, infrastructure, service area, descriptions of each type of service and long range strategic goals. A listing of positions by department and a company organizational chart is also included. The business planning and budgeting processes as well as various assumptions used in developing the budget are discussed in this section. | |
| Financial Policies..... | 39 |
| Grouped in this section are various policies that assist with guiding the decisions of Capital Metro. | |
| Financial & Budget Summary..... | 49 |
| This section of the budget document includes a summary of the annual budget, financial highlights, and detailed information including service levels for each type of service Capital Metro provides. This section also includes financial statements and explains factors affecting revenues, expenses and the capital budget. | |
| Department Operating Budgets..... | 65 |
| The operating budget is presented as a whole and by individual departmental overviews. Each departmental section contains a definition of that department’s functions and responsibilities as well as a table of anticipated expenses. | |
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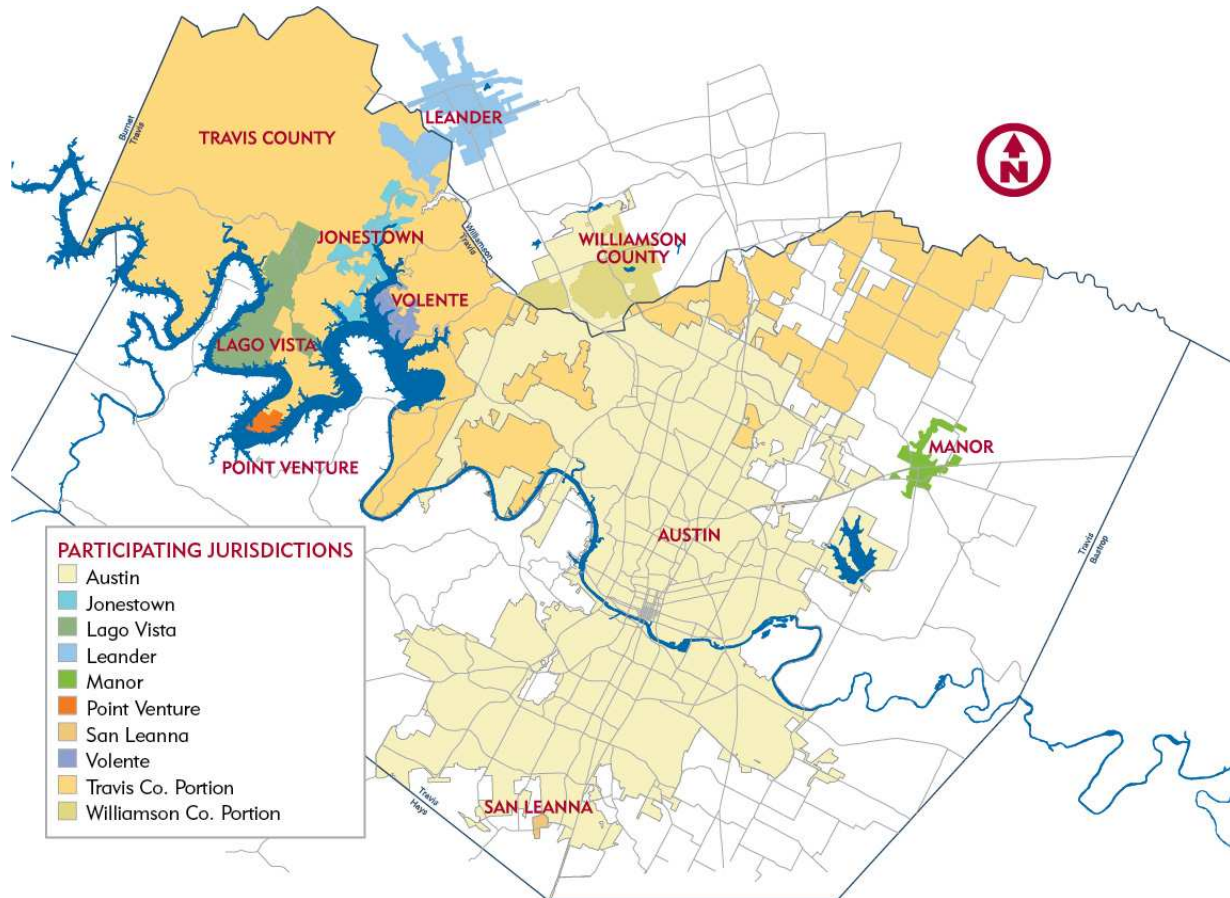
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History

Capital Metropolitan Transportation Authority, (Capital Metro), is a corporate body and political subdivision of the State of Texas, created in 1985 in accordance with Chapter 451 of the Texas Transportation Code. Capital Metro was established by a referendum on January 19, 1985 to provide mass transportation service to the greater Austin metropolitan area. Operations commenced on July 1, 1985. Voters in Austin and the surrounding area approved the creation of Capital Metro, to be funded in part by a one percent (1%) sales tax. Capital Metro voluntarily reduced the sales tax to three-quarters of one percent sales tax (0.75%) in the early 1990s. This amount remained in effect until October 1, 1995 when it was increased to a one percent (1%) sales tax.

Service Area Member Cities and Communities

Nine areas initially voted to participate in the Authority, including the Cities of Austin, West Lake Hills, Rollingwood, San Leanna, Cedar Park, Leander, Lago Vista, Pflugerville, and the Anderson Mill area of Williamson County. Since that time, Precinct Two of Travis County and the suburban cities of Jonestown and Manor have voted to join the service area. Residents of West Lake Hills, Rollingwood, Cedar Park, and Pflugerville voted to withdraw from the Capital Metro service area. During FY 2004, service area member jurisdictions Volente and Point Venture went from being unincorporated to incorporated. Service area communities participate in the one percent (1%) sales tax for funding support and participation with Capital Metro. The Capital Metro service area extends across more than 500 square miles and includes nearly one million residents. The following map illustrates areas included in Capital Metro's service area. Picture below is map of service area.





Community information & Capital Metro Involvement

Capital Metro is committed to community involvement. Capital Metro has developed a comprehensive program to implement our Board of Directors' Community Involvement Policy to seek meaningful engagement of our diverse community in agency decision-making and operations. Capital Metro also supports two Board-appointed advisory committees that provide recommendations and feedback on planning, operations and services: the Customer Satisfaction Advisory Committee (CSAC) and the Access Advisory Committee (AAC).

Capital Metro has been a generous partner for many non-profit groups serving our community. For several years Capital Metro has partnered with the Ending Chronic Homeless Organization to ensure the success of the annual homeless census through the use of transit passes to incentivize participation, and has donated transit advertisement space to Austin Partners in Education to enhance their recruitment efforts for mentors to at-risk youth. Each month Capital Metro staff partner with CARITAS to acclimate recently-arrived refugees to the transit system. Capital Metro has partnered with the Austin Poetry Society to bring poetry inside buses as part of a pilot project called Art in Motion.

In 1991, Capital Metro implemented a Discount Pass Program for social service agencies that annually provides discounted transit passes to organizations serving the community, and has augmented this effort with the recent investment in creating a Basic Transportation Needs Fund to ensure low-income, transit dependent populations have access to transportation.

Capital Metro also partners with the Austin Police and Fire departments by sending buses to be used by emergency personnel as temporary shelters during floods, fires and other emergencies. In addition, when temperatures fall below 32 degrees, Capital Metro sends "cold weather buses" as a haven for the homeless, transporting them to local emergency shelters for the night in cooperation with the City of Austin's Office of Emergency Management.

In FY 2011, Capital Metro contributed to the overall health of the community by implementing tobacco-free bus stops.

Benefits of Mass Transit

Growth in the Austin area has been averaging three percent annually since the 2000 Census, and exceeded 1.7 million in 2010, making it the fastest growing metropolitan area in Texas. According to the CAMPO 2035 Regional Transportation Plan, total population in the five-county Central Texas region is projected to almost double from 2010 to 2035, growing from 1.7 million to more than 3.2 million. Job growth is also projected to nearly double from 885,803 to 1,642,800 by 2035.

A survey from Envision Central Texas indicates that traffic congestion is the most important issue to address to ensure a positive future for Central Texas. There are a multitude of benefits to riding transit.

Saves Money

Riding transit is an affordable option. According to the American Public Transportation Association's June Transit Saving Report, a two-person household can save, on the average, almost \$10,000 a year by downsizing to one car. Capital Metro has some of the lowest fares in the nation. A 31-day local pass costs just \$30.

Saves the Environment

Switching to riding public transportation is one of the most effective actions individuals can take to reduce their carbon footprint. Car transportation alone accounts for 47% of the carbon footprint of a typical American family with two cars—by far the largest source of household emissions and, as such, the largest target for potential reductions. The average passenger car in the U.S. produces just under one pound of carbon dioxide per mile traveled. If just one driver per household switched to taking public transportation for a daily commute of 10 miles each way, this would save 4,627 pounds of carbon dioxide per household per year—equivalent to an 8.1% reduction in the annual carbon footprint of a typical American household.

Improves our Health

Riding Capital Metro is also a healthy choice. Studies have shown that regular transit riders tend to be healthier because of the exercise they get walking to and from bus stops, train stations and their homes or offices. Compared to car travel, traveling by bus carries 23 times less risk of fatal injury and five times less risk of non-fatal injury. Additionally, less driving is associated with lower levels of stress, and less stress is noted to have health benefits such as decreased risk of cardiovascular disease and improved mental health. Riding transit increases the opportunity for social connections. Stronger social networks within a community have been shown to have positive correlations with physical and mental well-being.

Improves Air Quality

Public transportation moves people efficiently while producing significantly less air pollution to move a single passenger one mile compared to moving a person one mile in a single occupant automobile, which represents the typical commuting situation.

According to the American Public Transportation Association, the average transit trip emits just 47% of the CO₂ per passenger mile of a single occupant vehicle. The total effects of public transit availability in the US reduce CO₂ emissions by 37 million metric tons annually. Additionally, Capital Metro strives to preserve the environmental quality in central Texas through its efficient use of fuel, its fleet and its facilities. Some sustainability practices include using a fuel additive in diesel vehicles to reduce (NO_x) emissions by 5.5 percent, replacing vehicles or engines to meet the latest EPA standards, and upgrading office and maintenance buildings with fluorescent lights producing a savings of 47KW per hour.

Reduces Traffic Congestion

According to Texas A&M's Texas Transportation Institute (TTI), Austin ranked first in travel time delay for medium-sized cities with an index of 1.31, meaning peak hour travel takes an average of 31 percent longer than free flow travel, particularly on IH-35 and Loop-1.

Transit agencies play an important role in reducing congestion by providing transportation alternatives and supporting land use patterns that reduce vehicle travel. Based on the most recent TTI report on congestion, public transportation saved travelers 541 million hours in travel time and 340 million gallons of fuel. During rush hour, a full 40-foot bus takes 35 cars off the road and a full train takes more than 100 cars off the road.



Governance

Capital Metro is governed by an eight-member Board of Directors (Board) which has governance responsibilities over all activities related to Capital Metro. The 2009 Texas Legislature changed the composition of the Capital Metro Board of Directors as shown here:

Expanded the board to 8 members with appointments as follows:

- ◆ 3 members appointed by CAMPO, of whom
 - 1 must be an elected official
 - 1 must have at least 10 years of experience as a financial or accounting professional
 - 1 must have at least 10 years of experience in an executive-level position
- ◆ 2 members appointed by the City of Austin, of whom
 - 1 must be an elected official
- ◆ 1 member appointed by Travis County
- ◆ 1 member appointed by Williamson County
- ◆ 1 member, who must be an elected official, appointed by all small city mayors (excludes City of Austin)
- ◆ Allows CAMPO to appoint two additional members once the population of the City of Austin is less than 65% of the total service area population (Austin comprises approx. 85% today)
- ◆ Requires two of the three CAMPO representatives to be qualified voters residing in Austin
- ◆ Requires the two county representatives to work in the service area but within the county that appointed them, or be qualified voters within the county that appointed them
- ◆ Specified that future terms are three years long and staggered

| <u>BOARD MEMBER</u> | <u>APPOINTING BODY</u> | <u>TERM EXPIRES</u> |
|----------------------------|---|----------------------------|
| Mike Martinez, Chair | Capital Area Metropolitan Planning Organization | June 1, 2013 |
| John Langmore, Vice Chair | Capital Area Metropolitan Planning Organization | June 1, 2014 |
| Frank Fernandez, Secretary | Capital Area Metropolitan Planning Organization | June 1, 2015 |
| Beverly S. Silas | Travis County | June 1, 2015 |
| Chris Riley | Austin City Council | June 1, 2013 |
| Ann Stafford | Austin City Council | June 1, 2013 |
| Norm Chafetz | Williamson County | June 1, 2014 |
| Justine Blackmore-Hlista | Small Cities | June 1, 2015 |



Management

Capital Metro's executive leadership team provides diverse experience and skills in order to lead the organization into the future.

| Executive Leadership Team | Name |
|---|---------------------------|
| President/Chief Executive Officer | Linda S. Watson |
| Executive Vice President, Chief Development Officer | Vacant |
| Executive Vice President, Chief Operating Officer | Elaine Timbes |
| Interim Executive Vice President Finance and Administration | Billy Hamilton |
| Interim Chief Counsel | Kerri Butcher |
| Chief of Staff | Gerardo Castillo |
| Vice President, Rail Operations | Melvin Clark |
| Vice President, Bus and Paratransit Services | Dottie Watkins |
| Chief Information Officer | Joe Iannello |
| Vice President, Strategic Planning & Development | Todd Hemingson, AICP |
| Vice President, Capital Projects & Real Estate | John Hodges |
| Vice President, Marketing & Communications | Dan Dawson |
| Vice President, Internal Audit | Caroline Beyer, CPA, CISA |



System Facility Characteristics

Since Capital Metro's inception in 1985, the focus of the capital improvement program has primarily been on the replacement of buses and garage facilities. In 1986, the current Capital Metro headquarters was completed, which includes 140,000 square feet in garage facilities and houses the administrative staff in the main building.

Capital Metro Facilities

Capital Metro Headquarters
2910 East Fifth Street
Austin, Texas 78702
Administration: 30,000 square feet, 1986
Maintenance: 140,000 square feet, 1986

Customer Service Center
323 Congress Avenue
Austin, Texas 78701
12,171 square feet, 2003

Northeast Operations Facility
5316 Ed Bluestein Boulevard
Austin, Texas 78723
10,008 square feet, 2000

MetroAccess Services Facility
509 Thompson Lane
Austin, Texas 78742
19,738 square feet, 2000

Capital Metro Administrative Annex / Child Care Facility
624 Pleasant Valley
Austin, Texas 78702
25,500 square feet, 2006

North Operations Facility
9315 McNeil Road
Austin, Texas 78758
137,377 square feet, 2008



Transportation and Transit Centers

7th & Pleasant Valley Neighborhood Transit Center
12th & Chicon Neighborhood Transit Center
Austin Community College/Riverside Transit Center
Highland Mall Neighborhood Transit Center
North Lamar Transit Center
Northcross Mall Transit Center
Rogge/Manor Neighborhood Transit Center
Rundberg/Lamar Neighborhood Transit Center
South Congress Transit Center
Woodward/Parker Neighborhood Transit Center

Park & Ride Facilities

Austin

Great Hills Baptist Church
Harris Branch
Howard Station
North Lamar Transit Center
Lakeline Station
Oak Hill
Pavilion
South Congress Transit Center
Tech Ridge
The Triangle

Jonestown

Park Drive/Crestview

Lago Vista

Thunderbird Drive/Dawn Drive

Leander

Leander Station

Manor

Carrie Manor Street Park & Ride



Rail Stations

Leander Station and Park & Ride
Lakeline Station and Park & Ride
Howard Station and Park & Ride
Kramer Station
Crestview Station
Highland Station
MLK Jr. Station
Plaza Saltillo Station
Downtown Station

Fleet Description

| | |
|-----------------------|-----|
| ◆ Buses: | 383 |
| ◆ Paratransit Vans: | 66 |
| ◆ Paratransit Sedans: | 46 |
| ◆ Rail vehicles: | 6 |

MetroRail Red Line Service Map



Business Planning & Budget Process

Overview

Chapter 451 of the Texas Transportation Code mandates that Capital Metro's Board of Directors adopt an annual operating and capital budget of all major expenditures by type and amount. The budget must be adopted before the beginning of each fiscal year and before Capital Metro conducts any business in the new fiscal year. Capital Metro's fiscal year begins on October 1st.

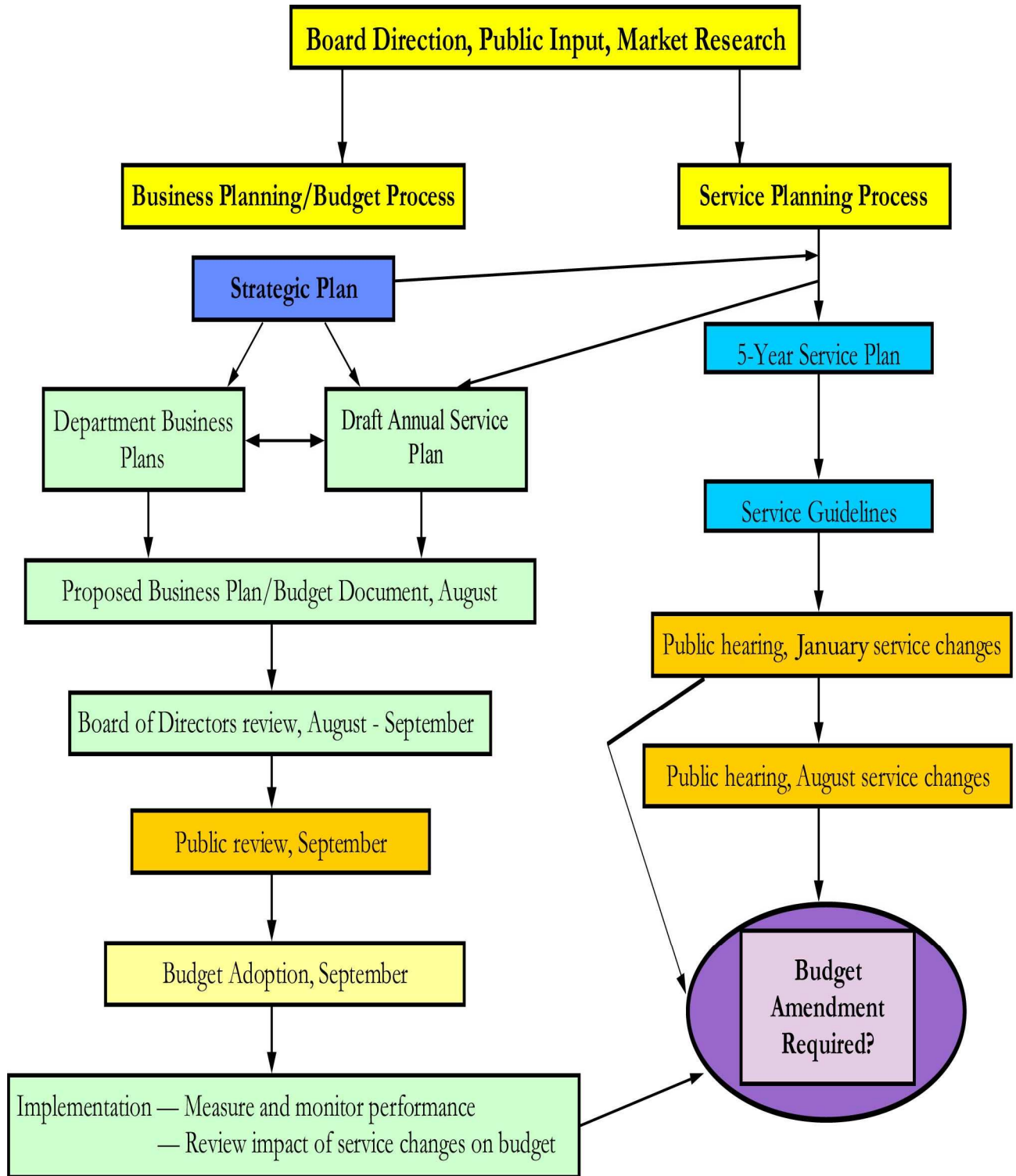
Capital Metro's governing legislation further provides that the Board of Directors shall hold a public hearing on the proposed operating budget prior to its adoption and shall, at least fourteen days before the date of the hearing, make the proposed budget available to the public. After adoption, the Board may subsequently amend the budget after public notice and hearing. The budget is amended if operating expenditures exceed the budgeted amount.

Business and Service Planning Linked to Strategic Goals

The strategic planning process begins when the Board of Directors and management meet to review and discuss Capital Metro's long-range vision and organizational mission and goals. For FY 2013, Capital Metro had the continuing challenge of the economic downturn and its effect on the organization. The goal for the FY 2013 budget is to preserve as much service as possible during this downturn without compromising the long term financial sustainability of Capital Metro.

Capital Metro's management team incorporated the Board of Director's strategic guidance during the development of objectives for FY 2013. The Board of Directors and the management team worked together to set priorities for FY 2013 with the aim of focusing current resources in areas identified as most critical to Capital Metro's customers and communities in its service area. The strategic planning is an ongoing process.

Annual service levels are developed based on the strategic objectives and goals. Each department develops a business plan and budget that supports the service levels and the objectives in the strategic plan. The process, including periodic service changes, is outlined in the flow chart on the following page.





| Annual Calendar | Month |
|--|--------------------|
| Board of Directors provides strategic direction for the coming year | January |
| Management team develops objectives and strategies to achieve organizational goals | March |
| Budget development begins | April |
| Department managers develop business plans that support achievement of objectives | May |
| Board of Directors reviews strategic plan | June |
| Board of Directors reviews proposed budget | August |
| Proposed budget book is posted online for public review (14-day requirement) | Early September |
| Board of Directors holds public hearing on proposed budget | Mid-September |
| Board of Directors adopts budget | Late September |
| Approved budget document is issued | October |



Basis of Budget and Basis of Accounting

Capital Metro has one fund and uses the proprietary fund system. Proprietary funds are used to account for operations that:(a) are financed and operated in a similar manner to private business where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

As a proprietary fund, the budget is prepared on a full accrual basis of accounting. This means that expenses are recognized as they are incurred and revenues are recognized when they are earned. Accounting records and financial statements are developed and maintained in accordance with generally accepted accounting principles (GAAP).

To prepare the budget, Capital Metro uses a zero-based budgeting concept. Each year, every proposed expense must be justified to the Executive Vice President of Finance and Administration, the executive team and budget staff. Revenue projections are developed and projected based on service levels and estimates of subsidized funding. Expenses are then adjusted to balance to, or to be less than, projected revenues.

Budget Assumptions

Service Area

It is assumed that the service area will sustain minimal changes as it has since 2000.

Sales Tax Rate

The sales tax rate is anticipated to remain at 1% as it has since 1995.

Service levels

It is assumed that bus service and rail hours and miles traveled will be funded at budgeted levels. MetroAccess budgeted service levels will remain the same as FY 2012 actual service levels. Further details are available on page 55.

Staffing Levels

The Full Time Equivalent (FTE) Chart on the following page shows the staffing levels by department. Staffing levels will be significantly reduced in FY 2013 as a result of outsourcing all services previously provided by StarTran, Inc.

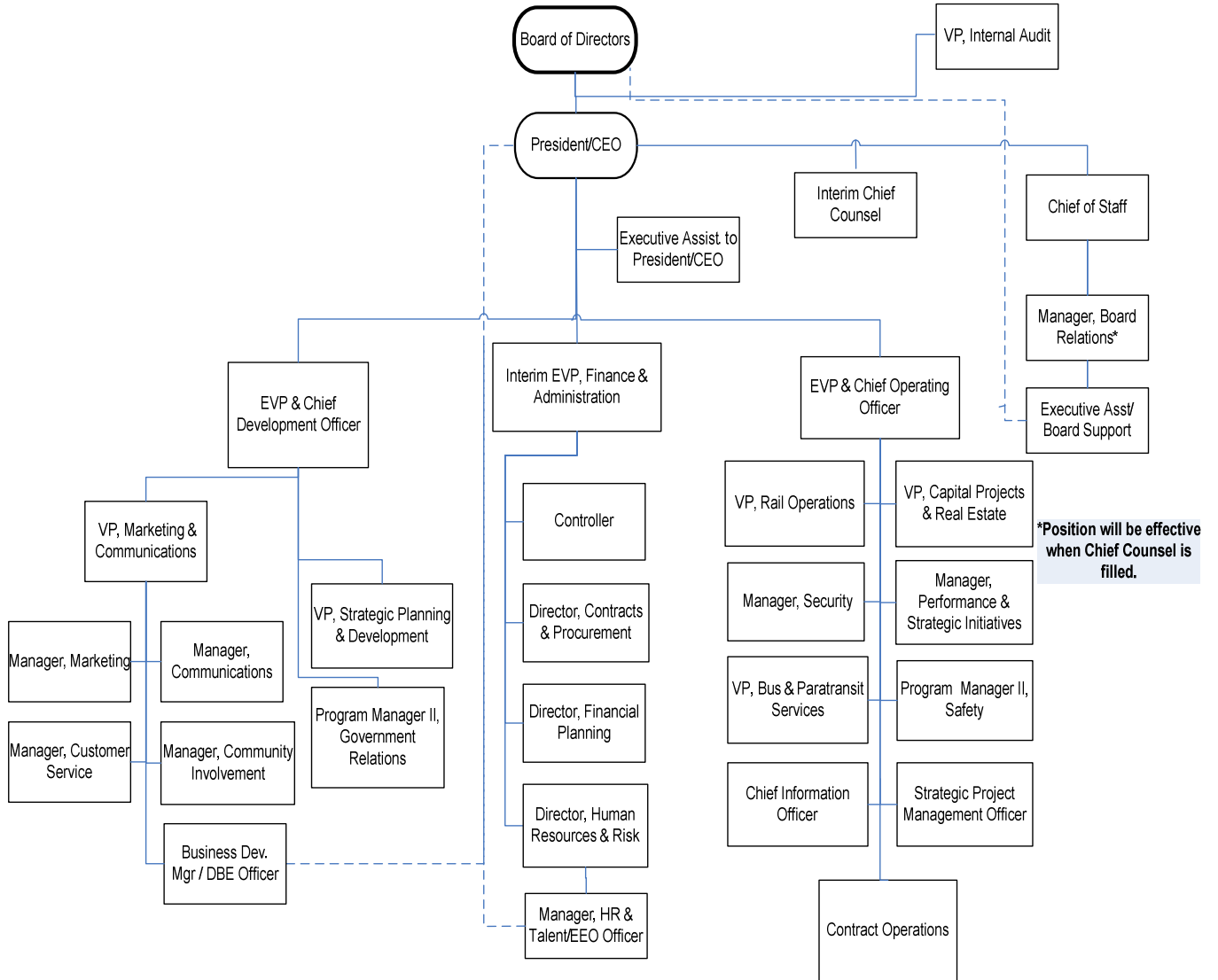


Capital Metro Full Time Equivalent Staffing Chart

| Dept # | Department | FY 2012 Budget | FY 2013 Budget | Changes in FTE's |
|--|--|----------------|----------------|--|
| 102 | Wellness | - | - | |
| 103 | Child Care Center | - | - | |
| 105 | Business Center | - | - | |
| 110 | President/CEO | 5.0 | 5.0 | |
| 115 | Communications | 4.0 | 3.8 | Dept 115 added two part time interns and Communication Specialist II went from 35 hours a week to 40 hours a week. SVP position was moved to Marketing |
| 120 | Board of Directors Support | 3.0 | 2.0 | Supp Spec II, Legal-Board position eliminated |
| 125 | Internal Audit | 3.0 | 3.0 | |
| 130 | Operations | 2.0 | 2.4 | Transferred in Program Manager (40%) from Strategic Management Dept135 |
| 135 | Strategic Management | 3.0 | 2.0 | Transferred Program Manager to Operations Dept 130 (40%) and Rideshare Dept 275 (60%) |
| 140 | Safety | 2.0 | 1.0 | 1 Safety Specialist Eliminated due to labor structure |
| 141 | Security | 27.0 | 26.0 | 4 Reg FT and 22 FTE Security Officers |
| 150 | Legal | 3.0 | 3.0 | Manager, Legal and Records position eliminated |
| 220 | Finance | 20.0 | 20.1 | Add Grant Coordinator and EVP, Finance and Administration (not funding), Sr. Admin position will be split between Accounting (50%) and IT (50%), Fin. Consultant (.63 FTE) |
| 230 | Information Technology (IT) | 22.0 | 23.5 | Added Manager FY 13, 2 part time interns (50%), and 50% expenses for Sr. Admin. shared with Accounting. |
| 250 | Procurement | 12.0 | 13.0 | New Revenue Investment Specialist |
| 275 | RideShare | 3.0 | 3.6 | Includes 60% of Program Manager from 130 |
| 320 | Planning | 20.0 | 23.0 | Three new planners for FY 13 |
| 330 | Marketing | 8.0 | 10.0 | Transferred in 1 Sales Exe Position from 331 and 1 VP from 115. Changed Graphic Designer from part time temp to full time regular position. |
| 331 | Business & Community Development | 13.0 | 8.0 | Transferred out 3 Transit Store positions to 332 and 1 Sales to 330 |
| 332 | Customer Service | 21.0 | 25.5 | Transferred in 4 Transit Store positions and 1 new Customer Service Rep. Changed time worked for other part time Customer Service Reps. |
| 340 | Human Resources (HR) | 15.0 | 13.0 | Eliminate 2 position due to labor structure |
| 420 | Risk Management | 6.0 | 5.0 | Eliminate one position due to labor structure |
| 457 | Public Facilities | 11.0 | 12.0 | Added 1 addition Facility Installer |
| 540 | Capital Projects & Real Estate | 14.0 | 16.0 | Program/Project Manager III unfunded in FY 2012, Added 2 Building Maintenance Positions due to Labor Structure |
| 542 | Freight Rail | 1.0 | 1.0 | |
| 544 | Commuter Rail | 7.0 | 7.0 | |
| 560 | Transit Oriented Development | 2.0 | 2.0 | |
| 600 | Bus and Paratransit Contract Operations | 2.0 | 11.0 | Added 9 new positions due to Labor Structure |
| 610 | Bus Contract Operations | 2.0 | 5.0 | Added 3 new positions due to Labor Structure |
| 620 | Paratransit Contract Operations | 2.0 | 4.0 | Added 2 new positions due to Labor Structure |
| 630 | MetroAccess Administrations | 10.0 | 13.0 | Added 2 new positions, Support Specialist I Eligibility and Data Analyst I. Transferred new Supervisor from 630B (scheduler) |
| 630B | MetroAccess Reservations ⁽¹⁾ | - | 25.0 | Added 1.5 new Reservation Clerks from Temp Status and eliminated Scheduler position for Supervisor transferred to 630. |
| Total Capital Metro FTE's | | 243.0 | 288.8 | |
| 310 | StarTran Administration | 1.0 | - | Department Eliminated due to Labor Structure |
| 430 | Metro Access | 5.0 | - | Department Eliminated due to Labor Structure |
| 440 | Operations Training | 4.5 | - | Department Eliminated due to Labor Structure |
| 441 | Fixed Route Services | 32.0 | - | Department Eliminated due to Labor Structure |
| 442 | Running Repair | 17.0 | - | Department Eliminated due to Labor Structure |
| 443 | Service Island Attendants | 2.0 | - | Department Eliminated due to Labor Structure |
| 451 | Vehicle Maintenance - Administrative | 11.0 | - | Department Eliminated due to Labor Structure |
| 456 | Stores | 2.0 | - | Department Eliminated due to Labor Structure |
| 458 | Building Maintenance | 3.0 | - | Department Eliminated due to Labor Structure |
| Total StarTran, Inc. Non-Bargaining FTE's | | 77.5 | - | |
| 430B | Metro Access - Reservations (IUE) ⁽¹⁾ | 24.5 | - | Department Became CMTA Due to Labor Structure |
| 430B | Metro Access Operators (ATU) | 160.0 | - | Department Eliminated due to Labor Structure |
| 441B | StarTran - Bus Operators | 498.0 | - | Department Eliminated due to Labor Structure |
| 442B | Running Repair Mechanics | 122.0 | - | Department Eliminated due to Labor Structure |
| 443B | Service Island Attendants | 39.0 | - | Department Eliminated due to Labor Structure |
| 456B | Store Clerks | 10.0 | - | Department Eliminated due to Labor Structure |
| 458B | Building Maintenance Technicians | 18.0 | - | Department Eliminated due to Labor Structure |
| Total StarTran, Inc. Bargaining FTE's | | 871.5 | - | |
| Total FTE's⁽¹⁾ | | 1,192.0 | 289 | |

⁽¹⁾ Metro Access Reservations (IUE) transferred to CMTA during FY2012

FY 2013 Organizational Chart





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FY 2012 Strategic Plan

MISSION STATEMENT:

Capital Metro connects people, jobs and communities by providing quality transportation choices

VISION:

A driving force for quality of life in our community

October 1, 2012

Strategic Goal 1 Provide a Great Customer Experience

Build a culture of exceptional customer service that is responsive to the diverse needs of the community.

Objective 1.1 Increase User Friendliness

Ensure that all aspects of our service are easy to navigate.

Tasks

- **Implement Service Plan 2020 and All Systems Go (as updated)**
 - Service Plan 2020 and All Systems Go (ASG) provide the service-planning framework for Capital Metro. The ASG plan is being updated as part of the regional transportation planning effort. The implementation of these plans reflects a thoughtful approach to aligning Capital Metro's services with the mobility needs of the community.
- **Redesign website**
 - The Capital Metro website (www.capmetro.org) will be redesigned and updated. Current trends in web communications will be leveraged, including the interactive tools for trip planning, customer surveys and information sharing.
- **Complete technology projects**
 - Implement technology projects to enhance the customer experience:
 - The Intelligent Transportation Systems (ITS) Project uses computer aided dispatch and automated vehicle locating (CAD/AVL) to provide real time vehicle arrival information to customers. The FY 2012 project work includes rewriting and programming of bus route scheduling data for input into the system, changing the communication application to prepare for the new radio system and beginning the implementation of AVL on the Bus Rapid Transit (BRT) system.
 - Quick Response (QR) codes will provide customers with trip planning and bus and rail schedules which can be accessed quickly and conveniently at bus and rail stops with smart phones and other smart technology. QR Codes will provide accurate and timely route and schedule information. The goal is to deliver real time information once the CAD/AVL project is completed.
 - Interactive Voice Response (IVR) system replacement will improve the effectiveness of the Capital Metro call centers and the ease with which customers access information via telephone.
 - Trapeze software expansion will help prepare for a new business model of contracted services and will provide significant benefits for MetroAccess customers.
- **Improve ease of fare payment for customers**
 - Develop a long-term fare collection strategy for implementing a stored value or Smart Card that can be reloaded with additional value, reused indefinitely and read when touched to a target on a farebox or ticket vending machine.
 - Evaluate user friendliness of ticket vending machines at rail stations and develop appropriate plans for improvement.

- **Provide exceptional customer service through oversight of contracted services**
 - As Capital Metro’s operating structure transitions to a contract service model by FY 2013, the expectations for service delivery and detailed plans for oversight of contractors will be formalized and documented.

- **Improve, document and formalize the process for making service delivery adjustments**
 - Planning and Operations staff use various data to trigger changes in service. The process for collecting and using that data to drive service delivery improvements will be evaluated and documented to increase feedback into the process. The marketing effort needed to communicate service changes will be included.

- **Implement mystery rider program**
 - Implement the use of “mystery riders” (a.k.a. secret shoppers, persons trained to conduct such evaluations) to review service delivery.

Performance Measures

| Measure | Baseline | 2012 Goal | Responsibility |
|---|----------------|----------------|--------------------|
| • Riders per revenue hour | 28 | 29 | Planning/Marketing |
| • Customer satisfaction survey | 90% | 92% | Marketing |
| • Complaints per 100,000 riders | 15 | 14 | Operations |
| • Call center responsiveness (by service level, in both call centers) | 80%/60 seconds | 80%/60 Seconds | Call Center(s) |

Objective 1.2 Make Riding Safe, Reliable and Accessible

Ensure that service delivery of all modes is focused on safety, reliability and accessibility.

Tasks

- **Complete second year of accessibility/connectivity improvements at bus stops**
 - A multi-year effort is underway to ensure the accessibility of all bus stops, including wheelchair boarding locations and sidewalk connectivity. This project is in partnership with the city of Austin.

- **Continue implementation of safety and security improvements**
 - One percent of Capital Metro's annual federal funding is designated for safety and security improvements. An ongoing plan of projects will be identified for use of these funds.

- **Improve bike storage at transit facilities**
 - Riding Capital Metro has become popular with bicyclists. A long-term strategy will be developed to address the growing number of bicycles on buses and rail.

Performance Measures

| Measure | Baseline | 2012 Goal | Responsibility |
|--|----------|-----------|------------------|
| <ul style="list-style-type: none"> • Service delivery index * Includes on time performance, vehicle accident rate, passenger accident rate, miles between road calls and customer comments. | 5.89 | 6.7 | Operations |
| <ul style="list-style-type: none"> • Bus stop connectivity / accessibility upgraded to meet Capital Metro's standard * Measure represents the expenditure of annual budgeted funds. | 35% | 100% | Capital Projects |

Strategic Goal 2 Improve Business Practices

Capital Metro will exhibit good stewardship of public funds through the efficient use of available resources. Institute productivity and efficiency strategies that ensure resources are allocated in a manner that optimizes Capital Metro's ability to meet community transportation needs.

Objective 2.1 Strengthen the Financial Health of the Agency

Understand the current financial conditions and put the appropriate systems and controls in place that improve the financial health of the organization.

Tasks

- **Pursue additional funding/ revenue opportunities**
 - Examine a range of opportunities to increase revenues as they present themselves. At a minimum, this will include a complete review of sales tax accounts, an analysis of current marketing conditions to evaluate potential revenue from naming rights, transit advertising and transit oriented development (TOD), real estate development, transportation development credits and other options.
- **Evaluate potential for covered parking at park & rides**
 - Evaluate public and private partnerships to provide covered parking at rail station park-and-ride lots to improve customer service and increase system revenue.
- **Identify cost savings to replenish reserves**
 - Review the budget in concert with all divisions of Capital Metro to identify opportunities for cost savings. This will include, but not be limited to, requiring divisions to provide budgets with plans for specific percentage reductions.
- **Adopt a long-range financial forecast**
 - Produce a five-year long-range financial forecast of revenues, operating expenses and capital expenses for the current year and four additional years. This forecast will be updated annually.
- **Develop a cost allocation model**
 - Revise Capital Metro's methodology for allocating non-operating costs to the appropriate modes of service. This model will be used to evaluate the fully-funded cost of individual modes of service.
- **Address labor structure**
 - Implement the recommendations of Senate Bill 650 which requires that all transit services now operated by StarTran are either operated by direct employees of Capital Metro or operated by private contractors after a competitive procurement.
- **Develop a plan to implement fuel hedging**
 - Capital Metro will retain a consultant on fuel prices and develop a specific procedure for regularly reviewing fuel prices in order to enter into fuel hedging agreements.
- **Develop a business plan for freight rail**
 - Freight rail service is a business enterprise center. Prepare short-term and long-term plans and approaches for increasing freight revenue and reducing costs.

Performance Measures

| Measures | Baseline | 2012 Goal | Responsibility |
|--------------------------------|-----------------|------------------|----------------------------------|
| • Two month operating reserves | \$20.9 million | \$21 million | Finance |
| • Return on assets | | | |
| • Naming rights | N/A | \$1 million | Marketing |
| • Rail right of way revenue | \$340,000 | \$357,000 | Capital Projects & Real Estate |
| • Transit advertising | \$400,000 | \$450,000 | Business & Community Development |
| • Fares | \$17.3 million | \$17.4 million | Finance |
| • Operating costs | \$167.9 million | \$172.9 million | Finance |

Objective 2.2 Increase Accountability

Ensure that the Capital Metro staff and board are held accountable and responsible for the financial health of the organization, the service quality impact of long-term commitments and obligations, managed growth and environmental stewardship

Tasks

- **Create financial indicators report**
 - Develop a report of financial indicators for the Board of Directors that can reflect the relative condition of Capital Metro’s fiscal health over time. Potential indicators could include, growth in sales tax year over year; monthly ending cash balance; variance in overall revenues from forecast receipts versus expenditures.
- **Develop a business plan process for capital projects**
 - Develop detailed business plans for capital projects that include a financial analysis and projection of funding requirements. Conformity to that plan will be monitored allowing for any necessary formal adjustments in budget estimates.
- **Ensure consistency with service standards**
 - Ensure that service changes and improvements are consistent with board-adopted or board-initiated plans including Service Standards and Guidelines, ServicePlan2020, and the Central Texas Regional Transit System Plan.

- **Create annual report**
 - Issue an annual report to the community in a transparent and reader-friendly format that details the agency’s financial health and report on the progress in building reserves, reducing costs and generating revenue.

- **Maintain assets to a state of good repair**
 - Develop a plan and process to ensure that all assets are maintained to the manufacturer’s standards based on normal use and life expectancy.

- **Develop an environmental management system (EMS)**
 - Adhere to environmental requirements and identify innovative green business practices through the implementation of environmentally responsible initiatives consistent with the FTA best practices. These best practices include efficient use of energy and materials which minimizes environmental impacts while also ensuring fiscal responsibility, conducting employee training and awareness of environmental responsibilities, implementing resource reduction, recycling and reuse practices and handling and disposing of all hazardous waste through safe and responsible methods.

Performance Measures

| Measures | Baseline | 2012 Goal | Responsibility |
|---|------------------|-----------------------|-----------------------|
| • % to target desired results business plans | +/- 5% | +/- 5% | Finance |
| • % to target desired results of strategic plan | N/A | 80% | Strategic Planning |
| • Key financial indicators report | Baseline FY 2011 | Monthly Board Reports | Finance |
| • Budget adherence | + or - 5% | + or - 5% | Finance |

Objective 2.3 Enhance Organizational Development

Integrate the Strategic Plan into the Capital Metro culture to insure that appropriate resources, initiatives and support are in place to guarantee employee commitment across the board. In addition, Capital Metro will continue to measure employee satisfaction in an effort to gauge employee morale.

Tasks

- **Measure and report employee satisfaction indices**
 - Report employee environment key performance indices to the board labor committee quarterly. Include measures of employee turnover, grievance rates, absenteeism and employee injury rates.

- **Continue Linda is Listening program**
 - Focus communications and outreach programs to all employees on the labor structure changes and encompass any other questions employees may have about agency matters.

- **Develop action plans to address areas of concern in employee engagement survey**
 - The University of Texas Institute for Organizational Excellence completed a survey of employee engagement during 2011. The results of the survey will serve as the basis for developing action plans for implementing organizational changes. These changes will address areas where improvement is needed.
- **Implement project management training**
 - Initiate a project management training program that will provide the tools and knowledge to successfully manage projects to completion.
- **Develop an action plan for employee training and development**
 - Develop specific objectives for behavior change at the leadership level based on the strategic goals and defined elements of a leadership development program to support the objectives

Performance Measures

| Measures | Baseline | 2012 Goal | Responsibility |
|---|---|---|--|
| <ul style="list-style-type: none"> • Employee survey results | <p style="text-align: center;">328 (scale of 200-500)</p> | <p style="text-align: center;">Prepare for FY 2013 survey with target to improve 2011 score</p> | <p style="text-align: center;">Human Resources</p> |
| <ul style="list-style-type: none"> • Percent of designated leadership team completing leadership development program | <p style="text-align: center;">N/A</p> | <p style="text-align: center;">100%</p> | <p style="text-align: center;">Human Resources</p> |

Strategic Goal 3 Demonstrate the Value of Public Transportation in an Active Community

Demonstrating Capital Metro's value to the community will lead to a positive public image through improved service delivery, safety, increased customer satisfaction and increased ridership. Be a leader responsible for making innovative and good decisions.

Objective 3.1 Increase Ridership in Target Markets

Identify new markets and create a strategic plan to capture those markets to increase ridership on all modes of transportation.

Tasks

- **Create plans to target “new” markets**
 - Working from the market segmentation study completed in 2009, develop a plan to market Capital Metro's services to those groups identified as most likely to ride. This plan will be designed to attract new riders.
 - Work with the Convention and Visitors Bureau to develop a plan for communicating transit services to visitors.
- **Improve “last mile” access**
 - Services are not always within a comfortable walking distance for all trips. Adding bike access and shared ride access (like Car2Go or vanpools) at the beginning or end of a transit trip will attract new riders. Working with rideshare businesses, bicycle groups and the city of Austin to create cross-promotions will add synergy to our marketing and outreach.
- **Use QR codes as information delivery system**
 - Develop a marketing plan that educates current and new riders on the use of QR codes at bus stops and rail stations.
- **Implement student summer ridership program**
 - One of the campaigns for FY 2012 is an initiative to provide summer passes to high school and middle school students. A strategy and action plan for marketing this opportunity to students and their parents will be developed.
- **Develop plan for communicating and marketing to current riders and new riders, any service changes or new service**
 - Assess current process for communicating changes of service and special events and develop a plan that will serve as a template for future changes and special events.
- **Develop a plan for marketing MetroRapid**
 - Develop a strategic plan for branding and marketing MetroRapid to the community.

Performance Measures

| Measures | Baseline | 2012 Goal | Responsibility |
|---|-----------------------------|---|---------------------|
| • Riders per hour | 28 | 29 | Planning /Marketing |
| • Website average visits/day: | 9,291 | 10,500+ | Marketing |
| • Website returning traffic | 194,512 | 220,000+ | Marketing |
| • Website new traffic | 88,122 | 90,000+ | Marketing |
| • Website average bounce rate | 37.99% | >33% | Marketing |
| <ul style="list-style-type: none"> • Ridership increase in target markets: target markets for FY 2012 will include four neighborhoods with concentrations of the "Young Achievers" market segment: <ul style="list-style-type: none"> ○ Crestview (Route 5) ○ North Loop (Routes 7 & 10) ○ Bouldin (Route 5) ○ Southwood (Route 5) <p>Stop boarding level data will be collected in these areas to establish a baseline and then re-measured at year end.</p> | To Be Established FY 2012 | 10% increase in average daily boardings | Planning/Marketing |
| • Ridership increase in University of Texas students on mainline service | FY 2010 Baseline* 2,429,484 | 2,750,000 | Marketing/Planning |
| • Establish baseline for sale of student summer ridership passes | 1000+ projected | 1000+ | Marketing/Finance |

*UT student ridership project began in FY 2011

Objective 3.2 Develop and Innovatively Deliver our Message

Push Capital Metro's message aggressively and effectively

Tasks

- **Redesign Capital Metro's website**
 - Develop a new website with significant improvements in ease of use, accessibility and intuitive architecture.
- **Design strategy for social media/interactive communication**
 - Capital Metro's customers and potential customers are talking about Capital Metro on social networking platforms. A solid social media strategy will enable the Authority to participate in those conversations—to provide great customer service, to clarify or correct misinformation and to improve the perception of Capital Metro and its employees and to ensure, in turn, that the valuable information gleaned from customers will be used to improve service.
- **Determine marketing message/develop strategy/create marketing plan and implement**
 - Develop a comprehensive marketing strategy, delineating key messages and an implementation timeline.
- **Implement additional interactive tools for customer input**
 - A comprehensive public involvement process will utilize additional interactive tools to gather customer input and increase customer awareness of Capital Metro's services. These tools will enhance citizen participation, ensure agency transparency and enhance the board decision-making processes—i.e., *icanmakeitbetter.com* idea tool, TurningPoint interactive voting technology, online webinars, videos, customer surveys and focus groups.
- **Develop Public relations/media strategy**
 - Develop a comprehensive plan of action to deliver Capital Metro's key messages to appropriate audiences through a wide variety of communications and media platforms. This plan will allow Capital Metro to address the many challenges and opportunities it faces as the agency builds upon the success of the past two years. This strategic plan will include editorial board visits, additional media outlets, newsletter insertions, press releases, "soft stories," television coverage, national publications, an annual report to the community and employee "share our story" messages.

Performance Measures

| Measures | Baseline | 2012 Goal | Responsibility |
|---|---------------------------|---------------------------|----------------|
| <ul style="list-style-type: none"> Customer satisfaction survey | 90% | 92% | Marketing |
| <ul style="list-style-type: none"> Number of positive media pitches (including local media, editorial board and industry publications) | To Be Established FY 2012 | 2/month | Communications |
| <ul style="list-style-type: none"> Attitudinal poll (communication strategy effectiveness) | To Be Established FY 2012 | To Be Established FY 2012 | Marketing |

Objective 3.3 Strengthen Community Relationships

Build meaningful relationships with the communities that result in support and voices for future initiatives.

Tasks

- **Build community support for major agency initiatives**
 - Through effective communication and engagement of the community in agency decision-making processes, Capital Metro will build community trust and support for major initiatives.
- **Continue B2B program**
 - The Business-to-Business outreach program is a corporate outreach initiative targeted at employers who have the potential to buy rail or bus passes for their employees. The existing program will be continued with additional outreach to new businesses that express an interest in becoming retail partners or in securing other customized services such as vanpools. A website “splash page” will promote the program online and allow interested businesses to register for services.
- **Continue implementation of DBE program**
 - The DBE Program is a federally-mandated program that supports our small and minority business community. Capital Metro will continue the implementation of its approved 2012-2014 DBE Plan and meet the 23% compliance goal. In addition, to enhance program outreach initiatives, Capital Metro will seek to contract with the minority Chambers of Commerce for special services and implement networking events that foster mutually productive business partnerships.
- **Assess value and effectiveness of MetroAmbassador and MetroEducation programs**
 - The MetroAmbassador program recruits and trains community volunteers to assist in community involvement and outreach activities, such as rail safety outreach. The MetroEducation program uses presentations, brown bag lunch sessions and experiential field-trip style learning opportunities for both adults and children to increase ridership and customer satisfaction for all Capital Metro services. The programs will be assessed for their effectiveness and will be updated, revised and re-launched as appropriate.

- **Work with board advisory committees to develop meaningful dialogue and relationships**
 - The Board of Directors restructured the two citizen advisory committees and appointed new members to provide more effective input. These committees serve as resources to Capital Metro by giving feedback to the board regarding transit services. The Customer Satisfaction Advisory Committee focuses on service quality and improving the riding experience. The Access Advisory Committee focuses on issues related to service for senior citizens and passengers with disabilities, including MetroAccess service and bus stop accessibility.

- **Creation of kitchen cabinet for advice and input**
 - The kitchen cabinet will be an advisory group of key stakeholders that assists Capital Metro to enhance and develop relationships in the community and that can assist Capital Metro leadership and management in developing, refining and extending marketing messages.

- **Creation of speakers bureau**
 - The speaker's bureau will be a community outreach tool utilizing key Capital Metro employees and other transit advocates to provide presentations and briefings on agency initiatives to community organizations throughout the region.

Performance Measures

| Measures | Baseline | 2012 Goal | Responsibility |
|---|---------------------------|---------------------------|------------------------------------|
| • DBE goal | 22% | 23% | Business and Community Development |
| • Increase number of employers who buy passes for their employees | 4 | 5 | Business and Community Development |
| • Attitudinal poll (Capital Metro Image) | To Be Established FY 2012 | To Be Established FY 2012 | Marketing |

Strategic Goal 4 Be a Regional Leader

Capital Metro will play a major role in addressing the congestion challenges in Central Texas by increasing its market share and influencing future land development.

Objective 4.1 Lead Public Transportation Planning and Innovation

Provide guidance and direction to the Central Texas community regarding the development of innovative transportation solutions.

Tasks

- **Complete regional transit system plan update**
 - In partnership with the City of Austin, CAMPO, the Lone Star Rail District and others, lead the system plan effort and work to ensure completion of that plan on time and within budget.
 - Develop a leadership strategy to influence regional transportation outcomes with CAMPO and other counties and cities.

- **Maintain and increase staff expertise and exposure to innovation through training and participation in local, regional and national peer groups**
 - To maintain and increase regional leadership capabilities, it is critical that staff remain current on leading ideas and concepts in transportation. This task will maximize opportunities for peer networking and education for staff resulting in improvements to our service.

- **Expand partnerships with educational / research institutions**
 - Capital Metro has successfully partnered with a broad range of educational and research institutions to leverage their capabilities of improving public transportation and this task will further those efforts.

- **Develop a prioritized plan for improved MetroRail service**
 - The current levels of MetroRail service are near capacity and have met initial ridership projections. As the first modern passenger rail service in Central Texas, the MetroRail Red Line is an initial investment that needs further improvements to reach its potential. This task will develop a prioritized plan to increase capacity, improve service quality and expand service on the Red Line.

Performance Measures

| Measures | Baseline | 2012 Goal | Responsibility |
|---|----------|-----------|----------------|
| <ul style="list-style-type: none"> • Number of CAMPO 2035 activity centers served by Capital Metro (37 total) | 14 | 15 | Planning |
| <ul style="list-style-type: none"> • Congestion reduction savings from transit (based on TTI Urban Mobility Study) | \$43M | \$45M | Planning |

Objective 4.2 Grow the Service Area and Customer Base

Implement a strategy to support a fully developed regional transportation system that results in higher per capita transit use and broader geographic coverage than at present.

Tasks

- **Continue outreach to non-member cities for service provision**
 - Discussions continue with several jurisdictions on the issue of providing service beyond our current service area boundary through an Interlocal Agreement. The service expansion policy will be evaluated and revised as necessary in accordance with these discussions, and work on this policy will be coordinated with CAMPO.
- **Implement MetroRapid (a Bus Rapid Transit System)**
 - This project is the next major element of the All Systems Go Long-Range Plan and is receiving more than \$37M in federal funding. Assure that vehicle acquisition, station development and transit signal priority system development in FY 2012 occur within budget and on schedule.
- **Partner to support expanded MetroRail operations**
 - MetroRail has proven to provide a valuable and highly-used service when occasionally provided in the evenings and on weekends and there is a desire for more. Seek funding partners to support the cost of this additional service on weekend evenings.
- **Build support for transit in region and support for additional transit funding**
 - By continuing planning efforts, including the federally-funded North Central Corridor Alternatives Analysis, Capital Metro will build community support and provide a strong basis for increased transit investment.
 - Work with CARTS to improve service levels and regional connectivity and leverage resources.

Performance Measures

| Measures | Baseline | 2012 Goal | Responsibility |
|---|---------------------------------|------------------------------|---------------------|
| <ul style="list-style-type: none"> • Annual trips per capita within service area | 2010 Passenger Trips per Capita | 3% Increase over 2010 Levels | Planning/Operations |

Objective 4.3 Play a Key Role in Sustainable Development

The viability of a high quality public transportation system is largely a function of the development patterns it serves. Capital Metro will work to encourage transit-supportive development in Central Texas and facilitate smart growth through integration of transportation and land use planning.

Tasks

- **Continue to promote transit oriented development (TOD) through education and outreach**
 - Advance TOD projects near MetroRail stations and on agency-owned property as a means of increasing transit ridership and generating a revenue stream to support service costs.
 - Finalize design and environmental work and initiate construction on MetroRail track relocation and double-tracking project at Plaza Saltillo.

- **Partner to support implementation of activity centers in CAMPO 2035 Plan**
 - Participate in regional projects such as the CAPCOG Sustainable Places Project, Envision Central Texas and others to encourage the development of activity centers that are transit-supportive.
 - Work with the city of Austin to complete the Airport Boulevard corridor study and begin implementing the recommended actions on this corridor to serve as a model project for activity center development.

- **Participate in regional planning initiatives including Imagine Austin and HUD Sustainability Grant**
 - Engage in the Imagine Austin comprehensive plan development and other regional efforts to ensure that transit supportive programs and policies are a part of these guiding documents.

Performance Measures

| Measures | Baseline | 2012 Goal | Responsibility |
|---|-------------|-----------------------------------|-------------------------------|
| • Percent of STP-MM funding going towards transit-supportive projects | n/a | 30% | Planning/Government Relations |
| • Population and employment density within ¼ mile of MetroRail stations | n/a | Establish baseline | TOD |
| • Initiate North Central corridor alternatives analysis | Not started | 50% of Scope Completed by FY 2012 | Planning |

STRATEGIC PAN INITIATIVES STATUS

| Goals | Objectives | Tasks | Owner | Project Manager | Task Status R,G,Y | Profile (Y/N) | Start Date | End Date |
|--|---|---|--------------------|-----------------------|----------------------|------------------|------------|------------|
| COMPLETED | | | | | | | | |
| 1. Provide a Great Customer Experience | 1.1 Increase User Friendliness | Formalize Process for making Service Delivery Adjustments | D ALLENT HEMINGSON | T HEMINGSON | ● | YES | 2009 | 2011 |
| 2. Improve Business Practices | 2.2 Increase Accountability | Create Financial Indicators Report | B HAMILTON | F ORDAZ | ● | YES | 10/31/2011 | 2011/11/10 |
| 1. Provide a Great Customer Experience | 1.1 Increase User Friendliness | Plans for improving ease of use at TVMs | B HAMILTON | B SIFUENTES | ● | YES | 12/1/2010 | 2011/01/31 |
| 2. Improve Business Practices | 2.1 Strengthen The Financial Health of the Agency | Adopt a long range financial forecast | B HAMILTON | P LAINE | ● | YES | 1/1/2011 | 2011/12/5 |
| 2. Improve Business Practices | 2.1 Strengthen The Financial Health of the Agency | Develop a cost allocation plan | B HAMILTON | F ORDAZ | ● | YES | 5/11/2011 | 2011/12/14 |
| 2. Improve Business Practices | 2.3 Organizational Development | Develop action plans for areas of concern in employee engagement survey | D SIMMONS | K PETERSON | ● | YES | 10/1/2011 | 2012/2/29 |
| 1. Provide a Great Customer Experience | 1.1 Increase User Friendliness | QR Codes | D ALLENT DAWSON | C LUCAS | ● | YES | 12/27/11 | 2012/2/29 |
| 4. Be a Regional Leader | 4.2 Grow the Service Area and Customer Base | Partner to support expanded MetroRail operation | E TIMBES | E TIMBES / G CASTILLO | ● | YES | 1/1/2012 | 2012/3/30 |
| 2. Improve Business Practices | 1.2 Make riding safe, reliable and accessible | Continue implementation of safety and security improvements | E TIMBES/J JONES | J JONES | ● | YES | 6/1/2011 | 2012/5/31 |
| 2. Improve Business Practices | 2.1 Strengthen The Financial Health of the Agency | Develop a plan to implement fuel hedging | B HAMILTON | P LAINE | ● | YES | 8/1/2008 | 2013/8/25 |

STRATEGIC PAN INITIATIVES STATUS

| Goals | Objectives | Tasks | Owner | Project Manager | Task Status R,G,Y | Profile (Y/N) | Start Date | End Date |
|--|---|--|---------------------|-------------------------|----------------------|------------------|------------|------------|
| FY2012 | | FY2012 | ONGOING | | | | | |
| 3. Demonstrate the Value of Public Transportation in an Active Community | 3.1 Increase Ridership in Target Markets | Roll out QR codes as information delivery system | D ALLEN/D DAWSON | C LUCAS | ● | YES | 10/1/2011 | 2012/02/29 |
| 1. Provide a Great Customer Experience | 3.2 Develop and Innovatively Deliver our Message | Determine marketing message;develop strategy;create marketing plan and implement | D ALLEN/D DAWSON | C LUCAS | ● | YES | 10/1/2011 | 2012/3/30 |
| 1. Provide a Great Customer Experience | 1.1 Increase User Friendliness | Trapeze Module Expansion | E TIMBES/J IANNELLO | B PREDMORE | ● | YES | 11/1/2011 | 2012/10/1 |
| 4. Be a Regional Leader | 3.2 Develop and Innovatively Deliver our Message | Redesign Capital Metro's website | D ALLEN/D DAWSON | C LUCAS / J TUCKER | ● | YES | 1/1/2011 | 2012/06/15 |
| 4. Be a Regional Leader | 3.1 Increase Ridership in Target Markets | Create plans to target new markets | D ALLEN/D DAWSON | C LUCAS | ● | YES | 1/10/2011 | 2012/6/30 |
| 3. Demonstrate the Value of Public Transportation in an Active Community | 3.2 Develop and Innovatively Deliver our Message | Public relations media strategy | D ALLEN/D DAWSON | D. Dawson | ● | INC | 1/1/2012 | 2012/9/30 |
| 2. Improve Business Practices | 3.2 Develop and Innovatively Deliver our Message | Design strategy for social media/interactive communication | D ALLEN/D DAWSON | E MCKEWEN | ● | YES | 12/29/2011 | 2012/9/30 |
| 2. Improve Business Practices | 2.1 Strengthen The Financial Health of the Agency | Seek and Pursue additional funding | D ALLEN/D DAWSON | E EASTON | ● | YES | 12/1/2011 | 2012/7/31 |
| 3. Demonstrate the Value of Public Transportation in an Active Community | 2.2 Increase Accountability | Maintain assets to a state of good repair | E TIMBES | E TIMBES | ● | YES | 4/1/2012 | 2012/7/31 |
| 2. Improve Business Practices | 3.1 Increase Ridership in Target Markets | Improve Last Mile Access | D ALLEN/T HEMINGSON | T HEMINGSON | ● | YES | 7/1/1905 | 2012/7/31 |
| 3. Demonstrate the Value of Public Transportation in an Active Community | 2.3 Organizational Development | Measure and report employee satisfaction indices | D SIMMONS | K PETERSON | ● | YES | 11/30/2011 | 2012/8/14 |
| 2. Improve Business Practices | 3.3 Strengthen Community Relationships | Assess value and effectiveness of transit ambassadors and Metro Education | D ALLEN/D DAWSON | S BARNES | ● | YES | 1/1/2012 | 2012/8/30 |
| 1. Provide a Great Customer Experience | 2.1 Strengthen The Financial Health of the Agency | Address Labor Structure | E TIMBES/D WATKINS | D WATKINS | ● | YES | 5/1/2011 | 2012/9/1 |
| 2. Improve Business Practices | 1.1 Increase User Friendliness | Contract Oversight – Bus and Paratransit Ops | E TIMBES | D WATKINS | ● | YES | 9/1/2011 | 2012/9/1 |
| 2. Improve Business Practices | 2.1 Strengthen The Financial Health of the Agency | Develop a business plan for freight rail | E TIMBES | M CLARK / K TIMMINS | ● | YES | 4/1/2012 | 2012/9/30 |
| 2. Improve Business Practices | 2.1 Strengthen The Financial Health of the Agency | Identify Cost Savings to Replenish Reserves | B HAMILTON | DEPT MANAGERS | ● | YES | 1/11/2012 | 2012/09/30 |
| 3. Demonstrate the Value of Public Transportation in an Active Community | 2.3 Organizational Development | Continue Linda is Listening sessions | D SIMMONS | K PETERSON | ● | YES | 10/1/2011 | 2012/9/30 |
| 3. Demonstrate the Value of Public Transportation in an Active Community | 3.3 Strengthen Community Relationships | Continue B2B program | D ALLEN/D DAWSON | D CALDWELL | ● | YES | 10/1/2011 | 2012/09/30 |
| 3. Demonstrate the Value of Public Transportation in an Active Community | 3.3 Strengthen Community Relationships | Continue implementation of DBE Program | D ALLEN/D DAWSON | D CALDWELL / C GONZALES | ● | YES | 10/1/2011 | 2012/09/30 |

Summary of Financial Policies

Capital Metro's component unit, StarTran, Inc., is a corporation organized under the Nonprofit Corporation Act of the State of Texas for the purpose of providing employees to operate mass transit services on behalf of Capital Metro. Prior to August 19, 2012, about 70 percent of fixed route bus services were provided by StarTran and the remaining 30 percent was provided through contracts with First Transit and Veolia.

However, new contractors are providing transportation services, which were provided by StarTran, Inc. in the past, to comply with Senate Bill 650. This bill required Capital Metro to either outsource all services not provided by Capital Metro or bring them in-house. The later required the concurrence of ATU Local 1091 which was not forthcoming. Accordingly, after a seven month procurement process, on April 23, 2011 the Board of Directors approved two contracts, one for fixed-route and the other for paratransit services. , Beginning August 19, 2012, McDonald Transit assumed responsibility for the fixed-route bus service previously provided by StarTran, Inc. and MV Transportation assumed responsibility for the MetroAccess service previously provided by StarTran, Inc. The transition to private contractors coincides with the August 2012 service change.

Capital Metro is not included in any other governmental "reporting entity" as defined in Section 2100, Codification of Governmental Accounting and Financial Reporting Standards. The appointed members of the Board have the authority to make policy decisions, select the President/CEO of Capital Metro and maintain primary accountability for fiscal matters.

Capital Metro's primary financial goal focuses around providing effective and efficient transportation services and systems to the public using a balanced budget. The financial goals of Capital Metro are to:

- ◆ Operate under a balanced budget.
- ◆ Safeguard and maximize resources.

The following guidance and policies are in place in order to achieve these goals.

- ◆ **Balanced Budget** -- Capital Metro operates under a balanced budget. Capital Metro's definition of a balanced budget is in accordance with the Texas Transportation Code, Section 451.103.
- ◆ **Zero-based Budgeting** -- Capital Metro utilizes the zero-based budgeting concept.
- ◆ **Capital assets** are recorded at cost and are depreciated over their useful life using the straight-line method.
- ◆ **Fixed assets** for capitalization and financial reporting purposes are all items purchased that have a useful life of more than one year, are of a tangible nature and have a value of \$5,000 or more, net cost, not including trade-ins or any taxes, licenses, etc.
- ◆ **Sales Tax Revenue** -- Sales tax revenue is accrued on a monthly basis based on information provided by the Texas Comptroller of Public Accounts.
- ◆ **Capital Replacement and Improvement Grants** -- Capital Metro funds its capital improvements with sales taxes and grants primarily from the Federal Transit Administration (FTA). Revenue is recognized when all eligibility requirements have been met. The grantor retains a reversionary interest in the capital asset over the estimated useful life of that asset.

**Summary of Debt Policy
(Approved June 25, 2012)**

- ◆ Debt: Section 451.352 of the Texas Transportation Code authorizes an authority to issue bonds at any time and for any amounts it considers necessary or appropriate for the acquisition, construction, repair, equipping, improvement or extension of its transit authority system with the following conditions:
 1. The board, by resolution, may authorize the issuance of bonds payable solely from revenue.
 2. Bonds, any portion of which is payable from taxes, may not be issued until authorized by a majority of the votes received in an election ordered and held for that purpose.
 3. Capital Metro's bonds may be sold at a public or private sale as determined by the Board to be the more advantageous.
 4. The Board, by resolution, may issue short-term bonds secured from revenue or taxes received if the debt has a term not exceeding 12 months, and the bond is payable with taxes or other revenue received on or after the date of issuance and before the end of the fiscal year following the fiscal year during which the bonds were issued.
 5. Capital Metro may not issue short-term debt (less than 12 months in duration) or bonds secured by the revenue of the authority to finance the purchase, acquisition, construction, operation, or maintenance of a fixed rail transit system without a voter referendum.

Pension Obligation Bonds: Section 451.139 of the Transportation Code gives Capital Metro the authority to issue bonds in the amounts necessary for managing or funding retiree pension benefit obligations for pension plans existing as of January 1, 2011, and that result from the competitive bidding of transit services required by Section 451.137. The use of this bonding authority is strictly limited, and it is the Board's policy to use the authority only in a manner that is consistent with the original intent of the law and only at such a time as it can be justified in terms of the long-term financial sustainability of Capital Metro.

Contractual Obligations: Chapter 271, subchapter A of the Local Government Code authorizes Capital Metro to execute, perform, and make payments under a contract with any person for the use or the purchase or other acquisition of personal property, or the financing thereof. This provision specifically applies to the purchase or lease of personal property or for financing the acquisition of personal property, such as vehicles. Projects involving purchases of real property or improvements to real property cannot be financed using contractual obligations under state law.

The contract must (1) be on the terms considered appropriate by the Board, (2) be in the form of a lease, a lease with an option or options to purchase, an installment purchase, or any other form considered appropriate by the Board, including that of an instrument which would be required to be approved by the attorney general, provided that contracts in such form must be approved by the attorney general, (3) be for a term approved by the Board and contain an option or options to renew or extend the term and (4) be made payable from a pledge of all or any part of any revenues, funds, or taxes available to Capital Metro for its public purposes.

Subject only to applicable constitutional restrictions, the Board may obligate taxes or revenues for the full term of a contract for the payment of the contract.

The contract may be for any term not to exceed 25 years.



Lease Financing: Lease obligations may also be considered as appropriate for financing capital. Lease financing should be considered when determined to be more beneficial, either economically or from a policy perspective. Factors to be considered and evaluated include: the useful life of the capital, the terms and conditions of the lease, market convention, and the impact on debt capacity and budget flexibility.

Debt Limits

The primary goal of the Board of Directors is to minimize the use of debt and to use debt financing prudently when it is utilized. Capital Metro will keep outstanding debt within the limits prescribed by State law and at levels consistent with its creditworthiness objectives. Capital Metro will maintain debt service coverage ratios consistent with the best practices for local government debt issuance. At a minimum, the debt service coverage ratio for financial planning purposes will be set at an average coverage ratio of 2.0x net revenue over annual debt service costs. The debt-to-net-revenue coverage ratio will be calculated annually and included in Capital Metro's Comprehensive Annual Financial Report and presented to the Board annually.



Fare Structure - FY 2013

| Fare Type | Local* | Local Reduced* | Regional* | Regional Reduced* |
|-----------------------------------|---------|----------------|-----------|-------------------|
| Single Ride | \$1.00 | \$0.50 | \$2.75 | \$1.35 |
| Day Pass | \$2.00 | \$1.00 | \$5.50 | \$2.75 |
| 7-Day Pass | \$9.00 | \$4.50 | \$20.00 | \$10.00 |
| 31-Day Pass | \$30.00 | \$15.00 | \$64.00 | \$32.00 |
| Additional Passes | | | | |
| MetroAccess 10-Ticket Booklet | | \$15.00 | | |
| MetroAccess Monthly Pass | | \$40.00 | | |
| RideShare Monthly Pass | | \$60.00 | | |
| Stored Value Card (\$15.00 value) | | \$12.00 | | |

* Local — MetroBus; Regional — MetroExpress, MetroRail (includes all MetroBus service).

MetroRail riders may purchase a single ride zoned fare: \$1 for one zone, \$2.75 for 2 zones. All other MetroRail passes must be purchased at the Regional rate.

Reduced Fares are available to those with a Capital Metro Reduced Fare ID (formerly the Disability Fare Card) including: Seniors 65 and over, Medicare card holders, people with disabilities, students 6-18 with a valid school ID, and active & reserve Military with valid ID.



Summary of Fare Policy

Purpose

The purpose of this policy is to establish goals, objectives and guidelines to assist the Capital Metro Board of Directors and staff in making decisions regarding adjustments to fares. All such decisions will also be made in accordance with Capital Metro's enabling legislation, Texas Transportation Code Section 451, as amended, and Federal Transit Administration (FTA) fare requirements including 49 CFR section 609 for reduced fares. When considering increasing or restructuring fares, Capital Metro will conduct a comprehensive review of ways to reduce costs and increase ridership, and the corresponding effects on fare box recovery, to minimize the effects of any fare changes on Capital Metro's customers.

Goal

The goal of this Fare Policy is to support Capital Metro's overall strategic mission to provide quality public transportation choices for our community that meet the needs of our growing region. To accomplish this mission Capital Metro must develop and use its resources in a manner that ensures sustainable business growth.

Fare Policy Review

Capital Metro will review its fare policy and pricing annually with the expectation that fares may be adjusted as necessary to keep pace with the rate of increase in the cost of transit operations. Generally, fare changes will become effective in conjunction with service changes in January or August. Recommendations for fare adjustments will be developed in conjunction with the budget process for the following fiscal year.

Expense Policies

Expenditure Accountability - All invoices are reviewed on multiple levels. Monthly variance reports which provide operational accountability are provided to department directors, the senior executive team, and the Board. The capital project budgets and progress are monitored and reported to the department directors, the senior executive team and the Board monthly. Capital Metro has an Internal Audit department which reports directly to the Board and is an independent source of objective advice. Internal Audit provides assurances on Capital Metro's governance, risk management, and control processes to help the organization achieve its strategic, operational, and financial and compliance objectives. In addition, Internal Audit is a catalyst for improving effectiveness and efficiency by providing insight and recommendations based on analyses and assessment of data and business processes. Internal Audit also shares "best practices" and suggests ways for reducing costs and enhancing revenues.

Income Taxes - StarTran was incorporated to operate as a non-profit corporation and does not intend to earn a profit during its association with Capital Metro. StarTran, Inc. will cease operations to comply with Senate bill 650 no later than September 1, 2012, however, for federal income tax purposes, StarTran is required to file the necessary federal income tax returns under a for-profit status, and is therefore subject to income tax on any profit earned during the year.

Accordingly, StarTran accounts for income taxes under the guidance of Statement of Financial Accounting Standards No. 109 "Accounting for Income Taxes". During 2011, there was no material difference between the recognition of revenues and expenses for tax and financial statement purposes.

Procurement

Capital Metro's Procurement Department is responsible for purchasing all goods and services required by Capital Metro in accordance with sound public contracting policies and procedures. These policies are designed to provide timely delivery of goods and services, quality customer service and savings through:

- Obtaining most competitive market price to meet or exceed agency's needs.
- Maintaining effective and user-friendly processes and systems.
- Building strategic partnerships with internal customers.
- Maintaining a pool of qualified suppliers and obtaining maximum value from supplier relationships.
- Providing education tools for procurement teams, customers and suppliers.

Procurement Methods

Capital Metro uses a variety of procurement methods. Selecting the correct one is dependent on several factors. One important factor is the estimated price. Items expected to cost less than \$25,000 are purchased via Capital Metro's "small purchases" method of procurement.

Small Purchases

Purchases under \$3,000, including delivery charges, or micro-purchases, may be accomplished without securing competitive quotations if the prices are considered to be fair and reasonable. Procurement staff and employees using purchasing cards for micro-purchases are required to equitably distribute the purchase of like goods and services among qualified suppliers. Micro-purchase procedures may not be used for construction contracts with a value of \$2,000 or more.

Request for Quotes (RFQ's)

RFQ's are used for all purchases expected to cost between \$3,000 and \$25,000. A brief description of the item needed is provided to vendors, who submit written quotes to Capital Metro by an established deadline. Capital Metro distributes RFQ's to registered vendors through either the Bidwire or Quotewire functionality of DemandStar. Vendors can register with DemandStar and request a free agency-level subscription. Procurement staff adds supplemental suppliers to the DemandStar broadcast list obtained from the user department's source lists, internet, phone books, industrial guides, etc.

Large Purchases

Purchases in excess of \$25,000 require more sophisticated methods than those used for small purchases. Special efforts are made to make the vendor community aware of Capital Metro's requirements. Capital Metro generally accepts bids or proposals from any vendor who wishes to participate in a competition. Solicitations are advertised in newspapers, and Capital Metro distributes solicitation notifications to registered vendors on DemandStar.

The basic types of procurement methods used for large purchases are Invitation for Bids (IFB) and Request for Proposals (RFP). Generally, goods/commodities are purchased via IFB, whereas, services are generally purchased via RFP. In both cases, Capital Metro develops and faxes an advance notice to registered vendors on DemandStar. The notice gives a basic description of the item to be purchased, the order of magnitude and prompts vendors to return the notice to Capital Metro.

The solicitation is developed and includes a detailed purchase description and/or statement of work, contractual terms and conditions, and instructions on how to submit an offer to Capital Metro. Solicitations generally remain open for 21 days so that vendors may have enough time to respond.

For IFB's, Capital Metro awards contracts to the responsive, responsible bidder offering the lowest price. A bid is responsive if it meets all the material requirements of a solicitation; in other words, the bid submitted by the vendor does not vary from Capital Metro's original requirement. A bidder is responsible if it can demonstrate the capacity and the willingness to perform (i.e., proper equipment, manpower, financial resources, technical expertise, etc.). Therefore, when the IFB method of procurement is used, the "low bidder" does not necessarily receive the award. An award is made to the "low bidder" only if the bidder meets both tests of responsiveness and responsibility.

For RFP's, awards are not based on price alone, but other weighted factors of importance specified in the solicitation. Selection for award is done by an evaluation team that independently evaluates the proposals submitted.



For each solicitation issued, Capital Metro assigns a Contracts Administrator as primary point of contact to assist vendors. In addition, a conference is generally scheduled well in advance of the bid/proposal submission deadline so vendors may obtain clarification from Capital Metro. After receipt of proposals, the information contained in the proposals or concerning the number or identity of offerors is unavailable to the public or to anyone in Capital Metro not having a legitimate interest or need to know prior to the recommendation of award of a contract. After evaluation of all offers, Capital Metro awards a contract. Contracts in excess of \$100,000 require approval by Capital Metro's Board of Directors prior to award.

Other Procurement Methods

There are other infrequently used procurement methods. They include sole source and Statement of Qualifications (SOQ's) for statutory professional services for disciplines that require State of Texas licensing, and emergency procurements.

Summary of New Financial Policies

In response to the Senate Bill 650, the Capital Metro Board of Directors approved the following financial policies during FY 2011 and FY2012:

- Debt Policy
- Cost Allocation Policy
- Budget and Financial Planning Policy
- Capital Improvement Program Policy
- Reserve Policy

Debt Policy (FY2012)

The purpose of this policy is to provide guidelines to incurring debt.

Cost Allocation Policy (FY2012)

The purpose of this policy is to describe the process by which the cost of operating Capital Metro's various transportation services will be properly accounted for.

Budget and Financial Planning Policy (FY2011)

The purpose of this policy is to provide a strategic framework for the prudent management of the Capital Metro's finances that facilitates public access and examination of performance and reflects leading financial planning practice. This policy addresses several areas including the budget document, budget control and accountability, budget monitoring and reporting, budget transfers, the use of reserves, revenue forecasting, long-range financial planning, the capital improvement plan and transparency, availability of budget and financial information.

Capital Improvement Program Policy (FY2011)

The purpose of this policy is to guide funding decisions during the capital budget review process and the subsequent reporting of progress on individual projects. Capital assets are properties such as buses, rail cars, facilities and equipment, the life of which extends over a period of years. To be included in the Capital Improvement Plan, the asset must have a value of \$5,000 or more and have a useful life exceeding one year. Due to the size of these expenditures and the length of time required to complete them, Capital Metro's capital planning process will cover a five-year period and will be re-evaluated annually. This policy addresses several areas including capital project financing, capital project monitoring, and criteria for prioritization of capital projects

Reserve Policy (FY2011)

The purpose of this policy is to outline five different reserves that Capital Metro will maintain in the future as the financial condition of the transit agency improves overtime and funding is available to fund these reserves. The reserves include a cash flow reserve, a capital project reserve, an operating reserve, a self-insurance reserve and a stabilization reserve ("rainy day fund").



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Revenue

The following schedule shows details of the FY 2013 revenue budget along with comparisons from the FY 2012 budget and FY 2011 actuals. Sales tax revenue is the primary revenue driver for Capital Metro, contributing approximately 61% of the total operating revenue budget.

| | FY2011 | FY2012 | Approved | FY2012 - FY2013 | FY2012- FY2013 |
|-----------------------------------|--------------------|--------------------|--------------------|-------------------|----------------|
| | Actual | Amended Budget | FY2013 Budget | Variance | % Variance |
| Passenger Revenue | | | | | |
| Bus | 9,749,557 | 8,912,670 | 9,666,450 | 753,780 | 8% |
| Commuter Rail | 372,320 | 354,876 | 507,528 | 152,652 | 43% |
| MetroAccess | 727,200 | 696,653 | 948,338 | 251,685 | 36% |
| Rideshare | 507,811 | 538,760 | 566,350 | 27,590 | 5% |
| UT Shuttle | 6,346,488 | 6,292,186 | 6,203,741 | (88,445) | -1% |
| Subtotal Passenger Revenue | 17,703,376 | 16,795,145 | 17,892,407 | 1,097,262 | 7% |
| Other Revenue | | | | | |
| Capital Grant | 11,623,579 | 19,169,715 | 16,261,080 | (2,908,636) | -15% |
| Operating Grant | 11,664,109 | 14,419,042 | 30,301,130 | 15,882,088 | 110% |
| Bus loan | - | 10,295,421 | 10,295,421 | - | 0% |
| TxDOT reimbursement | - | - | 500,000 | 500,000 | 100% |
| Freight income | 7,550,692 | 4,318,087 | 4,404,566 | 86,479 | 2% |
| Metro Rapid Grant | - | 7,365,275 | 19,903,745 | 12,538,470 | 170% |
| Other operating revenue | 1,226,610 | 2,131,143 | 2,370,522 | 239,379 | 11% |
| Sales tax | 151,156,042 | 153,231,913 | 163,255,000 | 10,023,087 | 7% |
| Weekend Commute Rail ILA | - | 925,070 | 1,850,140 | 925,070 | 100% |
| Total Operating Revenue | 200,924,408 | 228,650,812 | 267,034,011 | 38,383,199 | 17% |

Factors Affecting Revenue

Passenger Revenue

Capital Metro expects passenger revenue to increase over the FY 2012 budget due to ridership increase.

Contract Revenue

This revenue includes University of Texas support for shuttle services and special events and fares paid by The University of Texas, Austin Community College and the City of Austin for trips taken by their respective students and employees. Variances are the result of service hours, ridership and contracted rates.

Freight Revenue

On December 21, 2010, a lease agreement was approved with Watco Companies Austin Western Railroad, Inc., for the operation of the agency's freight rail services. Watco covers direct operating costs and Capital Metro receives net revenue from leasing the authority-owned freight line.

Federal Capital and Operating Assistance Grants

The Urbanized Area Formula Funding program (49 U.S.C. 5307) makes Federal funding available to Capital Metro for transit operating assistance and capital projects. The allocation of grant revenue between the operating and capital budgets is a function of eligible costs and grant funds availability.

Sales Tax Revenue

Sales taxes represent the largest component of Capital Metro's revenue. For FY 2013, it is budgeted at a 3% increase over the FY 2012 sales tax revenue forecast.



Operating Expenses

| CATEGORIES | FY 2011 | FY 2012 | FY 2013 | FY2012 - FY2013 | FY2012 - FY2013 |
|--------------------------|-----------------------|-----------------------|-----------------------|----------------------|-----------------|
| | Actual | Amended Budget | Budget | Variance | % Variance |
| SALARIES AND WAGES | 50,865,695 | 52,119,377 | 16,927,718 | (35,191,659) | -67.5% |
| BENEFITS | 32,120,205 | 35,798,068 | 15,241,177 | (20,556,891) | -57.4% |
| SERVICES | 18,015,338 | 22,236,330 | 24,569,986 | 2,333,656 | 10.5% |
| MATERIALS & SUPPLIES | 24,340,524 | 28,030,702 | 21,224,497 | (6,806,205) | -24.3% |
| UTILITIES | 2,021,342 | 2,233,874 | 2,303,672 | 69,798 | 3.1% |
| INSURANCE | 1,329,780 | 1,587,472 | 3,598,497 | 2,011,025 | 126.7% |
| TAXES | 990,353 | 1,023,193 | 999,434 | (23,759) | -2.3% |
| PURCHASED TRANSPORTATION | 28,316,877 | 27,101,268 | 105,038,227 | 77,936,959 | 287.6% |
| OTHER EXPENSES | 1,193,811 | 1,408,182 | 2,162,871 | 754,689 | 53.6% |
| INTEREST EXPENSE | 975,403 | 501,786 | 847,115 | 345,329 | 68.8% |
| LEASE & RENT | 781,999 | 823,004 | 1,008,962 | 185,958 | 22.6% |
| TOTALS | \$ 160,951,327 | \$ 172,863,256 | \$ 193,922,155 | \$ 21,058,899 | 12.2% |

Factors Affecting Operating Expenses

Salaries and Benefits

Due to the deadline in the Senate Bill 650 to implement the change in Capital Metro's labor structure no later than September 1, 2012, the Board approved on April 23, 2012 two contracts for fixed-route and paratransit services. Consequently, budgeted salaries and benefits for StarTran, Inc., were absorbed by new private contractors as a result of funding the transition to private contractors. A merit based salary increase for Capital Metro employees is budgeted since there have been no salary increases budgeted in two years of the last five years.

Materials and Supplies

Due to the deadline in the Senate Bill 650 to implement the change in Capital Metro's labor structure no later than September 1, 2012, the Board approved on April 23, 2012 two contracts for fixed-route and paratransit services. Consequently, materials and supplies were absorbed by new private contractors as a result of funding the transition to private contractors.

Fuel

Both diesel fuel and unleaded gasoline costs are projected at an average of \$3.50 per gallon.

Insurance

Real and personal property increased due to improved property valuation.

Purchased Transportation

Due to the deadline in the Senate Bill 650 to implement the change in Capital Metro's labor structure no later than September 1, 2012, the Board approved on April 23, 2012 two contracts for fixed-route and paratransit services. Consequently, purchased transportation costs increased as a result of funding the transition of 100 percent of the services to private contractors and other contractual increases of existing service providers.

MetroRail

The costs for MetroRail increased due to the annualization of operating expenses for weekend service funded by the City of Austin through an Interlocal Agreement.

Interest Expense

Interest expense increased due to loan for purchasing buses.



Fund Balance

On December 5, 2011, the board acknowledged the five-year long range financial plan, and finance staff informed the board that Fiscal Year 2013 was expected to be the most fiscally difficult year for Capital Metro in recent history. The long range financial plan at that time estimated the Fiscal Year 2013 ending fund balance to be \$19 million (including \$10 million bus loan). The Fiscal Year 2013 ending fund balance is now estimated to be \$27.6 million (including \$10 million bus loan). The approved Fiscal Year 2013 budget was balanced without reducing service levels, without increasing fares and without reducing fund balance as much as previously anticipated. The approved FY2013 budget funds key strategic priorities including labor structure, MetroRapid, bus replacement, Positive Train Control (federal unfunded mandate) and state of good repair needs that can no longer be deferred.

T

| FY2013 Projected Ending Fund Balance | |
|--|----------------------|
| Ending fund balance 9/30/11 | \$ 19,881,463 |
| Additional fund balance 9/30/12 | 5,471,117 |
| Bus loan proceeds | <u>20,000,000</u> |
| Projected ending fund balance 9/30/12 | \$ 45,352,580 |
| FY2013 revenue | 256,738,590 |
| FY2013 expenses | (193,922,155) |
| FY2013 interlocal agreements | (11,849,000) |
| FY2013 loan payments | (4,368,081) |
| FY2013 capital projects | <u>(64,351,100)</u> |
| Projected ending fund balance 9/30/13 | \$ 27,600,834 |



Budget Summary

The table below summarizes the approved budget for Fiscal Year 2013 including projected expenses and revenues.

FY2013 Expense

| | |
|-----------------------|-----------------------|
| Operating expense | 193,922,155 |
| Loan payments | 4,368,081 |
| Interlocal agreements | 11,849,000 |
| Capital expense | 64,351,100 |
| Total Expense | \$ 274,490,336 |

FY2013 Revenue

| | |
|---------------------------|-----------------------|
| Passenger fares | 17,892,407 |
| Capital grant | 16,261,080 |
| Operating grant | 30,301,130 |
| Bus loan | 10,295,421 |
| TxDOT reimbursement | 500,000 |
| Freight rail revenue | 4,404,566 |
| Metro Rapid grant | 19,903,745 |
| Sales tax | 163,255,000 |
| Other operating revenue | 2,370,522 |
| Weekend commuter rail ILA | 1,850,140 |
| Fund balance | 7,456,325 |
| Total Revenues | \$ 274,490,336 |



Debt Amortization

In November 2004, the citizens of the Capital Metro service area voted to allow Capital Metro to operate urban commuter rail service from Leander, Texas to downtown Austin, Texas. In February 2006, the Capital Metro Board of Directors approved a tax-exempt lease/purchase financing agreement for the funding of rail vehicles. The Master Lease/Purchase Financing Agreement dated March 1, 2006 between Bank of America Leasing and Capital, LLC and Capital Metro was executed to purchase six rail cars from Stadler Bussnang AG, a corporation organized under the laws of Switzerland. The financed amount was \$36,044,935 with an interest rate of 3.7747%, payments due quarterly beginning in October 2006 for 10 years.

In December 2011, Capital Metro refinanced this note in the amount of \$19,190,263 with an interest rate of 2.48%, payments due quarterly on the 15th of January, April, July and October of each year beginning on January 15, 2012 for 7 years in the payment amount of \$745,260.

Capital Metro entered into a Sales and Use Tax Revenue Contractual Obligation Series 2012 dated February 2012 with Compass Mortgage Corporation for \$20,000,000 with an interest rate of 2.15%, principal payments due annually beginning April 2013 and interest due semiannually on April 1 and October 1 of each year until maturity or prior redemption beginning October 1, 2012. This Contractual Obligation was issued for the purposes of paying the cost of acquiring replacement buses.

| Yearly Service Requirements | Refinanced Rail Financing Agreement | | Callable Fixed Term Loan | | Total | |
|-----------------------------|-------------------------------------|---------------------|--------------------------|---------------------|----------------------|---------------------|
| | Principal | Interest | Principal | Interest | Principal | Interest |
| 2012 | \$ 1,980,188 | \$ 255,591 | \$ - | \$ - | \$ 1,980,188 | \$ 255,591 |
| 2013 | \$ 2,578,081 | \$ 402,957 | \$ 1,790,000 | \$ 457,472 | \$ 4,368,081 | \$ 860,429 |
| 2014 | \$ 2,642,614 | \$ 338,424 | \$ 1,855,000 | \$ 391,515 | \$ 4,497,614 | \$ 729,939 |
| 2015 | \$ 2,708,763 | \$ 272,275 | \$ 1,895,000 | \$ 351,632 | \$ 4,603,763 | \$ 623,907 |
| 2016 | \$ 2,776,568 | \$ 204,470 | \$ 1,935,000 | \$ 310,890 | \$ 4,711,568 | \$ 515,360 |
| 2017 | \$ 2,846,070 | \$ 134,968 | \$ 1,975,000 | \$ 269,288 | \$ 4,821,070 | \$ 404,256 |
| 2018 | \$ 2,917,311 | \$ 63,727 | \$ 2,020,000 | \$ 226,825 | \$ 4,937,311 | \$ 290,552 |
| 2019 | \$ 740,667 | \$ 4,592 | \$ 2,065,000 | \$ 183,395 | \$ 2,805,667 | \$ 187,987 |
| 2020 | \$ - | \$ - | \$ 2,110,000 | \$ 138,998 | \$ 2,110,000 | \$ 138,998 |
| 2021 | \$ - | \$ - | \$ 2,155,000 | \$ 93,632 | \$ 2,155,000 | \$ 93,632 |
| 2022 | \$ - | \$ - | \$ 2,200,000 | \$ 47,300 | \$ 2,200,000 | \$ 47,300 |
| Total | \$ 19,190,263 | \$ 1,677,004 | \$ 20,000,000 | \$ 2,470,947 | \$ 39,190,263 | \$ 4,147,951 |



Summary of Department Expenses

| Department | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var \$ FY 2013 VS. FY 2012 | Var % FY 2013 VS. FY 2012 |
|---|--------------------|--------------------|--------------------|-------------------------------|------------------------------|
| 100 NON-ALLOCATED BENEFITS | 15,367,337 | 16,988,530 | 8,575,521 | (8,413,009) | -49.5% |
| 102 WELLNESS CENTER | 306,666 | 303,239 | 306,354 | 3,115 | 1.0% |
| 103 CHILD CARE CENTER | 632,515 | 648,528 | 684,324 | 35,796 | 5.5% |
| 105 BUSINESS CENTER | 297,252 | 333,300 | 297,204 | (36,096) | -10.8% |
| 110 GENERAL MANAGERS | 1,424,515 | 1,332,661 | 1,330,764 | (1,896) | -0.1% |
| 115 COMMUNICATIONS | 315,335 | 254,522 | 413,005 | 158,484 | 62.3% |
| 120 BOARD OF DIRECTORS | - | 273,981 | 329,266 | 55,286 | 20.2% |
| 125 INTERNAL AUDIT | 285,078 | 286,890 | 310,130 | 23,240 | 8.1% |
| 130 OPERATIONS | 334,054 | 278,677 | 343,010 | 64,333 | 23.1% |
| 135 STRATEGIC MANAGEMENT | 226,775 | 286,027 | 224,432 | (61,595) | -21.5% |
| 140 SAFETY | 178,725 | 182,561 | 120,610 | (61,951) | -33.9% |
| 141 SECURITY | 2,517,607 | 2,567,667 | 3,186,337 | 618,670 | 24.1% |
| 150 LEGAL | 750,569 | 574,766 | 944,199 | 369,433 | 64.3% |
| 160 LABOR RE-STRUCTURE | 490,751 | 2,750,362 | 1,284,560 | (1,465,802) | -53.3% |
| 220 FINANCE | 3,020,797 | 2,403,724 | 3,411,986 | 1,008,262 | 41.9% |
| 230 INFORMATION TECHNOLOGY | 3,391,828 | 4,877,786 | 5,005,520 | 127,733 | 2.6% |
| 250 PROCUREMENT | 911,500 | 857,432 | 951,437 | 94,005 | 11.0% |
| 270 CONTRACTED SERVICES | 20,675,263 | - | - | - | 0.0% |
| 275 RIDESHARE | 699,232 | 803,417 | 885,597 | 82,180 | 10.2% |
| 310 STARTRAN ADMINISTRATION | 79,704 | 77,210 | - | (77,210) | -100.0% |
| 320 PLANNING | 1,521,157 | 1,770,784 | 2,003,228 | 232,445 | 13.1% |
| 330 MARKETING | 1,356,898 | 1,910,719 | 2,359,791 | 449,072 | 23.5% |
| 331 BUSINESS & COMMUNITY DEVELOPMENT | 1,154,031 | 934,556 | 1,076,650 | 142,095 | 15.2% |
| 332 CUSTOMER SERVICE | 859,002 | 923,596 | 1,213,121 | 289,525 | 31.3% |
| 340 HUMAN RESOURCES | 1,550,594 | 1,657,172 | 1,625,821 | (31,351) | -1.9% |
| 420 RISK MANAGEMENT | 2,567,698 | 3,039,496 | 4,860,677 | 1,821,181 | 59.9% |
| 430 METROACCESS | 12,901,672 | 7,750,948 | - | (7,750,948) | -100.0% |
| 440 OPERATIONS TRAINING | 662,363 | 438,540 | - | (438,540) | -100.0% |
| 441 FIXED ROUTE | 28,674,490 | 29,089,225 | - | (29,089,225) | -100.0% |
| 442 RUNNING REPAIR | 15,427,050 | 17,977,354 | - | (17,977,354) | -100.0% |
| 443 SERVICE ISLAND | 17,889,572 | 20,833,782 | - | (20,833,782) | -100.0% |
| 451 VEHICLE MAINTENANCE - ADMIN. | 1,434,187 | 1,276,750 | - | (1,276,750) | -100.0% |
| 456 STORES | 730,655 | 724,902 | - | (724,902) | -100.0% |
| 457 PUBLIC FACILITIES | 1,437,849 | 2,713,612 | 4,144,841 | 1,431,229 | 52.7% |
| 458 BUILDING MAINTENANCE | 3,621,459 | 2,695,807 | - | (2,695,807) | -100.0% |
| 530 ENGINEERING & CONSTRUCTION | 374,270 | - | - | - | 0.0% |
| 540 PROPERTY MANAGEMENT | 1,477,363 | 2,580,981 | 4,139,010 | 1,558,029 | 60.4% |
| 542 FREIGHT RAIL MANAGEMENT | 5,987,925 | 3,804,727 | 4,976,492 | 1,171,765 | 30.8% |
| 544 COMMUTER RAIL AND RAILROAD MANAGEMENT | 9,137,146 | 10,351,999 | 12,574,398 | 2,222,399 | 21.5% |
| 545 COMMUTER RAIL SPECIAL SERVICES | - | 1,136,757 | 1,997,984 | 861,227 | 75.8% |
| 560 TRANSIT ORIENTED DEVELOPMENT | 245,179 | 291,012 | 305,367 | 14,355 | 4.9% |
| 600 BUS AND PARATRANSIT CONTRACT OPERATIONS | 26,121 | 569,336 | 3,360,797 | 2,791,460 | 490.3% |
| 610 BUS CONTRACT OPERATIONS | - | 19,403,748 | 95,765,442 | 76,361,694 | 393.5% |
| 620 PARATRANSIT CONTRACT OPERATIONS | (489) | 2,989,674 | 22,392,229 | 19,402,555 | 649.0% |
| 630 METROACCESS ADMINISTRATION | 9,632 | 1,916,501 | 2,522,052 | 605,550 | 31.6% |
| TOTAL ALL DEPARTMENTS | 160,951,327 | 172,863,256 | 193,922,155 | 21,058,899 | 12.2% |

Ridership and Service Levels by Type

The FY 2012 forecast Fixed Route Ridership is expected to be more than the FY 2012 budget in part due to high fuel prices early in the fiscal year and in part to the reduction of UT Shuttle service. UT riders are moving to Fixed Route service due to the reduction in UT shuttle service levels. FY 2013 ridership will show an increase over FY 2012 budget, however will remain flat compared to FY 2012 forecast. MetroRail ridership is budgeted to increase in FY 2013 from the FY 2012 budget due to the new Friday evening and Saturday service being in place for a full fiscal year.

Ridership Data in Millions

The table below reflects Ridership data in millions by mode of service:

| Fiscal Year | FY 2011 Actual | FY 2012 Budget | FY 2012 Forecast | FY 2013 Budget |
|-------------------------|----------------|----------------|------------------|----------------|
| Fixed Route | 25.1 | 24.8 | 26.7 | 26.8 |
| Express Bus | 0.6 | 0.6 | 0.6 | 0.6 |
| MetroAccess | 0.6 | 0.6 | 0.6 | 0.6 |
| UT Service | 5.2 | 5.2 | 4.8 | 4.8 |
| Rideshare | 0.2 | 0.2 | 0.2 | 0.2 |
| Suburban | 0.1 | 0.1 | 0.1 | 0.1 |
| MetroRail | 0.4 | 0.4 | 0.6 | 0.6 |
| Special Events/Charters | 0.2 | 0.1 | 0.0 | 0.2 |
| Total | 32.4 | 31.9 | 33.6 | 33.9 |

Fixed Route

Capital Metro Fixed Route service is the mainline service of the transportation system. There are more than 55 routes, including local and cross-town. The transit authority operates approximately 14.0 million total bus miles over its fixed route system. The fleet of buses provides riders with an average of 85,000 one-way trips each weekday. Capital Metro's 383 buses operate seven days per week, providing service to approximately one million residents of the service area.

Express Routes

Express service is limited stop service to and from UT, downtown and Park and Rides. There are 7 routes that service North and Northwest Austin as well as the cities of Leander, Manor and Elgin.

MetroAccess Paratransit Service

The MetroAccess ADA Paratransit Program is for persons who have a disability or medical condition, which limits or prevents them from independently using accessible bus service some or all of the time as defined in the ADA. Persons certified by Capital Metro under this program may ride MetroAccess within ¾ miles of Capital Metro's non-commuter fixed route bus service on the same days and during the same hours as the fixed route service in their area.

University of Texas Shuttle

Student shuttle service is provided for The University of Texas (UT). There are 21 routes that provide connections between housing and the University, between the Pickle Research Center and the downtown campus. Routes transfer students around the greater UT campus area and from city areas with high-density student populations. Each year, the transit authority operates approximately 1.9 million total bus miles over the UT Shuttle system providing riders with an average of 30,000 one-way trips each weekday during a regular semester.



RideShare Program

Capital Metro's vanpool/carpool program currently has 118 active vanpools. In FY 2011 the fleet was reduced by thirty vehicles as a cost reduction measure due to vehicles reaching the end of their useful life.

Suburban Service

Capital Metro provides service to suburban communities within the service area such as Lago Vista, Jonestown and Manor.

MetroRail

The MetroRail Red Line runs on 32 miles of existing freight tracks between Downtown Austin and Leander. The Red Line provides convenient service for suburban and central Austin residents.



The following tables show details of the proposed FY 2013 service levels and compare them to FY 2012:

Vehicle Hours of Service

The table below reflects Vehicle Hours of Service by mode:

| Mode | FY 2011 Actual | FY 2012 Budget | FY 2012 Forecast | FY 2013 Budget | FY2013 Budget to FY2012 Budget Variance | FY2013 Budget to FY2012 Budget Variance Percent |
|--|------------------|------------------|------------------|------------------|---|---|
| Fixed Route ⁽¹⁾ | 966,538 | 986,584 | 980,432 | 990,850 | 4,266 | 0.4% |
| Express Bus ⁽²⁾ | 58,521 | 54,415 | 51,905 | 53,197 | (1,218) | -2.2% |
| MetroAccess ⁽³⁾ | 347,690 | 325,061 | 379,479 | 379,960 | 54,899 | 16.9% |
| UT Service ⁽⁴⁾ | 138,230 | 134,657 | 122,868 | 124,669 | (9,988) | -7.4% |
| Rideshare | 38,549 | 38,533 | 41,877 | 38,533 | 0 | 0.0% |
| Suburban ⁽⁵⁾ | 17,428 | 16,695 | 17,177 | 16,761 | 66 | 0.4% |
| MetroRail ⁽⁶⁾ | 10,731 | 11,641 | 12,929 | 14,100 | 2,459 | 21.1% |
| Special Events/Charters ^{(7) (8)} | 4,828 | 4,145 | 1,034 | 5,354 | 1,209 | 29.2% |
| Total | 1,582,517 | 1,571,731 | 1,607,701 | 1,623,424 | 51,693 | 3.3% |

⁽¹⁾ Service increased as a result of improvements to Route 100 Airport Flyer completed in mid FY 2012 and improvements scheduled to begin in August 2012 for Night Owls.

⁽²⁾ Route 935 received reductions in Summer 2012 due to low ridership and to improve efficiency. Minor adjustments were made to schedules to improve efficiency (all routes).

⁽³⁾ MetroAccess vehicle hours of service are reflective of a new service delivery model. Previously, overflow taxi service was not included in the hours of service. In FY2012 these service hours were contracted to LeFleur and are now included in the total hours of service.

⁽⁴⁾ UT Shuttle services decreased as the result of targeted service reductions implemented to ensure the service fits with the University's available funding. This included reductions to Summer Weekday, Finals, Registration and Sunday levels.

⁽⁵⁾ Minor adjustments were done to schedules to improve efficiency.

⁽⁶⁾ MetroRail introduced Friday Night and Saturday service in March 2012 (2nd Quarter of FY 2012). FY 2013 accounts for a full year of operation of Friday Night and Saturday services funded by the City of Austin.

⁽⁷⁾ ACL did not fall within FY2012.

⁽⁸⁾ Special event service increased to account for anticipated services for F1 event and possible Trail of Lights event.



Vehicle Miles of Service

The table below reflects Vehicle Miles of Service by mode:

| Mode | FY 2011 Actual | FY 2012 Budget | FY 2012 Forecast | FY 2013 Budget | FY2013 Budget to FY2012 Budget Variance | FY2013 Budget to FY2012 Budget Variance Percent |
|--|-------------------|-------------------|-------------------|-------------------|---|---|
| Fixed Route ⁽¹⁾ | 12,306,436 | 12,592,591 | 12,417,213 | 12,477,604 | (114,987) | -0.9% |
| Express Bus ⁽²⁾ | 1,238,106 | 1,144,927 | 1,099,267 | 1,123,988 | (20,939) | -1.8% |
| MetroAccess ⁽³⁾ | 4,697,152 | 4,318,590 | 5,425,030 | 5,425,046 | 1,106,456 | 25.6% |
| UT Service ⁽⁴⁾ | 1,887,824 | 1,840,744 | 1,669,867 | 1,676,018 | (164,726) | -8.9% |
| Rideshare | 1,073,229 | 1,107,658 | 1,195,284 | 1,107,658 | 0.00 | 0.0% |
| Suburban ⁽⁵⁾ | 383,121 | 357,638 | 376,443 | 359,058 | 1,420 | 0.4% |
| MetroRail ⁽⁶⁾ | 226,218 | 245,727 | 283,280 | 328,474 | 82,747 | 33.7% |
| Special Events/Charters ^{(7) (8)} | 15,315 | 35,234 | 9,446 | 70,137 | 34,903 | 99.1% ⁽⁸⁾ |
| Total | 21,827,401 | 21,643,109 | 22,475,830 | 22,567,983 | 924,874 | 4.3% |

⁽¹⁾ Service increased as a result of improvements to Route 100 Airport Flyer completed in mid FY 2012 and improvements scheduled to begin in August 2012 for Night Owls.

⁽²⁾ Route 935 received reductions in Summer 2012 due to low ridership and to improve efficiency. Minor adjustments were made to schedules to improve efficiency (all routes).

⁽³⁾ MetroAccess vehicle hours of service are reflective of a new service delivery model. Previously, overflow taxi service was not included in the hours of service. In FY2012 these service hours were contracted to LeFleur and are now included in the total hours of service.

⁽⁴⁾ UT Shuttle services decreased as the result of targeted service reductions implemented to ensure the service fits with the University's available funding. This included reductions to Summer Weekday, Finals, Registration and Sunday levels.

⁽⁵⁾ Minor adjustments were done to schedules to improve efficiency.

⁽⁶⁾ MetroRail introduced Friday Night and Saturday service in March 2012 (2nd Quarter of FY 2012). FY 2013 accounts for a full year of operation of Friday Night and Saturday services funded by the City of Austin.

⁽⁷⁾ ACL did not fall within FY2012.

⁽⁸⁾ Special event service increased to account for anticipated services for F1 event and possible Trail of Lights event in FY2013.

Ridership

The table below reflects Ridership by mode of service:

| Mode | FY 2011 Actual | FY 2012 Budget | FY 2012 Forecast | FY 2013 Budget | FY2013 Budget to FY2012 Budget Variance | FY2013 Budget to FY2012 Budget Variance Percent |
|---|-------------------|-------------------|-------------------|-------------------|---|---|
| Fixed Route ⁽¹⁾ | 25,090,071 | 24,778,736 | 26,729,750 | 26,750,060 | 1,971,324 | 8.0% |
| Express Bus ⁽²⁾ | 598,170 | 589,790 | 598,185 | 598,185 | 8,395 | 1.4% |
| MetroAccess ⁽³⁾ | 646,739 | 597,118 | 608,538 | 611,831 | 14,713 | 2.5% |
| UT Service ⁽⁴⁾ | 5,202,554 | 5,155,197 | 4,783,722 | 4,783,722 | (371,475) | -7.2% |
| Rideshare ⁽⁵⁾ | 231,537 | 214,638 | 225,456 | 235,000 | 20,362 | 9.5% |
| Suburban ⁽⁶⁾ | 81,966 | 79,188 | 97,247 | 97,247 | 18,059 | 22.8% |
| MetroRail ⁽⁷⁾ | 382,237 | 387,700 | 562,820 | 610,021 | 222,321 | 57.3% |
| Special Events/Charters ⁽⁸⁾⁽⁹⁾ | 188,611 | 125,800 | 16,000 | 186,525 | 60,725 | 48.3% |
| Total | 32,421,884 | 31,928,167 | 33,621,719 | 33,872,591 | 1,944,424 | 6.1% |

⁽¹⁾ Ridership is moving from UT shuttle and services are being streamlined per service plan 2020.

⁽²⁾ Gas prices are stabilizing and riders are moving to rail.

⁽³⁾ In March 2012, Capital Metro implemented the eligibility policy, requiring all existing MetroAccess customers and all new applicants to participate in a new application and interview process, approved by the Board of Directors in FY2011. The implementation was later than projected, resulting in an understatement of ridership in FY2012.

⁽⁴⁾ Service levels reduced with some being picked up by fixed route. UT Shuttle services decreased as the result of targeted service reductions implemented to ensure the service fits with the University's available funding.

⁽⁵⁾ Rideshare is expected to remain flat when compared with FY2011 actual ridership.

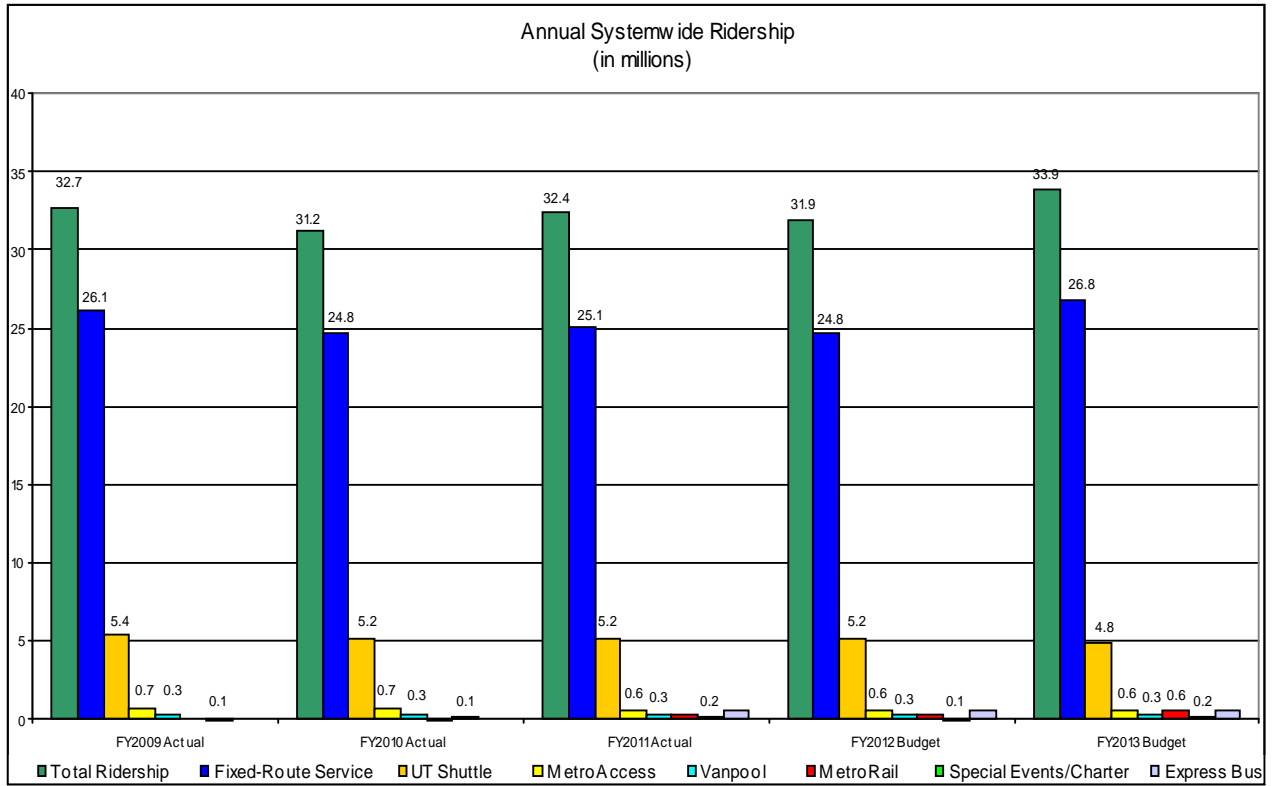
⁽⁶⁾ More customers are using these new and modified services which continue to grow.

⁽⁷⁾ Additional service levels with Friday and Saturday service for full year compared to partial year in FY2012.

⁽⁸⁾ ACL did not fall within FY2012.

⁽⁹⁾ Additional customers are expected during the F1 event in FY2013 and possible Trail of Lights event.

The table below depicts the ridership trend for actuals for FY 2009 thru FY 2011, and budgeted ridership for FY 2012 and FY 2013.

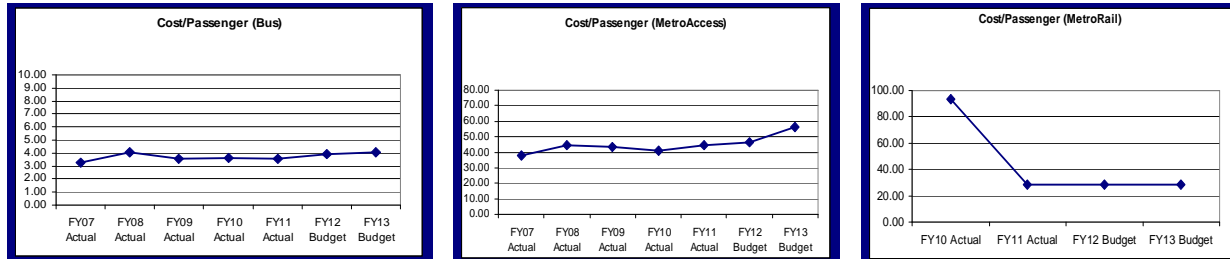


The express bus service mode was added in FY 2012.

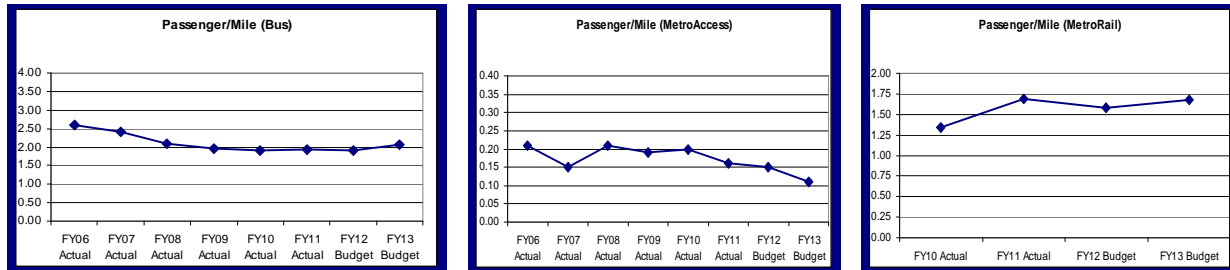
Performance Trends

The graphs below depict trends for MetroBus, MetroAccess and MetroRail in service, cost effectiveness and efficiency for the preceding five year actuals and from the FY 2012 and FY 2013 budgets.

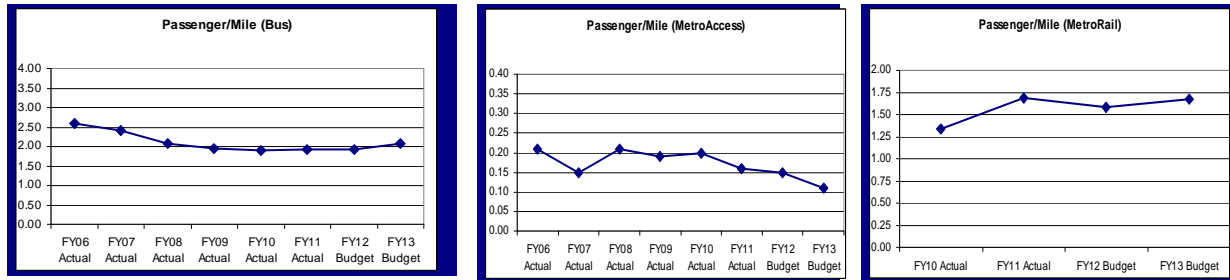
Service Efficiency – The graph below reflects the cost per passenger for MetroBus, MetroAccess and MetroRail.



Cost Effectiveness – The graph below reflects the passenger per mile cost for MetroBus, MetroAccess and MetroRail.

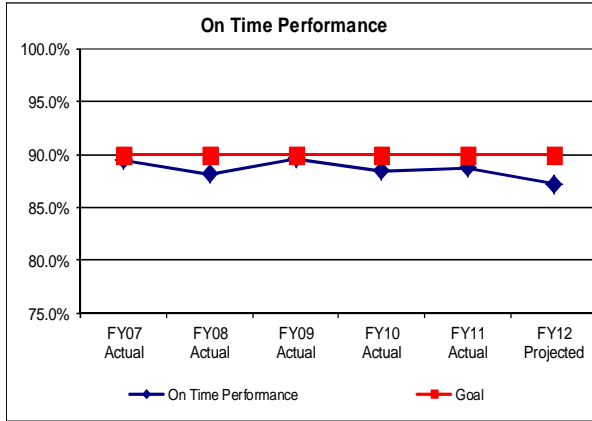


Service Effectiveness – The graph below reflects the passenger trips per vehicle mile for MetroBus, MetroAccess and MetroRail.

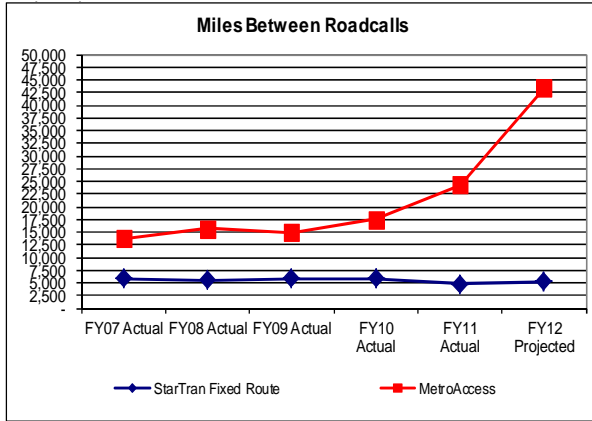


The following graphs depict trends in additional performance indicators: On-time is for All FRS, Accidents and road calls are just StarTran (FRS/MetroAccess combined)

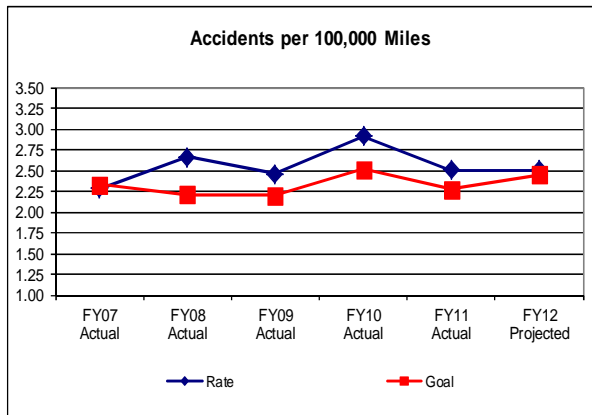
The graph below reflects MetroBus' on-time performance actuals and goals from FY2007 through FY2012 projected



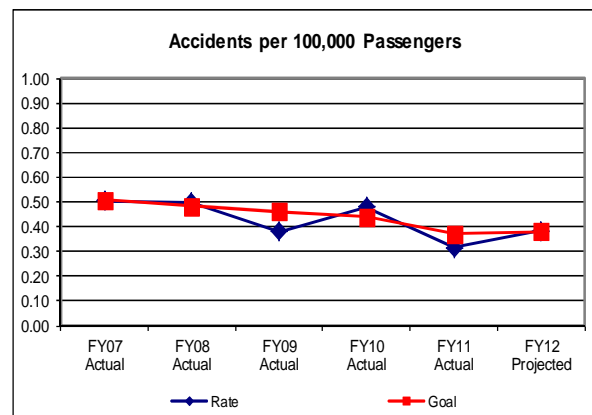
The graph below reflects actuals and goals for miles between roadcalls for StarTran Fixed Route and MetroAccess from FY2007 through FY2012



The graph below reflects MetroBus' actual rates and projection goals for accidents per 100,000 miles from FY2007 through FY2012 projected



The graph below reflects MetroBus' actual rate and projection for accidents per 100,000 passengers from FY2007 through FY2012 projected





Capital Budget

Consistent with Senate Bill 650, Capital Metro prepared a five-year capital improvement plan for capital projects that support strategic goals. The five-year capital improvement plan describes the planned projects, including project type and scope, and the proposed funding sources, including any effect on operational costs.

In FY2011 Capital Metro board of directors approved the Capital Improvement Program Policy which guides funding decisions during the capital budget review process and the subsequent reporting of progress on individual projects. Capital Metro's capital planning process covers a five-year period and is re-evaluated annually. This policy addresses several areas including capital project financing, capital project monitoring, and criteria for prioritization of capital projects

The projects included in the Capital Metro 5-Year Capital Improvement Plan (CIP) were selected based upon Board-approved criteria regarding project and vendor selection. These criteria are outlined in the Capital Improvement Program Policy and the Disadvantaged Business Enterprise (DBE) policy.

Capital acquisitions represent the purchase of equipment and other assets in excess of \$5,000 and which have a useful life greater than one year. Capital expenditures involve new projects, new purchases of parts or replacements, computers and office equipment.

Capital projects typically involve construction or are developmental in nature and span more than one fiscal year. Capital projects are typically more complex, and involve two or more components of cost (equipment, labor, professional services).

The capital budget for FY 2013 total is \$64.3 million. Capital Metro has budgeted to utilize \$36.6 million in capital grant revenue, for projects that meet the federal criteria. The remaining projects and/or budgeted amounts are funded with local funds.

The approved capital budget for FY 2013 and the five year capital improvement plan are included in Appendix A. Descriptions, funding sources, benefits and the strategic objective for each capital project are provided. When applicable, the estimated operating cost impact of the capital projects has been determined. In those instances where a particular capital project has received funding in prior fiscal years such information is provided. Also the actual expenditures of capital projects from previous fiscal years are provided when applicable.



FY2013 Capital Projects

| Project Name | Type | FY2013 | | |
|--|------------|-------------------|-------------------|-------------------|
| | | Budget | Grant | Local Match |
| Headquarters Facility - Shop Lighting | Facilities | 50,000 | 40,000 | 10,000 |
| Rails with Trails | Facilities | 895,000 | 895,000 | - |
| Bus Stop Accessibility Improvements | Facilities | 2,478,130 | 1,596,716 | 881,414 |
| Fuel System Upgrade | Facilities | 26,250 | 21,000 | 5,250 |
| MLK Rail Station hardscape and landscape improvements | Facilities | 752,000 | - | 752,000 |
| Bus Stop Litter Containers | Facilities | 87,500 | 70,000 | 17,500 |
| Oakhill Park and Ride Replacement | Facilities | 225,000 | - | 225,000 |
| Bus Stop Signage | Facilities | 400,000 | 320,000 | 80,000 |
| Bus Benches | Facilities | 20,000 | 16,000 | 4,000 |
| Bus Shelters | Facilities | 60,000 | 48,000 | 12,000 |
| Headquarters Facility - HVAC Chilling System Replacement | Facilities | 200,000 | 160,000 | 40,000 |
| MetroBike Shelters | Facilities | 634,454 | 554,473 | 79,981 |
| Intelligent Transportation Systems (ITS) Project | IT | 2,741,523 | 2,193,218 | 548,305 |
| Interactive Voice Response (IVR) System Replacement | IT | 639,929 | 511,943 | 127,986 |
| IT Infrastructure Equipment | IT | 300,000 | 240,000 | 60,000 |
| Storage Area Network (SAN) Replacement | IT | 750,000 | 600,000 | 150,000 |
| Productivity Software | IT | 547,800 | - | 547,800 |
| IT Infrastructure | IT | 475,000 | 380,000 | 95,000 |
| Server Backup System | IT | 300,000 | 240,000 | 60,000 |
| Telephone Switch Upgrade | IT | 300,000 | - | 300,000 |
| Ticket Vending Machine (TVM) Software Upgrade | IT | 30,000 | - | 30,000 |
| Customer Comments System Replacement | IT | 60,000 | 48,000 | 12,000 |
| In-vehicle laptops and associated infrastructure | IT | 100,000 | 80,000 | 20,000 |
| Financial System | IT | 1,000,000 | 800,000 | 200,000 |
| Farebox System Upgrade and Ticket Vending Machine Improvements | IT | 275,000 | 220,000 | 55,000 |
| MetroRapid Project | MetroRapid | 24,879,681 | 19,903,745 | 4,975,936 |
| MetroRapid Dedicated Transit Lane | MetroRapid | 50,000 | - | 50,000 |
| Alternative Analysis | Planning | 1,298,750 | 1,039,000 | 259,750 |
| Positive Train Control | Rail | 1,100,000 | - | 1,100,000 |
| Railroad Bridge Repair/Upgrade | Rail | 1,100,000 | - | 1,100,000 |
| Quiet Zone - Rosewood Crossing | Rail | 60,000 | - | 60,000 |
| Convert Wood Deck Bridge to Open Deck Bridge @ MP52.44 | Rail | 1,000,000 | - | 1,000,000 |
| East End Rail Track Rehabilitation - 90 LB | Rail | 2,600,000 | - | 2,600,000 |
| Serta Yard Material Relocation | Rail | 50,000 | - | 50,000 |
| Saltillo Track Relocation | Rail | 2,700,000 | 2,160,000 | 540,000 |
| Crossings Improvements Reimbursed by TxDOT | Rail | 500,000 | 500,000 | - |
| Flashing Lights and Gates @ MP79.05 | Rail | 185,000 | - | 185,000 |
| MLK Crossing Preemption | Rail | 50,000 | - | 50,000 |
| Capital Project Contingency | Reserve | 100,000 | - | 100,000 |
| Diesel Multiple Unit (DMU) Security Cameras Upgrade | Security | 100,000 | 80,000 | 20,000 |
| Security Camera Software Replacement | Security | 50,000 | 40,000 | 10,000 |
| Paratransit Vehicle Replacement | Vehicles | 1,625,000 | 1,300,000 | 325,000 |
| Bus Replacements | Vehicles | 10,295,421 | - | 10,295,421 |
| Radio Communication System Replacement | Vehicles | 3,259,662 | 2,607,730 | 651,932 |
| TOTAL ALL PROJECTS | | 64,351,100 | 36,664,825 | 27,686,275 |



Non-Allocated General & Administrative Overhead

Functions and Responsibilities

This department captures costs of various employee benefits agency-wide, such as health, dental, life insurance, and the pension plans.

FY 2012 Accomplishments

- ◆ Improve Business Practices: Reviewed benefit plan designs and provider contracts to prepare for transition to a smaller group due to the labor structure change.
- ◆ Improve Business Practices: Implemented a solution to the pension plan for bargaining employees that is fair and affordable in conjunction with the labor structure change.

FY 2013 Planned Initiatives

- ◆ Improve Business Practices: Review benefit plan designs for a much smaller population that can provide savings and complies with changes required under the Affordable Care Act (Healthcare Reform).
- ◆ Improve Business Practices: Process the closure of the StarTran, Inc. health benefits and retirement plans.



Major Budgetary Changes

- ◆ Benefits - The benefits budget is affected by the labor structure change. While the overall budget has decreased due to 75% of the employees being outsourced, the benefit administrative fees for the remaining employees have increased. With a large number of employees retiring, increases in contributions to both pension plans as well as the retiree Medicare stipends are required.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010999 VOLUNTEER PAY | \$ 1,037 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL SALARIES & WAGES | \$ 1,037 | \$ - | \$ - | \$ - | 0.0% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 39 | \$ - | \$ - | \$ - | 0.0% |
| 51 5020102 FICA-BARGAINING | \$ 8 | \$ - | \$ - | \$ - | 0.0% |
| 51 5020202 PENSION - BARGAIN | \$ - | \$ - | \$ 4,000,000 | \$ 4,000,000 | 100.0% |
| 51 5020203 PENSION - ADMIN | \$ 664,814 | \$ 1,178,339 | \$ 1,270,724 | \$ 92,385 | 7.8% |
| 51 5020204 L/T DISABILITY - ADMIN. | \$ 33,522 | \$ 36,519 | \$ 38,400 | \$ 1,881 | 5.2% |
| 51 5020301 HEALTH PLANS-ADMIN | \$ 2,237,753 | \$ 2,909,936 | \$ 3,180,913 | \$ 270,977 | 9.3% |
| 51 5020305 HEALTH PLAN - FEES | \$ 309,612 | \$ 195,990 | \$ 321,849 | \$ 125,859 | 64.2% |
| 51 5020311 HEALTH PLAN EMPLOYEE CONTRIBUTION-AD | \$ (351,857) | \$ (427,572) | \$ (578,214) | \$ (150,642) | 35.2% |
| 51 5020401 DENTAL PLANS-ADMIN | \$ 105,123 | \$ 139,472 | \$ 185,623 | \$ 46,151 | 33.1% |
| 51 5020411 DENTAL PLAN EMPLOYEE CONTRIBUTION-AD | \$ (13,464) | \$ (31,031) | \$ (23,502) | \$ 7,529 | -24.3% |
| 51 5020501 LIFE INSURANCE-ADMIN | \$ 17,495 | \$ 27,031 | \$ 49,728 | \$ 22,697 | 84.0% |
| 55 5020202 PENSION - BARGAIN | \$ 43,683 | \$ 48,547 | \$ - | \$ (48,547) | -100.0% |
| 55 5020203 PENSION - ADMIN | \$ 253,010 | \$ 431,554 | \$ - | \$ (431,554) | -100.0% |
| 55 5020204 L/T DISABILITY - ADMIN. | \$ 15,233 | \$ 11,730 | \$ - | \$ (11,730) | -100.0% |
| 55 5020205 L/T DISABILITY - BARGAINING | \$ 136,114 | \$ 60,937 | \$ - | \$ (60,937) | -100.0% |
| 55 5020301 HEALTH PLANS-ADMIN | \$ 1,130,978 | \$ 1,068,042 | \$ - | \$ (1,068,042) | -100.0% |
| 55 5020302 HEALTH PLANS- BARGAINING | \$ 9,980,320 | \$ 10,624,816 | \$ - | \$ (10,624,816) | -100.0% |
| 55 5020305 HEALTH PLAN - FEES | \$ 823,630 | \$ 746,272 | \$ - | \$ (746,272) | -100.0% |
| 55 5020311 HEALTH PLAN EMPLOYEE CONTRIBUTION-AD | \$ (183,619) | \$ (151,219) | \$ - | \$ 151,219 | -100.0% |
| 55 5020312 HEALTH PLAN EMPLOYEE CONTRIBUTION-BA | \$ (570,510) | \$ (509,849) | \$ - | \$ 509,849 | -100.0% |
| 55 5020401 DENTAL PLANS-ADMIN | \$ 53,322 | \$ 51,047 | \$ - | \$ (51,047) | -100.0% |
| 55 5020402 DENTAL PLANS-BARGAINING | \$ 474,553 | \$ 496,862 | \$ - | \$ (496,862) | -100.0% |
| 55 5020411 DENTAL PLAN EMPLOYEE CONTRIBUTION-AD | \$ (7,380) | \$ (10,383) | \$ - | \$ 10,383 | -100.0% |
| 55 5020412 DENTAL PLAN EMPLOYEE CONTRIBUTION-BA | \$ (29,542) | \$ (44,573) | \$ - | \$ 44,573 | -100.0% |
| 55 5020501 LIFE INSURANCE-ADMIN | \$ 10,083 | \$ 8,394 | \$ - | \$ (8,394) | -100.0% |
| 55 5020502 LIFE INSURANCE-BARGAINING | \$ 100,783 | \$ 96,170 | \$ - | \$ (96,170) | -100.0% |
| 51 5021411 OTHER BENEFITS - ADMIN | \$ 104,848 | \$ - | \$ - | \$ - | 0.0% |
| 51 5021442 EARLY RETIREMENT HEALTH CARE ALLOWANCE | \$ 24,559 | \$ - | \$ - | \$ - | 0.0% |
| 51 5021443 RETIREMENT MEDICARE SUPPLEMENT PAYMENT | \$ - | \$ 7,250 | \$ 30,000 | \$ 22,750 | 313.8% |
| 55 5021413 OTHER BENEFITS - BARGAINING | \$ (40,574) | \$ - | \$ - | \$ - | 0.0% |
| 55 5021442 EARLY RETIREMENT HEALTH CARE ALLOWANCE | \$ 43,764 | \$ - | \$ - | \$ - | 0.0% |
| 55 5021443 RETIREMENT MEDICARE SUPPLEMENT PAYMENT | \$ - | \$ 24,250 | \$ 100,000 | \$ 75,750 | 312.4% |
| TOTAL BENEFITS | \$ 15,366,300 | \$ 16,988,530 | \$ 8,575,521 | \$ (8,413,009) | -49.5% |
| TOTAL EXPENSES | \$ 15,367,337 | \$ 16,988,530 | \$ 8,575,521 | \$ (8,413,009) | -49.5% |

Wellness and Fitness Centers

Functions and Responsibilities

The Wellness and Fitness Centers department's mission is to partner with our employees to improve and maintain healthy long-term lifestyle habits to create a workforce that fulfills Capital Metro's mission. The Centers are operated by MediFit through a contract with Capital Metro. This contract is managed by the Manager of Risk in the Risk Management Department. The department's primary responsibilities are to:

- Develop innovative programs and implement solutions to employee's health risk problems.
- Create awareness, working to change employee behaviors, developing healthy patterns and habits to achieve the goals of improving health, reducing costs and improving morale.
- Coordinate wellness initiatives to improve employees' knowledge of health issues.
- Develop and manage fitness centers for Capital Metro.

FY 2012 Accomplishments

- ◆ Improve Business Practices; Strengthen Financial Health of the Agency-Researched funding sources to identify grant funding to enhance the tobacco-free environment.
- ◆ Demonstrate the Value of Public Transportation in an Active Community; Strengthen Community Relationships - Wellness developed online methods of communicating information including social media that includes, health, fitness, nutrition, safety, risk and employee benefits information in order to establish a community for employees and their families to encourage a healthy lifestyle.
- ◆ Improve Business Practices; Strengthen Financial Health of the Agency: Implemented several new wellness challenge and outreach programs to increase employee participation.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - The Austin Business Journal has named Capital Metro Central Texas' Healthiest Employer in recognition of Capital Metro's award-winning employee wellness program, its commitment to employees' health, and its industry-leading tobacco-free initiatives. Capital Metro won 1st place in the medium-size employer category.

FY 2013 Planned Initiatives

- ◆ Be a Regional Leader; Lead Public Transportation and Innovation - Wellness will work with First Transit, Veolia, McDonald Transportation, MV Transportation and Capital Metro's Benefits Department to develop a seamless and cohesive approach to employee wellness. These strategic partnerships can provide benchmarking data, mobile testing and incentive programs.
- ◆ Improve Business Practices; Strengthen Financial Health of the Agency - Research funding sources to identify and develop potential grant opportunities.
- ◆ Demonstrate the Value of Public Transportation in an Active Community; Strengthen Community Relationships - Wellness will develop online methods of communicating information including social media that includes, health, fitness, nutrition, safety, risk and employee benefits information in order to establish a community for employees and their families to encourage a healthy lifestyle.
- ◆ Provide a Great Customer Experience; Increase User Friendliness - Increase total wellness program participation from 46% to 50% of total eligible population.



Major Budgetary Changes

- ◆ **Benefits** - Decrease of \$14,988 in Wellness Center Expense due to a reduction in the Healthy Option Coupons.
- ◆ **Other Expenses** - Increase of \$6,703 in Other Professional Fees due to increase in MediFit contract.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| BENEFITS | | | | | |
| 51 5020421 WELLNESS CENTER EXP | 30,258 | 33,492 | 30,504 | (2,988) | -8.9% |
| TOTAL BENEFITS | \$ 30,258 | \$ 33,492 | \$ 30,504 | (2,988) | -8.9% |
| OTHER EXPENSES | | | | | |
| 51 5030309 OTHER PROFESSIONAL FEES | 247,758 | 233,597 | 240,300 | 6,703 | 2.9% |
| 51 5039901 COURIER AND DELIVERY SERVICES | 3 | - | - | - | 0.0% |
| 51 5039909 OTHER SERVICES | 4,208 | 4,000 | 3,000 | (1,000) | -25.0% |
| 51 5049901 OFFICE SUPPLIES | 999 | 2,004 | 2,004 | - | 0.0% |
| 51 5049909 OTHER SUPPLIES | 1,113 | 3,000 | 3,000 | - | 0.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | 144 | 150 | 150 | - | 0.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | 400 | - | 400 | 400 | 100.0% |
| 51 5099901 POSTAGE | 3 | - | - | - | 0.0% |
| 51 5099992 RECOGNITION PROGRAM | 21,779 | 26,996 | 26,996 | - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 276,408 | \$ 269,747 | \$ 275,850 | 6,103 | 2.3% |
| TOTAL EXPENSES | \$ 306,666 | \$ 303,239 | \$ 306,354 | 3,115 | 1.0% |

The cost of the Wellness Program is offset by estimated revenues in FY 2013 of approximately \$150,000.

Childcare Facility

Functions and Responsibilities

The Capital Metro Child Care and Learning Center opened on July 31, 2006. It is operated by Bright Horizons Family Solutions through a contract with Capital Metro. The Center provides families of Capital Metro and families in the community to help reduce the cost to Capital Metro with an on-site, high quality child development environment. During the years of operation, a lower turnover and absenteeism rate for employees using the Center has been achieved. The cost of the Child Care facility is offset by tuition revenue estimated at \$528,876 in FY 2013. This contract is managed by the Manager of Benefits and Compensation in the Human Resources Department.

FY 2012 Accomplishments

- ◆ Financial Health of the Facility - Increased tuition rates to match the increase in contract services. This maintains the subsidy for FY 2012 at 28 percent.
- ◆ Improve Business Practices and Strengthen Community Relationships- Partnered with Capital Metro service contractors to share the cost of the childcare program.

FY 2013 Planned Initiatives

- ◆ Improve Business Practices - Continue to review and adjust tuition levels to further reduce subsidy.
- ◆ Improve Business Practices - Continue to increase marketing and grants to assist in lowering the FY 2013 subsidy to 20%.

Major Budgetary Changes

- ◆ **Other Expenses** - Increases of \$35,796 in Other Professional Fees due to projected contractual increase for the Child Care Center.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| OTHER EXPENSES | | | | | |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 624,405 | \$ 648,528 | \$ 684,324 | \$ 35,796 | 5.5% |
| 51 5049909 OTHER SUPPLIES | \$ 2,805 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 5,306 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 632,515 | \$ 648,528 | \$ 684,324 | \$ 35,796 | 5.5% |
| TOTAL EXPENSES | \$ 632,515 | \$ 648,528 | \$ 684,324 | \$ 35,796 | 5.5% |

The cost of the Child Care facility is offset by tuition revenue estimated at \$528,876 in FY 2013.



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Business Center

Functions and Responsibilities

The Business Center provides support services to Capital Metro facilities including printing, copying, scanning, postage, meeting room reconfiguration and messenger services through a contract with RICOH. This contract is managed by the Controller in the Finance and Accounting Department.

FY 2012 Accomplishments

- Improve Business Practices - Delivered document services at the lowest possible cost to the agency.
- ◆ Improve Communications - Provided copier / fax / scan capabilities for the agency.
- ◆ Improve Customer Satisfaction & Loyalty - Collected and delivered lost-and-found articles across all modes.
- ◆ Improve Service Delivery - Distributed and stocked passenger guides across all fixed routes.

FY 2013 Planned Initiatives

- ◆ Improve Business Practices - Deliver document services at the lowest possible cost to the agency.
- ◆ Provide a Great Customer Experience - Provide copier / fax / scan capabilities for the agency.
- ◆ Provide a Great Customer Experience - Collect and deliver lost and found articles across all modes.

Major Budgetary Changes

- ◆ **Other Expenses** - Decrease of \$36,096 in Other Expenses due primarily to a decrease in the Ricoh copy machine Service Center totaling \$59,104 and an offset increase in Copier Lease agreements totaling \$22,800.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|--|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| OTHER EXPENSES | | | | | |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 8,323 | \$ 10,000 | \$ 9,996 | (4) | 0.0% |
| 51 5039909 OTHER SERVICES | \$ 218,373 | \$ 279,100 | \$ 219,996 | (59,104) | -21.2% |
| 51 5040121 GASOLINE | \$ - | \$ - | \$ 204 | 204 | 100.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 394 | \$ 1,000 | \$ 996 | (4) | -0.4% |
| 51 5070502 GASOLINE FUEL TAX | \$ - | \$ - | \$ 12 | 12 | 100.0% |
| 51 5099901 POSTAGE | \$ 610 | \$ - | \$ - | - | 0.0% |
| 51 5121202 OFFICE EQUIPMENT | \$ 69,551 | \$ 43,200 | \$ 66,000 | 22,800 | 52.8% |
| TOTAL OTHER EXPENSES | \$ 297,252 | \$ 333,300 | \$ 297,204 | (36,096) | -10.8% |
| TOTAL EXPENSES | \$ 297,252 | \$ 333,300 | \$ 297,204 | (36,096) | -10.8% |



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President/CEO's Office

Functions and Responsibilities

The President/CEO provides leadership and direction to ensure Capital Metro meets its mission, goals and objectives. Two key areas of focus are to provide direction and coordination on the various Authority initiatives to ensure quality standards for the organization, and to identify initiatives for ongoing improvement to customer service. Additionally, the President/CEO ensures sound ethics and fiscal management for the agency consistent with federal, state and local laws and sound public practices, which emphasize the most effective use of taxpayer funds through continuous improvements of the agency's operations.

The President/CEO's office ensures activities requiring involvement across the organization are properly coordinated, and oversees the dissemination of information to ensure follow through and timely communications with concerned stakeholders. This also includes public outreach to community and business stakeholders, and local, state and federal elected officials. This department serves as a liaison with the Board of Directors on policy issues affecting the Authority. The governmental relations function of the office serves to research and develop legislative strategies and policies relevant to the Authority's interest in providing regional transportation services.

FY 2012 Accomplishments

- ◆ Developed and adopted a new strategic plan with measureable goals and objectives, including a new vision and mission.
- ◆ Won the Texas Comptroller's Gold Circle Award for Transparency two years in a row.
- ◆ Arthur Murillo, StarTran operator, won the International Rodeo.
- ◆ The Preconstruction Grant Agreement (PCGA) for the MetroRapid project was signed by FTA Administrator Rogoff.
- ◆ Very successful Triennial review was completed by the Federal Transportation Administration (FTA)
- ◆ Be a Regional Leader - Partnered with the City of Austin to improve MetroRail service by providing extended rail service to include Friday evenings and Saturday service.
- ◆ Provide a Great Customer Experience-
 - The Capital Metro website has been redesigned and updated to include current trends in web communications, including interactive tools for increased user friendliness.
 - As part of a multi-year effort to ensure the accessibility of all bus stops, Capital Metro completed the second year of accessibility and connectivity improvements at bus stops throughout the service area.
 - Implementation of mid-day MetroRail service.
 - Implementation of new fare media for seniors and mobility impaired -SmartCard technology
- ◆ Demonstrate the Value of Public Transportation in an Active Community -
 - Almost tripled MetroRail ridership over the previous twelve months.
 - Increasing ridership in target markets by implementing QR codes at all bus stops and rail stations in our system
 - Strengthened community relationships by hosting "Linda in the Community" gathering which included presentations and briefings on agency initiatives to community stakeholders throughout the region.

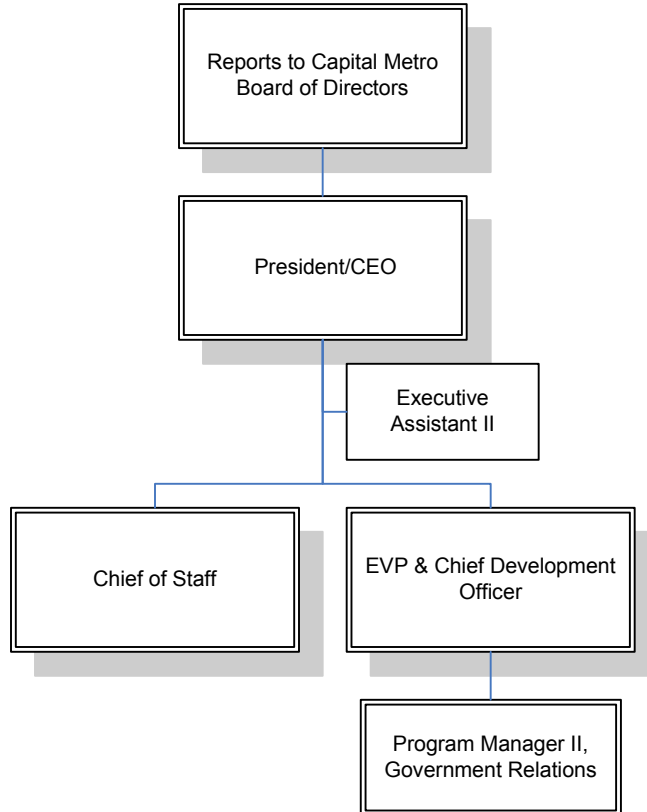


- ◆ Improve Business Practices-
 - Strengthened the financial health of the agency by adopting a cost allocation model for allocating non-operating costs to the appropriate modes of service.
 - Strengthened the financial health of the agency by implementing a fuel hedging plan that results in stable prices on fuel purchases.
 - Strengthened the financial health of the agency by contracting out all transit service now operated by StarTran after a competitive procurement process.
 - Increase accountability by developing and implementing a multi-year plan to ensure the entire bus fleet is maintained to the manufacturer's standards based on normal use and life expectancy. As part of this multi-year effort, Capital Metro has purchased new buses to replace older buses that have reached their life expectancy.
 - Enhanced organizational development by establishing the "Linda is Listening" internal outreach program which included town hall meetings, smaller employee meetings, and employee Q&As.

FY 2013 Planned Initiatives

- ◆ Be a Regional Leader-
 - Grow the customer base by continuing to build MetroRapid (Bus Rapid Transit) system within budget and on schedule. This project is the next major element in the current long range transit plan which received more than \$37 million in federal funding.
 - Build support for regional transit investment by continuing planning efforts, including the federally funded Project Connect North Central Corridor Alternatives Analysis which will build community support and provide a strong basis for increased transit investment.
 - Continue outreach to non-member cities on the issue of providing service beyond our current service area boundary through an interlocal agreement based on a revised service expansion policy.
 - Play a key role in sustainable development and encourage transit supportive development by advancing TOD projects near MetroRail stations and on agency-owned property with the goal of increasing ridership and generating revenue to support service costs. This includes finalizing environmental work and initiating design plans for the track relocation at Plaza Saltillo.
- ◆ Improve Business Practices-
 - Strengthen the financial health of the agency by examining a range of opportunities to increase revenues from naming rights, transit advertising and transit oriented development (TOD) and other options.
 - Strengthen financial health of the agency and increase accountability by continuing to identify cost savings to replenish reserves to a two month operating level.
 - Strengthen the financial health of the agency by developing a business plan for freight rail service that will result in increasing freight revenue and reducing costs.
 - Increase accountability by implementing a multi-year plan to ensure the entire bus fleet is maintained to the manufacturer's standards based on normal use and life expectancy. As part of this multi-year effort, Capital Metro will continue purchasing new buses to replace older buses that have reached their life expectancy.
 - Revise the Reserve Policy to ensure responsible management of our cash flow and maintain adequate levels for emergencies.
- ◆ Provide a Great Customer Experience - Increase user friendliness and make riding safe, reliable and accessible. As part of the long term strategy to address the growing number of bicycles on buses and rail, Capital Metro will improve bike storage at transit facilities.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Increase ridership in target markets, innovatively deliver our message and strengthen community relationships that build meaningful relationships with the community that result in support for future initiatives.

President/CEO Department Organizational Chart



Major Budgetary Changes

- ◆ **Salaries and Wages** - Decrease of \$32,397 in Salaries & Wages due to the following : the \$9,120 increase of the CEO's Contract Agreement, an Increase of \$12,820 due to the merit based salary increase plus the use of a midpoint salary wage that resulted in a higher wage amount for a vacant Executive Vice President position, less the decrease of \$45,532 in Sick Leave and decreases in Holiday and Vacation Accruals.
- ◆ **Benefits** - Increase of \$1,356 in Benefits due to an increase in FICA and SUTA of \$2,097 due to the merit based salary increase that were offset by other related accruals.
- ◆ **Other Expenses** - Increase of \$29,145 in Other Expenses due to increases in Professional Fees \$2,996, an increase in Dues & Subscriptions of \$3,725, an increase in Seminars / Conferences of \$4,323, an increase in the net of Miscellaneous Expense / Office Supplies / Local Telephone Costs equaling \$6,144, and an increase in Travel Related Expense Accounts of \$11,957.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|---------------------|---------------------|---------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 588,630 | \$ 550,401 | \$ 564,227 | \$ 13,826 | 2.5% |
| 51 5010207 EXECUTIVE COMPENSATION | \$ 12,854 | \$ 28,500 | \$ 29,640 | \$ 1,140 | 4.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 5,703 | \$ 85,405 | \$ 39,873 | \$ (45,532) | -53.3% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 30,353 | \$ 28,477 | \$ 27,535 | \$ (942) | -3.3% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 23,272 | \$ 47,427 | \$ 46,200 | \$ (1,227) | -2.6% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ - | \$ 6,308 | \$ 6,645 | \$ 338 | 5.4% |
| SALARIES & WAGES | \$ 660,812 | \$ 746,518 | \$ 714,120 | \$ (32,397) | -4.3% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 43,037 | \$ 37,839 | \$ 38,254 | \$ 415 | 1.1% |
| 51 5020201 401K | \$ 47,148 | \$ 45,732 | \$ 45,728 | \$ (4) | 0.0% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 945 | \$ 360 | \$ 1,305 | \$ 945 | 262.5% |
| 51 5021403 AUTOMOBILE | \$ 97 | \$ 7,200 | \$ 7,200 | \$ - | 0.0% |
| BENEFITS | \$ 91,226 | \$ 91,131 | \$ 92,487 | \$ 1,356 | 1.5% |
| OTHER EXPENSES | | | | | |
| 51 5030303 CONSULTATION FEES | \$ 9,083 | \$ - | \$ - | \$ - | 0.0% |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 361,126 | \$ 285,991 | \$ 288,987 | \$ 2,996 | 1.0% |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 90 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 3,742 | \$ 3,000 | \$ 3,504 | \$ 504 | 16.8% |
| 51 5049909 OTHER SUPPLIES | \$ 42 | \$ - | \$ - | \$ - | 0.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 1,843 | \$ 2,640 | \$ 2,280 | \$ (360) | -13.6% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 231,475 | \$ 185,273 | \$ 188,998 | \$ 3,725 | 2.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 23,410 | \$ 6,143 | \$ 8,480 | \$ 2,338 | 38.1% |
| 51 5090205 TRAVEL - PER DIEM | \$ 8,007 | \$ 3,701 | \$ 3,850 | \$ 149 | 4.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 21,191 | \$ 3,420 | \$ 7,743 | \$ 4,323 | 126.4% |
| 51 5090211 LODGING | \$ 10,418 | \$ 4,845 | \$ 12,900 | \$ 8,055 | 166.3% |
| 51 5090215 TRAVEL - OTHER | \$ 843 | \$ - | \$ 1,415 | \$ 1,415 | 100.0% |
| 51 5099901 POSTAGE | \$ 66 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099905 COMPUTER SOFTWARE | \$ 85 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 1,055 | \$ - | \$ 6,000 | \$ 6,000 | 100.0% |
| TOTAL OTHER EXPENSES | \$ 672,477 | \$ 495,012 | \$ 524,157 | \$ 29,145 | 5.9% |
| TOTAL EXPENSES | \$ 1,424,515 | \$ 1,332,661 | \$ 1,330,764 | \$ (1,896) | -0.1% |

Communications

Functions and Responsibilities

The Communications department leads the development and execution of innovative communications strategies including the dissemination of public information, media relations, social media, crisis communications and coordination of internal and external stakeholder communications. The department serves as the primary contact point for the news media. The department provides communications strategy and support to other departments and the board of directors to carry out the Authority's mission through proactive communications strategies that drive positive messages and enhance Capital Metro's position in the community. The department establishes and implements Capital Metro's social media platforms, presenting user-friendly information through multiple channels for customers, stakeholders and employees.

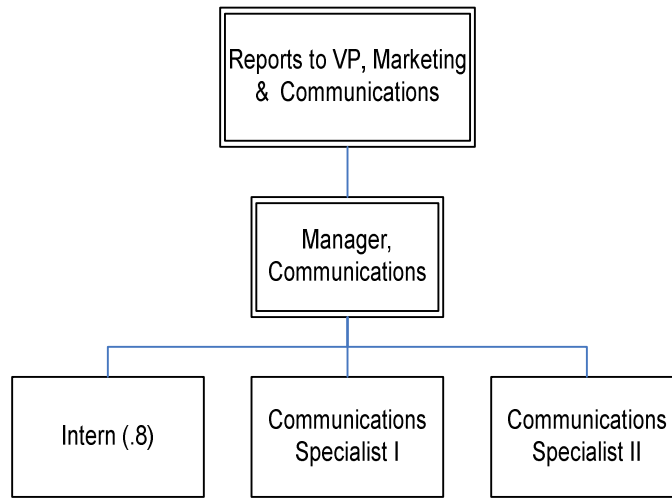
FY 2012 Accomplishments

- ◆ Provide a Great Customer Experience - Increase User Friendliness: Developed an enhanced social media strategy that will be implemented in FY 2013.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Develop and Innovatively Deliver Our Message: Increased the frequency and variety of information about Capital Metro's services, projects and accomplishments in collaboration with other departments.
- ◆ Improve Business Practices - Strengthen Financial Health of the Agency: Continued coordination of external communications strategies related to labor structure changes as well as communications and media relations.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Develop and Innovatively Deliver Our Message: Increased communications regarding the progress of the MetroRapid project, promotion and awareness of weekend rail service, and the grand opening of the Manor Park & Ride.
- ◆ Capital Metro re-branded the MetroAirport Service with a new bus design and coordinating marketing material, such as a new brochure, that included tourist information, updated signage at stops, and marketing information in the airport itself. To better help visitors plan ahead, Capital Metro staff collaborated with hotels to make sure each hotel website had information available on how to take public transit to the city center, and made sure front line staff knew and could explain the service presentation. Special trips on the new route were also given to dozens of hotel and information employees. Both productivity and ridership of this service has significantly increased since the changes.

FY 2013 Planned Initiatives

- ◆ Provide a Great Customer Experience - Increase User Friendliness: Develop and execute an enhanced social media strategy and improved website experiences for customers.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Develop and Innovatively Deliver Our Message: Increase the frequency and variety of information about Capital Metro's services, projects and accomplishments in collaboration with other departments.
- ◆ Improve Business Practices - Strengthen Financial Health of the Agency: Continue coordination of external communications strategies related to labor structure changes.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Develop and Innovatively Deliver Our Message: Increase communications regarding the progress of the MetroRapid project.

Communications Department Organizational Chart



Major Budgetary Changes

- ◆ **Salaries and Wages** - Increase \$96,284 in Salaries & Wages due to part-time position changing to full-time and budget transfer of \$30,000 to fund marketing projects promoting MetroRapid and to transfer staff salaries to correct department from recent reorganization. Increase of \$6,530 due to merit based salary increase.
- ◆ **Benefits** - Increase of \$4,060 in Benefits due to corresponding part-time position changing to full-time. Increase of \$485 due to merit based salary increase.
- ◆ **Other Services** - Increase of \$35,000 in Other Professional Fees due to public relations writing support necessary to promote MetroRapid project leading up to launch. Increase of \$5,335 in travel related due to support of training for ongoing professional development of staff.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 | FY 2012 | FY 2013 | Var FY2013 | Var % FY2013 |
|---|-------------------|-------------------|-------------------|-------------------|--------------|
| | ACTUAL | BUDGET | BUDGET | VS. FY 2012 | VS. FY 2012 |
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 167,877 | \$ 120,597 | \$ 206,702 | \$ 86,105 | 71.4% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 14,600 | \$ 14,048 | \$ 26,483 | \$ 12,435 | 88.5% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 9,490 | \$ 8,307 | \$ 8,943 | \$ 636 | 7.7% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 10,335 | \$ 12,740 | \$ 9,490 | \$ (3,250) | -25.5% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ - | \$ 1,820 | \$ 2,177 | \$ 358 | 19.7% |
| TOTAL SALARIES & WAGES | \$ 202,302 | \$ 157,513 | \$ 253,796 | \$ 96,284 | 61.1% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 13,751 | \$ 14,559 | \$ 17,889 | \$ 3,330 | 22.9% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 567 | \$ 450 | \$ 1,180 | \$ 730 | 162.2% |
| TOTAL BENEFITS | \$ 14,318 | \$ 15,009 | \$ 19,069 | \$ 4,060 | 27.1% |
| OTHER EXPENSES | | | | | |
| 51 5030303 CONSULTATION FEES | \$ 84,700 | \$ 73,000 | \$ 92,400 | \$ 19,400 | 26.6% |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 7,700 | \$ - | \$ 35,000 | \$ 35,000 | 100.0% |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 4 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039909 OTHER SERVICES | \$ 1,000 | \$ 2,650 | \$ 2,640 | \$ (10) | -0.4% |
| 51 5049901 OFFICE SUPPLIES | \$ 145 | \$ 620 | \$ 420 | \$ (200) | -32.3% |
| 51 5049909 OTHER SUPPLIES | \$ 225 | \$ - | \$ - | \$ - | 0.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 1,905 | \$ 3,360 | \$ 1,920 | \$ (1,440) | -42.9% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 2,331 | \$ 985 | \$ 1,040 | \$ 55 | 5.6% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 106 | \$ 345 | \$ 2,340 | \$ 1,995 | 578.3% |
| 51 5090205 TRAVEL - PER DIEM | \$ - | \$ 100 | \$ 600 | \$ 500 | 500.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 600 | \$ 550 | \$ 1,440 | \$ 890 | 161.8% |
| 51 5090211 LODGING | \$ - | \$ 340 | \$ 2,040 | \$ 1,700 | 500.0% |
| 51 5090215 TRAVEL - OTHER | \$ - | \$ 50 | \$ 300 | \$ 250 | 500.0% |
| TOTAL OTHER EXPENSES | \$ 98,715 | \$ 82,000 | \$ 140,140 | \$ 58,140 | 70.9% |
| TOTAL EXPENSES | \$ 315,335 | \$ 254,522 | \$ 413,005 | \$ 158,484 | 62.3% |



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Board of Directors Support

Functions and Responsibilities

The Board of Director's Liaison provides support to the Board of Directors and President/Chief Executive Officer in an effort to achieve the strategic mission and vision of Capital Metro Transportation Authority (Capital Metro). The Board of Director's Liaison also coordinates meetings and works with the Legal department to ensure compliance with the Texas Transportation Code, Section 451, and Texas Open Meetings Act requirements. For FY 2013 this function has been moved to the President/CEO's Office, reporting to the Chief of Staff.

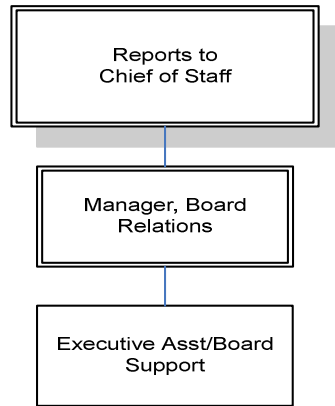
FY 2012 Accomplishments

- ◆ Provide a Great Customer Experience - Developed and implemented policies and practices to ensure effective communication with the board of directors and the public. Included revisions to methods of presenting information to the board and incorporating elements of the Capital Metro Strategic Plan into board materials for all actions taken.
- ◆ Improve Business Practices - Streamlined committees of the Board of Directors and meeting structures such as consent agendas and implemented practices for meeting preparation to improve efficiency and effectiveness.
- ◆ Provide a Great Customer Experience - Amended public comment policies and broadened public comment opportunities in order to improve communication with members of the board of directors and the public.

FY 2013 Planned Initiatives

- ◆ Be A Regional Leader - Provide leadership and support as the host property for the 2013 APTA Transit Board Members and Board Support Employee Development Workshop.
- ◆ Provide a Great Customer Experience - Develop and implement policies and practices to ensure effective communication with the Board of Directors and the public. Includes but not limited to evaluating and revising information related to all board matters available on the Capital Metro website and updating and improving technology supporting the Board of Directors and public meetings.
- ◆ Improve Business Practices - Develop, implement and document policies and procedures for facilitating board support functions to improve board agenda planning and preparation for improved efficiency and greater accountability.
- ◆ Improve Business Practices - Standardize and document board of directors' policies for increased efficiency and transparency.

Board of Directors Support Department Organizational Chart



Major Budgetary Changes

- ◆ **Salaries and Wages** - Increase of \$8,795 in Salaries and Wages due to an increase of \$5,196 for merit based salary increase and other increases in the related Sick / Holiday/ Vacation Accruals.
- ◆ **Benefits** - Increase of \$1,135 in Benefits due to an increase in FICA and the SUTA Accruals.
- ◆ **Other Expenses** - An increase of \$45,356 in Other Expenses due to an increase in Travel & Lodging of \$20,48. An increase in Seminars of \$23,806 to restore to pre-FY2012 levels, an increase of Other Services / Supplies totaling \$520, and an increase of Dues of \$550.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ - | \$ 139,141 | \$ 146,748 | \$ 7,607 | 5.5% |
| 51 5020901 SICK LEAVE-ADMIN | \$ - | \$ 9,380 | \$ 10,402 | \$ 1,022 | 10.9% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ - | \$ 7,136 | \$ 7,121 | \$ (14) | -0.2% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ - | \$ 12,549 | \$ 12,560 | \$ 10 | 0.1% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ - | \$ 1,563 | \$ 1,734 | \$ 170 | 10.9% |
| TOTAL SALARIES & WAGES | \$ - | \$ 169,770 | \$ 178,565 | \$ 8,795 | 5.2% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ - | \$ 12,506 | \$ 13,262 | \$ 757 | 6.1% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ - | \$ 144 | \$ 522 | \$ 378 | 262.5% |
| TOTAL BENEFITS | \$ - | \$ 12,650 | \$ 13,784 | \$ 1,135 | 9.0% |
| OTHER EXPENSES | | | | | |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ - | \$ 780 | \$ 708 | \$ (72) | -9.2% |
| 51 5039909 OTHER SERVICES | \$ - | \$ 51,895 | \$ 52,855 | \$ 960 | 1.8% |
| 51 5049901 OFFICE SUPPLIES | \$ - | \$ 1,700 | \$ 1,704 | \$ 4 | 0.2% |
| 51 5049908 SUPPLIES-BOARD OF DIRECTORS | \$ - | \$ 1,500 | \$ 1,152 | \$ (348) | -23.2% |
| 51 5050204 TELEPHONE-LOCAL | \$ - | \$ 780 | \$ 780 | \$ - | 0.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ - | \$ - | \$ 550 | \$ 550 | 100.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ - | \$ 5,862 | \$ 23,400 | \$ 17,538 | 299.2% |
| 51 5090205 TRAVEL - PER DIEM | \$ - | \$ 13,951 | \$ 10,956 | \$ (2,995) | -21.5% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ - | \$ 9,150 | \$ 32,956 | \$ 23,806 | 260.2% |
| 51 5090211 LODGING | \$ - | \$ 5,763 | \$ 11,700 | \$ 5,937 | 103.0% |
| 51 5099901 POSTAGE | \$ - | \$ 180 | \$ 156 | \$ (24) | -13.3% |
| TOTAL OTHER EXPENSES | \$ - | \$ 91,561 | \$ 136,917 | \$ 45,356 | 49.5% |
| TOTAL EXPENSES | \$ - | \$ 273,981 | \$ 329,266 | \$ 55,286 | 20.2% |



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Internal Audit

Functions and Responsibilities

The Internal Audit Department reports directly to the Board of Directors and is an independent source of objective advice, consulting and assurance services. Internal Auditing provides assurance on Capital Metro's governance, risk management, and control processes to help the organization achieve its strategic, operational, financial, and compliance objectives. In addition, Internal Audit is a catalyst for improving effectiveness and efficiency by providing insight and recommendations based on a systematic analysis and assessment of data and business processes. Internal Audit also shares "best practices" and suggests ways for reducing costs and enhancing revenues.

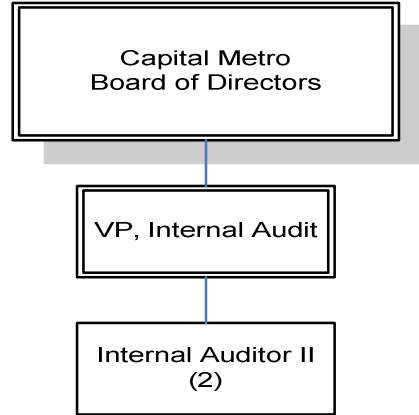
FY 2012 Accomplishments

- ◆ Improve & Integrate Business Practices & Accountability - Performed comprehensive organization-wide risk assessment and used results to develop the FY 2013 Internal Audit Services Plan.
- ◆ Completed four comprehensive performance audits.
- ◆ Performed two comprehensive bi-annual status updates, which assessed implementation status of over 150 corrective action plans for 16 outstanding internal reviews.
- ◆ Monitored and reported on ongoing risk mitigation efforts and implementation progress of the Senate Bill 650 Labor Structure Project as well as for a large capital implementation project, MetroRapid services.
- ◆ Served as project manager and coordinated a comprehensive Federal Transit Administration Triennial Review which covered statutory and administrative requirements in 24 different areas including procurement, financial, maintenance, ADA, and safety & security.
- ◆ Scored the highest rating (fully complies) in an external Quality Assurance Review of internal audit operations. The rating means that policies, procedures, and practices are in place to successfully implement the requirements necessary for ensuring a professional Internal Audit activity.
- ◆ Participated in streamlining the annual Ethics & Fraud Prevention training curriculum and supporting materials.

FY 2013 Planned Initiatives

- ◆ Improve Business Practices & Increase Accountability - Continue to perform audits from the approved Internal Audit Services Plan. Continue to assess and consider operational and business risks in order to target internal audit resources in the most cost-effective and efficient manner.

Internal Audit Department Organizational Chart



Major Budgetary Changes

- ◆ **Salaries and Wages** - Increase of \$21,714 in Salary & Wages due to an increase of \$8,218 due to the merit based salary increase along with changes to one of the Internal Auditor Job Classification Codes from I to II.
- ◆ **Benefits** - Increase of \$1,985 in Benefits due to an increase of \$377 due to the merit based salary increase along with corresponding increase in both FICA / SUTA taxes.
- ◆ **Other Services** - Decrease of \$458 in Other Expenses are attributable to small decreases in Office supplies, Travel related expenses, less an increase of \$352 in Dues and Subscriptions.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 215,202 | \$ 214,875 | \$ 234,188 | \$ 19,313 | 9.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 11,334 | \$ 14,486 | \$ 16,429 | \$ 1,943 | 13.4% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 11,560 | \$ 10,808 | \$ 11,247 | \$ 440 | 4.1% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 16,124 | \$ 17,739 | \$ 17,433 | \$ (306) | -1.7% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ - | \$ 2,414 | \$ 2,738 | \$ 324 | 13.4% |
| TOTAL SALARIES & WAGES | \$ 254,220 | \$ 260,322 | \$ 282,036 | \$ 21,714 | 8.3% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 17,225 | \$ 18,351 | \$ 19,768 | \$ 1,418 | 7.7% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 567 | \$ 216 | \$ 783 | \$ 567 | 262.5% |
| TOTAL BENEFITS | \$ 17,792 | \$ 18,567 | \$ 20,551 | \$ 1,985 | 10.7% |
| OTHER EXPENSES | | | | | |
| 51 5030301 AUDIT FEES | \$ 8,100 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 693 | \$ 1,605 | \$ 1,200 | \$ (405) | -25.2% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 2,075 | \$ 1,899 | \$ 2,251 | \$ 352 | 18.5% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 41 | \$ 100 | \$ - | \$ (100) | -100.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 2,157 | \$ 3,972 | \$ 3,864 | \$ (108) | -2.7% |
| 51 5090211 LODGING | \$ - | \$ 300 | \$ - | \$ (300) | -100.0% |
| 51 5090215 TRAVEL - OTHER | \$ - | \$ 100 | \$ 204 | \$ 104 | 104.0% |
| 51 5099901 POSTAGE | \$ - | \$ 25 | \$ 24 | \$ (1) | -4.0% |
| TOTAL OTHER EXPENSES | \$ 13,066 | \$ 8,001 | \$ 7,543 | \$ (458) | -5.7% |
| TOTAL EXPENSES | \$ 285,078 | \$ 286,890 | \$ 310,130 | \$ 23,240 | 8.1% |



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Operations

Functions and Responsibilities

The Operations department provides oversight and guidance for all Capital Metro operations, including the Authority's bus, paratransit, freight rail, passenger rail, maintenance, safety, security and information technology functions.

The focus of operations in FY 2013 is to continue to identify opportunities to improve service delivery. Operations will implement many new policies, creating the need for revised processes, procedures and systems to measure our success. Another focus area will be the continued implementation of the Intelligent Transportation Systems (ITS), Automatic Vehicle Location (AVL) systems monitoring the impact on future service.

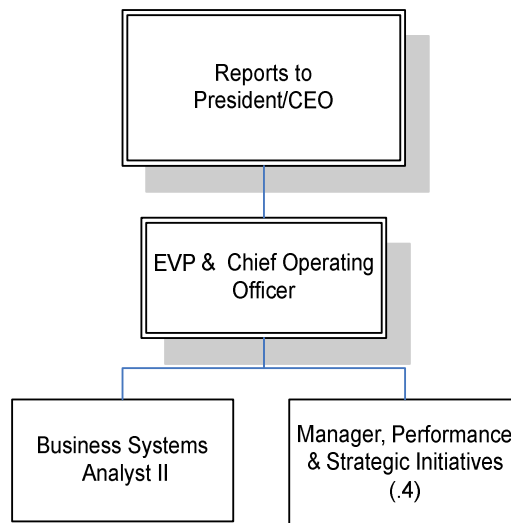
FY 2012 Accomplishments

- ◆ Provide a Great Customer Experience - Make Riding Safe Reliable and Accessible - ITS - CAD/AVL - Implementation of the Fixed Route system including the radio installation and the integration of the Open Sky technology - The ITS project for Fixed Route services was initiated and is on schedule for completion in FY14.
- ◆ Improve Business Practice - Strengthen Financial Health of the Agency –
 - Awarded the Fixed Route and MetroAccess service contracts including a successful transition.
 - Established the Contract Performance Team to ensure that solid contract monitoring plans are implemented including processes to support a sound Quality Assurance (QA)/Quality Control (QC) program.
 - The contracts for Fixed Route, Paratransit and Maintenance were awarded in April with service transition occurring on August 19, 2012. It is projected that savings over the next 8 - 10 years will be \$35M. The team has been hired and is in place. Staff has completed the contract management and reporting plans. Contractor performance will be monitored and reported monthly and quarterly.
 - All paratransit policies approved by the Board of Directors in September 2010 have been implemented. The eligibility certification program was implemented in March. Staff is monitoring the activity and results and will make quarterly reports to the Operations/Planning committee.

FY 2013 Initiatives

- ◆ Improve Business Practices - Conduct assessment of rail system safety programs and an implementation plan.
- ◆ Improve Tools, Technology & Vehicles - Upgrade software/hardware/infrastructure and cameras in all 6-commuter rail cars. Upgrade agency security camera software. Funding provided by Federal 5307 grant funding.
- ◆ Strengthen Financial Health of the Agency - work with railroad consultant to devise a business model that will further strengthen the operating performance of the freight railroad.
- ◆ Strengthen Community Relationship - Develop and establish standards for the crossings and signals on the railroad that will be used.
- ◆ Provide a Great Customer Experience - Implement and continue to refine contract management plans for providers of bus and paratransit services.

Operations Organizational Chart



Major Budgetary Changes

- ◆ **Salary & Wages** - Increase of \$53,766 in total Salary & Wages due to transfer of Program manager from Strategic Management department and market based salary adjustment during FY 2012. Increase of \$8,705 due to merit based salary increase.
- ◆ **Benefits** - Increase of \$5,115 in Benefits due to corresponding salary adjustment during FY 2012. Increase of \$311 due to merit based salary increase.
- ◆ **Other Services** - Increase of \$4,583 in Seminar, Conferences and Registration due to training and professional development of staff.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 247,196 | \$ 196,774 | \$ 242,540 | \$ 45,766 | 23.3% |
| 51 5010207 EXECUTIVE COMPENSATION | \$ 6,050 | \$ - | \$ - | \$ - | 0.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 10,802 | \$ 13,266 | \$ 14,994 | \$ 1,729 | 13.0% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 15,832 | \$ 10,091 | \$ 12,325 | \$ 2,234 | 22.1% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 20,895 | \$ 22,630 | \$ 26,379 | \$ 3,749 | 16.6% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ 635 | \$ 2,211 | \$ 2,499 | \$ 288 | 13.0% |
| TOTAL SALARIES & WAGES | \$ 301,410 | \$ 244,971 | \$ 298,737 | \$ 53,766 | 21.9% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 17,074 | \$ 14,206 | \$ 17,479 | \$ 3,274 | 23.0% |
| 51 5020201 401K | \$ 11,586 | \$ 11,586 | \$ 11,588 | \$ 2 | 0.0% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 756 | \$ 144 | \$ 783 | \$ 639 | 443.8% |
| 51 5021403 AUTOMOBILE | \$ - | \$ 6,000 | \$ 7,200 | \$ 1,200 | 20.0% |
| TOTAL BENEFITS | \$ 29,415 | \$ 31,935 | \$ 37,050 | \$ 5,115 | 16.0% |
| OTHER EXPENSES | | | | | |
| 51 5049901 OFFICE SUPPLIES | \$ 179 | \$ 150 | \$ 840 | \$ 690 | 460.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 361 | \$ 480 | \$ - | \$ (480) | -100.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 85 | \$ 80 | \$ - | \$ (80) | -100.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 1,111 | \$ 166 | \$ 291 | \$ 125 | 75.3% |
| 51 5090205 TRAVEL - PER DIEM | \$ 923 | \$ 160 | \$ 249 | \$ 89 | 55.6% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 184 | \$ 288 | \$ 4,870 | \$ 4,583 | 1591.3% |
| 51 5090211 LODGING | \$ 231 | \$ 446 | \$ 956 | \$ 510 | 114.3% |
| 51 5099901 POSTAGE | \$ 2 | \$ - | \$ 16 | \$ 16 | 100.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 153 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 3,229 | \$ 1,770 | \$ 7,222 | \$ 5,452 | 308.0% |
| TOTAL EXPENSES | \$ 334,054 | \$ 278,677 | \$ 343,010 | \$ 64,333 | 23.1% |



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Office of Strategic Management

Functions and Responsibilities

The Office of Strategic Management (OSM) was created to serve as the centralized area for the management and reporting of the Strategic Plan. The OSM is responsible for the coordination, oversight and facilitation of the strategic plan objectives, measurement and initiatives. In addition, the OSM facilitates the reporting and progress of the capital budget progress to the Board of Directors.

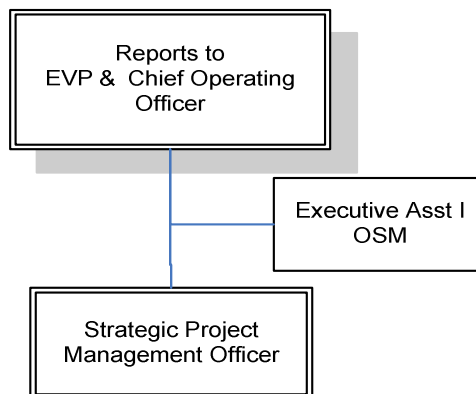
FY 2012 Accomplishments

- ◆ Improve & Integrate Business Practices & Accountability
 - Facilitated Strategic Plan organizational alignment with budget processes. Developed a process to revisit the Strategic Plan annually.
 - Continued to develop processes for key/critical initiatives to improve efficiencies and service delivery.
- ◆ Improve Communications - Created effective performance reporting systems for Capital Projects and Strategic Plan initiatives.
- ◆ Improve Customer Experience - Continue to provide organizational key performance indicators to the Board of Directors to ensure achievement of critical performance measures.
- ◆ Improve Business Practices - The OSM has facilitated Capital Metro's participation in the American Bus Benchmarking Group (ABBG). The ABBG provides critical benchmark data to measure effectiveness amongst peer groups.

FY 2013 Planned Initiatives

- ◆ Improve Business Practices - Continue to map process and re-map key/critical processes to improve efficiencies and service delivery.
- ◆ Improve Business Practices - Develop and implement a standardized project management program for Capital Metro.
- ◆ Improve Business Practices - Continue effective performance reporting systems of the Strategic Plan and Capital Budget.

Strategic Management Department Organizational Chart





Major Budgetary Changes

- ◆ **Salaries and Wages** - Decreased by \$24,734 in Salaries & Wages due to the transfer out of one Program Manager position to Dept. 130 less the increase of \$5,479 due to the merit based salary Increase.
- ◆ **Benefits** - Decreased by \$2,084 in Benefits due to the following: an increase of \$166 due to the merit based salary increase less a decrease in FICA / SUTA matching accruals due to lower salaries.
- ◆ **Other Expenses** - Decreased by \$34,776 in Other Expenses due to the elimination of Consultation Fees of \$48,860 less the increase of \$11,544 in Professional Fees less the increase of \$2,540 in Travel/Training Expenses.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 177,461 | \$ 177,448 | \$ 157,810 | (19,638) | -11.1% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 1,836 | \$ 11,423 | \$ 10,955 | (469) | -4.1% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 8,672 | \$ 8,690 | \$ 7,500 | (1,191) | -13.7% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 9,819 | \$ 13,327 | \$ 9,968 | (3,359) | -25.2% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ 864 | \$ 1,904 | \$ 1,826 | (78) | -4.1% |
| TOTAL SALARIES & WAGES | \$ 198,652 | \$ 212,793 | \$ 188,058 | (24,734) | -11.6% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 14,701 | \$ 14,902 | \$ 12,512 | (2,390) | -16.0% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 454 | \$ 216 | \$ 522 | 306 | 141.7% |
| TOTAL BENEFITS | \$ 15,154 | \$ 15,118 | \$ 13,034 | (2,084) | -13.8% |
| OTHER EXPENSES | | | | | |
| 51 5030303 CONSULTATION FEES | \$ - | \$ 48,860 | \$ - | (48,860) | -100.0% |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 11,568 | \$ 8,256 | \$ 19,800 | 11,544 | 139.8% |
| 51 5049901 OFFICE SUPPLIES | \$ 618 | \$ 500 | \$ 1,200 | 700 | 140.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 152 | \$ - | \$ - | - | 0.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 449 | \$ 500 | \$ 500 | - | 0.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ - | \$ - | \$ 1,000 | 1,000 | 100.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ 153 | \$ - | \$ 500 | 500 | 100.0% |
| 51 5090211 LODGING | \$ - | \$ - | \$ 340 | 340 | 100.0% |
| 51 5099901 POSTAGE | \$ 13 | \$ - | \$ - | - | 0.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 16 | \$ - | \$ - | - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 12,969 | \$ 58,116 | \$ 23,340 | (34,776) | -59.8% |
| TOTAL EXPENSES | \$ 226,775 | \$ 286,027 | \$ 224,432 | (61,595) | -21.5% |

Safety

Functions and Responsibilities

The Safety department's primary goal is to ensure the safety of employees, customers, facilities and equipment. To accomplish these goals, staff reviews policies, procedures and monitors the operation of all services.

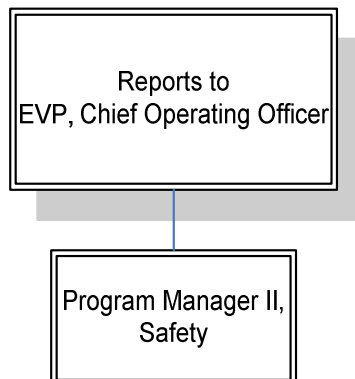
FY 2012 Accomplishments

- ◆ Improve Business Practices - Increased rail safety oversight.
- ◆ Improve Business Practices - Conducted assessment of rail system safety program.
- ◆ Provide a Great customer Experience - Conducted safety survey of equipment.
- ◆ Developed and implemented the Safety Task Force.
- ◆ Delivered a safety message campaign to improve bus operator and supervisor awareness of the "Five Keys" to safe operations.
- ◆ Coordinated refresher training program with new contractors.
- ◆ Implemented bus stop hazard reduction program.
- ◆ Implemented Congress Ave. safety program.

FY 2013 Planned Initiatives

- ◆ Improve Business Practices - Increase rail safety oversight.
- ◆ Improve Business Practices - Conduct assessment of rail system safety program.
- ◆ Monitor compliance with FRA safety requirements.
- ◆ Monitor safety program of Fixed Route and Paratransit service providers.
- ◆ Continue the efforts of the Safety Task Force.
- ◆ Participate in the City of Austin safety summit.

Safety Department Organizational Chart





Major Budgetary Changes

- ◆ **Salaries & Wages** - Decrease of \$61,721 in Salaries & Wages due to change in Capital Metro's labor structure. Increase of \$2,415 due to merit based salary increase.
- ◆ **Benefits** - Decrease of \$4,428 in Benefits due to corresponding change in Capital Metro's labor structure. Increase of \$179 due to merit based salary increase.
- ◆ **Other Expenses** - Increase of \$3,996 in Gasoline due to capturing non-revenue vehicle fuel cost at the department level due to change in Capital Metro's labor structure.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 114,693 | \$ 118,700 | \$ 66,254 | \$ (52,446) | -44.2% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 8,104 | \$ 7,800 | \$ 4,832 | \$ (2,969) | -38.1% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 7,107 | \$ 5,934 | \$ 3,308 | \$ (2,626) | -44.3% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 10,500 | \$ 10,929 | \$ 7,743 | \$ (3,186) | -29.2% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ 758 | \$ 1,300 | \$ 805 | \$ (495) | -38.1% |
| TOTAL SALARIES & WAGES | \$ 141,162 | \$ 144,663 | \$ 82,942 | \$ (61,721) | -42.7% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 10,110 | \$ 10,399 | \$ 6,160 | \$ (4,239) | -40.8% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 378 | \$ 450 | \$ 261 | \$ (189) | -42.0% |
| TOTAL BENEFITS | \$ 10,488 | \$ 10,849 | \$ 6,421 | \$ (4,428) | -40.8% |
| OTHER EXPENSES | | | | | |
| 51 5030311 PERMITS AND FEES | \$ 175 | \$ - | \$ - | \$ - | 0.0% |
| 51 5030509 REPAIR & MAINTENANCE-OTHER | \$ 619 | \$ 1,500 | \$ 800 | \$ (700) | -46.7% |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 5 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039909 OTHER SERVICES | \$ 1,544 | \$ 1,400 | \$ 1,400 | \$ - | 0.0% |
| 51 5040121 GASOLINE | \$ - | \$ - | \$ 3,996 | \$ 3,996 | 100.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 1,227 | \$ 600 | \$ 300 | \$ (300) | -50.0% |
| 51 5049909 OTHER SUPPLIES | \$ 17,852 | \$ 18,875 | \$ 17,351 | \$ (1,524) | -8.1% |
| 51 5049915 NON CAPITAL EQUIPMENT | \$ 1,868 | \$ 1,050 | \$ 1,800 | \$ 750 | 71.4% |
| 51 5050204 TELEPHONE-LOCAL | \$ 1,277 | \$ 1,044 | \$ 780 | \$ (264) | -25.3% |
| 51 5070502 GASOLINE FUEL TAX | \$ - | \$ - | \$ 204 | \$ 204 | 100.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 1,295 | \$ 1,700 | \$ 555 | \$ (1,145) | -67.4% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ - | \$ 200 | \$ 532 | \$ 332 | 166.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ 491 | \$ 150 | \$ 525 | \$ 375 | 250.0% |
| 51 5090206 TOLL ROAD CHARGES | \$ - | \$ - | \$ 144 | \$ 144 | 100.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 50 | \$ 180 | \$ 1,700 | \$ 1,520 | 844.4% |
| 51 5090211 LODGING | \$ 430 | \$ 350 | \$ 1,160 | \$ 810 | 231.4% |
| 51 5099901 POSTAGE | \$ 152 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 89 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 27,075 | \$ 27,049 | \$ 31,247 | \$ 4,198 | 15.5% |
| TOTAL EXPENSES | \$ 178,725 | \$ 182,561 | \$ 120,610 | \$ (61,951) | -33.9% |

Security

Functions and Responsibilities

The Security department's primary goal is to provide a safe and secure transportation system for employees, contractors and the general public by conducting frequent patrols on foot, vehicle and electronically. The department maintains professional development and training of security personnel to enhance or increase skill levels. Additionally, Security collaborates with local law-enforcement agencies or community entities that provide enhanced services to the customers, employees, and contractors. This department is tasked with maintaining and upgrading access control components for all facilities, including the rail corridor.

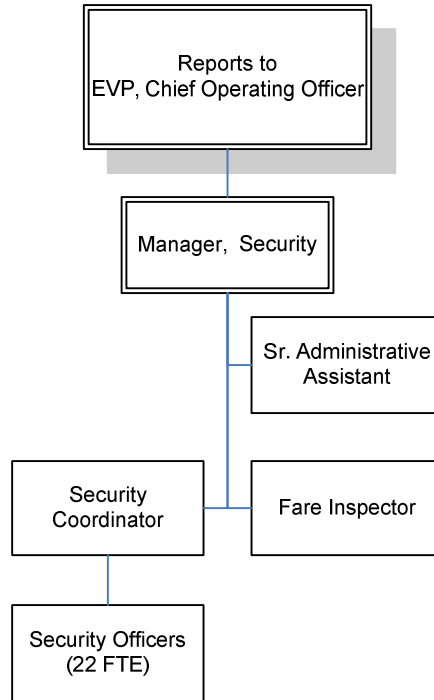
FY 2012 Accomplishments

- ◆ Increase Value to the community - Continued emphasis on Metrorail fare inspection to maintain a 1% to 4% evasion rate.
- ◆ Improve Cost Effectiveness - Continued budgeting accountability/refinement of operations through increased monitoring of monthly budget variances.
- ◆ Improve Tools, Technology & Vehicles - Increased the number of cameras for monitoring Park and Rides, and MetroRail crossings to improve safety for the community.
- ◆ Worked with the City of Austin to coordinate transportation services for the funeral services of slain Officer Padron.
- ◆ Coordinated with the United States Secret Service and the City of Austin to provide vehicles and security service for the Presidential visit.

FY 2013 Planned Initiatives

- ◆ Increase Value to the community - continue emphasis on Metrorail fare inspection to maintain a 1% to 4% evasion rate. The agency will participate in a region-wide disaster drill in early December 2012.
- ◆ Improve Cost Effectiveness - Continue budgeting accountability/refinement of operations through increased monitoring of monthly budget variances.
- ◆ Improve Tools, Technology & Vehicles - upgrade software/hardware/infrastructure and cameras in all 6-commuter rail cars. Upgrade agency security camera software. Funding provided by Federal 5307 grant funding.

Security Department Organizational Chart



Major Budgetary Changes

- ◆ **Salaries & Wages** - Increase of \$321,094 in Salaries & Wages for additional APD Officer hours in support of bus supervisors, COA weekend service and F1 Special Events. Increase of \$6,735 due to merit based salary increase for CMTA Security staff.
- ◆ **Benefits** - Increase of \$72,903 in Benefits due to corresponding additional APD Officers hours in support of bus supervisors, City of Austin weekend service and F1 Special Events. Increase of \$500 due to merit based salary increase for CMTA Security staff.
- ◆ **Other Expenses** - Increase of \$89,379 in Security Services due to projected increase in contract cost. Increase of \$122,532 in fuel due to capturing non-revenue vehicle fuel cost at the department level due to change in Capital Metro's labor structure.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|--|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 168,706 | \$ 187,816 | \$ 189,971 | \$ 2,155 | 1.1% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ 7,669 | \$ - | \$ - | \$ - | 0.0% |
| 51 5010206 SALARIES & WAGES - APD OFFICERS | \$ 1,248,587 | \$ 1,237,104 | \$ 1,542,024 | \$ 304,920 | 24.6% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 7,555 | \$ 11,516 | \$ 23,460 | \$ 11,945 | 103.7% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 6,338 | \$ 8,760 | \$ 9,219 | \$ 459 | 5.2% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 11,589 | \$ 14,983 | \$ 16,273 | \$ 1,290 | 8.6% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ - | \$ 1,919 | \$ 2,244 | \$ 325 | 16.9% |
| TOTAL SALARIES & WAGES | \$ 1,450,444 | \$ 1,462,098 | \$ 1,783,192 | \$ 321,094 | 22.0% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 109,102 | \$ 107,706 | \$ 135,135 | \$ 27,429 | 25.5% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 12,776 | \$ 288 | \$ 45,763 | \$ 45,475 | 15789.9% |
| TOTAL BENEFITS | \$ 121,879 | \$ 107,994 | \$ 180,897 | \$ 72,903 | 67.5% |
| OTHER EXPENSES | | | | | |
| 51 5030507 MAINTENANCE-RADIOS | \$ 1,072 | \$ - | \$ - | \$ - | 0.0% |
| 51 5030509 REPAIR & MAINTENANCE-OTHER | \$ 47,842 | \$ 80,000 | \$ 80,000 | \$ - | 0.0% |
| 51 5030701 SECURITY SERVICES | \$ 867,394 | \$ 893,805 | \$ 983,184 | \$ 89,379 | 10.0% |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 12 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039909 OTHER SERVICES | \$ 1,889 | \$ - | \$ - | \$ - | 0.0% |
| 51 5040121 GASOLINE | \$ - | \$ - | \$ 122,532 | \$ 122,532 | 100.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 5,116 | \$ 7,724 | \$ 8,000 | \$ 276 | 3.6% |
| 51 5049909 OTHER SUPPLIES | \$ 2,190 | \$ 3,500 | \$ 3,500 | \$ - | 0.0% |
| 51 5049915 NON CAPITAL EQUIPMENT | \$ 13,669 | \$ 11,000 | \$ 12,000 | \$ 1,000 | 9.1% |
| 51 5050204 TELEPHONE-LOCAL | \$ 1,046 | \$ 1,380 | \$ 1,500 | \$ 120 | 8.7% |
| 51 5070502 GASOLINE FUEL TAX | \$ - | \$ - | \$ 6,132 | \$ 6,132 | 100.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 510 | \$ - | \$ 2,500 | \$ 2,500 | 100.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ 331 | \$ 167 | \$ 500 | \$ 333 | 199.4% |
| 51 5090206 TOLL ROAD CHARGES | \$ - | \$ - | \$ 900 | \$ 900 | 100.0% |
| 51 5090211 LODGING | \$ - | \$ - | \$ 1,500 | \$ 1,500 | 100.0% |
| 51 5090215 TRAVEL - OTHER | \$ 140 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099905 COMPUTER SOFTWARE | \$ 288 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099908 COMPUTER HARDWARE | \$ 878 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 2,907 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 945,284 | \$ 997,576 | \$ 1,222,248 | \$ 224,672 | 22.5% |
| TOTAL EXPENSES | \$ 2,517,607 | \$ 2,567,668 | \$ 3,186,337 | \$ 618,670 | 24.1% |



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Legal

Functions and Responsibilities

The Legal department ensures that Capital Metro conducts its activities ethically and consistently with federal and state laws, providing sound legal advice and reducing the risk of legal action. The Legal department provides legal support on applicable federal, state and local laws; ensures compliance with the Texas Public Information Act, Open Meetings Act and State Records Retention Act; monitors and enhances Capital Metro's ethics program to help ensure responsible stewardship of public funds; and manages outside legal services.

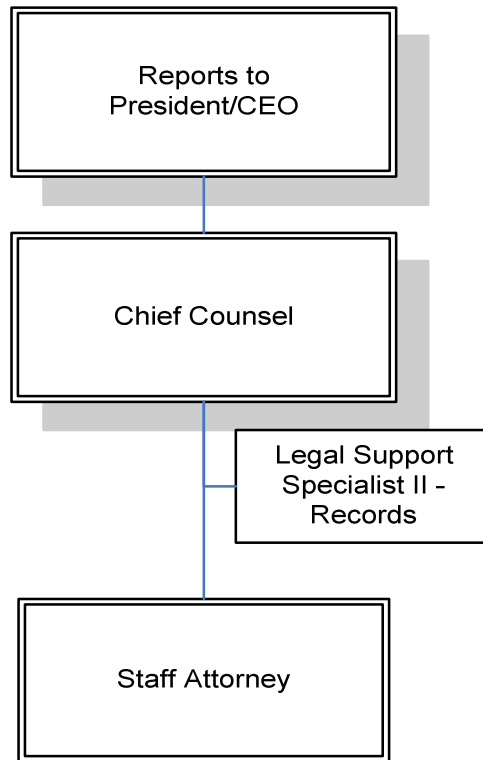
FY 2012 Accomplishments

- ◆ Strengthened Financial Health of the Agency - Significantly reduced the use of outside legal counsel by departments to maximize resources through internal resources.
- ◆ Improved Business Practices - Refined Authority contracts and agreements to reduce risk and exposure to the Authority.
- ◆ Improved Business Practices - Improved Public Information Act request tracking and processing to increase efficiency and accountability by improving existing systems.
- ◆ Improved Business Practices - Assisted in the development and implementation of a new labor organization structure.

FY 2013 Planned Initiatives

- ◆ Improve Business Practices - Develop and implement improved process for obtaining outside legal counsel services to ensure consistency with other agency services.
- ◆ Strengthen Financial Health of the Agency - Continue to develop and implement processes and strategies for reducing legal risk and exposure to the Authority.

Legal Department Organizational Chart



Major Budgetary Changes

- **Salaries and Wages** - Increase of \$80,435 in Salaries and Wages due to the use of midpoint Salaries for the vacant Chief Counsel position, the vacant Paralegal position coupled with an increase of \$8,816 in the merit based salary increase.
- **Benefits** - Increase of \$2,328 in Benefits affected by the increase of \$377 due to the merit based salary increase plus the impact on both FICA and SUTA Accruals.
- **Other Expenses** - Increase of \$286,669 in Other Expenses due to an increase in General Legal Services, of \$310,004. Increase in Travel \$1,832, an Increase in Office Supplies / Postage of \$773, and the addition of a Telephone stipend of \$960 for two attorneys, offset by a decrease in Temp Labor \$26,900.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 305,474 | \$ 178,305 | \$ 251,916 | \$ 73,611 | 41.3% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ 112 | \$ - | \$ - | \$ - | 0.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 19,657 | \$ 13,969 | \$ 17,629 | \$ 3,660 | 26.2% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 18,534 | \$ 10,463 | \$ 12,068 | \$ 1,605 | 15.3% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 18,228 | \$ 17,125 | \$ 18,073 | \$ 949 | 5.5% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ 745 | \$ 2,328 | \$ 2,938 | \$ 610 | 26.2% |
| TOTAL SALARIES & WAGES | \$ 362,750 | \$ 222,189 | \$ 302,624 | \$ 80,435 | 36.2% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 26,625 | \$ 17,772 | \$ 19,534 | \$ 1,761 | 9.9% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 1,182 | \$ 216 | \$ 783 | \$ 567 | 262.5% |
| TOTAL BENEFITS | \$ 27,808 | \$ 17,988 | \$ 20,317 | \$ 2,328 | 12.9% |
| OTHER EXPENSES | | | | | |
| 51 5030302 GENERAL LEGAL SERVICES | \$ 213,827 | \$ 292,000 | \$ 602,004 | \$ 310,004 | 106.2% |
| 51 5030312 GENERAL LEGAL SERVICES-RAILROAD | \$ 6,272 | \$ - | \$ - | \$ - | 0.0% |
| 51 5030401 TEMPORARY HELP | \$ 44,730 | \$ 26,900 | \$ - | \$ (26,900) | -100.0% |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 483 | \$ 200 | \$ 156 | \$ (44) | -22.0% |
| 51 5039909 OTHER SERVICES | \$ 38,701 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 3,244 | \$ 1,400 | \$ 1,500 | \$ 100 | 7.1% |
| 51 5049908 SUPPLIES-BOARD OF DIRECTORS | \$ 306 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049909 OTHER SUPPLIES | \$ 8,127 | \$ 7,161 | \$ 7,518 | \$ 357 | 5.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 662 | \$ - | \$ 960 | \$ 960 | 100.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 785 | \$ 1,225 | \$ 1,160 | \$ (65) | -5.3% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 11,388 | \$ 990 | \$ 2,400 | \$ 1,410 | 142.4% |
| 51 5090205 TRAVEL - PER DIEM | \$ 9,307 | \$ 338 | \$ 600 | \$ 263 | 77.8% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 7,627 | \$ 2,750 | \$ 2,800 | \$ 50 | 1.8% |
| 51 5090211 LODGING | \$ 12,089 | \$ 1,025 | \$ 1,200 | \$ 175 | 17.1% |
| 51 5090215 TRAVEL - OTHER | \$ 766 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099901 POSTAGE | \$ 1,310 | \$ 600 | \$ 960 | \$ 360 | 60.0% |
| 51 5099908 COMPUTER HARDWARE | \$ 59 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 328 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 360,011 | \$ 334,589 | \$ 621,258 | \$ 286,669 | 85.7% |
| TOTAL EXPENSES | \$ 750,569 | \$ 574,766 | \$ 944,199 | \$ 369,433 | 64.3% |



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Labor Restructuring

Functions and Responsibilities

This department budget was created to capture all costs associated with actions required to implement the requirements of Texas Senate Bill 650 to outsource all transit services not provided by direct employees of Capital Metro. On June 25, 2011, the Capital Metro Board of Directors took action to authorize staff to implement the requirements of Senate Bill 650 and direct the President/CEO or her designee to execute the implementation plan to competitively bid services previously provided by StarTran, Inc.

FY 2012 Accomplishments

- ◆ Improve Business Practices - Implemented the plan to competitively bid services provided by StarTran, Inc. in accordance with the deadline in the Sunset Act of September 1, 2012. Services were transferred to the selected contractors on August 19, 2012.

FY 2013 Planned Initiatives

- ◆ Improve Business Practices - Complete all actions necessary to implement the transition. The FY 2013 budget includes the cost to pay out severance and leave balances to employees whose positions will be eliminated as a result of the labor restructuring.



Major Budgetary Changes

This department created in FY 2012 remains in FY 2013 to reflect carryover one-time costs related to the labor transition per Senate Bill 650.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | - \$ | - \$ | 50,501 \$ | 50,501 | 100.0% |
| 51 5020901 SICK LEAVE-ADMIN | - \$ | 18,160 \$ | 32,390 \$ | 14,230 | 78.4% |
| 51 5021101 VACATION LEAVE-ADMIN | - \$ | 17,116 \$ | 23,057 \$ | 5,941 | 34.7% |
| 51 5021210 SEVERANCE PAY - ADMIN | - \$ | 31,220 \$ | 7,320 \$ | (23,900) | -76.6% |
| 55 5020901 SICK LEAVE-ADMIN | - \$ | 405,143 \$ | 393,003 \$ | (12,140) | -3.0% |
| 55 5021101 VACATION LEAVE-ADMIN | - \$ | 289,682 \$ | 337,664 \$ | 47,982 | 16.6% |
| 55 5021210 SEVERANCE PAY - ADMIN | - \$ | 88,975 \$ | 21,485 \$ | (67,490) | -75.9% |
| TOTAL SALARIES & WAGES | \$ - | \$ 850,295 | \$ 865,420 | \$ 15,125 | 1.8% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | - \$ | 5,087 \$ | 10,350 \$ | 5,263 | 103.5% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | - \$ | - \$ | 261 \$ | 261 | 100.0% |
| 55 5020101 FICA-ADMIN | - \$ | 59,961 \$ | 59,866 \$ | (95) | -0.2% |
| TOTAL BENEFITS | \$ - | \$ 65,048 | \$ 70,477 | \$ 5,430 | 8.3% |
| OTHER EXPENSES | | | | | |
| 51 5030302 GENERAL LEGAL SERVICES | \$ 407,934 | \$ 1,080,000 | \$ 150,000 | (930,000) | -86.1% |
| 51 5030303 CONSULTATION FEES | \$ 60,010 | \$ 120,000 | \$ - | (120,000) | -100.0% |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 2,125 | \$ 161,761 | \$ 5,600 | (156,161) | -96.5% |
| 51 5030401 TEMPORARY HELP | \$ - | \$ 155,712 | \$ 121,560 | (34,152) | -21.9% |
| 51 5049901 OFFICE SUPPLIES | \$ 85 | \$ 5,000 | \$ - | (5,000) | -100.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 15,122 | \$ 5,000 | \$ - | (5,000) | -100.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ 826 | \$ 2,000 | \$ - | (2,000) | -100.0% |
| 51 5090211 LODGING | \$ 4,639 | \$ 5,050 | \$ - | (5,050) | -100.0% |
| 51 5099901 POSTAGE | \$ - | \$ 1,000 | \$ - | (1,000) | -100.0% |
| 51 5099905 COMPUTER SOFTWARE | \$ - | \$ 17,000 | \$ 30,000 | 13,000 | 76.5% |
| 51 5099908 COMPUTER HARDWARE | \$ - | \$ 237,497 | \$ 30,000 | (207,497) | -87.4% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 10 | \$ 30,000 | \$ 35,004 | 5,004 | 16.7% |
| 51 5099992 RECOGNITION PROGRAM | \$ - | \$ 15,000 | \$ 27,000 | 12,000 | 80.0% |
| 51 5100300 CAPITALIZATION OF SALARY AND WAGES | \$ - | \$ - | \$ (50,501) | (50,501) | -100.0% |
| TOTAL OTHER EXPENSES | \$ 490,751 | \$ 1,835,020 | \$ 348,663 | \$ (1,486,357) | -81.0% |
| TOTAL EXPENSES | \$ 490,751 | \$ 2,750,362 | \$ 1,284,560 | \$ (1,465,802) | -53.3% |

Finance

Functions and Responsibilities

The Finance department is responsible for monitoring Capital Metro's financial performance, recommending effective allocation of financial resources, ensuring accurate and timely financial accounting and reporting, processing timely payment of goods and services procured for Capital Metro, developing and monitoring annual operating and capital budgets, administering federal grant programs, safeguarding assets, and facilitating strategic financial planning.

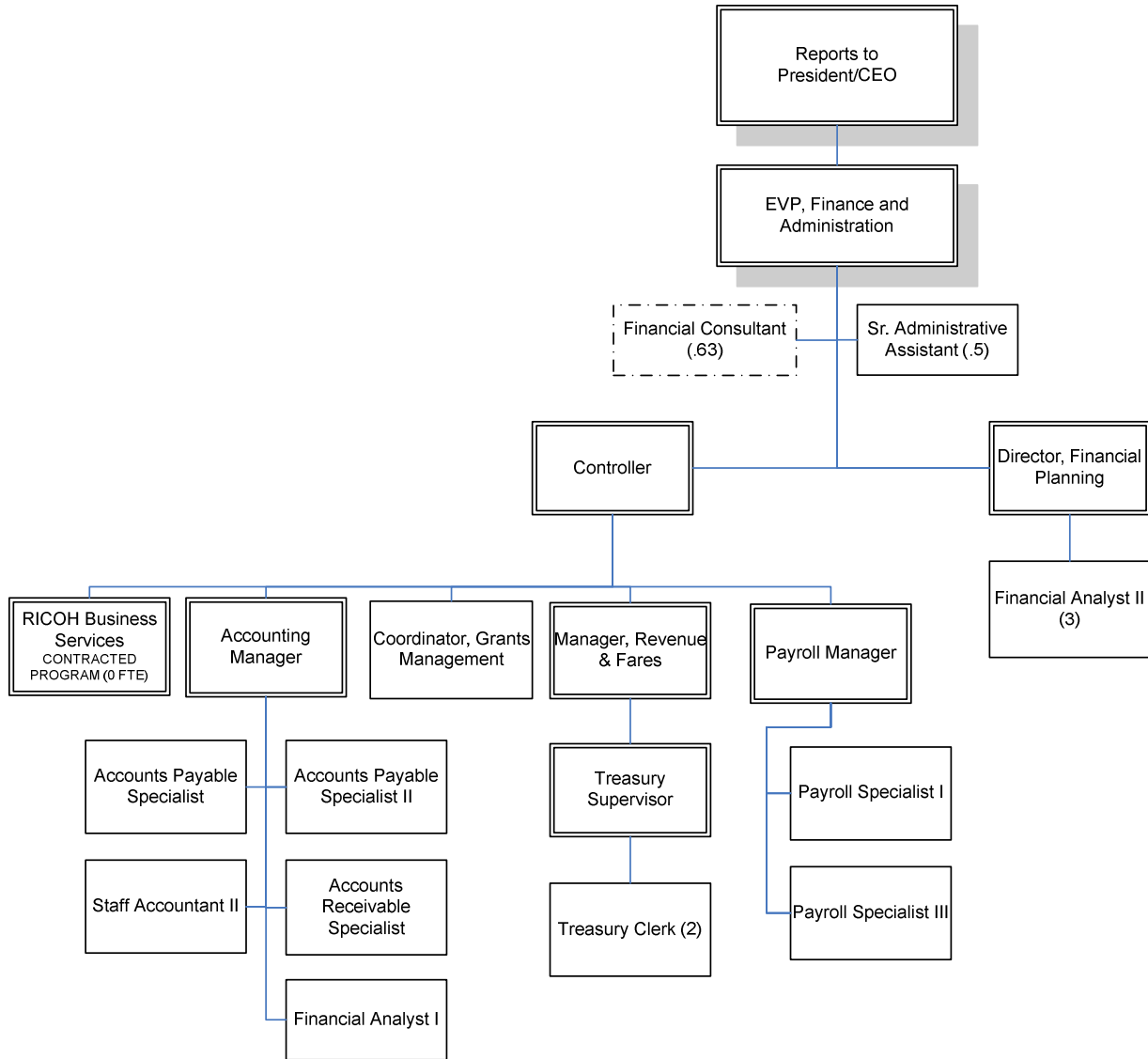
FY 2012 Accomplishments

- ◆ Improve Communications - Provided additional on-line access to key financial data.
- ◆ Provide a Great customer Experience - Implemented SmartCard program for Reduced Fare Pass users.
- ◆ Awarded the Government Finance Officers Association Distinguished Budget Presentation Award for the Fiscal Year 2012 Budget Book.
- ◆ Awarded The Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year 2010 Comprehensive Annual Financial Report (CAFR).
- ◆ Developed and implemented new Debt and Cost Allocation policies.

FY 2013 Planned Initiatives

- ◆ Improve Business Practices - Continue to refine the long-range financial plan and capital improvements plan, extending both to 10 years.
- ◆ Improve Business Practices - Upgrade or acquire new software to replace end-of-life financial software for budgeting and financial management systems to improve tracking of funds and expenditures.
- ◆ Improve Business Practices - Complete a fare study and develop a five-year fare plan and policy.
- ◆ Improve Business Practices - Continue to refine our fuel hedging program to stabilize fuel costs.
- ◆ Provide a Great Customer Experience - Conduct research on new types of fare media.

Finance Department Organizational Chart





Major Budgetary Changes

- ◆ **Salaries & Benefits** - Increase of \$204,380 in total Salaries and Wages Admin. Two additional FTE's were added; one Grants Coordinator and one Temporary Grants Consultant. Increase of \$40,981 due to merit based salary increase.
- ◆ **Benefits** - Decrease of \$14,468 in total benefits. Decrease of \$33,100 due to removal of 401K expense. Increase in FICA-Admin and State Unemployment -Admin due to additional FTE's. Increase of \$2,466 due to merit based salary increase.
- ◆ **Other Expenses** - Decrease of \$69,072 in Temporary Help due to reallocation of assignments. Decrease of \$30,000 in Tickets and passes due to lower budget cost for un-coded supplies. Increase of \$15,002 in Seminar, Conferences and Registration due to Grants and financial system training. Increase of \$10,296 in Bank Charges due to projected rate for credit card processing fees for ticket vending machines. Increase of \$425,000 in Contingency Reserve in support of transitional expense due to change in Capital Metro's Labor structure. Increase of \$457,475 in Interest Expense due to long term financing.



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Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|---------------------|---------------------|---------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 955,201 | \$ 1,069,098 | \$ 1,250,120 | \$ 181,022 | 16.9% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ 6,532 | \$ - | \$ - | \$ - | 0.0% |
| 51 5010301 SALARY & WAGES - TEMP | \$ 59,305 | \$ - | \$ - | \$ - | 0.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 49,657 | \$ 64,440 | \$ 88,863 | \$ 24,423 | 37.9% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 47,817 | \$ 53,408 | \$ 55,207 | \$ 1,799 | 3.4% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 56,478 | \$ 77,493 | \$ 73,031 | \$ (4,462) | -5.8% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ 3,289 | \$ 10,740 | \$ 12,339 | \$ 1,599 | 14.9% |
| TOTAL SALARIES & WAGES | \$ 1,178,279 | \$ 1,275,180 | \$ 1,479,560 | \$ 204,380 | 16.0% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 85,986 | \$ 93,547 | \$ 107,649 | \$ 14,102 | 15.1% |
| 51 5020201 401K | \$ 7,500 | \$ 33,100 | \$ - | \$ (33,100) | -100.0% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 3,663 | \$ 1,472 | \$ 6,003 | \$ 4,531 | 307.8% |
| TOTAL BENEFITS | \$ 97,150 | \$ 128,119 | \$ 113,652 | \$ (14,468) | -11.3% |
| OTHER EXPENSES | | | | | |
| 51 5030301 AUDIT FEES | \$ 213,000 | \$ 209,090 | \$ 219,915 | \$ 10,825 | 5.2% |
| 51 5030303 CONSULTATION FEES | \$ 20,000 | \$ - | \$ - | \$ - | 0.0% |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 228,265 | \$ 256,000 | \$ 254,004 | \$ (1,996) | -0.8% |
| 51 5030311 PERMITS AND FEES | \$ 6,211 | \$ 600 | \$ 792 | \$ 192 | 32.0% |
| 51 5030401 TEMPORARY HELP | \$ 61,123 | \$ 69,072 | \$ - | \$ (69,072) | -100.0% |
| 51 5030501 MAINTENANCE-OFFICE EQUIPMENT | \$ - | \$ 4,500 | \$ 6,804 | \$ 2,304 | 51.2% |
| 51 5030512 SOFTWARE MAINTENANCE CONTRACTS | \$ 1,283 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 28,078 | \$ 36,500 | \$ 35,304 | \$ (1,196) | -3.3% |
| 51 5039909 OTHER SERVICES | \$ 366 | \$ - | \$ - | \$ - | 0.0% |
| 51 5040121 GASOLINE | \$ - | \$ - | \$ 948 | \$ 948 | 100.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 11,603 | \$ 10,000 | \$ 9,996 | \$ (4) | 0.0% |
| 51 5049902 PASSES AND TICKETS | \$ 116,381 | \$ 280,000 | \$ 249,996 | \$ (30,004) | -10.7% |
| 51 5049909 OTHER SUPPLIES | \$ 2,922 | \$ 13,485 | \$ 10,900 | \$ (2,585) | -19.2% |
| 51 5049915 NON CAPITAL EQUIPMENT | \$ - | \$ 900 | \$ - | \$ (900) | -100.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 480 | \$ - | \$ 84 | \$ 84 | 100.0% |
| 51 5070502 GASOLINE FUEL TAX | \$ - | \$ - | \$ 48 | \$ 48 | 100.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 2,366 | \$ 4,886 | \$ 5,836 | \$ 950 | 19.4% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 1,605 | \$ 1,675 | \$ 5,000 | \$ 3,325 | 198.5% |
| 51 5090205 TRAVEL - PER DIEM | \$ 494 | \$ 1,294 | \$ 1,430 | \$ 136 | 10.5% |
| 51 5090206 TOLL ROAD CHARGES | \$ 159 | \$ - | \$ 300 | \$ 300 | 100.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 710 | \$ 12,348 | \$ 27,350 | \$ 15,002 | 121.5% |
| 51 5090211 LODGING | \$ 809 | \$ 2,025 | \$ 3,100 | \$ 1,075 | 53.1% |
| 51 5090215 TRAVEL - OTHER | \$ 399 | \$ - | \$ - | \$ - | 0.0% |
| 51 5090701 BAD DEBT EXPENSE | \$ 11,422 | \$ 12,000 | \$ 12,000 | \$ - | 0.0% |
| 51 5090702 CONTINGENCY RESERVE | \$ - | \$ - | \$ 425,000 | \$ 425,000 | 100.0% |
| 51 5099901 POSTAGE | \$ 5,261 | \$ 7,050 | \$ 7,196 | \$ 146 | 2.1% |
| 51 5099902 BANK CHARGES | \$ 55,861 | \$ 75,000 | \$ 85,296 | \$ 10,296 | 13.7% |
| 51 5099906 CASH SHORT | \$ 32 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099908 COMPUTER HARDWARE | \$ 254 | \$ 4,000 | \$ - | \$ (4,000) | -100.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 880 | \$ - | \$ - | \$ - | 0.0% |
| 51 5110100 INTEREST EXPENSE LONG TERM | \$ - | \$ - | \$ 457,475 | \$ 457,475 | 100.0% |
| 51 5110201 INTEREST EXPENSE | \$ 975,403 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 1,745,368 | \$ 1,000,425 | \$ 1,818,774 | \$ 818,349 | 81.8% |
| TOTAL EXPENSES | \$ 3,020,797 | \$ 2,403,724 | \$ 3,411,986 | \$ 1,008,262 | 41.9% |

Information Technology

Functions and Responsibilities

The Information Technology (IT) department provides strategic planning and implementation of all technology projects and ensures the integrity, availability, reliability and security of all Capital Metro systems. In addition, the IT department is responsible for procurement, installation and day-to-day, 24/7 support of all installed hardware, software and communications networks.

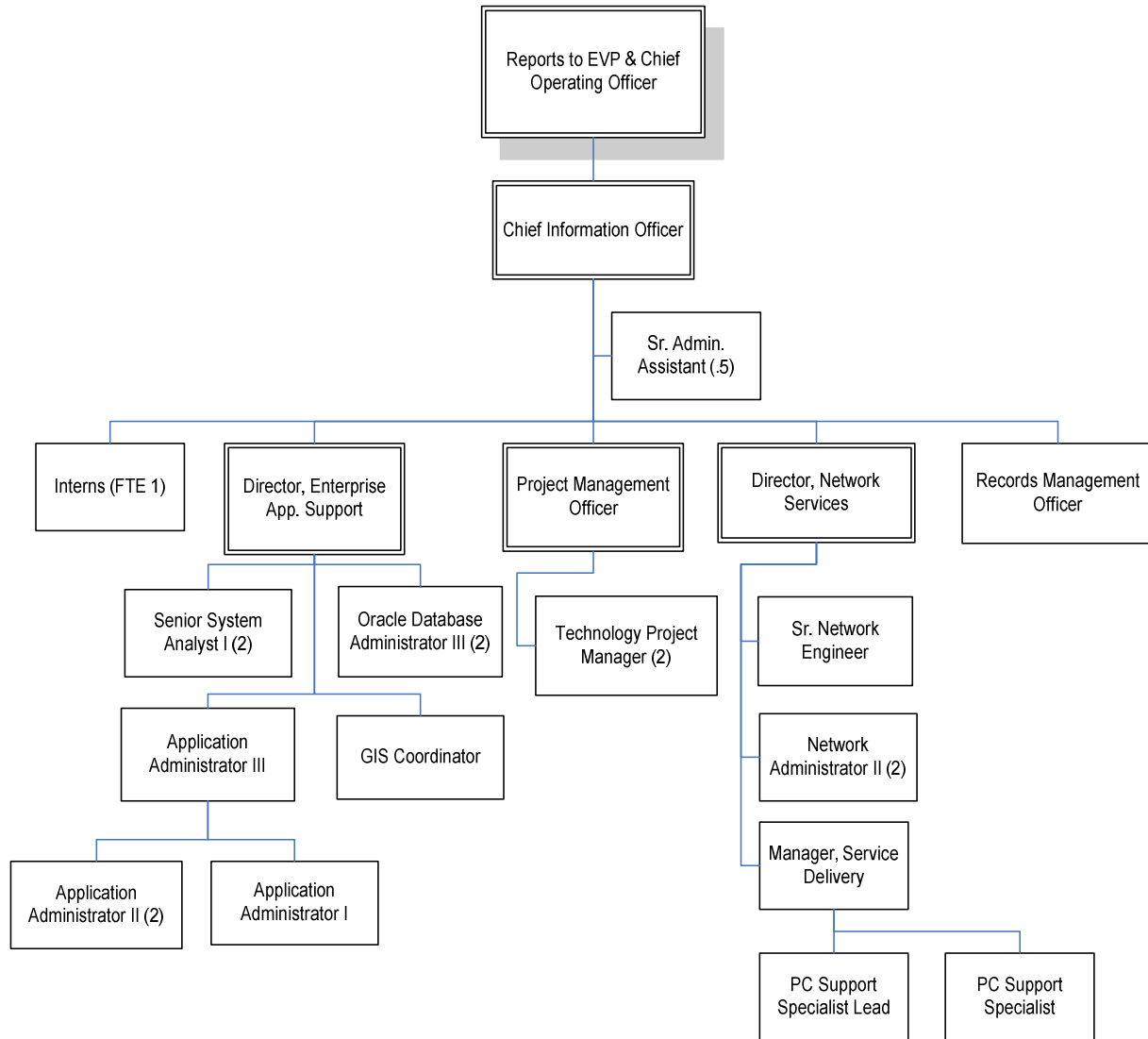
FY 2012 Accomplishments

- ◆ Increase Accountability - Completed IT Assessment and developed Technology Strategic Plan.
- ◆ Increase Accountability (Address State of Good Repair) - Replaced Core Network Switch and completed evaluation and selection of new data center infrastructure (servers, storage & backup systems) and office productivity software.
- ◆ Improve Business Practices - Completed upgrade of Ticket Vending Machines to incorporate security controls for Payment Card Industry (PCI) compliance. Began IT process improvements to strengthen controls and eliminate gaps.
- ◆ Improve Communications - Assisted Marketing in launch of new website.
- ◆ Improve Service Delivery - Supported labor transition by providing required system resources and interfaces for MV Transit and McDonald Transit. Planned implementation of new telephone system which will provide foundation for new Interactive Voice Response (IVR) System.
- ◆ Improve Service Delivery - Continued project planning for implementation of the MetroRapid (Bus Rapid Transit). Finalized requirements for transit signal priority with City of Austin Traffic Management Department and for Route 2 dynamic message signs.
- ◆ Improve Tools, Technology and Vehicles - Continued progress with Intelligent Transportation System (ITS) Computer Aided Dispatch (CAD)/Automatic Vehicle Location (AVL) project for Fixed Route. Accelerated project schedule to deploy new radio communications system (Open Sky) earlier than originally planned.
- ◆ Strengthen the Financial Health of the Agency - Evaluated alternatives to upgrade or acquire new software to replace end-of-life financial software for budgeting and financial management systems to improve budgeting and tracking of funds and expenditures.

FY 2013 Planned Initiatives

- ◆ Improve Business Practices - Increase Accountability - Replace end-of-life equipment (phone system, servers, storage & backup systems and office productivity software) with modern systems which will reduce the risk of business disruption and improve productivity.
- ◆ Improve Business Practices Increase Accountability - Continue IT process improvements to strengthen controls and eliminate gaps.
- ◆ Strengthen the Financial Health of the Agency - Upgrade or acquire new software to replace end-of-life financial software for budgeting and financial management systems to improve budgeting and tracking of funds and expenditures.
- ◆ Provide a Great Customer Experience Increase User Friendliness - Implement new Interactive Voice Response (IVR) System.

Information Technology Department Organizational Chart





Major Budgetary Changes

- ◆ **Salary and Wages** - Increase of \$394,518 in Salaries and Wages due to position changes, the addition of one Service Delivery Manager, plus one Capitalizable Salary & Wages Temporary Network Service Technology position, and the increase of \$63,153 due to the merit based salary increase.
- ◆ **Benefits** - Increase of \$53,881 due to the increase of \$3,543 due to the merit based salary increase, plus the increased FICA / SUTA Taxes.
- ◆ **Other Expenses** - Decrease of \$320,665 in Other Expenses due to decrease in the net of Professional Fees / Temporary Help / Other - \$217,805, decrease in Telephone / Telephone Maintenance Expense - \$105,388 decrease in Hardware / Software Maintenance Expense of \$19,451, less \$148,337 in Capitalized Labor, offset by an increase in Computer Software of \$133,996, an increase in Seminars of \$27,100, and an increase in Travel Related Expenses of \$9,220.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|---------------------|---------------------|---------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 1,312,423 | \$ 2,002,969 | \$ 2,387,001 | \$ 384,033 | 19.2% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ 693 | \$ - | \$ - | \$ - | 0.0% |
| 51 5010301 SALARY & WAGES - TEMP | \$ 118,092 | \$ - | \$ - | \$ - | 0.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 67,849 | \$ 144,653 | \$ 131,107 | \$ (13,546) | -9.4% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 64,698 | \$ 71,775 | \$ 83,170 | \$ 11,394 | 15.9% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 87,399 | \$ 114,301 | \$ 123,209 | \$ 8,908 | 7.8% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ 1,268 | \$ 15,725 | \$ 19,454 | \$ 3,729 | 23.7% |
| TOTAL SALARIES & WAGES | \$ 1,652,421 | \$ 2,349,424 | \$ 2,743,942 | \$ 394,518 | 16.8% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 118,918 | \$ 151,657 | \$ 198,320 | \$ 46,663 | 30.8% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 3,630 | \$ 1,656 | \$ 8,874 | \$ 7,218 | 435.9% |
| TOTAL BENEFITS | \$ 122,548 | \$ 153,313 | \$ 207,194 | \$ 53,881 | 35.1% |
| OTHER EXPENSES | | | | | |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 51,816 | \$ 195,206 | \$ 53,260 | \$ (141,946) | -72.7% |
| 51 5030401 TEMPORARY HELP | \$ 18,061 | \$ 70,854 | \$ - | \$ (70,854) | -100.0% |
| 51 5030506 PHONE SYSTEM MAINTENANCE | \$ 123,878 | \$ 160,000 | \$ 164,000 | \$ 4,000 | 2.5% |
| 51 5030511 HARDWARE MAINTENANCE CONTRACTS | \$ 174,930 | \$ 286,825 | \$ 247,524 | \$ (39,301) | -13.7% |
| 51 5030512 SOFTWARE MAINTENANCE CONTRACTS | \$ 894,619 | \$ 1,735,541 | \$ 1,755,391 | \$ 19,850 | 1.1% |
| 51 5039909 OTHER SERVICES | \$ 9,139 | \$ 28,440 | \$ 23,440 | \$ (5,000) | -17.6% |
| 51 5040121 GASOLINE | \$ - | \$ - | \$ 2,400 | \$ 2,400 | 100.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 6,177 | \$ 8,285 | \$ 8,280 | \$ (5) | -0.1% |
| 51 5050204 TELEPHONE-LOCAL | \$ 371,043 | \$ 428,828 | \$ 319,440 | \$ (109,388) | -25.5% |
| 51 5050205 TELEPHONE-LONG DISTANCE | \$ 147 | \$ 1,200 | \$ 1,200 | \$ - | 0.0% |
| 51 5070502 GASOLINE FUEL TAX | \$ - | \$ - | \$ 120 | \$ 120 | 100.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 1,258 | \$ 2,055 | \$ 2,055 | \$ - | 0.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 17,661 | \$ 2,400 | \$ 4,800 | \$ 2,400 | 100.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ 179 | \$ 1,013 | \$ 2,025 | \$ 1,013 | 100.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 609 | \$ 27,100 | \$ 54,200 | \$ 27,100 | 100.0% |
| 51 5090211 LODGING | \$ 741 | \$ 2,213 | \$ 5,500 | \$ 3,288 | 148.6% |
| 51 5090215 TRAVEL - OTHER | \$ 20 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099901 POSTAGE | \$ 9 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099905 COMPUTER SOFTWARE | \$ 3,775 | \$ 6,500 | \$ 140,496 | \$ 133,996 | 2061.5% |
| 51 5099908 COMPUTER HARDWARE | \$ 21,177 | \$ 33,000 | \$ 33,000 | \$ - | 0.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 2,454 | \$ - | \$ - | \$ - | 0.0% |
| 51 5100300 CAPITALIZATION OF SALARY AND WAGES | \$ (80,833) | \$ (614,410) | \$ (762,747) | \$ (148,337) | 24.1% |
| TOTAL OTHER EXPENSES | \$ 1,616,858 | \$ 2,375,049 | \$ 2,054,384 | \$ (320,665) | -13.5% |
| TOTAL EXPENSES | \$ 3,391,828 | \$ 4,877,786 | \$ 5,005,520 | \$ 127,733 | 2.6% |

Procurement

Department Functions and Responsibilities

The Procurement Department is responsible for the acquisition of all goods, services, and construction needed by Capital Metro at fair and reasonable prices, on time, and in compliance with sound public purchasing policies and procedures.

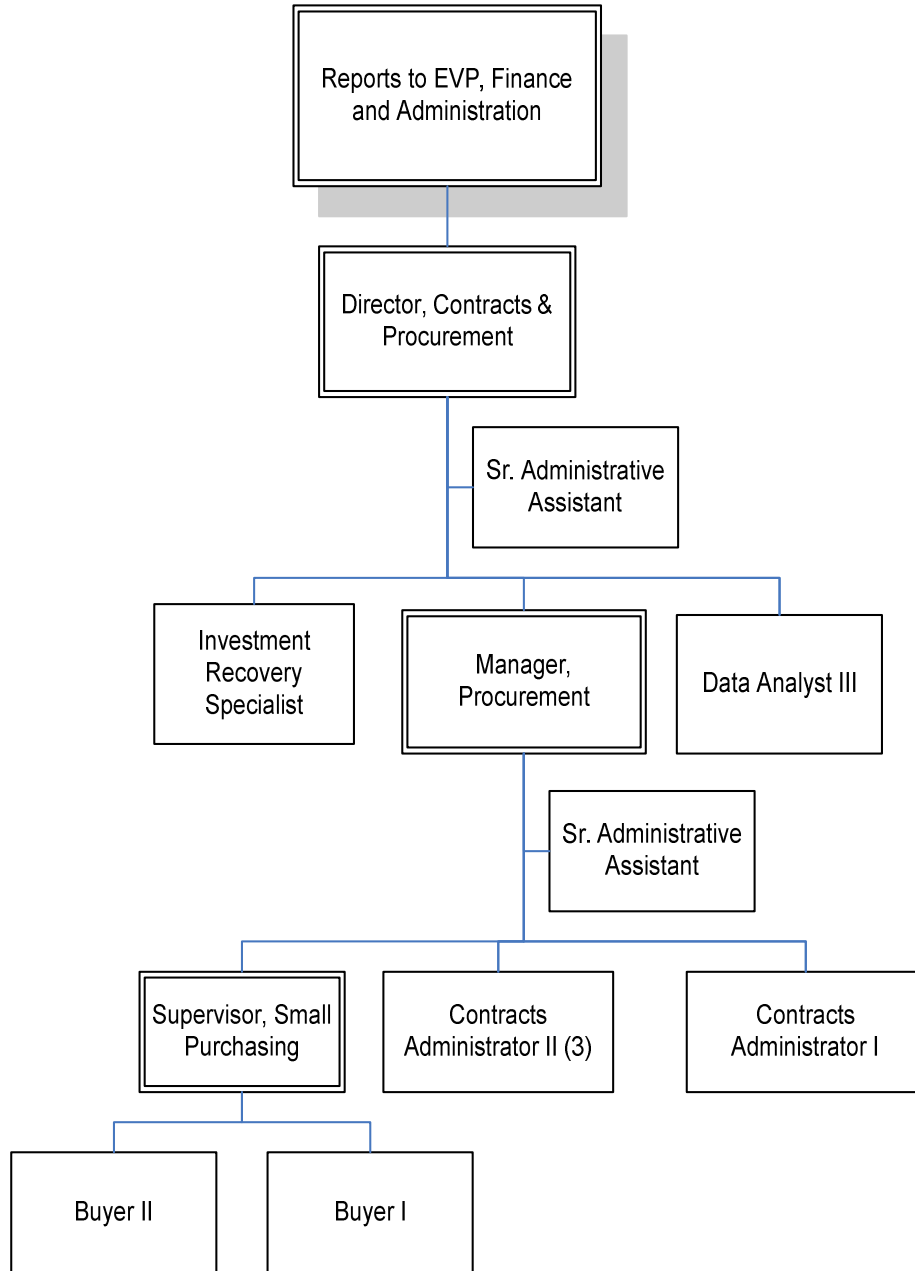
FY 2012 Accomplishments

- ◆ Improve Business Practices - Implemented a risk assessment process on all contracts to minimize the Authority's exposure to additional costs.
- ◆ Strengthen Financial Health of the Agency - Reviewed the budgeted Micro/Small procurement plans for FY 2012 and consolidated requirements to realize savings through more competitive bids.
- ◆ Demonstrate Transit Value - Expanded commuter rail service contract to include weekend service.
- ◆ Strengthen Financial Health of the Agency - Successful implementation of SB650 - outsourcing of the fixed route services and MetroAccess services.
- ◆ Strengthen Financial Health of the Agency - Successfully secured \$20 million loan for the purchase of 54 new buses.
- ◆ Strengthen Financial Health of the Agency - Generated approximately \$500,000 through the sale of surplus/obsolete property to offset the gain/loss on the sale of an asset.
- ◆ Improve Business Practices - No Procurement Department findings during the FTA Triennial Review.
- ◆ Strengthen Community Relationships - Participated in approximately 12 vendor outreach events during FY 2012, in Austin, Round Rock, San Antonio and DFW areas.
- ◆ Improve Business Practices - Develop Vendor Training - Updated the Procurement Vendor Guide on how to do business with Capital Metro.

FY 2013 Planned Initiatives

- ◆ Demonstrate the Value of Public Transportation in an Active Community - Support the implementation of BRT through timely and cost effective award of supply, services, and construction contracts.
- ◆ Improve Business Practices - Provide contract administration oversight to the Contract Management Team responsible for the implementation of the Sunset Act requirement to outsource all transit services not directly provided by Capital Metro.
- ◆ Strengthen Financial Health of the Agency - Recover an estimated \$300,000 through the sale of surplus/obsolete property.
- ◆ Strengthen Community Relationships - Support community outreach events during FY 2013.

Procurement Department Organizational Chart





Major Budgetary Changes

- ◆ **Salary and Wages** - Increased by \$88,205 in Salaries & Wages due to the addition of one Investment Recovery FTE - (This position will be offset by the estimated \$312,500 revenue from the sale of the retired Assets), one position change along with the increase of \$27,112 due to the merit based salary increase.
- ◆ **Benefits** - Increased by \$8,035 in Benefits due to an increase of \$1,865 due to the merit based salary increase, along with the corresponding increases in FICA / SUTA.
- ◆ **Other Expenses** - Decrease of \$2,236 in Other Expenses due to the decrease of \$16,380 in Temporary Labor, increased by \$8,524 due to increased Travel Related Expenses, plus increases in Seminar and Media totaling \$5,623.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 667,850 | \$ 624,147 | \$ 710,440 | \$ 86,294 | 13.8% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ 4,336 | \$ 5,896 | \$ 4,940 | \$ (955) | -16.2% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 38,031 | \$ 43,182 | \$ 49,482 | \$ 6,301 | 14.6% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 32,756 | \$ 32,636 | \$ 33,626 | \$ 990 | 3.0% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 51,900 | \$ 53,122 | \$ 47,648 | \$ (5,474) | -10.3% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ 1,210 | \$ 7,197 | \$ 8,247 | \$ 1,050 | 14.6% |
| TOTAL SALARIES & WAGES | \$ 796,083 | \$ 766,179 | \$ 854,384 | \$ 88,205 | 11.5% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 56,931 | \$ 57,553 | \$ 63,090 | \$ 5,537 | 9.6% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 2,373 | \$ 895 | \$ 3,393 | \$ 2,498 | 279.1% |
| TOTAL BENEFITS | \$ 59,303 | \$ 58,448 | \$ 66,483 | \$ 8,035 | 13.7% |
| OTHER EXPENSES | | | | | |
| 51 5030303 CONSULTATION FEES | \$ 4,800 | \$ - | \$ - | \$ - | |
| 51 5030401 TEMPORARY HELP | \$ 29,089 | \$ 16,380 | \$ - | \$ (16,380) | -100.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 4,096 | \$ 3,710 | \$ 3,708 | \$ (2) | -0.1% |
| 51 5049909 OTHER SUPPLIES | \$ 681 | \$ - | \$ - | \$ - | 0.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 1,560 | \$ 2,360 | \$ 2,550 | \$ 190 | 8.1% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 491 | \$ - | \$ 3,056 | \$ 3,056 | 100.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ 320 | \$ - | \$ 1,888 | \$ 1,888 | 100.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 6,355 | \$ 4,063 | \$ 8,504 | \$ 4,442 | 109.3% |
| 51 5090211 LODGING | \$ 633 | \$ - | \$ 3,308 | \$ 3,308 | 100.0% |
| 51 5090215 TRAVEL - OTHER | \$ - | \$ - | \$ 272 | \$ 272 | 100.0% |
| 51 5090801 NEWSPAPER MEDIA | \$ 7,120 | \$ 5,290 | \$ 6,288 | \$ 998 | 18.9% |
| 51 5099901 POSTAGE | \$ 909 | \$ 1,003 | \$ 996 | \$ (7) | -0.7% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 61 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 56,114 | \$ 32,806 | \$ 30,570 | \$ (2,236) | -6.8% |
| TOTAL EXPENSES | \$ 911,500 | \$ 857,432 | \$ 951,437 | \$ 94,005 | 11.0% |



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Contracted Services

The budget for this cost center was transferred to the Bus Contract Operations Department (610) in FY2012 to consolidate bus contracts in one department.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | \$ - | \$ - | \$ - | - | 0.0% |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 58,666 | \$ - | \$ - | - | 0.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 3,226 | \$ - | \$ - | - | 0.0% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 3,421 | \$ - | \$ - | - | 0.0% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 3,827 | \$ - | \$ - | - | 0.0% |
| TOTAL SALARIES & WAGES | \$ 69,141 | \$ - | \$ - | - | 0.0% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 4,747 | \$ - | \$ - | - | 0.0% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 189 | \$ - | \$ - | - | 0.0% |
| TOTAL BENEFITS | \$ 4,936 | \$ - | \$ - | - | 0.0% |
| OTHER EXPENSES | | | | | |
| 51 5050204 TELEPHONE-LOCAL | \$ 931 | \$ - | \$ - | - | 0.0% |
| 51 5080102 FIXED ROUTE-LOCAL SERVICE | \$ 9,682,581 | \$ - | \$ - | - | 0.0% |
| 51 5080103 FIXED ROUTE-UNIV. OF TEXAS | \$ 6,898,310 | \$ - | \$ - | - | 0.0% |
| 51 5080104 RURAL SERVICE-FIXED ROUTE | \$ 712,919 | \$ - | \$ - | - | 0.0% |
| 51 5080105 RURAL SERVICE-DEMAND RESPONSE | \$ 16,442 | \$ - | \$ - | - | 0.0% |
| 51 5080108 SPECIAL SERVICE | \$ 44,030 | \$ - | \$ - | - | 0.0% |
| 51 5080109 FIXED ROUTE - FLYER | \$ 2,976,775 | \$ - | \$ - | - | 0.0% |
| 51 5080114 FIXED ROUTE - PRC | \$ 232,205 | \$ - | \$ - | - | 0.0% |
| 51 5080117 UT - ON-TIME PERFORMANCE INCENTIVE | \$ 36,994 | \$ - | \$ - | - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 20,601,186 | \$ - | \$ - | - | 0.0% |
| TOTAL EXPENSES | \$ 20,675,263 | \$ - | \$ - | - | 0.0% |



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RideShare

Functions and Responsibilities Functions and Responsibilities

The Metro RideShare service provides alternative transportation solutions that reduce the number of single occupancy vehicles on area roads. The RideShare department manages the van/carpool operations including the ongoing performance assessment of vanpool groups. The department staff provides commute ride matching services to the general public in an effort to reduce congestion and promote air quality. In addition, the Rideshare department manages the Guaranteed Ride Home program for all modes of service.

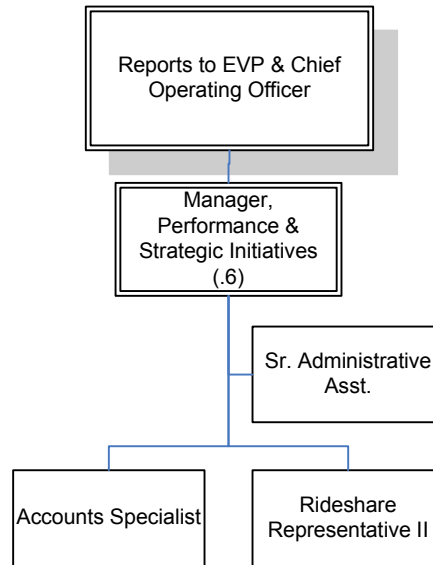
FY 2012 Accomplishments

- ◆ Provide Great Customer Service
 - Continued Customer Satisfaction outreach and RideShare focus group meetings - Customer Satisfaction within the Rideshare program continue by providing excellent response to inquiries, maintaining good relationships with customers and providing the best possible service.
 - Developed an overall marketing strategy to communicate the value of Ride sharing.
- ◆ Improve Business Practices
 - Re-evaluated maintenance program strategy to ensure effectiveness.

FY 2013 Planned Initiatives

- ◆ Provide Great Customer Service - Develop an overall marketing strategy to communicate the value of ridesharing.
- ◆ Improve Business Practices - The RideShare department will continue to evaluate service options to improve service delivery, ensure cost effectiveness and provide an overall positive customer experience.
- ◆ Improve Communications- The Rideshare department will continue to work with Marketing to promote the benefits of ridesharing and regionalism.
- ◆ Improve Cost Effectiveness- Continue to work with Finance Department to develop a cost effective business model for providing cost effective service to our customers.

Rideshare Department Organizational Chart



Major Budgetary Changes

- ◆ **Salary & Wages** - Decrease of \$18,665 in Salary & Wages due to adjustments to formula calculation for FTE salary split between RideShare and Strategic Management department. Increase of \$5,855 due to merit based salary increase.
- ◆ **Benefits** - Increase of \$1,238 in Benefits due to adjustments to formula calculation for FTE salary split between RideShare and Strategic Management department. Increase of \$435 due to merit based salary increase.
- ◆ **Other Expenses** - Increase of \$67,944 in Other Services due to preventive maintenance, of which \$30,000 represents tire replacement. Increase of \$40,000 in fuel due to restoring funds transferred during FY2012.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 170,185 | \$ 172,782 | \$ 176,902 | \$ 4,120 | 2.4% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ 187 | \$ - | \$ - | \$ - | 0.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 1,166 | \$ 21,609 | \$ 8,101 | \$ (13,508) | -62.5% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 8,094 | \$ 8,246 | \$ 7,606 | \$ (640) | -7.8% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 17,757 | \$ 15,277 | \$ 7,097 | \$ (8,180) | -53.5% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ 350 | \$ 1,807 | \$ 1,350 | \$ (456) | -25.2% |
| TOTAL SALARIES & WAGES | \$ 197,739 | \$ 219,720 | \$ 201,055 | \$ (18,665) | -8.5% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 14,201 | \$ 14,451 | \$ 14,933 | \$ 482 | 3.3% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 680 | \$ 288 | \$ 1,044 | \$ 756 | 262.5% |
| TOTAL BENEFITS | \$ 14,881 | \$ 14,739 | \$ 15,977 | \$ 1,238 | 8.4% |
| OTHER EXPENSES | | | | | |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ - | \$ 9,000 | \$ - | \$ (9,000) | -100.0% |
| 51 5030311 PERMITS AND FEES | \$ 79 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039909 OTHER SERVICES | \$ 197,955 | \$ 209,016 | \$ 276,960 | \$ 67,944 | 32.5% |
| 51 5040125 GASOLINE - VANS | \$ 276,879 | \$ 333,824 | \$ 373,824 | \$ 40,000 | 12.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 487 | \$ 600 | \$ 1,800 | \$ 1,200 | 200.0% |
| 51 5070403 INSPECTION CERTIFICATES-VANS | \$ - | \$ 4,143 | \$ 4,143 | \$ - | 0.0% |
| 51 5080111 GRH REIMBURSEMENT | \$ 378 | \$ 1,164 | \$ 1,164 | \$ - | 0.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ (575) | \$ 575 | \$ 575 | \$ - | 0.0% |
| 51 5090206 TOLL ROAD CHARGES | \$ (2) | \$ - | \$ - | \$ - | 0.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 15 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099901 POSTAGE | \$ 314 | \$ 720 | \$ 720 | \$ - | 0.0% |
| 51 5099905 COMPUTER SOFTWARE | \$ 85 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 1,705 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099925 OTHER MISC. EXPENSE-VANS | \$ 9,293 | \$ 9,916 | \$ 9,379 | \$ (537) | -5.4% |
| TOTAL OTHER EXPENSES | \$ 486,613 | \$ 568,958 | \$ 668,565 | \$ 99,607 | 17.5% |
| TOTAL EXPENSES | \$ 699,232 | \$ 803,417 | \$ 885,597 | \$ 82,180 | 10.2% |



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StarTran Operations Administration

Functions and Responsibilities

Due to the deadline in the Senate Bill 650 to implement the change in Capital Metro's labor structure no later than September 1, 2012, the Board approved on April 23, 2012 two contracts for fixed-route and paratransit services. Beginning August 19, 2012, McDonald Transit will assume responsibility for the fixed-route bus service currently provided by StarTran, Inc., MV Transportation will assume responsibility for the MetroAccess service currently provided by StarTran, Inc. This transition to private contractors providing the services formerly operated by StarTran, Inc. necessitates that StarTran, Inc. cease operations by September 1, 2012 to comply with Senate Bill 650. Therefore, the associated costs of fixed-route services formerly provided by StarTran, Inc., are being reallocated to the Bus Contract Operations Department (Cost Center 610).

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 55 5010201 SALARIES & WAGES - ADMIN. | \$ 51,759 | \$ 47,543 | \$ - | \$ (47,543) | -100.0% |
| 55 5010207 EXECUTIVE COMPENSATION | \$ 29 | \$ - | \$ - | \$ - | 0.0% |
| 55 5020901 SICK LEAVE-ADMIN | \$ 2,894 | \$ 3,205 | \$ - | \$ (3,205) | -100.0% |
| 55 5021001 HOLIDAY LEAVE-ADMIN | \$ 3,615 | \$ 2,438 | \$ - | \$ (2,438) | -100.0% |
| 55 5021101 VACATION LEAVE-ADMIN | \$ 5,349 | \$ 4,113 | \$ - | \$ (4,113) | -100.0% |
| 55 5021201 OTHER PAID LEAVE-ADMIN | \$ 1,719 | \$ 534 | \$ - | \$ (534) | -100.0% |
| TOTAL SALARIES & WAGES | \$ 65,364 | \$ 57,833 | \$ - | \$ (57,833) | -100.0% |
| BENEFITS | | | | | |
| 55 5020101 FICA-ADMIN | \$ 4,556 | \$ 4,273 | \$ - | \$ (4,273) | -100.0% |
| 55 5020102 FICA-BARGAINING | \$ (13) | \$ - | \$ - | \$ - | 0.0% |
| 55 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 184 | \$ 184 | \$ - | \$ (184) | -100.0% |
| 55 5020703 FEDERAL UNEMPLOYMENT- ADMIN | \$ 56 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL BENEFITS | \$ 4,783 | \$ 4,457 | \$ - | \$ (4,457) | -100.0% |
| OTHER EXPENSES | | | | | |
| 51 5030308 ARBITRATION FEES | \$ - | \$ 7,200 | \$ - | \$ (7,200) | -100.0% |
| 51 5030401 TEMPORARY HELP | \$ 3,862 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 713 | \$ 6,400 | \$ - | \$ (6,400) | -100.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 420 | \$ - | \$ - | \$ - | 0.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ 263 | \$ - | \$ - | \$ - | 0.0% |
| 51 5090211 LODGING | \$ - | \$ 1,200 | \$ - | \$ (1,200) | -100.0% |
| 51 5099901 POSTAGE | \$ 29 | \$ 120 | \$ - | \$ (120) | -100.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 4,271 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 9,558 | \$ 14,920 | \$ - | \$ (14,920) | -100.0% |
| TOTAL EXPENSES | \$ 79,704 | \$ 77,210 | \$ - | \$ (77,210) | -100.0% |



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Planning

Functions and Responsibilities

Planning functions are divided into five major areas of responsibility including: Service Planning, Long-Range Planning, Scheduling, Service Analysis, and Transit Oriented Development. Each function is designed to support the planning, development, evaluation and ultimate delivery of alternative public transportation solutions and infrastructure.

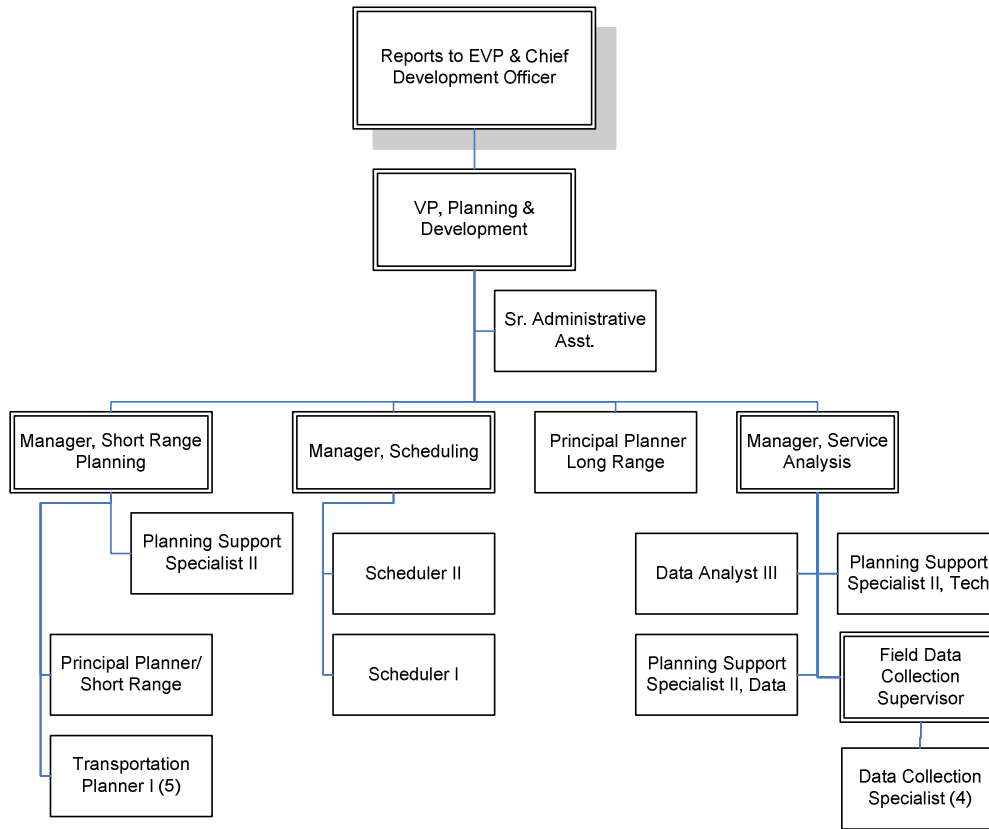
FY 2012 Accomplishments

- ◆ Provide a Great Customer Experience - Continued implementation of ServicePlan 2020.
- ◆ Improve Business Practices - Updated and obtained Board approval of Service Guidelines and Standards Guidelines document.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Continued to support development of the MetroRapid project.

FY 2013 Planned Initiatives

- ◆ Provide a Great Customer Experience - Continue implementation of ServicePlan 2020; implement service changes to improve customer service, efficiency and effectiveness.
- ◆ Improve Business Practices - Establish working relationships with new service providers and coordinate scheduling and run cutting functions.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Continue to support development of the MetroRapid project; advance Project Connect: North Corridor study effort and continue towards completion of Project Connect system plan development; implement grant-supported mobility management program with hiring of two staff.

Planning Department Organizational Chart





Major Budgetary Changes

- ◆ **Salary & Wages** - Increase of \$221,274 in Salary and Wages Admin due to additional FTE's and career ladder promotions. Two new positions are partly funded through a grant. Increase of \$38,278 due to merit base salary increase.
- ◆ **Benefits** - Increase of 21,869 in Benefits due to corresponding additional FTE's and career ladder promotions. Increase of \$2,764 due to merit based salary increase.
- ◆ **Other Expenses** – Decrease of \$9,671 in Consultation Fees due to projected fees associated with consultation work.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|---------------------|---------------------|---------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 973,195 | \$ 959,889 | \$ 1,180,082 | \$ 220,193 | 22.9% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ 3,004 | \$ 8,460 | \$ - | \$ (8,460) | -100.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 52,767 | \$ 77,576 | \$ 82,104 | \$ 4,528 | 5.8% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 47,701 | \$ 49,227 | \$ 55,222 | \$ 5,994 | 12.2% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 74,219 | \$ 82,237 | \$ 78,358 | \$ (3,880) | -4.7% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ 1,846 | \$ 10,785 | \$ 13,684 | \$ 2,899 | 26.9% |
| TOTAL SALARIES & WAGES | \$ 1,152,732 | \$ 1,188,175 | \$ 1,409,449 | \$ 221,274 | 18.6% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 80,245 | \$ 84,824 | \$ 102,130 | \$ 17,306 | 20.4% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 3,486 | \$ 1,440 | \$ 6,003 | \$ 4,563 | 316.9% |
| TOTAL BENEFITS | \$ 83,731 | \$ 86,264 | \$ 108,133 | \$ 21,869 | 25.4% |
| OTHER EXPENSES | | | | | |
| 51 5030303 CONSULTATION FEES | \$ 156,546 | \$ 359,667 | \$ 349,996 | \$ (9,671) | -2.7% |
| 51 5030401 TEMPORARY HELP | \$ 79,605 | \$ 113,880 | \$ 113,880 | \$ - | 0.0% |
| 51 5030512 SOFTWARE MAINTENANCE CONTRACTS | \$ 25,191 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 8 | \$ 96 | \$ 96 | \$ - | 0.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 7,136 | \$ 8,034 | \$ 7,152 | \$ (882) | -11.0% |
| 51 5049909 OTHER SUPPLIES | \$ 5,272 | \$ 1,180 | \$ 1,353 | \$ 173 | 14.7% |
| 51 5050204 TELEPHONE-LOCAL | \$ 2,724 | \$ 3,120 | \$ 3,120 | \$ - | 0.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 550 | \$ 2,695 | \$ 1,020 | \$ (1,675) | -62.2% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 3,461 | \$ 2,976 | \$ 4,006 | \$ 1,030 | 34.6% |
| 51 5090205 TRAVEL - PER DIEM | \$ 968 | \$ 675 | \$ 923 | \$ 248 | 36.7% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 1,285 | \$ 2,310 | \$ 1,725 | \$ (585) | -25.3% |
| 51 5090211 LODGING | \$ 1,901 | \$ 1,713 | \$ 2,375 | \$ 662 | 38.6% |
| 51 5099901 POSTAGE | \$ 49 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 284,694 | \$ 496,345 | \$ 485,646 | \$ (10,699) | -2.2% |
| TOTAL EXPENSES | \$ 1,521,157 | \$ 1,770,784 | \$ 2,003,228 | \$ 232,445 | 13.1% |



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Marketing

Functions and Functions and Responsibilities

The Marketing department oversees strategic marketing, brand management, graphic design, customer literature production and distribution, transit advertising, and special events planning and implementation. Major responsibilities include increasing ridership through the promotion of routes and services, working with the Communications and Business & Community Development departments to inform the public of planned initiatives and improvements, communicating routes and services to customers at point of sale, and increasing awareness of Capital Metro's services through advertising, collateral development, website, and promotions. Working with an external advertising agency, the department carries out market research to measure levels of awareness and customer satisfaction with specific products. Internal marketing, schedule design and production, signage design and management and fleet graphics are also key roles played by the department.

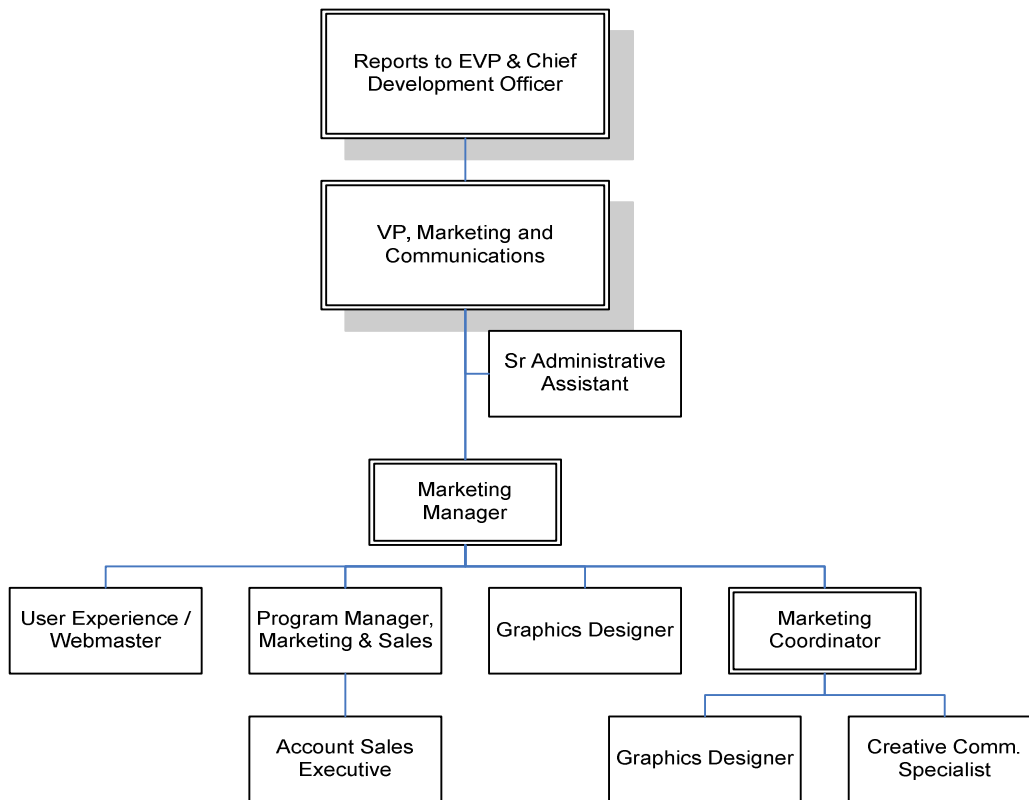
FY 2012 Accomplishments

- ◆ Demonstrate the Value of Public Transportation in an Active Community - Procurement of new marketing service companies was completed ensuring that the needed contractors that help develop important services were in place.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Successfully rolled-out stop ID/ Phone/QR code information at bus stops and completed an educational campaign to teach customers how to use them. Steady growth in the use of these new customer information tools has occurred over the last three months.
- ◆ Provide a Great Customer Experience - Completed the first phase of a bus stop signage roll-out with updated and improved bus stop signage.
- ◆ Provide a Great Customer Experience - New website was launched with greater accessibility features and new and improved functionality including better maps and a mobile version of the site with geo-location.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Because of departmental vacancies, the summer student ridership campaign was postponed to the next summer session.
- ◆ Provide a Great Customer Experience - Working closely with the Convention and Visitors Bureau and the City of Austin Capital Metro has been involved with a way finding signage program and has re-designed the official tourist map and added new brochures and information for tourists. A re-routing and re-design of the MetroAirport service that included new vehicular graphics, new customer information, and more visible airport signage was completed. Ridership was up 72% on an average weekday compared to the January 2011 service period. Even with the increase in service levels, riders per hour increased by nearly 16% and reduced cost per rider by nearly 12%.

FY 2013 Initiatives

- ◆ Provide a Great Customer Experience - Perform biennial customer satisfaction survey.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Continue website rollout of improved features including new trip planner tool.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Develop a strategic plan for branding and marketing MetroRapid to the community.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Work strategically with Austin Convention and Visitors Bureau to increase visibility of Capital Metro services for major conference and convention events.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Implement student summer ridership program.
- ◆ Improve Business Practices - Explore new revenue opportunities, including sponsorship on MetroRapid and MetroExpress services.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Begin roll-out of education and branding for MetroRapid.
- ◆ Provide a Great customer Experience - Begin a fleet rebranding project with the repainting of 45 buses in FY 2013.

Marketing Department Organizational Chart





Major Budgetary Changes

- ◆ **Salaries and Wages** - Increase of \$83,382 in Salaries & Wages due to transfer of Vice President of Public Affairs from Communications department, and transfer of one FTE from Business and Community Development. Increase of \$21,260 due to merit based salary increase.
- ◆ **Benefits** - Increase of \$8,582 in Benefits due to corresponding transfer of Vice President of Public Affairs from Communications department, and transfer of one FTE from Business and Community. Increase of \$1,306 due to merit based salary increase.
- ◆ **Other Expenses** - Increase of \$77,000 in Consultation Fees due to MetroRapid marketing plan, awareness survey and MetroRail weekend and evening services promotion. Increase of \$76,976 in Other Services due to materials needed in support of producing media. Increase of \$74,400 in advertising installation due to item being transferred from Business & Community Development department. Increase of \$75,000 in Advertising/Promotion Media due to restoring expense to levels prior to budget transfer.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|---------------------|---------------------|---------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 406,928 | \$ 525,253 | \$ 608,511 | \$ 83,259 | 15.9% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ 483 | \$ - | \$ - | \$ - | 0.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 24,974 | \$ 47,056 | \$ 42,495 | \$ (4,562) | -9.7% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 17,644 | \$ 26,884 | \$ 29,091 | \$ 2,207 | 8.2% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 22,922 | \$ 41,294 | \$ 42,312 | \$ 1,018 | 2.5% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ 257 | \$ 5,623 | \$ 7,082 | \$ 1,460 | 26.0% |
| TOTAL SALARIES & WAGES | \$ 473,208 | \$ 646,109 | \$ 729,491 | \$ 83,382 | 12.9% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 33,771 | \$ 44,899 | \$ 51,619 | \$ 6,720 | 15.0% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 1,512 | \$ 748 | \$ 2,610 | \$ 1,862 | 248.9% |
| TOTAL BENEFITS | \$ 35,283 | \$ 45,648 | \$ 54,229 | \$ 8,582 | 18.8% |
| OTHER EXPENSES | | | | | |
| 51 5030303 CONSULTATION FEES | \$ 160,815 | \$ 548,000 | \$ 625,000 | \$ 77,000 | 14.1% |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 109,441 | \$ 114,000 | \$ 134,004 | \$ 20,004 | 17.5% |
| 51 5030311 PERMITS AND FEES | \$ 33 | \$ - | \$ - | \$ - | 0.0% |
| 51 5030401 TEMPORARY HELP | \$ - | \$ 393 | \$ - | \$ (393) | -100.0% |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 142 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039909 OTHER SERVICES | \$ 110 | \$ - | \$ 76,976 | \$ 76,976 | 100.0% |
| 51 5039926 ADVERTISING INSTALLATION EXPENSE | \$ - | \$ - | \$ 74,400 | \$ 74,400 | 100.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 20,073 | \$ 22,000 | \$ 21,996 | \$ (4) | 0.0% |
| 51 5049903 MAPS AND SCHEDULES | \$ 192,432 | \$ 217,000 | \$ 216,000 | \$ (1,000) | -0.5% |
| 51 5049909 OTHER SUPPLIES | \$ 78,305 | \$ 101,640 | \$ 122,698 | \$ 21,058 | 20.7% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 587 | \$ 400 | \$ 800 | \$ 400 | 100.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 540 | \$ 1,618 | \$ 5,100 | \$ 3,483 | 215.3% |
| 51 5090205 TRAVEL - PER DIEM | \$ 178 | \$ 380 | \$ 2,580 | \$ 2,200 | 578.9% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 510 | \$ 650 | \$ 5,600 | \$ 4,950 | 761.5% |
| 51 5090211 LODGING | \$ - | \$ 976 | \$ 3,900 | \$ 2,924 | 299.6% |
| 51 5090215 TRAVEL - OTHER | \$ - | \$ 304 | \$ - | \$ (304) | -100.0% |
| 51 5090804 ADVERTISING/PROMOTION MEDIA | \$ 282,295 | \$ 210,000 | \$ 285,000 | \$ 75,000 | 35.7% |
| 51 5099901 POSTAGE | \$ 2,948 | \$ 1,200 | \$ 1,500 | \$ 300 | 25.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ - | \$ 402 | \$ 516 | \$ 114 | 28.4% |
| TOTAL OTHER EXPENSES | \$ 848,407 | \$ 1,218,962 | \$ 1,576,070 | \$ 357,108 | 29.3% |
| TOTAL EXPENSES | \$ 1,356,898 | \$ 1,910,719 | \$ 2,359,791 | \$ 449,072 | 23.5% |



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Business & Community Development

Functions and Responsibilities

The Business & Community Development department includes community involvement, business development, and the Disadvantaged Business Enterprise (DBE) program. Major responsibilities include increasing public awareness about the value of public transportation, meaningfully engaging our community in agency decision-making, increasing ticket and pass sales, developing and creating community partnerships that promote Capital Metro products and services, ensuring compliance with the requirements of Title VI and increasing procurement opportunities with certified DBEs, small business enterprises and Historically Underutilized Businesses. All of these activities increase ridership and enhance community partnerships for a return on taxpayer investment.

FY 2012 Accomplishments

- ◆ Demonstrate the Value of Public Transportation in an Active Community
 - Continued implementation of the DBE program to meet federal requirements and the Business-to-Business (B2B) Outreach program to increase customer ridership and generate additional revenue. Business development will seek to contract with the minority Chambers of Commerce.
 - Continue implementation of the Board adopted Capital Metro Community Involvement Policy to enhance agency decision-making processes. DBE staff met the FTA requirement to implement a small business enterprise program as part of the DBE program by February 28, 2011. DBE staff launched its first annual Small Business Networking Session as good faith toward meeting the FTA business outreach requirement. Small business participation increased approximately 25% from previous year's prime contractor focused networking sessions. As a result of the business outreach, DBE staff established strong partnerships with the City of Austin Small and Minority Business Resources Department, Department of Transportation Office of Small and Disadvantaged Business Utilization, Texas Department of Transportation Office of Civil Rights, Austin Chamber of Commerce Small Business Services and the Conference of Minority Transportation Officials Austin Chapter.
 - The B2B Program outreach has generated 8 new potential partnerships.
 - Business Development staff successfully executed 60% of the minority Chamber Agreement projects. All projects are aligned with building meaningful relationships with the minority business community.
- ◆ Improve Customer Satisfaction & Loyalty - Implemented the Board adopted Capital Metro Community Involvement Policy to meaningfully engage community stakeholders in policy development, planning, programs and service delivery. In FY 2012 comprehensive community involvement and outreach plans were developed and successfully implemented for 3 service changes, Fiscal Year 2013 budget development, Project Connect and MetroRapid Implementation. The Customer Satisfaction Advisory Committee and Access Advisory Committees developed and successfully executed constructive work plans.

- ◆ Increase Value to the Community; Build & Sustain Effective Strategic Partnerships -Implemented a formal Transit Ambassadors program and maintained implementation of Transit Education initiatives. Monitored implementation of three-year DBE goal of 23% to meet federal regulations. A formal MetroAmbassador volunteer program has been established, with 10 active participants having thus far contributed over 236 hours of volunteer service to Capital Metro. DBE Goal of 23% is on target for FY 2012 (this is the same goal for FY 2013).

FY 2013 Planned Initiatives

- ◆ Demonstrate the Value of Public Transportation in an Active Community - Continue implementation of the Board adopted Capital Metro Community Involvement Policy to enhance agency decision-making processes. Demonstrate the Value of Public Transportation in an Active Community - Continue the implementation of the DBE program to meet federal requirements and the Business-to-Business (B2B) Outreach program to increase customer ridership and generate additional revenue. The existing program will be continued with additional outreach to new businesses that express an interest in becoming retail partners or in securing other customized services such as vanpools.
- ◆ Business development will seek to contract with the minority Chambers of Commerce for special services and networking events that foster mutually-productive business partnerships.
- ◆ Demonstrate value of public transit – Capital Metro Community outreach team will continue to play a major role in the public outreach and education for Project Connect and Project Connect North Corridor study throughout 2013.
- ◆ The Outreach team will be responsible for communication to the public during the construction phase of the Metro Rapid Stations providing information about the timing and providing assistance when needed to those impacted during construction.

Business Community & Development Department Organizational Chart





Major Budgetary Changes

- ◆ **Salaries and Wages** – Increase of \$8,515 in Salaries and Wages due to the transfer out of three Transit store FTE and 1 Sales FTE position to the Marketing department along with the use of midpoint salaries in two vacant positions, plus the increase of \$15,400 due to the merit based salary increase.
- ◆ **Benefits** - Decrease of \$12,769 in Benefits due to the transfer of four FTE and their respective Sick Leave, Holiday and Vacation along with a lower matching FICA tax due to lower wages due to vacant positions and the increase of \$1,144 of merit based salary increase along with the utilization of a midpoint salary on two positions.
- ◆ **Other Services** – Increase of \$146,349 in Other Services is attributable to a decrease of \$114,004 in Professional Fees and Temporary Labor, the deletion of \$74,400 in Advertising Installation Expense, offset by increases in Other Services of \$259,400, of which \$250,000 was for the Basic Transportation Needs Fund for FY2013, an increase in Computer Software Expense totaling \$35,000, an increase of Seminars / Subscriptions - \$19,036, an increase in Advertising / Passes totaling \$11,000, plus an increase of \$4,992 in Training Related Expense, and other Miscellaneous Items that increased by \$5,325.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|---------------------|-------------------|---------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 595,832 | \$ 415,191 | \$ 484,748 | \$ 69,556 | 16.8% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ 2,066 | \$ - | \$ - | \$ - | 0.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 27,519 | \$ 68,207 | \$ 46,443 | \$ (21,764) | -31.9% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 30,013 | \$ 32,832 | \$ 20,678 | \$ (12,154) | -37.0% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 38,947 | \$ 52,310 | \$ 27,243 | \$ (25,067) | -47.9% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ 216 | \$ 7,193 | \$ 5,137 | \$ (2,056) | -28.6% |
| TOTAL SALARIES & WAGES | \$ 694,593 | \$ 575,734 | \$ 584,249 | \$ 8,515 | 1.5% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 49,991 | \$ 56,503 | \$ 42,321 | \$ (14,182) | -25.1% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 2,451 | \$ 936 | \$ 2,349 | \$ 1,413 | 151.0% |
| TOTAL BENEFITS | \$ 52,441 | \$ 57,439 | \$ 44,670 | \$ (12,769) | -22.2% |
| OTHER EXPENSES | | | | | |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 35,791 | \$ 166,000 | \$ 74,996 | \$ (91,004) | -54.8% |
| 51 5030401 TEMPORARY HELP | \$ 8,090 | \$ 35,000 | \$ 12,000 | \$ (23,000) | -65.7% |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 19 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039909 OTHER SERVICES | \$ 250,028 | \$ - | \$ 259,400 | \$ 259,400 | 100.0% |
| 51 5039926 ADVERTISING INSTALLATION EXPENSE | \$ 72,000 | \$ 74,400 | \$ - | \$ (74,400) | -100.0% |
| 51 5040121 GASOLINE | \$ - | \$ - | \$ 204 | \$ 204 | 100.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 12,805 | \$ 9,043 | \$ 7,512 | \$ (1,531) | -16.9% |
| 51 5049902 PASSES AND TICKETS | \$ - | \$ - | \$ 6,500 | \$ 6,500 | 100.0% |
| 51 5049904 TRAINING MATERIALS | \$ 100 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049909 OTHER SUPPLIES | \$ 1,083 | \$ - | \$ 7,000 | \$ 7,000 | 100.0% |
| 51 5049915 NON CAPITAL EQUIPMENT | \$ 2,600 | \$ 1,800 | \$ - | \$ (1,800) | -100.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 2,138 | \$ 960 | \$ 2,400 | \$ 1,440 | 150.0% |
| 51 5070502 GASOLINE FUEL TAX | \$ - | \$ - | \$ 12 | \$ 12 | 100.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 5,613 | \$ 4,285 | \$ 18,325 | \$ 14,040 | 327.7% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 3,994 | \$ 2,080 | \$ 2,076 | \$ (4) | -0.2% |
| 51 5090205 TRAVEL - PER DIEM | \$ 95 | \$ 1,972 | \$ 6,968 | \$ 4,996 | 253.3% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 9,219 | \$ 3,593 | \$ 8,588 | \$ 4,996 | 139.0% |
| 51 5090211 LODGING | \$ 622 | \$ 375 | \$ 376 | \$ 1 | 0.3% |
| 51 5090215 TRAVEL - OTHER | \$ - | \$ 50 | \$ 50 | \$ - | 0.0% |
| 51 5090804 ADVERTISING/PROMOTION MEDIA | \$ 641 | \$ - | \$ 4,500 | \$ 4,500 | 100.0% |
| 51 5099901 POSTAGE | \$ 1,460 | \$ 1,825 | \$ 1,824 | \$ (1) | -0.1% |
| 51 5099905 COMPUTER SOFTWARE | \$ - | \$ - | \$ 35,000 | \$ 35,000 | 100.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 700 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 406,996 | \$ 301,382 | \$ 447,731 | \$ 146,349 | 48.6% |
| TOTAL EXPENSES | \$ 1,154,031 | \$ 934,556 | \$ 1,076,650 | \$ 142,095 | 15.2% |



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Customer Service

Functions and Responsibilities

The Customer Service Department is comprised of two functions: The Call Center and the Transit Store. The Call Center provides telephone, email, and web assisted customer service by delivering accurate route and scheduling information, providing timely response and resolution to customer comments, and educating the public on Capital Metro products and services. The Transit Store provides retail pass sales, reduced fare ID card issuance, lost and found services, and assists customers with general information and customer service inquiries.

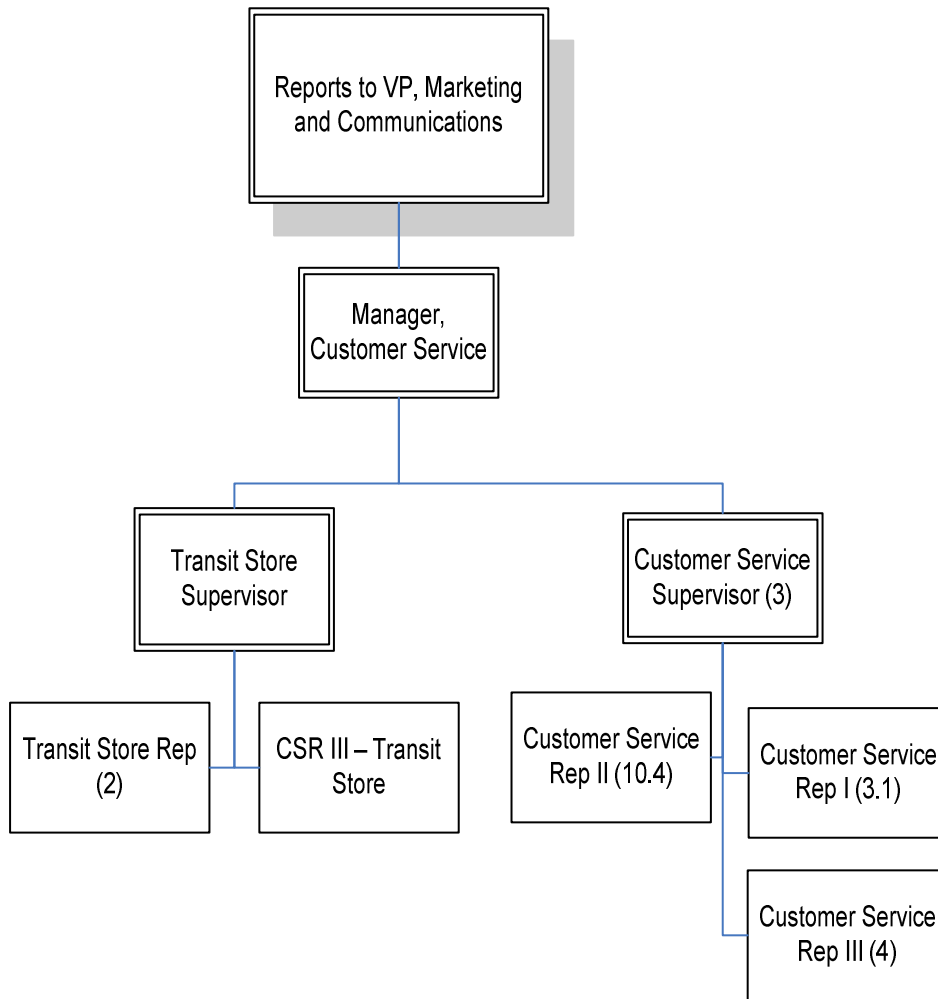
FY 2012 Accomplishments

- ◆ Provide a Great Customer Experience - For the 12 months ending May 2012, answered 704,719 customer calls with live agents, a decrease of 19% compared to the prior 12 months, while processing an additional 519,642 calls exclusively through the Interactive Voice Response (IVR) system. Met the telephone service level goal of answering 80% of calls within 60 seconds goal 8 for the first eight months of the year, through 2012.
- ◆ Provide a Great Customer Experience - For the 12 months ending May 2012, processed 10,848 Customer Comment Reports, up 1.5% compared to the prior 12 months.
- ◆ Improve Business Practices - Merged the Transit Store function from Business and Community Development Department into the Customer Service Department.

FY 2013 Planned Initiatives

- ◆ Provide a Great Customer Experience - Answer a projected volume of 809,871 calls with live agents.
- ◆ Improve Business Practices - Relocate the Customer Service Department to a nearby less-expensive location at the end of current facility lease.
- ◆ Provide a Great Customer Experience - Implement the Customer Service portion of the Intelligent Transportation System initiative, currently under development throughout the Authority.
- ◆ Provide a Great Customer Experience - Implement the Customer Service portion of the Interactive Voice Response (IVR) initiative, anticipated for FY 2013 rollout.

Customer Service Organizational Chart





Major Budgetary Changes

- ◆ **Salaries and Wages** - Increase of \$251,707 in Salaries and Wages due to the transfer in of four FTE Transit store positions, plus one career ladder change along with the use of mid-point salaries in one vacant position, the increase of Overtime Costs totaling \$26,285, an increase in Sick Leave equaling \$32,204 and an Increase of \$31,715 due to the merit based salary increase.
- ◆ **Benefits** - Increase of \$22,855 in Benefits due to an increase of \$2,209 due to the merit based salary increase, and to the related changes in FICA and SUTA Taxes.
- ◆ **Other Services** - Increase of \$14,962 in Other Services due to increases of Other Outside Services / Miscellaneous expenses of \$5,604 an increase of Office Supplies / Non Capital Equipment equaling \$7,084, and the increase of Travel related expenses totaling \$2,274.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|---------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN | \$ 627,992 | \$ 671,742 | \$ 850,316 | \$ 178,574 | 26.6% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ 35,356 | \$ 47,477 | \$ 73,761 | \$ 26,285 | 55.4% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 34,324 | \$ 45,342 | \$ 77,546 | \$ 32,204 | 71.0% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 32,140 | \$ 33,051 | \$ 40,339 | \$ 7,288 | 22.1% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 34,309 | \$ 47,546 | \$ 52,489 | \$ 4,943 | 10.4% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ 2,086 | \$ 6,629 | \$ 9,043 | \$ 2,414 | 36.4% |
| TOTAL SALARIES & WAGES | \$ 766,207 | \$ 851,787 | \$ 1,103,494 | \$ 251,707 | 29.6% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 54,708 | \$ 58,033 | \$ 75,237 | \$ 17,203 | 29.6% |
| 51 5020701 STATE UNEMPLOYMENT-AD | \$ 3,336 | \$ 1,656 | \$ 7,308 | \$ 5,652 | 341.3% |
| TOTAL BENEFITS | \$ 58,044 | \$ 59,689 | \$ 82,545 | \$ 22,855 | 38.3% |
| OTHER EXPENSES | | | | | |
| 51 5030401 TEMPORARY HELP | \$ 25,172 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039909 OTHER SERVICES | \$ - | \$ - | \$ 2,004 | \$ 2,004 | 100.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 2,674 | \$ 2,280 | \$ 5,616 | \$ 3,336 | 146.3% |
| 51 5049906 CLEANING SUPPLIES | \$ 89 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049909 OTHER SUPPLIES | \$ - | \$ - | \$ 3,600 | \$ 3,600 | 100.0% |
| 51 5049915 NON CAPITAL EQUIPMENT | \$ - | \$ 2,500 | \$ 3,500 | \$ 1,000 | 40.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 501 | \$ 600 | \$ 600 | \$ - | 0.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 6,278 | \$ 200 | \$ 1,604 | \$ 1,404 | 702.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ - | \$ - | \$ 114 | \$ 114 | 100.0% |
| 51 5090211 LODGING | \$ - | \$ - | \$ 360 | \$ 360 | 100.0% |
| 51 5090215 TRAVEL - OTHER | \$ - | \$ - | \$ 180 | \$ 180 | 100.0% |
| 51 5099901 POSTAGE | \$ 37 | \$ 60 | \$ 804 | \$ 744 | 1240.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ - | \$ 6,480 | \$ 8,700 | \$ 2,220 | 34.3% |
| TOTAL OTHER EXPENSES | \$ 34,751 | \$ 12,120 | \$ 27,082 | \$ 14,962 | 123.4% |
| TOTAL EXPENSES | \$ 859,002 | \$ 923,596 | \$ 1,213,121 | \$ 289,525 | 31.3% |



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Human Resources

Functions and Responsibilities

The Human Resources department's mission is to partner with employees to hire, develop and retain an engaged workforce that fulfills Capital Metro's mission. The department's primary responsibilities are to:

- Facilitate staffing strategies required to meet Capital Metro department needs
- Manage benefits programs to meet employee needs.
- Administer compensation and performance management programs.
- Coordinate staff development and training programs to enhance employees' knowledge, skills and abilities.
- Develop and administer human resources policies and procedures to comply with federal, state and local regulations.

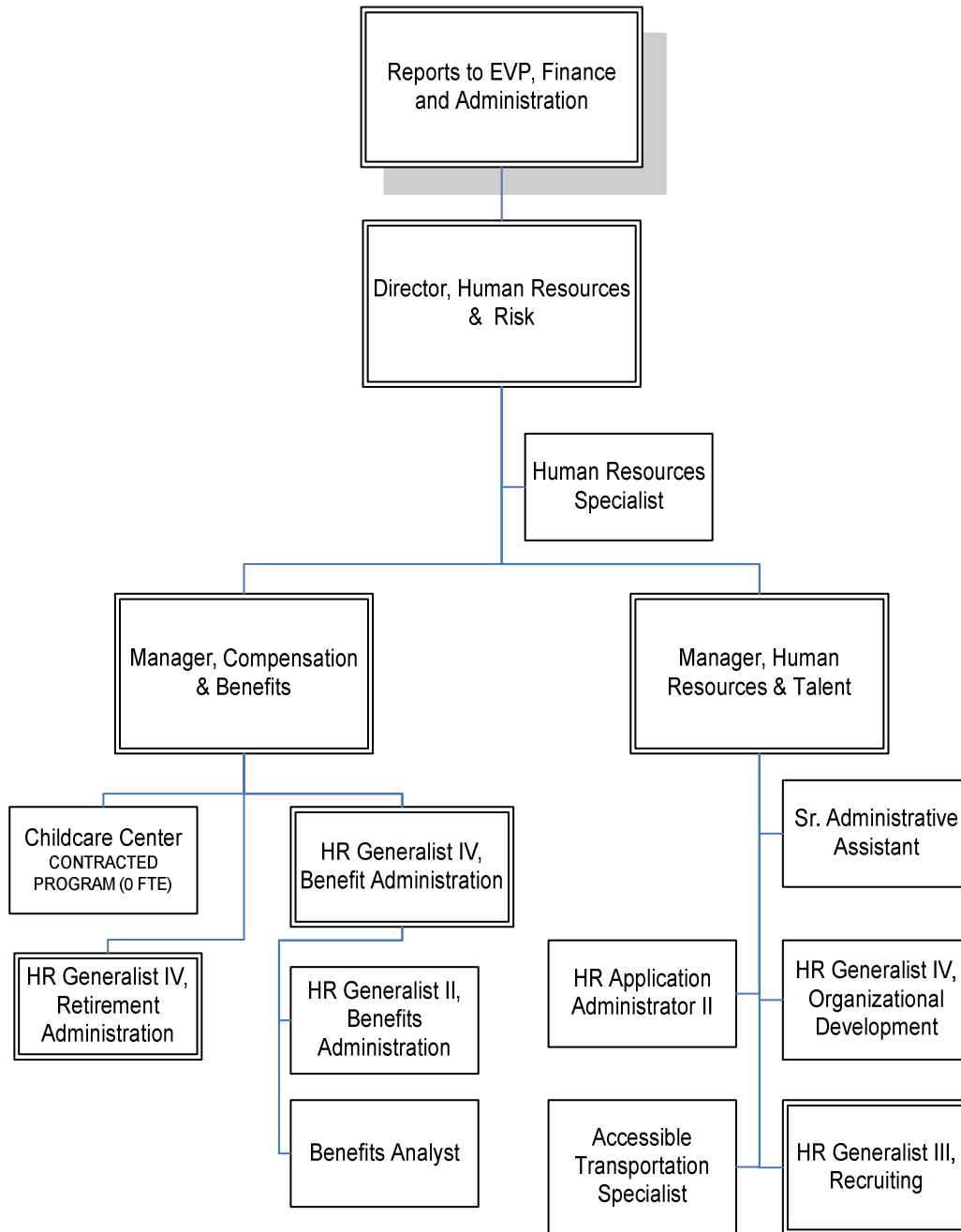
FY 2012 Accomplishments

- ◆ Improve Business Practices - Managed employee communications on labor structure change and provided resources to employees affected by the change.
- ◆ Improve Business Practices - Implemented the labor structure change required by the SB650.
- ◆ Improve Business Practices - Implemented training solutions to address skills needed for the organizational structure change.
- ◆ Improve Business Practices - Continued cost saving measures in the health plan and other benefits programs.

FY 2013 Planned Initiatives

- ◆ Enhance Organizational Development - Implement a leadership development program and project management training.
- ◆ Enhance Organizational Development - Administer employee engagement survey and develop action plans to address areas of concern.
- ◆ Enhance Organizational Development - Continue employee communications programs to address employee questions on agency matters.

Human Resources Department Organizational Chart





Major Budgetary Changes

- ◆ **Salaries and Wages** - Decrease of \$105,872 in Salaries and Wages due to the elimination of one FTE, additionally two FTE employees are scheduled to work only through January 31, 2013 offset by the increase of one Career Ladder Promotion, and an increase of \$28,241 due to the merit based salary increase.
- ◆ **Benefits** - Decrease of \$6,288 in Benefits due to the corresponding accrual impact of the elimination of one FTE before October 1st, along with the elimination of two other FTE positions by January 31, and the offset of \$1,856 due to the merit based salary increase.
- ◆ **Other Services** - Increase of \$80,809 in Other Services due to an increase in Consulting / Technical / Professional Fees totaling \$52,883, an increase in Supplies/ Non Capital Equipment / Telephone Expenses totaling \$7,184, an increase in Travel related expenses totaling \$10,648, an increase in Seminars / Media equaling \$10,508, less a decrease in Housing / Relocation totaling \$2,078.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|---------------------|---------------------|---------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 835,755 | \$ 870,840 | \$ 812,461 | \$ (58,379) | -6.7% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ 86 | \$ - | \$ - | \$ - | 0.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 52,255 | \$ 91,732 | \$ 68,945 | \$ (22,787) | -24.8% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 41,740 | \$ 44,427 | \$ 37,173 | \$ (7,254) | -16.3% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 66,809 | \$ 74,436 | \$ 57,897 | \$ (16,539) | -22.2% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ 1,360 | \$ 9,785 | \$ 8,871 | \$ (914) | -9.3% |
| TOTAL SALARIES & WAGES | \$ 998,006 | \$ 1,091,219 | \$ 985,347 | \$ (105,872) | -9.7% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 68,687 | \$ 77,203 | \$ 70,561 | \$ (6,643) | -8.6% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 2,818 | \$ 960 | \$ 3,393 | \$ 2,433 | 253.4% |
| 51 5021405 HOUSING | \$ 20,652 | \$ 6,000 | \$ 5,100 | \$ (900) | -15.0% |
| 51 5021406 RELOCATION REIMB. | \$ 19,295 | \$ 90,000 | \$ 88,822 | \$ (1,178) | -1.3% |
| 51 5021430 TUITION REIMBURSEMENT | \$ 29,823 | \$ 36,000 | \$ 36,000 | \$ - | 0.0% |
| TOTAL BENEFITS | \$ 141,274 | \$ 210,164 | \$ 203,876 | \$ (6,288) | -3.0% |
| OTHER EXPENSES | | | | | |
| 51 5030303 CONSULTATION FEES | \$ 319,131 | \$ 286,621 | \$ 343,900 | \$ 57,279 | 20.0% |
| 51 5030306 TECHNICAL SERVICES | \$ 24,430 | \$ 18,500 | \$ 6,244 | \$ (12,256) | -66.2% |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 703 | \$ 9,740 | \$ 16,900 | \$ 7,160 | 73.5% |
| 51 5030311 PERMITS AND FEES | \$ 2,000 | \$ - | \$ - | \$ - | 0.0% |
| 51 5030401 TEMPORARY HELP | \$ 12,941 | \$ 3,800 | \$ 3,804 | \$ 4 | 0.1% |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 29 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039909 OTHER SERVICES | \$ 3,285 | \$ 150 | \$ 152 | \$ 2 | 1.3% |
| 51 5049901 OFFICE SUPPLIES | \$ 14,465 | \$ 14,000 | \$ 16,504 | \$ 2,504 | 17.9% |
| 51 5049909 OTHER SUPPLIES | \$ 56 | \$ - | \$ 3,000 | \$ 3,000 | 100.0% |
| 51 5049915 NON CAPITAL EQUIPMENT | \$ 2,885 | \$ - | \$ 1,200 | \$ 1,200 | 100.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 480 | \$ 480 | \$ 960 | \$ 480 | 100.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 2,309 | \$ 3,700 | \$ 4,280 | \$ 580 | 15.7% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 14,797 | \$ 4,620 | \$ 12,400 | \$ 7,780 | 168.4% |
| 51 5090205 TRAVEL - PER DIEM | \$ 3,070 | \$ 1,875 | \$ 2,480 | \$ 605 | 32.3% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 2,315 | \$ 3,923 | \$ 13,244 | \$ 9,321 | 237.6% |
| 51 5090211 LODGING | \$ 2,710 | \$ 2,238 | \$ 4,500 | \$ 2,263 | 101.1% |
| 51 5090801 NEWSPAPER MEDIA | \$ 2,368 | \$ 2,999 | \$ 4,200 | \$ 1,201 | 40.0% |
| 51 5099901 POSTAGE | \$ 577 | \$ 144 | \$ - | \$ (144) | -100.0% |
| 51 5099905 COMPUTER SOFTWARE | \$ - | \$ 300 | \$ - | \$ (300) | -100.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 435 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099992 RECOGNITION PROGRAM | \$ 2,329 | \$ 2,700 | \$ 2,830 | \$ 130 | 4.8% |
| TOTAL OTHER EXPENSES | \$ 411,314 | \$ 355,789 | \$ 436,598 | \$ 80,809 | 22.7% |
| TOTAL EXPENSES | \$ 1,550,594 | \$ 1,657,172 | \$ 1,625,821 | \$ (31,351) | -1.9% |

Risk Management

Functions and Responsibilities

Risk Management's mission is to consult with other departments to minimize human and economic losses to the public, employees and Capital Metro and to identify hazardous conditions and reduce potential injuries, accidents and property damage. Risk Management also obtains cost-effective insurance coverage and processes all liability, subrogation and workers compensation claims. All accidents and injuries are investigated and recommendations made for preventive measures based on identified trends. This department also administers all aspects of the Family Medical Leave Act, Short-Term Disability, Long-Term Disability, and the Drug and Alcohol Program.

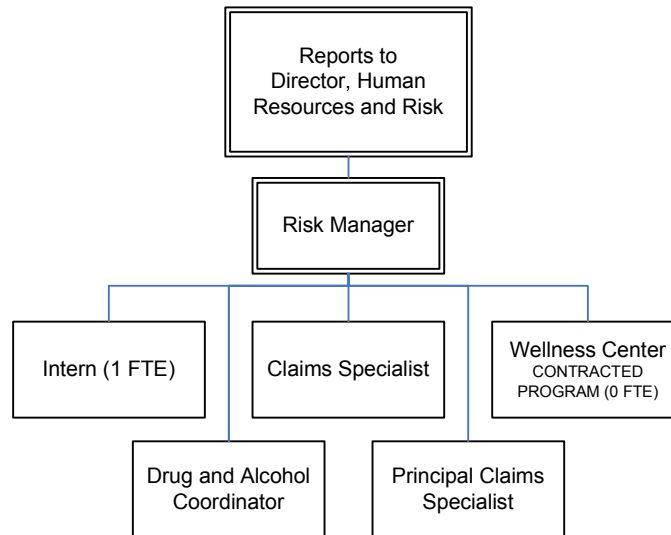
FY 2012 Accomplishments

- ◆ Improve Business Practices; Increase Accountability - Worked with Safety, Operations and the transportation contractors to identify, address and implement strategies to reduce vehicle and passenger accidents and their associated costs.
- ◆ Improve Business Practices; Increase Accountability - Improved efficiency and accuracy of reporting in all areas for which Risk Management is responsible; this includes Wellness, Accident and Injuries, FMLA and Drug and Alcohol.
- ◆ Provide a Great Customer Experience; Increase User Friendliness - Worked with City of Austin Health & Human Services and others to implement Tobacco Free zones at all bus stops on March 1, 2012.

FY 2013 Planned Initiatives

- ◆ Be a Regional Leader; Lead Public Transportation Planning and Innovation- Expand the Tobacco Free Workplace Policy effective January 1, 2013.
- ◆ Improve Business Practices; Increase Accountability -Develop framework for the Enterprise Risk Management Program.
- ◆ Improve Business Practices; Enhance Organizational Development- Work with all of our transportation contractors to ensure a smooth and seamless transition while maximizing safety and minimizing costs.

Risk Department Organizational Chart



Major Budgetary Changes

- ◆ **Salaries and Wages** - Decrease of \$47,258 in Salaries & Wages-Admin due to change in Capital Metro's labor structure. Increase of \$8,576 due to merit based salary increase.
- ◆ **Benefits** - Decrease of \$56,937 in Benefits due to corresponding change in Capital Metro's labor structure. Increase of \$100,680 in Premiums for Workers Compensation Losses-CMTA, due to combining Capital Metro and the new contractors' Worker's Compensation expense into one account. Decrease of \$155,680 in Premiums for Workers Compensation Losses-StarTran, due to change in Capital Metro's labor structure. Increase of \$637 due to merit based salary increase.
- ◆ **Other Expenses** - Decrease of \$74,460 in Medical Services due to change in Capital Metro's labor structure. Increase of \$130,474 in Property Insurance Premiums due to reate to include additional property. Increase of \$295,616 in Vehicle Liability Premiums due to reate based on exposure and ratings change. Increase of \$1,600,000 in Expense for Rail Liability Claims due to new account to cover exposure.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|---------------------|---------------------|---------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 271,004 | \$ 299,050 | \$ 262,288 | \$ (36,762) | -12.3% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ 347 | \$ - | \$ - | \$ - | |
| 51 5010304 INTERN PAY | \$ 16,513 | \$ - | \$ - | \$ - | 0.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 17,801 | \$ 22,439 | \$ 17,146 | \$ (5,293) | |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 13,849 | \$ 14,688 | \$ 11,536 | \$ (3,153) | |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 24,534 | \$ 25,189 | \$ 23,389 | \$ (1,799) | -7.1% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ 2,248 | \$ 3,109 | \$ 2,858 | \$ (251) | -8.1% |
| SALARIES & WAGES | \$ 346,295 | \$ 364,475 | \$ 317,217 | \$ (47,258) | -13.0% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 24,681 | \$ 26,617 | \$ 23,611 | \$ (3,006) | -11.3% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 1,209 | \$ 497 | \$ 1,566 | \$ 1,069 | 215.1% |
| 51 5020832 EXPENSE FOR W/C CLAIMS | \$ 16,283 | \$ 20,256 | \$ 20,256 | \$ - | 0.0% |
| 51 5020841 W/C CLAIMS HANDLING FEE | \$ 51 | \$ - | \$ - | \$ - | 0.0% |
| 51 5020842 W/C ADMIN FEES (2% OF CLAIMS) | \$ 36 | \$ 48 | \$ 48 | \$ - | 0.0% |
| 51 5020845 PREMIUMS FOR W/C LOSSES | \$ 3,169 | \$ 4,320 | \$ 105,000 | \$ 100,680 | 2330.6% |
| 55 5020832 EXPENSE FOR W/C CLAIMS | \$ 542,014 | \$ 681,300 | \$ 681,300 | \$ - | 0.0% |
| 55 5020841 W/C CLAIMS HANDLING FEE | \$ 1,856 | \$ - | \$ - | \$ - | 0.0% |
| 55 5020842 W/C ADMIN FEES (2% OF CLAIMS) | \$ 1,302 | \$ 1,560 | \$ 1,560 | \$ - | 0.0% |
| 55 5020845 PREMIUMS FOR W/C LOSSES | \$ 114,218 | \$ 155,680 | \$ - | \$ (155,680) | -100.0% |
| TOTAL BENEFITS | \$ 704,820 | \$ 890,278 | \$ 833,341 | \$ (56,937) | -6.4% |
| OTHER EXPENSES | | | | | |
| 51 5030305 MEDICAL SERVICES | \$ 113,460 | \$ 99,456 | \$ 24,996 | \$ (74,460) | -74.9% |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 62,228 | \$ 87,040 | \$ 78,331 | \$ (8,709) | -10.0% |
| 51 5039909 OTHER SERVICES | \$ 659 | \$ 850 | \$ 850 | \$ - | 0.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 2,486 | \$ 3,000 | \$ 3,000 | \$ - | 0.0% |
| 51 5049909 OTHER SUPPLIES | \$ 336 | \$ 600 | \$ 600 | \$ - | 0.0% |
| 51 5049930 TOBACCO FREE GRANT - RISK DPT ONLY | \$ 5,089 | \$ - | \$ - | \$ - | 0.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 916 | \$ 600 | \$ 600 | \$ - | 0.0% |
| 51 5060101 PROPERTY INSURANCE PREMIUMS | \$ 60,560 | \$ 80,000 | \$ 210,474 | \$ 130,474 | 163.1% |
| 51 5060201 PHYSICAL DAMAGE RECOVERIES | \$ (294,902) | \$ (199,992) | \$ (200,004) | \$ (12) | 0.0% |
| 51 5060210 PHYSICAL DAMAGE RECOVERY RAIL CLAIMS | \$ - | \$ - | \$ 1,600,000 | \$ 1,600,000 | 100.0% |
| 51 5060301 VEHICLE LIABILITY PREMIUMS | \$ 899,109 | \$ 942,388 | \$ 1,238,004 | \$ 295,616 | 31.4% |
| 51 5060302 AUTO LIABILITY LOSS | \$ 513,757 | \$ 600,000 | \$ 600,000 | \$ - | 0.0% |
| 51 5060801 PUBLIC OFFICIALS LIAB. PREMIUMS | \$ 50,066 | \$ 53,000 | \$ 50,823 | \$ (2,177) | -4.1% |
| 51 5060802 CRIME INSURANCE PREMIUM | \$ 7,200 | \$ 9,000 | \$ 9,000 | \$ - | 0.0% |
| 51 5060809 OTHER BUSINESS INSURANCE | \$ 89,473 | \$ 103,076 | \$ 90,200 | \$ (12,876) | -12.5% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 1,263 | \$ 1,190 | \$ 1,365 | \$ 175 | 14.7% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 44 | \$ (1) | \$ - | \$ 1 | -100.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ 320 | \$ (1) | \$ - | \$ 1 | -100.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 1,680 | \$ 2,536 | \$ 1,680 | \$ (856) | -33.8% |
| 51 5099901 POSTAGE | \$ 742 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 2,099 | \$ 2,000 | \$ 200 | \$ (1,800) | -90.0% |
| TOTAL OTHER EXPENSES | \$ 1,516,583 | \$ 1,784,743 | \$ 3,710,119 | \$ 1,925,376 | 107.9% |
| TOTAL EXPENSES | \$ 2,567,698 | \$ 3,039,496 | \$ 4,860,677 | \$ 1,821,181 | 59.9% |



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MetroAccess

Functions and Responsibilities

Due to the deadline in the Senate Bill 650 to implement the change in Capital Metro's labor structure no later than September 1, 2012, the Board approved on April 23, 2012 two contracts for fixed-route and paratransit services. Beginning August 19, 2012, McDonald Transit will assume responsibility for the fixed-route bus service currently provided by StarTran, Inc. MV Transportation will assume responsibility for the MetroAccess service currently provided by StarTran, Inc. This transition to private contractors providing the services formerly operated by StarTran, Inc., necessitates that StarTran, Inc., cease operations by September 1, 2012 to comply with Senate Bill 650. Therefore, the associated costs of fixed-route services and paratransit services formerly provided by StarTran, Inc., are being reallocated to the Paratransit Contract Operations Department (Cost Center 620) and the MetroAccess Administration Department (Cost Center 630) respectively as applicable.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|----------------------|---------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 11,864 | \$ - | \$ - | \$ - | 0.0% |
| 55 5010101 OPERATORS' SALARIES AND WAGES | \$ 4,688,285 | \$ 4,645,900 | \$ - | \$ (4,645,900) | -100.0% |
| 55 5010102 OPERATORS' SALARIES AND WAGES - SEDA | \$ 72,533 | \$ - | \$ - | \$ - | 0.0% |
| 55 5010103 OPERATORS' OVERTIME | \$ 901,195 | \$ 801,626 | \$ - | \$ (801,626) | -100.0% |
| 55 5010104 OPERATORS' OVERTIME - SEDAN OPERATOR | \$ 13,635 | \$ - | \$ - | \$ - | 0.0% |
| 55 5010201 SALARIES & WAGES - ADMIN. | \$ 645,714 | \$ 226,078 | \$ - | \$ (226,078) | -100.0% |
| 55 5010202 SALARIES & WAGES - BARGAINING | \$ 656,377 | \$ 170,989 | \$ - | \$ (170,989) | -100.0% |
| 55 5010203 OVERTIME - ADMINISTRATIVE | \$ 15,009 | \$ 2,272 | \$ - | \$ (2,272) | -100.0% |
| 55 5010204 OVERTIME - BARGAINING | \$ 192,618 | \$ 30,109 | \$ - | \$ (30,109) | -100.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 4,541 | \$ - | \$ - | \$ - | 0.0% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 647 | \$ - | \$ - | \$ - | 0.0% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 7,897 | \$ - | \$ - | \$ - | 0.0% |
| 55 5020901 SICK LEAVE-ADMIN | \$ 39,903 | \$ 15,241 | \$ - | \$ (15,241) | -100.0% |
| 55 5020902 SICK LEAVE-BARGAINING | \$ 275,173 | \$ 213,506 | \$ - | \$ (213,506) | -100.0% |
| 55 5021001 HOLIDAY LEAVE-ADMIN | \$ 31,735 | \$ 11,594 | \$ - | \$ (11,594) | -100.0% |
| 55 5021002 HOLIDAY LEAVE-BARGAINING | \$ 263,791 | \$ 226,999 | \$ - | \$ (226,999) | -100.0% |
| 55 5021101 VACATION LEAVE-ADMIN | \$ 49,108 | \$ 18,440 | \$ - | \$ (18,440) | -100.0% |
| 55 5021102 VACATION LEAVE-BARGAINING | \$ 354,058 | \$ 429,001 | \$ - | \$ (429,001) | -100.0% |
| 55 5021201 OTHER PAID LEAVE-ADMIN | \$ 2,918 | \$ 2,540 | \$ - | \$ (2,540) | -100.0% |
| 55 5021202 OTHER PAID LEAVE-BARGAINING | \$ 14,916 | \$ 17,287 | \$ - | \$ (17,287) | -100.0% |
| TOTAL SALARIES & WAGES | \$ 8,241,917 | \$ 6,811,582 | \$ - | \$ (6,811,582) | -100.0% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 1,007 | \$ - | \$ - | \$ - | 0.0% |
| 55 5020101 FICA-ADMIN | \$ 54,816 | \$ 20,320 | \$ - | \$ (20,320) | -100.0% |
| 55 5020102 FICA-BARGAINING | \$ 554,896 | \$ 390,247 | \$ - | \$ (390,247) | -100.0% |
| 55 5020202 PENSION - BARGAIN | \$ 339,837 | \$ 240,844 | \$ - | \$ (240,844) | -100.0% |
| 55 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 2,781 | \$ 1,102 | \$ - | \$ (1,102) | -100.0% |
| 55 5020702 STATE UNEMPLOYMENT-BARGAINING | \$ 38,752 | \$ 184 | \$ - | \$ (184) | -100.0% |
| 55 5020703 FEDERAL UNEMPLOYMENT- ADMIN | \$ 851 | \$ - | \$ - | \$ - | 0.0% |
| 55 5020704 FEDERAL UNEMPLOYMENT-BARGAINING | \$ 11,766 | \$ 10,824 | \$ - | \$ (10,824) | -100.0% |
| 55 5021301 UNIFORM ALLOWANCE-BARGAINING | \$ 58,729 | \$ 68,561 | \$ - | \$ (68,561) | -100.0% |
| 55 5021302 UNIFORM ALLOWANCE-ADMIN. | \$ - | \$ 2,625 | \$ - | \$ (2,625) | -100.0% |
| 55 5021425 INCENTIVE - BARGAINING | \$ 102,561 | \$ 129,094 | \$ - | \$ (129,094) | -100.0% |
| 55 5021426 INCENTIVE - BARGAINING/IUE | \$ 9,799 | \$ 2,772 | \$ - | \$ (2,772) | -100.0% |
| TOTAL BENEFITS | \$ 1,175,794 | \$ 866,572 | \$ - | \$ (866,572) | -100.0% |
| OTHER EXPENSES | | | | | |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 3,715 | \$ 55,612 | \$ - | \$ (55,612) | -100.0% |
| 51 5030311 PERMITS AND FEES | \$ 571 | \$ - | \$ - | \$ - | 0.0% |
| 51 5030401 TEMPORARY HELP | \$ 239,782 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 4 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039909 OTHER SERVICES | \$ 11,432 | \$ - | \$ - | \$ - | 0.0% |
| 51 5040121 GASOLINE | \$ (68) | \$ - | \$ - | \$ - | 0.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 18,094 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049907 EXPENDABLE TOOLS & EQUIPMENT | \$ - | \$ 3,288 | \$ - | \$ (3,288) | -100.0% |
| 51 5049909 OTHER SUPPLIES | \$ 2,226 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049979 UNPLANNED PROJECTS | \$ 376 | \$ - | \$ - | \$ - | 0.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 4,880 | \$ 6,674 | \$ - | \$ (6,674) | -100.0% |
| 51 5080106 DEMAND RESPONSE | \$ 2,315,631 | \$ - | \$ - | \$ - | 0.0% |
| 51 5080119 DEDICATED PARA TRANSPORTATION | \$ 869,287 | \$ - | \$ - | \$ - | 0.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 1,561 | \$ - | \$ - | \$ - | 0.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ 654 | \$ - | \$ - | \$ - | 0.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 1,144 | \$ - | \$ - | \$ - | 0.0% |
| 51 5090211 LODGING | \$ 826 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099901 POSTAGE | \$ 9,897 | \$ 6,000 | \$ - | \$ (6,000) | -100.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 3,372 | \$ 1,220 | \$ - | \$ (1,220) | -100.0% |
| 51 5099992 RECOGNITION PROGRAM | \$ 577 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 3,483,961 | \$ 72,794 | \$ - | \$ (72,794) | -100.0% |
| TOTAL EXPENSES | \$ 12,901,672 | \$ 7,750,948 | \$ - | \$ (7,750,948) | -100.0% |



Operations Training

Due to the deadline in the Senate Bill 650 to implement the change in Capital Metro's labor structure no later than September 1, 2012, the Board approved on April 23, 2012 two contracts for fixed-route and paratransit services. Beginning August 19, 2012, McDonald Transit will assume responsibility for the fixed-route bus service currently provided by StarTran, Inc. MV Transportation will assume responsibility for the MetroAccess service currently provided by StarTran, Inc. This transition to private contractors providing the services formerly operated by StarTran, Inc. necessitates that StarTran, Inc., cease operations by September 1, 2012 to comply with Senate Bill 650. Therefore, the associated costs of fixed-route services and paratransit services formerly provided by StarTran, Inc., are being reallocated to the Bus and Paratransit Operations Department (Cost Center 600), the Bus Contract Operations Department (Cost Center 610) and the Paratransit Contract Operations Department (Cost Center 620) respectively as applicable.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 55 5010201 SALARIES & WAGES - ADMIN. | \$ 281,637 | \$ 181,915 | \$ - | \$ (181,915) | -100.0% |
| 55 5010203 OVERTIME - ADMINISTRATIVE | \$ 569 | \$ - | \$ - | \$ - | 0.0% |
| 55 5010304 INTERN PAY | \$ 14,775 | \$ - | \$ - | \$ - | 0.0% |
| 55 5020901 SICK LEAVE-ADMIN | \$ 17,756 | \$ 16,082 | \$ - | \$ (16,082) | -100.0% |
| 55 5021001 HOLIDAY LEAVE-ADMIN | \$ 13,400 | \$ 13,207 | \$ - | \$ (13,207) | -100.0% |
| 55 5021101 VACATION LEAVE-ADMIN | \$ 28,355 | \$ 26,831 | \$ - | \$ (26,831) | -100.0% |
| 55 5021201 OTHER PAID LEAVE-ADMIN | \$ 1,196 | \$ 2,681 | \$ - | \$ (2,681) | -100.0% |
| 55 5021210 SEVERANCE PAY - ADMIN | \$ 60,815 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL SALARIES & WAGES | \$ 418,503 | \$ 240,715 | \$ - | \$ (240,715) | -100.0% |
| BENEFITS | | | | | |
| 55 5020101 FICA-ADMIN | \$ 27,696 | \$ 22,096 | \$ - | \$ (22,096) | -100.0% |
| 55 5020102 FICA-BARGAINING | \$ (9) | \$ - | \$ - | \$ - | 0.0% |
| 55 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 918 | \$ 335 | \$ - | \$ (335) | -100.0% |
| 55 5020703 FEDERAL UNEMPLOYMENT- ADMIN | \$ 280 | \$ 257 | \$ - | \$ (257) | -100.0% |
| 51 5021421 SAFETY AWARDS | \$ 1,206 | \$ - | \$ - | \$ - | 0.0% |
| 55 5021301 UNIFORM ALLOWANCE-BARGAINING | \$ 711 | \$ - | \$ - | \$ - | 0.0% |
| 55 5021302 UNIFORM ALLOWANCE-ADMIN. | \$ - | \$ 803 | \$ - | \$ (803) | -100.0% |
| 55 5021421 SAFETY AWARDS | \$ 60,850 | \$ 44,808 | \$ - | \$ (44,808) | -100.0% |
| TOTAL BENEFITS | \$ 91,652 | \$ 68,300 | \$ - | \$ (68,300) | -100.0% |
| OTHER EXPENSES | | | | | |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 45,346 | \$ 20,500 | \$ - | \$ (20,500) | -100.0% |
| 51 5030311 PERMITS AND FEES | \$ 5 | \$ - | \$ - | \$ - | 0.0% |
| 51 5030401 TEMPORARY HELP | \$ 33,552 | \$ 38,612 | \$ - | \$ (38,612) | -100.0% |
| 51 5030512 SOFTWARE MAINTENANCE CONTRACTS | \$ 6,750 | \$ 6,750 | \$ - | \$ (6,750) | -100.0% |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 3 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 4,158 | \$ 3,000 | \$ - | \$ (3,000) | -100.0% |
| 51 5049904 TRAINING MATERIALS | \$ 10,307 | \$ 15,228 | \$ - | \$ (15,228) | -100.0% |
| 51 5049909 OTHER SUPPLIES | \$ 442 | \$ - | \$ - | \$ - | 0.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 165 | \$ 180 | \$ - | \$ (180) | -100.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ - | \$ 500 | \$ - | \$ (500) | -100.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 4,251 | \$ 2,250 | \$ - | \$ (2,250) | -100.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ 4,601 | \$ 3,055 | \$ - | \$ (3,055) | -100.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 8,505 | \$ 2,000 | \$ - | \$ (2,000) | -100.0% |
| 51 5090211 LODGING | \$ 9,769 | \$ 7,250 | \$ - | \$ (7,250) | -100.0% |
| 51 5090215 TRAVEL - OTHER | \$ 104 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099901 POSTAGE | \$ 4 | \$ 200 | \$ - | \$ (200) | -100.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 24,246 | \$ 30,000 | \$ - | \$ (30,000) | -100.0% |
| TOTAL OTHER EXPENSES | \$ 152,208 | \$ 129,525 | \$ - | \$ (129,525) | -100.0% |
| TOTAL EXPENSES | \$ 662,363 | \$ 438,540 | \$ - | \$ (438,540) | -100.0% |



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Fixed Route Services

Due to the deadline in the Senate Bill 650 to implement the change in Capital Metro's labor structure no later than September 1, 2012, the Board approved on April 23, 2012 two contracts for fixed-route and paratransit services. Beginning August 19, 2012, McDonald Transit will assume responsibility for the fixed-route bus service currently provided by StarTran, Inc. MV Transportation will assume responsibility for the MetroAccess service currently provided by StarTran, Inc. This transition to private contractors providing the services formerly operated by StarTran, Inc. necessitates that StarTran, Inc., cease operations by September 1, 2012 to comply with Senate Bill 650. Therefore, the associated costs of fixed-route services and paratransit services formerly provided by StarTran, Inc., are being reallocated to the Bus and Paratransit Operations Department (Cost Center 600) and the Bus Contract Operations Department (Cost Center 610) respectively as applicable.



Capital Metropolitan Transportation Authority Approved FY2013
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| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 55 5010101 OPERATORS' SALARIES AND WAGES | \$ 15,963,109 | \$ 16,809,332 | \$ - | \$(16,809,332) | -100% |
| 55 5010103 OPERATORS' OVERTIME | \$ 3,346,073 | \$ 2,965,052 | \$ - | \$(2,965,052) | -100% |
| 55 5010201 SALARIES & WAGES - ADMIN. | \$ 1,468,015 | \$ 1,401,757 | \$ - | \$(1,401,757) | -100% |
| 55 5010202 SALARIES & WAGES - BARGAINING | \$ 933 | \$ - | \$ - | \$ - | 0% |
| 55 5010203 OVERTIME - ADMINISTRATIVE | \$ 220,051 | \$ 208,450 | \$ - | \$(208,450) | -100% |
| 55 5010204 OVERTIME - BARGAINING | \$ 1,535 | \$ - | \$ - | \$ - | 0% |
| 55 5020901 SICK LEAVE-ADMIN | \$ 98,774 | \$ 96,860 | \$ - | \$(96,860) | -100% |
| 55 5020902 SICK LEAVE-BARGAINING | \$ 975,017 | \$ 790,114 | \$ - | \$(790,114) | -100% |
| 55 5021001 HOLIDAY LEAVE-ADMIN | \$ 79,979 | \$ 73,801 | \$ - | \$(73,801) | -100% |
| 55 5021002 HOLIDAY LEAVE-BARGAINING | \$ 766,059 | \$ 872,915 | \$ - | \$(872,915) | -100% |
| 55 5021101 VACATION LEAVE-ADMIN | \$ 146,114 | \$ 123,576 | \$ - | \$(123,576) | -100% |
| 55 5021102 VACATION LEAVE-BARGAINING | \$ 1,354,865 | \$ 1,436,393 | \$ - | \$(1,436,393) | -100% |
| 55 5021201 OTHER PAID LEAVE-ADMIN | \$ 7,693 | \$ 16,143 | \$ - | \$(16,143) | -100% |
| 55 5021202 OTHER PAID LEAVE-BARGAINING | \$ 88,318 | \$ 70,164 | \$ - | \$(70,164) | -100% |
| TOTAL SALARIES & WAGES | \$ 24,516,534 | \$ 24,864,558 | \$ - | \$(24,864,558) | -100% |
| BENEFITS | | | | | |
| 51 5020102 FICA-BARGAINING | \$ (45) | \$ - | \$ - | \$ - | 0% |
| 55 5020101 FICA-ADMIN | \$ 142,671 | \$ 129,142 | \$ - | \$(129,142) | -100% |
| 55 5020102 FICA-BARGAINING | \$ 1,703,829 | \$ 1,350,799 | \$ - | \$(1,350,799) | -100% |
| 55 5020202 PENSION - BARGAIN | \$ 1,013,037 | \$ 840,467 | \$ - | \$(840,467) | -100% |
| 55 5020421 WELLNESS CENTER EXP | \$ 54 | \$ - | \$ - | \$ - | 0% |
| 55 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 6,132 | \$ 5,998 | \$ - | \$(5,998) | -100% |
| 55 5020702 STATE UNEMPLOYMENT-BARGAINING | \$ 89,166 | \$ 403,397 | \$ - | \$(403,397) | -100% |
| 55 5020703 FEDERAL UNEMPLOYMENT- ADMIN | \$ 1,888 | \$ 1,824 | \$ - | \$(1,824) | -100% |
| 55 5020704 FEDERAL UNEMPLOYMENT-BARGAINING | \$ 27,118 | \$ 158,195 | \$ - | \$(158,195) | -100% |
| 55 5021301 UNIFORM ALLOWANCE-BARGAINING | \$ 197,264 | \$ 213,939 | \$ - | \$(213,939) | -100% |
| 55 5021302 UNIFORM ALLOWANCE-ADMIN. | \$ 53 | \$ 16,748 | \$ - | \$(16,748) | -100% |
| 55 5021425 INCENTIVE - BARGAINING | \$ 435,941 | \$ 504,689 | \$ - | \$(504,689) | -100% |
| TOTAL BENEFITS | \$ 3,617,109 | \$ 3,625,197 | \$ - | \$(3,625,197) | -100% |
| OTHER EXPENSES | | | | | |
| 51 5030307 OTHER SERVICES - CTECC | \$ 496,773 | \$ 530,000 | \$ - | \$(530,000) | -100% |
| 51 5030311 PERMITS AND FEES | \$ 189 | \$ - | \$ - | \$ - | 0% |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 21 | \$ - | \$ - | \$ - | 0% |
| 51 5039923 SHOP TOWEL SERVICE | \$ 112 | \$ - | \$ - | \$ - | 0% |
| 51 5049901 OFFICE SUPPLIES | \$ 12,998 | \$ 14,400 | \$ - | \$(14,400) | -100% |
| 51 5049909 OTHER SUPPLIES | \$ 464 | \$ - | \$ - | \$ - | 0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 2,869 | \$ 1,740 | \$ - | \$(1,740) | -100% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 5 | \$ - | \$ - | \$ - | 0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 648 | \$ 225 | \$ - | \$(225) | -100% |
| 51 5090205 TRAVEL - PER DIEM | \$ 562 | \$ 163 | \$ - | \$(163) | -100% |
| 51 5090206 TOLL ROAD CHARGES | \$ 1 | \$ - | \$ - | \$ - | 0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 650 | \$ 300 | \$ - | \$(300) | -100% |
| 51 5090211 LODGING | \$ 1,511 | \$ 488 | \$ - | \$(488) | -100% |
| 51 5099901 POSTAGE | \$ 1,236 | \$ 1,055 | \$ - | \$(1,055) | -100% |
| 51 5099908 COMPUTER HARDWARE | \$ 953 | \$ - | \$ - | \$ - | 0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 21,855 | \$ 16,100 | \$ - | \$(16,100) | -100% |
| 55 5030401 TEMPORARY HELP | \$ - | \$ 35,000 | \$ - | \$(35,000) | -100% |
| TOTAL OTHER EXPENSES | \$ 540,846 | \$ 599,470 | \$ - | \$(599,470) | -100% |
| TOTAL EXPENSES | \$ 28,674,490 | \$ 29,089,225 | \$ - | \$(29,089,225) | -100% |



Running Repair

Due to the deadline in the Senate Bill 650 to implement the change in Capital Metro's labor structure no later than September 1, 2012, the Board approved on April 23, 2012 two contracts for fixed-route and paratransit services. Beginning August 19, 2012, McDonald Transit will assume responsibility for the fixed-route bus service currently provided by StarTran, Inc. MV Transportation will assume responsibility for the MetroAccess service currently provided by StarTran, Inc. This transition to private contractors providing the services formerly operated by StarTran, Inc. necessitates that StarTran, Inc., cease operations by September 1, 2012 to comply with Senate Bill 650. Therefore, the associated costs of fixed-route services and paratransit services formerly provided by StarTran, Inc., are being reallocated to the Bus and Paratransit Operations Department (Cost Center 600), the Bus Contract Operations Department (Cost Center 610) and the Paratransit Contract Operations Department (Cost Center 620) respectively as applicable.



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| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|----------------------|----------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 55 5010101 OPERATORS' SALARIES AND WAGES | \$ 3,425 | \$ - | \$ - | \$ - | 0.0% |
| 55 5010201 SALARIES & WAGES - ADMIN. | \$ 670,399 | \$ 900,240 | \$ - | \$ (900,240) | -100.0% |
| 55 5010202 SALARIES & WAGES - BARGAINING | \$ 5,059,433 | \$ 5,621,127 | \$ - | \$ (5,621,127) | -100.0% |
| 55 5010203 OVERTIME - ADMINISTRATIVE | \$ 96,861 | \$ 108,560 | \$ - | \$ (108,560) | -100.0% |
| 55 5010204 OVERTIME - BARGAINING | \$ 972,756 | \$ 668,269 | \$ - | \$ (668,269) | -100.0% |
| 55 5020901 SICK LEAVE-ADMIN | \$ 47,020 | \$ 61,364 | \$ - | \$ (61,364) | -100.0% |
| 55 5020902 SICK LEAVE-BARGAINING | \$ 327,008 | \$ 302,286 | \$ - | \$ (302,286) | -100.0% |
| 55 5021001 HOLIDAY LEAVE-ADMIN | \$ 31,971 | \$ 46,681 | \$ - | \$ (46,681) | -100.0% |
| 55 5021002 HOLIDAY LEAVE-BARGAINING | \$ 232,405 | \$ 251,905 | \$ - | \$ (251,905) | -100.0% |
| 55 5021101 VACATION LEAVE-ADMIN | \$ 61,188 | \$ 79,498 | \$ - | \$ (79,498) | -100.0% |
| 55 5021102 VACATION LEAVE-BARGAINING | \$ 385,736 | \$ 389,778 | \$ - | \$ (389,778) | -100.0% |
| 55 5021201 OTHER PAID LEAVE-ADMIN | \$ 4,141 | \$ 10,227 | \$ - | \$ (10,227) | -100.0% |
| 55 5021202 OTHER PAID LEAVE-BARGAINING | \$ 37,660 | \$ 29,530 | \$ - | \$ (29,530) | -100.0% |
| TOTAL SALARIES & WAGES | \$ 7,930,003 | \$ 8,469,467 | \$ - | \$ (8,469,467) | -100.0% |
| BENEFITS | | | | | |
| 55 5020101 FICA-ADMIN | \$ 62,402 | \$ 81,811 | \$ - | \$ (81,811) | -100.0% |
| 55 5020102 FICA-BARGAINING | \$ 533,219 | \$ 440,615 | \$ - | \$ (440,615) | -100.0% |
| 55 5020202 PENSION - BARGAIN | \$ 262,592 | \$ 212,725 | \$ - | \$ (212,725) | -100.0% |
| 55 5020412 DENTAL PLAN EMPLOYEE CONTRIBUTION-BA | \$ (2) | \$ - | \$ - | \$ - | 0.0% |
| 55 5020502 LIFE INSURANCE-BARGAINING | \$ (22) | \$ - | \$ - | \$ - | 0.0% |
| 55 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 2,203 | \$ 3,121 | \$ - | \$ (3,121) | -100.0% |
| 55 5020702 STATE UNEMPLOYMENT-BARGAINING | \$ 21,900 | \$ 22,766 | \$ - | \$ (22,766) | -100.0% |
| 55 5020703 FEDERAL UNEMPLOYMENT- ADMIN | \$ 672 | \$ 952 | \$ - | \$ (952) | -100.0% |
| 55 5020704 FEDERAL UNEMPLOYMENT-BARGAINING | \$ 6,601 | \$ 6,944 | \$ - | \$ (6,944) | -100.0% |
| 51 5021302 UNIFORM ALLOWANCE-ADMIN. | \$ 72 | \$ - | \$ - | \$ - | 0.0% |
| 55 5021301 UNIFORM ALLOWANCE-BARGAINING | \$ 33,060 | \$ 31,007 | \$ - | \$ (31,007) | -100.0% |
| 55 5021302 UNIFORM ALLOWANCE-ADMIN. | \$ 6,421 | \$ 8,235 | \$ - | \$ (8,235) | -100.0% |
| 55 5021304 BOOT ALLOWANCE-ADMIN | \$ 945 | \$ 1,620 | \$ - | \$ (1,620) | -100.0% |
| 55 5021305 BOOT ALLOWANCE-BARGAINING | \$ 14,286 | \$ 16,065 | \$ - | \$ (16,065) | -100.0% |
| 55 5021401 TOOL ALLOWANCE-BARGAINING | \$ 43,800 | \$ 51,170 | \$ - | \$ (51,170) | -100.0% |
| 55 5021425 INCENTIVE - BARGAINING | \$ 162,737 | \$ 218,699 | \$ - | \$ (218,699) | -100.0% |
| TOTAL BENEFITS | \$ 1,150,888 | \$ 1,095,730 | \$ - | \$ (1,095,730) | -100.0% |
| OTHER EXPENSES | | | | | |
| 51 5030401 TEMPORARY HELP | \$ 50,995 | \$ - | \$ - | \$ - | 0.0% |
| 51 5030509 REPAIR & MAINTENANCE-OTHER | \$ 3,871 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039903 VEHICLE TOWING | \$ 29,194 | \$ 34,271 | \$ - | \$ (34,271) | -100.0% |
| 51 5039909 OTHER SERVICES | \$ 173,705 | \$ 807,041 | \$ - | \$ (807,041) | -100.0% |
| 51 5039923 SHOP TOWEL SERVICE | \$ 29,703 | \$ 26,189 | \$ - | \$ (26,189) | -100.0% |
| 51 5040109 OTHER FLUIDS | \$ 1,760 | \$ - | \$ - | \$ - | 0.0% |
| 51 5040146 FUEL-FIXED ROUTE LOCAL SERVICES | \$ 5 | \$ - | \$ - | \$ - | 0.0% |
| 51 5040201 TIRES AND TUBES | \$ 844,597 | \$ 952,847 | \$ - | \$ (952,847) | -100.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 2,445 | \$ 3,226 | \$ - | \$ (3,226) | -100.0% |
| 51 5049907 EXPENDABLE TOOLS & EQUIPMENT | \$ 418 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049909 OTHER SUPPLIES | \$ 338,025 | \$ 353,544 | \$ - | \$ (353,544) | -100.0% |
| 51 5049917 PAINT SUPPLIES | \$ 260 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049920 MAINTENANCE MATERIALS | \$ 5,018,338 | \$ 6,130,198 | \$ - | \$ (6,130,198) | -100.0% |
| 51 5049970 CORE EXPENSES | \$ 469,331 | \$ 509,000 | \$ - | \$ (509,000) | -100.0% |
| 51 5049974 CORE DEPOSIT CREDIT | \$ (369,518) | \$ (459,000) | \$ - | \$ 459,000 | -100.0% |
| 51 5049975 FREIGHT CHARGE-INVENTORY PARTS | \$ (2,584) | \$ - | \$ - | \$ - | 0.0% |
| 51 5049985 WARRANTY CREDIT | \$ (109,276) | \$ (32,928) | \$ - | \$ 32,928 | -100.0% |
| 51 5050202 WATER AND SEWER | \$ (677) | \$ - | \$ - | \$ - | 0.0% |
| 51 5070401 INSPECTION CERTIFICATES | \$ 9,245 | \$ 7,561 | \$ - | \$ (7,561) | -100.0% |
| 51 5079901 BATTERY SURCHARGE | \$ 3,816 | \$ 3,763 | \$ - | \$ (3,763) | -100.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 884 | \$ - | \$ - | \$ - | 0.0% |
| 51 5090206 TOLL ROAD CHARGES | \$ 16 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099904 TOOLS AND EQUIPMENT | \$ 51,273 | \$ 30,000 | \$ - | \$ (30,000) | -100.0% |
| 51 5099907 SAFETY EQUIPMENT | \$ 45,815 | \$ 45,365 | \$ - | \$ (45,365) | -100.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 2,889 | \$ 1,080 | \$ - | \$ (1,080) | -100.0% |
| 51 5100300 CAPITALIZATION OF SALARY AND WAGES | \$ (249,047) | \$ - | \$ - | \$ - | 0.0% |
| 55 5050202 WATER AND SEWER | \$ 677 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 6,346,160 | \$ 8,412,157 | \$ - | \$ (8,412,157) | -100.0% |
| TOTAL EXPENSES | \$ 15,427,050 | \$ 17,977,354 | \$ - | \$ (17,977,354) | -100.0% |



Service Island

Due to the deadline in the Senate Bill 650 to implement the change in Capital Metro's labor structure no later than September 1, 2012, the Board approved on April 23, 2012 two contracts for fixed-route and paratransit services. Beginning August 19, 2012, McDonald Transit will assume responsibility for the fixed-route bus service currently provided by StarTran, Inc. MV Transportation will assume responsibility for the MetroAccess service currently provided by StarTran, Inc. This transition to private contractors providing the services formerly operated by StarTran, Inc. necessitates that StarTran, Inc., cease operations by September 1, 2012 to comply with Senate Bill 650. Therefore, the associated costs of fixed-route services and paratransit services formerly provided by StarTran, Inc., are being reallocated to the Bus Contract Operations Department (Cost Center 610) and the Paratransit Contract Operations Department (Cost Center 620) respectively as applicable.



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| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|--|----------------------|----------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 55 5010201 SALARIES & WAGES - ADMIN. | \$ 155,904 | \$ 117,101 | \$ - | \$ (117,101) | -100.0% |
| 55 5010202 SALARIES & WAGES - BARGAINING | \$ 1,139,720 | \$ 1,173,254 | \$ - | \$ (1,173,254) | -100.0% |
| 55 5010203 OVERTIME - ADMINISTRATIVE | \$ 25,064 | \$ 8,487 | \$ - | \$ (8,487) | -100.0% |
| 55 5010204 OVERTIME - BARGAINING | \$ 140,488 | \$ 138,418 | \$ - | \$ (138,418) | -100.0% |
| 55 5020901 SICK LEAVE-ADMIN | \$ (4,126) | \$ 7,894 | \$ - | \$ (7,894) | -100.0% |
| 55 5020902 SICK LEAVE-BARGAINING | \$ 51,821 | \$ 76,055 | \$ - | \$ (76,055) | -100.0% |
| 55 5021001 HOLIDAY LEAVE-ADMIN | \$ 9,278 | \$ 6,005 | \$ - | \$ (6,005) | -100.0% |
| 55 5021002 HOLIDAY LEAVE-BARGAINING | \$ 50,678 | \$ 50,686 | \$ - | \$ (50,686) | -100.0% |
| 55 5021101 VACATION LEAVE-ADMIN | \$ 13,393 | \$ 10,184 | \$ - | \$ (10,184) | -100.0% |
| 55 5021102 VACATION LEAVE-BARGAINING | \$ 63,842 | \$ 150,800 | \$ - | \$ (150,800) | -100.0% |
| 55 5021201 OTHER PAID LEAVE-ADMIN | \$ 7,287 | \$ 1,316 | \$ - | \$ (1,316) | -100.0% |
| 55 5021202 OTHER PAID LEAVE-BARGAINING | \$ 4,932 | \$ 12,676 | \$ - | \$ (12,676) | -100.0% |
| TOTAL SALARIES & WAGES | \$ 1,658,282 | \$ 1,752,875 | \$ - | \$ (1,752,875) | -100.0% |
| BENEFITS | | | | | |
| 55 5020101 FICA-ADMIN | \$ 15,430 | \$ 10,525 | \$ - | \$ (10,525) | -100.0% |
| 55 5020202 PENSION - BARGAIN | \$ 77,194 | \$ 69,192 | \$ - | \$ (69,192) | -100.0% |
| 55 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 551 | \$ 367 | \$ - | \$ (367) | -100.0% |
| 55 5020702 STATE UNEMPLOYMENT-BARGAINING | \$ 6,958 | \$ 6,793 | \$ - | \$ (6,793) | -100.0% |
| 55 5020703 FEDERAL UNEMPLOYMENT- ADMIN | \$ 168 | \$ 56 | \$ - | \$ (56) | -100.0% |
| 55 5020704 FEDERAL UNEMPLOYMENT-BARGAINING | \$ 2,117 | \$ 2,072 | \$ - | \$ (2,072) | -100.0% |
| 51 5021301 UNIFORM ALLOWANCE-BARGAINING | \$ 236 | \$ - | \$ - | \$ - | 0.0% |
| 51 5021308 OTHER CLOTHING ALLOWANCE-BARGAINING | \$ 1,916 | \$ - | \$ - | \$ - | 0.0% |
| 55 5021301 UNIFORM ALLOWANCE-BARGAINING | \$ 13,308 | \$ 13,733 | \$ - | \$ (13,733) | -100.0% |
| 55 5021302 UNIFORM ALLOWANCE-ADMIN. | \$ 1,185 | \$ 926 | \$ - | \$ (926) | -100.0% |
| 55 5021304 BOOT ALLOWANCE-ADMIN | \$ - | \$ 405 | \$ - | \$ (405) | -100.0% |
| 55 5021305 BOOT ALLOWANCE-BARGAINING | \$ 3,574 | \$ 5,130 | \$ - | \$ (5,130) | -100.0% |
| 55 5021308 OTHER CLOTHING ALLOWANCE-BARGAINING | \$ 3,722 | \$ 4,180 | \$ - | \$ (4,180) | -100.0% |
| 55 5021425 INCENTIVE - BARGAINING | \$ 32,766 | \$ 49,435 | \$ - | \$ (49,435) | -100.0% |
| TOTAL BENEFITS | \$ 269,126 | \$ 265,196 | \$ - | \$ (265,196) | -100.0% |
| OTHER EXPENSES | | | | | |
| 51 5030401 TEMPORARY HELP | \$ 9,108 | \$ - | \$ - | \$ - | 0.0% |
| 51 5030509 REPAIR & MAINTENANCE-OTHER | \$ 296,817 | \$ 402,523 | \$ - | \$ (402,523) | -100.0% |
| 51 5039909 OTHER SERVICES | \$ 2,890 | \$ 3,450 | \$ - | \$ (3,450) | -100.0% |
| 51 5040104 TRANSMISSION FLUID | \$ 69,675 | \$ 98,389 | \$ - | \$ (98,389) | -100.0% |
| 51 5040105 COOLANT | \$ 66,681 | \$ 109,711 | \$ - | \$ (109,711) | -100.0% |
| 51 5040109 OTHER FLUIDS | \$ - | \$ 6,333 | \$ - | \$ (6,333) | -100.0% |
| 51 5040111 DIESEL | \$ 9,190,527 | \$ 11,577,959 | \$ - | \$ (11,577,959) | -100.0% |
| 51 5040121 GASOLINE | \$ 522,930 | \$ 561,186 | \$ - | \$ (561,186) | -100.0% |
| 51 5040131 OIL | \$ 192,136 | \$ 253,023 | \$ - | \$ (253,023) | -100.0% |
| 51 5040145 FUEL-CONTRACTED FIXED ROUTE UT | \$ 2,057,717 | \$ 1,932,958 | \$ - | \$ (1,932,958) | -100.0% |
| 51 5040146 FUEL-FIXED ROUTE LOCAL SERVICES | \$ 2,317,692 | \$ 2,742,572 | \$ - | \$ (2,742,572) | -100.0% |
| 51 5040150 FUEL RISK MANAGEMENT | \$ 82,864 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 475 | \$ 396 | \$ - | \$ (396) | -100.0% |
| 51 5049906 CLEANING SUPPLIES | \$ 101,213 | \$ 98,254 | \$ - | \$ (98,254) | -100.0% |
| 51 5049907 EXPENDABLE TOOLS & EQUIPMENT | \$ - | \$ 22,009 | \$ - | \$ (22,009) | -100.0% |
| 51 5049909 OTHER SUPPLIES | \$ 65,965 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049920 MAINTENANCE MATERIALS | \$ (673) | \$ - | \$ - | \$ - | 0.0% |
| 51 5049974 CORE DEPOSIT CREDIT | \$ (1,050) | \$ - | \$ - | \$ - | 0.0% |
| 51 5070501 DIESEL FUEL TAX | \$ 929,776 | \$ 952,595 | \$ - | \$ (952,595) | -100.0% |
| 51 5070502 GASOLINE FUEL TAX | \$ 39,988 | \$ 32,068 | \$ - | \$ (32,068) | -100.0% |
| 51 5070503 FUEL SURCHARGE | \$ 6,469 | \$ 22,165 | \$ - | \$ (22,165) | -100.0% |
| 51 5099907 SAFETY EQUIPMENT | \$ 9,478 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 1,416 | \$ 120 | \$ - | \$ (120) | -100.0% |
| TOTAL OTHER EXPENSES | \$ 15,962,164 | \$ 18,815,711 | \$ - | \$ (18,815,711) | -100.0% |
| TOTAL EXPENSES | \$ 17,889,572 | \$ 20,833,782 | \$ - | \$ (20,833,782) | -100.0% |



Vehicle Maintenance - Administration

Due to the deadline in the Senate Bill 650 to implement the change in Capital Metro's labor structure no later than September 1, 2012, the Board approved on April 23, 2012 two contracts for fixed-route and paratransit services. Beginning August 19, 2012, McDonald Transit will assume responsibility for the fixed-route bus service currently provided by StarTran, Inc. MV Transportation will assume responsibility for the MetroAccess service currently provided by StarTran, Inc. This transition to private contractors providing the services formerly operated by StarTran, Inc. necessitates that StarTran, Inc., cease operations by September 1, 2012 to comply with Senate Bill 650. Therefore, the associated costs of fixed-route services and paratransit services formerly provided by StarTran, Inc., are being reallocated to the Bus Contract Operations Department (Cost Center 610) and the Paratransit Contract Operations Department (Cost Center 620) respectively as applicable.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|---------------------|---------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 55 5010201 SALARIES & WAGES - ADMIN. | 663,783 | 440,150 | - | (440,150) | -100.0% |
| 55 5010203 OVERTIME - ADMINISTRATIVE | 1,673 | 559 | - | (559) | -100.0% |
| 55 5020901 SICK LEAVE-ADMIN | 39,462 | 34,486 | - | (34,486) | -100.0% |
| 55 5021001 HOLIDAY LEAVE-ADMIN | 31,194 | 24,200 | - | (24,200) | -100.0% |
| 55 5021101 VACATION LEAVE-ADMIN | 48,939 | 42,291 | - | (42,291) | -100.0% |
| 55 5021201 OTHER PAID LEAVE-ADMIN | 238 | 6,243 | - | (6,243) | -100.0% |
| TOTAL SALARIES & WAGES | \$ 785,289 | \$ 547,929 | \$ - | (237,360) | -43.3% |
| BENEFITS | | | | | |
| 55 5020101 FICA-ADMIN | 55,251 | 41,232 | - | (41,232) | -100.0% |
| 55 5020701 STATE UNEMPLOYMENT-ADMIN | 2,194 | 2,020 | - | (2,020) | -100.0% |
| 55 5020703 FEDERAL UNEMPLOYMENT- ADMIN | 616 | 616 | - | (616) | -100.0% |
| 55 5021304 BOOT ALLOWANCE-ADMIN | 945 | 1,215 | - | (1,215) | -100.0% |
| TOTAL BENEFITS | \$ 59,005 | \$ 45,083 | \$ - | (45,083) | -100.0% |
| OTHER EXPENSES | | | | | |
| 51 5030306 TECHNICAL SERVICES | 524 | - | - | - | 0.0% |
| 51 5030309 OTHER PROFESSIONAL FEES | 88,890 | 111,990 | - | (111,990) | -100.0% |
| 51 5030311 PERMITS AND FEES | 392 | - | - | - | 0.0% |
| 51 5030401 TEMPORARY HELP | 19,030 | 18,000 | - | (18,000) | -100.0% |
| 51 5030507 MAINTENANCE-RADIOS | 434,821 | 459,812 | - | (459,812) | -100.0% |
| 51 5030509 REPAIR & MAINTENANCE-OTHER | 3,476 | - | - | - | 0.0% |
| 51 5039909 OTHER SERVICES | 9,754 | 900 | - | (900) | -100.0% |
| 51 5049901 OFFICE SUPPLIES | 9,153 | 8,885 | - | (8,885) | -100.0% |
| 51 5049904 TRAINING MATERIALS | 852 | 885 | - | (885) | -100.0% |
| 51 5049907 EXPENDABLE TOOLS & EQUIPMENT | 85 | - | - | - | 0.0% |
| 51 5049909 OTHER SUPPLIES | 549 | 5,050 | - | (5,050) | -100.0% |
| 51 5049920 MAINTENANCE MATERIALS | 79 | - | - | - | 0.0% |
| 51 5050204 TELEPHONE-LOCAL | 3,107 | 3,185 | - | (3,185) | -100.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | 1,071 | 1,056 | - | (1,056) | -100.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | 2,534 | 17,403 | - | (17,403) | -100.0% |
| 51 5090205 TRAVEL - PER DIEM | 2,027 | 20,741 | - | (20,741) | -100.0% |
| 51 5090206 TOLL ROAD CHARGES | 47 | - | - | - | 0.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | 2,726 | 1,923 | - | (1,923) | -100.0% |
| 51 5090211 LODGING | 2,364 | 25,530 | - | (25,530) | -100.0% |
| 51 5090215 TRAVEL - OTHER | 659 | 8,200 | - | (8,200) | -100.0% |
| 51 5099901 POSTAGE | 575 | - | - | - | 0.0% |
| 51 5099907 SAFETY EQUIPMENT | 1,019 | - | - | - | 0.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | 7,746 | 180 | - | (180) | -100.0% |
| 51 5100300 CAPITALIZATION OF SALARY AND WAGES | (1,587) | - | - | - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 589,893 | \$ 683,738 | \$ - | (683,738) | -100.0% |
| TOTAL EXPENSES | \$ 1,434,187 | \$ 1,276,749 | \$ - | (1,276,749) | -100.0% |



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Stores

Due to the deadline in the Senate Bill 650 to implement the change in Capital Metro's labor structure no later than September 1, 2012, the Board approved on April 23, 2012 two contracts for fixed-route and paratransit services. Beginning August 19, 2012, McDonald Transit will assume responsibility for the fixed-route bus service currently provided by StarTran, Inc. MV Transportation will assume responsibility for the MetroAccess service currently provided by StarTran, Inc. This transition to private contractors providing the services formerly operated by StarTran, Inc. necessitates that StarTran, Inc., cease operations by September 1, 2012 to comply with Senate Bill 650. Therefore, the associated costs of fixed-route services and paratransit services formerly provided by StarTran, Inc., are being reallocated to the Bus and Paratransit Operations Department (Cost Center 600), the Bus Contract Operations Department (Cost Center 610) and the Paratransit Contract Operations Department (Cost Center 620) respectively as applicable.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|--|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 55 5010201 SALARIES & WAGES - ADMIN. | \$ 118,826 | \$ 115,036 | \$ - | \$ (115,036) | -100.0% |
| 55 5010202 SALARIES & WAGES - BARGAINING | \$ 319,634 | \$ 319,537 | \$ - | \$ (319,537) | -100.0% |
| 55 5010204 OVERTIME - BARGAINING | \$ 23,265 | \$ 38,518 | \$ - | \$ (38,518) | -100.0% |
| 55 5020901 SICK LEAVE-ADMIN | \$ 6,740 | \$ 7,755 | \$ - | \$ (7,755) | -100.0% |
| 55 5020902 SICK LEAVE-BARGAINING | \$ 17,734 | \$ 17,222 | \$ - | \$ (17,222) | -100.0% |
| 55 5021001 HOLIDAY LEAVE-ADMIN | \$ 5,953 | \$ 5,899 | \$ - | \$ (5,899) | -100.0% |
| 55 5021002 HOLIDAY LEAVE-BARGAINING | \$ 15,097 | \$ 14,352 | \$ - | \$ (14,352) | -100.0% |
| 55 5021101 VACATION LEAVE-ADMIN | \$ 14,957 | \$ 14,864 | \$ - | \$ (14,864) | -100.0% |
| 55 5021102 VACATION LEAVE-BARGAINING | \$ 23,102 | \$ 26,099 | \$ - | \$ (26,099) | -100.0% |
| 55 5021201 OTHER PAID LEAVE-ADMIN | \$ 598 | \$ 1,293 | \$ - | \$ (1,293) | -100.0% |
| 55 5021202 OTHER PAID LEAVE-BARGAINING | \$ 879 | \$ 1,682 | \$ - | \$ (1,682) | -100.0% |
| TOTAL SALARIES & WAGES | \$ 546,785 | \$ 562,258 | \$ - | \$ (562,258) | -100.0% |
| BENEFITS | | | | | |
| 55 5020101 FICA-ADMIN | \$ 9,976 | \$ 10,339 | \$ - | \$ (10,339) | -100.0% |
| 55 5020102 FICA-BARGAINING | \$ 30,421 | \$ 26,800 | \$ - | \$ (26,800) | -100.0% |
| 55 5020202 PENSION - BARGAIN | \$ 25,076 | \$ 19,309 | \$ - | \$ (19,309) | -100.0% |
| 55 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 367 | \$ 367 | \$ - | \$ (367) | -100.0% |
| 55 5020702 STATE UNEMPLOYMENT-BARGAINING | \$ 1,836 | \$ 1,836 | \$ - | \$ (1,836) | -100.0% |
| 55 5020703 FEDERAL UNEMPLOYMENT- ADMIN | \$ 112 | \$ 112 | \$ - | \$ (112) | -100.0% |
| 55 5020704 FEDERAL UNEMPLOYMENT-BARGAINING | \$ 560 | \$ 560 | \$ - | \$ (560) | -100.0% |
| 55 5021301 UNIFORM ALLOWANCE-BARGAINING | \$ 2,395 | \$ 2,415 | \$ - | \$ (2,415) | -100.0% |
| 55 5021302 UNIFORM ALLOWANCE-ADMIN. | \$ 9 | \$ - | \$ - | \$ - | 0.0% |
| 55 5021304 BOOT ALLOWANCE-ADMIN | \$ - | \$ 270 | \$ - | \$ (270) | -100.0% |
| 55 5021305 BOOT ALLOWANCE-BARGAINING | \$ 1,167 | \$ 1,350 | \$ - | \$ (1,350) | -100.0% |
| 55 5021425 INCENTIVE - BARGAINING | \$ 11,282 | \$ 14,847 | \$ - | \$ (14,847) | -100.0% |
| TOTAL BENEFITS | \$ 83,200 | \$ 78,206 | \$ - | \$ (78,206) | -100.0% |
| OTHER EXPENSES | | | | | |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 7,955 | \$ 6,026 | \$ - | \$ (6,026) | -100.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 629 | \$ 646 | \$ - | \$ (646) | -100.0% |
| 51 5049909 OTHER SUPPLIES | \$ 58 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049920 MAINTENANCE MATERIALS | \$ 1,508 | \$ 1,646 | \$ - | \$ (1,646) | -100.0% |
| 51 5049974 CORE DEPOSIT CREDIT | \$ 27 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049975 FREIGHT CHARGE-INVENTORY PARTS | \$ 90,493 | \$ 76,001 | \$ - | \$ (76,001) | -100.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ - | \$ 120 | \$ - | \$ (120) | -100.0% |
| TOTAL OTHER EXPENSES | \$ 100,670 | \$ 84,438 | \$ - | \$ (84,438) | -100.0% |
| TOTAL EXPENSES | \$ 730,655 | \$ 724,902 | \$ - | \$ (724,902) | -100.0% |



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Public Facilities

Functions and Responsibilities

The Public Facilities Department is responsible for maintaining public facilities, consisting of all bus stops, park and rides, transit centers, and rail stations. The primary functions include the cleaning of bus stops and transit centers, servicing litter containers, coordinating the installation and removal of amenities, supporting special events, and performing service change support tasks including the installation and removal of signage.

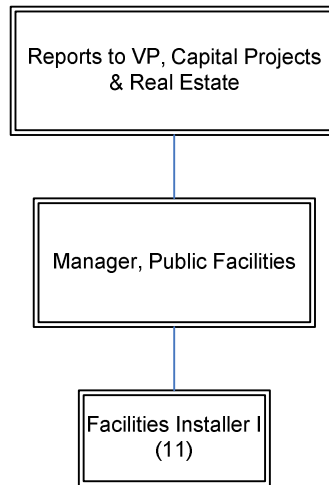
FY 2012 Accomplishments

- ◆ Provide a Great Customer Experience - Provided cleaning and repairs to increasing passenger amenities inventory. All scheduled service routes were accomplished as and when scheduled and all non-scheduled requests for cleaning and repairs were satisfied.
- ◆ Provide a Great Customer Experience - Make Riding Safe, Reliable and Accessible - Supported Property Management efforts for the installation of new public amenities (i.e. pads, benches, shelters). All requests from Property Management for assistance were responded to when and as requested.
- ◆ Be a Regional Leader - Lead Public Transportation Planning and Innovation - Supported the MetroRapid implementation Project. All support requested by the MetroRapid project team were accommodated when and as received.
- Improve Service Delivery - Installed new QR codes at all bus stop locations within short time frame.

FY 2013 Planned Initiatives

- ◆ Provide a Great Customer Experience - Provide cleaning and repairs to increasing passenger amenities inventory.
- ◆ Provide a Great Customer Experience - Make Riding Safe, Reliable and Accessible - Support Property Management efforts for the installation of new public amenities (i.e. pads, benches, shelters).
- ◆ Be a Regional Leader - Lead Public Transportation Planning and Innovation - Support the MetroRapid implementation Project.

Public Facilities Department Organizational Chart



Major Budgetary Changes

- ◆ **Salaries and Wages** - Increase of \$127,6548 in Salaries & Wages Admin due to additional FTE in support of MetroRapid bus stops. Increase of \$80,783 in Overtime-Administrative due to change in Capital Metro’s labor structure realigning Building Maintenance’s 2910 Administration, North Operations and Ed Bluestein building expense to this department. Increase of \$18,301 due to merit based salary increase.

- ◆ **Benefits** - Increase of \$3,999 in Benefits due to corresponding additional FTE in support of MetroRapid bus stops. Increase of \$1,180 due to merit based salary increase.

- ◆ **Other Expenses** - Decrease of \$46,300 in Repair & Maintenance-Other due to budgeting based on trend. Increase of \$454,356 in Custodial and Landscaping Services, due to change in Capital Metro’s labor structure realigning Building Maintenance’s landscaping and custodial expense to this department. Increase of \$411,535 in Other Services due to change in Capital Metro’s labor structure realigning Building Maintenance’s 2910 Administration, North Operations and Ed Bluestein building expense to this department. Increase of \$81,720 in diesel due to capturing non-revenue vehicle fuel cost at the department level due to changes in Capital Metro’s labor structure. Increase of \$98,000 in Other Supplies due to change in Capital Metro’s labor structure realigning Building Maintenance’s expense to this department. Increase of \$161,046 in Electric due to a projected rate increase and addition of the Manor Park & Ride. Increase of \$162,197 in Water and Sewer due to change in Capital Metro’s labor structure realigning this expense from Building Maintenance to this department and includes projected rate increase. Decrease of \$66,742 in gas due to budgeting based on trend.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---------------------------------------|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | 374,399 | 404,003 | 453,911 | 49,908 | 12.4% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | 60,752 | - | 80,783 | 80,783 | 100.0% |
| 51 5020901 SICK LEAVE-ADMIN | 22,830 | 27,236 | 31,173 | 3,937 | 14.5% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | 19,223 | 20,719 | 21,131 | 412 | 2.0% |
| 51 5021101 VACATION LEAVE-ADMIN | 39,240 | 31,776 | 23,733 | (8,042) | -25.3% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | 638 | 4,539 | 5,196 | 656 | 14.5% |
| TOTAL SALARIES & WAGES | 517,082 | 488,273 | 615,927 | 127,654 | 26.1% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | 34,851 | 36,311 | 39,746 | 3,435 | 9.5% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | 1,890 | 792 | 3,132 | 2,340 | 295.5% |
| 51 5021302 UNIFORM ALLOWANCE-ADMIN. | 3,443 | 2,400 | 2,412 | 12 | 0.5% |
| 51 5021304 BOOT ALLOWANCE-ADMIN | 1,485 | 1,500 | 1,512 | 12 | 0.8% |
| 51 5021307 OTHER CLOTHING ALLOW-ADMIN | - | 600 | 600 | - | 0.0% |
| 51 5021401 TOOL ALLOWANCE-BARGAINING | 1,350 | 1,800 | - | (1,800) | -100.0% |
| 55 5021304 BOOT ALLOWANCE-ADMIN | 135 | - | - | - | 0.0% |
| 55 5021401 TOOL ALLOWANCE-BARGAINING | 450 | - | - | - | 0.0% |
| TOTAL BENEFITS | 43,604 | 43,403 | 47,402 | 3,999 | 9.2% |
| OTHER EXPENSES | | | | | |
| 51 5030309 OTHER PROFESSIONAL FEES | 2,975 | - | - | - | 0.0% |
| 51 5030311 PERMITS AND FEES | 366 | - | - | - | 0.0% |
| 51 5030401 TEMPORARY HELP | 10,251 | 56,500 | 10,200 | (46,300) | -81.9% |
| 51 5030509 REPAIR & MAINTENANCE-OTHER | 62,517 | 36,500 | 26,000 | (10,500) | -28.8% |
| 51 5030515 ELECTRICAL SERVICES | 47,191 | 75,000 | 118,164 | 43,164 | 57.6% |
| 51 5030601 CUSTODIAL SERVICES | 353,966 | 357,000 | 811,356 | 454,356 | 127.3% |
| 51 5039909 OTHER SERVICES | 10,155 | 11,213 | 422,748 | 411,535 | 3670.2% |
| 51 5040111 DIESEL | - | - | 81,720 | 81,720 | 100.0% |
| 51 5049901 OFFICE SUPPLIES | 193 | 120 | 120 | - | 0.0% |
| 51 5049909 OTHER SUPPLIES | - | - | 98,000 | 98,000 | 100.0% |
| 51 5049916 MATERIALS-VANDALISM REPAIR | - | 240 | - | (240) | -100.0% |
| 51 5049920 MAINTENANCE MATERIALS | 48,746 | 13,200 | 13,200 | - | 0.0% |
| 51 5050201 ELECTRIC | 153,618 | 906,210 | 1,067,256 | 161,046 | 17.8% |
| 51 5050202 WATER AND SEWER | 178,100 | 343,039 | 505,236 | 162,197 | 47.3% |
| 51 5050203 GAS | - | 236,538 | 169,796 | (66,742) | -28.2% |
| 51 5050207 GARBAGE COLLECTION | 7,832 | 130,800 | 135,768 | 4,968 | 3.8% |
| 51 5050209 OTHER UTILITIES | 130 | 13,416 | 15,480 | 2,064 | 15.4% |
| 51 5070501 DIESEL FUEL TAX | - | - | 4,668 | 4,668 | 100.0% |
| 51 5099904 TOOLS AND EQUIPMENT | - | 1,800 | 1,800 | - | 0.0% |
| 51 5099907 SAFETY EQUIPMENT | 1,122 | 360 | - | (360) | -100.0% |
| TOTAL OTHER EXPENSES | 877,163 | 2,181,936 | 3,481,512 | 1,299,576 | 59.6% |
| TOTAL EXPENSES | 1,437,849 | 2,713,612 | 4,144,841 | 1,431,229 | 52.7% |



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Building Maintenance

Due to the deadline in the Senate Bill 650 to implement the change in Capital Metro's labor structure no later than September 1, 2012, the Board approved on April 23, 2012 two contracts for fixed-route and paratransit services. Beginning August 19, 2012, McDonald Transit will assume responsibility for the fixed-route bus service currently provided by StarTran, Inc. MV Transportation will assume responsibility for the MetroAccess service currently provided by StarTran, Inc. This transition to private contractors providing the services formerly operated by StarTran, Inc. necessitates that StarTran, Inc., cease operations by September 1, 2012 to comply with Senate Bill 650. Therefore, the associated costs of fixed-route services and paratransit services formerly provided by StarTran, Inc., are being reallocated to the Property Management Department (Cost Center 540), the Bus Contract Operations Department (Cost Center 610) and the Paratransit Contract Operations Department (Cost Center 620) respectively as applicable.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|---------------------|---------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 55 5010201 SALARIES & WAGES - ADMIN. | \$ 180,996 | \$ 172,068 | \$ - | \$(172,068) | -100.0% |
| 55 5010202 SALARIES & WAGES - BARGAINING | \$ 695,859 | \$ 837,513 | \$ - | \$(837,513) | -100.0% |
| 55 5010203 OVERTIME - ADMINISTRATIVE | \$ 2,240 | \$ 3,642 | \$ - | \$(3,642) | -100.0% |
| 55 5010204 OVERTIME - BARGAINING | \$ 42,502 | \$ 98,309 | \$ - | \$(98,309) | -100.0% |
| 55 5020901 SICK LEAVE-ADMIN | \$ 10,106 | \$ 11,600 | \$ - | \$(11,600) | -100.0% |
| 55 5020902 SICK LEAVE-BARGAINING | \$ 27,837 | \$ 43,956 | \$ - | \$(43,956) | -100.0% |
| 55 5021001 HOLIDAY LEAVE-ADMIN | \$ 8,333 | \$ 8,824 | \$ - | \$(8,824) | -100.0% |
| 55 5021002 HOLIDAY LEAVE-BARGAINING | \$ 32,242 | \$ 36,630 | \$ - | \$(36,630) | -100.0% |
| 55 5021101 VACATION LEAVE-ADMIN | \$ 18,658 | \$ 17,487 | \$ - | \$(17,487) | -100.0% |
| 55 5021102 VACATION LEAVE-BARGAINING | \$ 38,782 | \$ 44,649 | \$ - | \$(44,649) | -100.0% |
| 55 5021201 OTHER PAID LEAVE-ADMIN | \$ - | \$ 1,933 | \$ - | \$(1,933) | -100.0% |
| 55 5021202 OTHER PAID LEAVE-BARGAINING | \$ 5,903 | \$ 4,294 | \$ - | \$(4,294) | -100.0% |
| TOTAL SALARIES & WAGES | \$ 1,063,459 | \$ 1,280,905 | \$ - | \$(1,280,905) | -100.0% |
| BENEFITS | | | | | |
| 55 5020101 FICA-ADMIN | \$ 14,718 | \$ 15,465 | \$ - | \$(15,465) | -100.0% |
| 55 5020102 FICA-BARGAINING | \$ 64,525 | \$ 67,975 | \$ - | \$(67,975) | -100.0% |
| 55 5020202 PENSION - BARGAIN | \$ 33,884 | \$ 30,573 | \$ - | \$(30,573) | -100.0% |
| 55 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 551 | \$ 551 | \$ - | \$(551) | -100.0% |
| 55 5020702 STATE UNEMPLOYMENT-BARGAINING | \$ 2,855 | \$ 3,305 | \$ - | \$(3,305) | -100.0% |
| 55 5020703 FEDERAL UNEMPLOYMENT- ADMIN | \$ 168 | \$ 168 | \$ - | \$(168) | -100.0% |
| 55 5020704 FEDERAL UNEMPLOYMENT-BARGAINING | \$ 878 | \$ 756 | \$ - | \$(756) | -100.0% |
| 55 5021301 UNIFORM ALLOWANCE-BARGAINING | \$ 6,292 | \$ 6,395 | \$ - | \$(6,395) | -100.0% |
| 55 5021302 UNIFORM ALLOWANCE-ADMIN. | \$ 1,056 | \$ 926 | \$ - | \$(926) | -100.0% |
| 55 5021304 BOOT ALLOWANCE-ADMIN | \$ - | \$ 375 | \$ - | \$(375) | -100.0% |
| 55 5021305 BOOT ALLOWANCE-BARGAINING | \$ 2,147 | \$ 2,430 | \$ - | \$(2,430) | -100.0% |
| 55 5021401 TOOL ALLOWANCE-BARGAINING | \$ 5,829 | \$ 7,740 | \$ - | \$(7,740) | -100.0% |
| 55 5021425 INCENTIVE - BARGAINING | \$ 22,549 | \$ 31,014 | \$ - | \$(31,014) | -100.0% |
| TOTAL BENEFITS | \$ 155,451 | \$ 167,672 | \$ - | \$(167,672) | -100.0% |
| OTHER EXPENSES | | | | | |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 2,060 | \$ - | \$ - | \$ - | 0.0% |
| 51 5030311 PERMITS AND FEES | \$ 1,821 | \$ 4,575 | \$ - | \$(4,575) | -100.0% |
| 51 5030509 REPAIR & MAINTENANCE-OTHER | \$ 447,192 | \$ 407,205 | \$ - | \$(407,205) | -100.0% |
| 51 5030515 ELECTRICAL SERVICES | \$ 23,654 | \$ - | \$ - | \$ - | 0.0% |
| 51 5030601 CUSTODIAL SERVICES | \$ 310,933 | \$ 378,000 | \$ - | \$(378,000) | -100.0% |
| 51 5039909 OTHER SERVICES | \$ 11,776 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039918 LIQUID WASTE DISPOSAL | \$ - | \$ 10,880 | \$ - | \$(10,880) | -100.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 173 | \$ 240 | \$ - | \$(240) | -100.0% |
| 51 5049904 TRAINING MATERIALS | \$ 371 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049907 EXPENDABLE TOOLS & EQUIPMENT | \$ 30 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049909 OTHER SUPPLIES | \$ 19 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049920 MAINTENANCE MATERIALS | \$ 453,817 | \$ 439,870 | \$ - | \$(439,870) | -100.0% |
| 51 5050201 ELECTRIC | \$ 639,463 | \$ - | \$ - | \$ - | 0.0% |
| 51 5050202 WATER AND SEWER | \$ 270,415 | \$ - | \$ - | \$ - | 0.0% |
| 51 5050203 GAS | \$ 112,356 | \$ - | \$ - | \$ - | 0.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 1,207 | \$ 1,080 | \$ - | \$(1,080) | -100.0% |
| 51 5050207 GARBAGE COLLECTION | \$ 109,415 | \$ - | \$ - | \$ - | 0.0% |
| 51 5050209 OTHER UTILITIES | \$ 13,167 | \$ - | \$ - | \$ - | 0.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 341 | \$ - | \$ - | \$ - | 0.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 590 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099901 POSTAGE | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 51 5099904 TOOLS AND EQUIPMENT | \$ 1,584 | \$ 3,216 | \$ - | \$(3,216) | -100.0% |
| 51 5099907 SAFETY EQUIPMENT | \$ 1,946 | \$ 1,984 | \$ - | \$(1,984) | -100.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 220 | \$ 180 | \$ - | \$(180) | -100.0% |
| TOTAL OTHER EXPENSES | \$ 2,402,549 | \$ 1,247,229 | \$ - | \$(1,247,229) | -100.0% |
| TOTAL EXPENSES | \$ 3,621,459 | \$ 2,695,807 | \$ - | \$(2,695,807) | -100.0% |



Engineering and Construction

The Property Management and the Engineering and Construction Departments were combined and renamed the Capital Project and Real Estate Department as of April 2011.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | 261,252 | - | - | - | 0.0% |
| 51 5010207 EXECUTIVE COMPENSATION | 38 | - | - | - | 0.0% |
| 51 5020901 SICK LEAVE-ADMIN | 10,114 | - | - | - | 0.0% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | 11,662 | - | - | - | 0.0% |
| 51 5021101 VACATION LEAVE-ADMIN | 16,217 | - | - | - | 0.0% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | 1,158 | - | - | - | 0.0% |
| SALARIES & WAGES | \$ 300,441 | \$ - | \$ - | \$ - | 0.0% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | 21,350 | - | - | - | 0.0% |
| 51 5020201 401K | 5,250 | - | - | - | 0.0% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | 945 | - | - | - | 0.0% |
| BENEFITS | \$ 27,545 | \$ - | \$ - | \$ - | 0.0% |
| OTHER EXPENSES | | | | | |
| 51 5030309 OTHER PROFESSIONAL FEES | 76,211 | - | - | - | 0.0% |
| 51 5049901 OFFICE SUPPLIES | 1,138 | - | - | - | 0.0% |
| 51 5050204 TELEPHONE-LOCAL | 698 | - | - | - | 0.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | 48 | - | - | - | 0.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | 390 | - | - | - | 0.0% |
| 51 5099901 POSTAGE | 6 | - | - | - | 0.0% |
| 51 5100300 CAPITALIZATION OF SALARY AND WAGES | (32,206) | - | - | - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 46,284 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL EXPENSES | \$ 374,270 | \$ - | \$ - | \$ - | 0.0% |



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Capital Projects and Real Estate

Functions and Responsibilities

The Capital Projects and Real Estate Department was formed by merging the Engineering and Construction and the Property Management Departments. This Department serves as the central area for design and construction of all capital facilities projects, maintenance, repair, and management responsibilities for all Capital Metro bus stops, park and rides, transit centers and rail stations. The Department's responsibilities also include all real estate activities of the agency and include the bus stop accessibility improvements program.

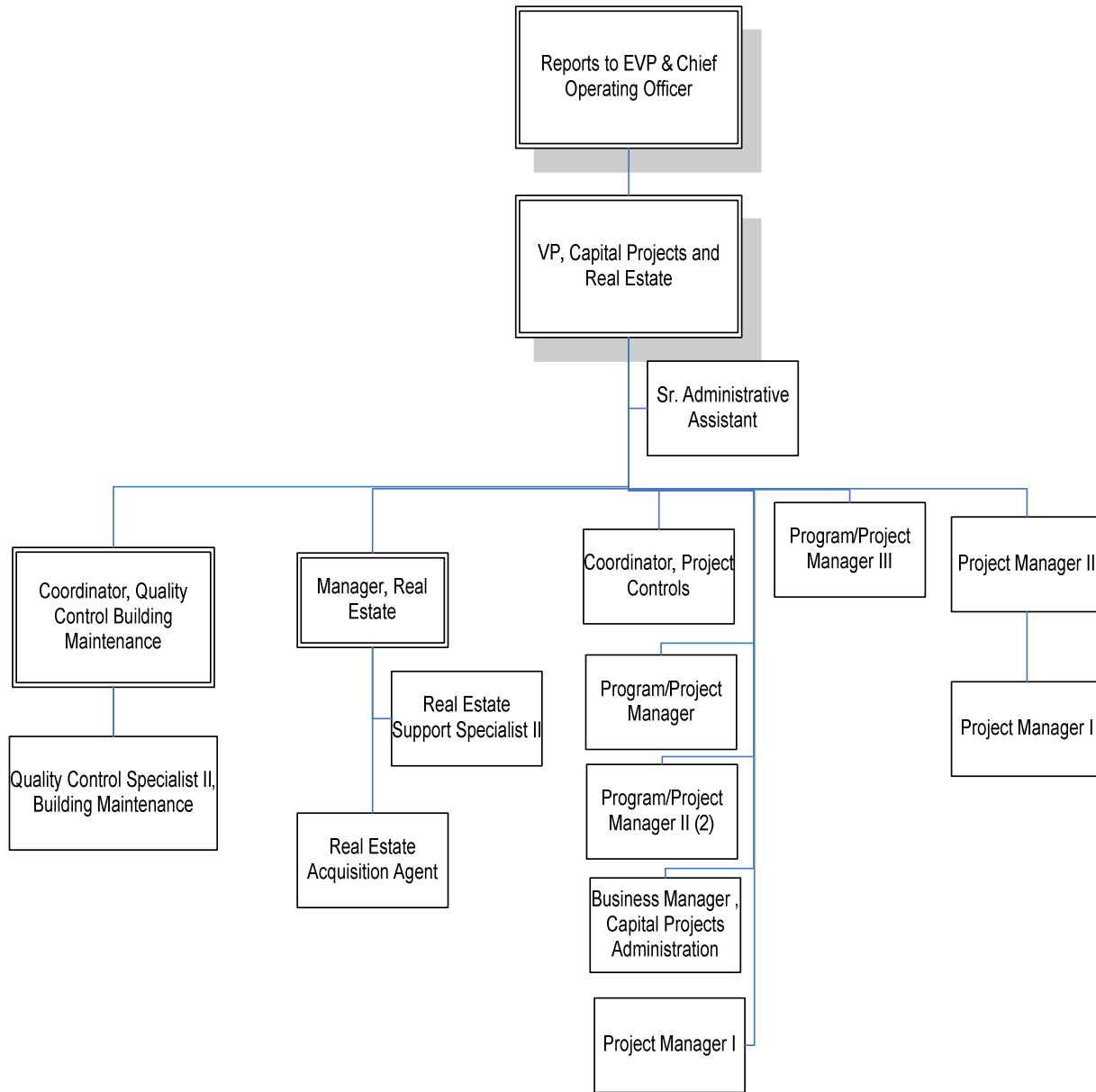
FY 2012 Accomplishments

- ◆ Provided a Great Customer Experience - Made Riding Safe Reliable & Accessible - Continued to implement enhanced bus stop accessibility improvements.
- ◆ Be a Regional Leader- Grow the Service Area and Customer Base - Supported the MetroRapid implementation project.
- Improve Business Practices - Strengthen Financial Health of the Agency - Completed the Implementation of the Utility Expense Tracking Database.
- Improve Business Practices - Strengthen Financial Health of the Agency - Completed the land exchange transaction with The University of Texas.
- Improve Business Practices - Strengthen Financial Health of the Agency - Generated approximately \$375,000 in railroad right-of-way licensing revenue.
- Completed Manor Park & Ride.
- Completed Kramer Station Bicycle Cage.
- Began Construction on Rails with Trails Phase 1.

FY 2013 Planned Initiatives

- Improve Business Practices - Strengthen Financial Health of the Agency - Procure proposals for Real Estate development of CMTA property.
- Improve Business Practices - Strengthen Financial Health of the Agency - Begin Update on the Master Facility Plan.
- Provide a Great Customer Experience - Make Riding Safe, Reliable & Accessible - Continue the implementation of the bus stop accessibility improvements.

Capital Projects and Real Estate



Major Budgetary Changes

- ◆ **Salaries and Wages** - Increase of \$361,344 in Salaries and Wages due to the addition of three FTE positions: one position added was for a Program / Project Manager III and two building maintenance FTE due to the new Labor Structure. Additionally, two position changes along with vacant replacements wages increased coupled with the increase of \$34,593 due to the merit based salary increase.
- ◆ **Benefits** - Increase of \$26,283 in Benefits was influenced by the increase of \$2,298 of the merit base salary increase, and the increase of FICA / SUTA Accruals related to the aforementioned Salary / Wage changes.
- ◆ **Other Services** - Increase of \$1,170,402 in Other Services was driven by the addition of \$750,000 in Building Maintenance Fees per the recent Labor Agreement, plus Other Professional Fees/ Repairs / Permits totaled \$251,893, an increase in Leases equaled \$163,158, the elimination of Capitalized Labor Absorption totaled \$25,000, plus an increase in Travel related expenses equaled \$8,073, an increase of \$34,278 in Miscellaneous Expenses, and a decrease of \$62,000 in the elimination of Temporary Labor Expense.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|---------------------|---------------------|---------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 405,864 | \$ 823,268 | \$ 1,115,451 | \$ 292,183 | 35.5% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ 104 | \$ - | \$ - | \$ - | 0.0% |
| 51 5010301 SALARY & WAGES - TEMP | \$ 136,268 | \$ - | \$ - | \$ - | 0.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 19,441 | \$ 56,647 | \$ 106,019 | \$ 49,372 | 87.2% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 19,939 | \$ 43,093 | \$ 47,363 | \$ 4,270 | 9.9% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 38,543 | \$ 66,699 | \$ 80,128 | \$ 13,430 | 20.1% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ - | \$ 9,441 | \$ 11,531 | \$ 2,089 | 22.1% |
| TOTAL SALARIES & WAGES | \$ 620,159 | \$ 999,148 | \$ 1,360,491 | \$ 361,344 | 36.2% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 47,041 | \$ 73,296 | \$ 96,116 | \$ 22,820 | 31.1% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 1,550 | \$ 975 | \$ 4,437 | \$ 3,463 | 355.2% |
| TOTAL BENEFITS | \$ 48,592 | \$ 74,271 | \$ 100,553 | \$ 26,283 | 35.4% |
| OTHER EXPENSES | | | | | |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 21,298 | \$ 401,000 | \$ 595,925 | \$ 194,925 | 48.6% |
| 51 5030311 PERMITS AND FEES | \$ (2,723) | \$ 8,450 | \$ 16,750 | \$ 8,300 | 98.2% |
| 51 5030401 TEMPORARY HELP | \$ 45,859 | \$ 62,000 | \$ - | \$ (62,000) | -100.0% |
| 51 5030509 REPAIR & MAINTENANCE-OTHER | \$ 13,625 | \$ 150,232 | \$ 949,000 | \$ 798,768 | 531.7% |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 8 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039909 OTHER SERVICES | \$ 17,962 | \$ 45,000 | \$ 27,500 | \$ (17,500) | -38.9% |
| 51 5040121 GASOLINE | \$ - | \$ - | \$ 9,888 | \$ 9,888 | 100.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 6,699 | \$ 7,200 | \$ 8,004 | \$ 804 | 11.2% |
| 51 5049909 OTHER SUPPLIES | \$ 35,417 | \$ 61,360 | \$ 74,500 | \$ 13,140 | 21.4% |
| 51 5049915 NON CAPITAL EQUIPMENT | \$ 5,969 | \$ - | \$ - | \$ - | 0.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 820 | \$ 1,800 | \$ 624 | \$ (1,176) | -65.3% |
| 51 5070502 GASOLINE FUEL TAX | \$ - | \$ - | \$ 492 | \$ 492 | 100.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 454 | \$ 3,259 | \$ 2,200 | \$ (1,059) | -32.5% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 1,070 | \$ 1,970 | \$ - | \$ (1,970) | -100.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ 193 | \$ 75 | \$ - | \$ (75) | -100.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 1,774 | \$ 150 | \$ - | \$ (150) | -100.0% |
| 51 5090211 LODGING | \$ 826 | \$ 263 | \$ - | \$ (263) | -100.0% |
| 51 5099901 POSTAGE | \$ 90 | \$ - | \$ 120 | \$ 120 | 100.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 10 | \$ 10,000 | \$ 50,000 | \$ 40,000 | 400.0% |
| 51 5100300 CAPITALIZATION OF SALARY AND WAGES | \$ (53,186) | \$ (25,000) | \$ - | \$ 25,000 | -100.0% |
| 51 5120201 LEASE-PASSENGER STATIONS | \$ - | \$ 55,928 | \$ 55,932 | \$ 4 | 0.0% |
| 51 5120301 LEASE-PASSENGER PARKING FACILITIES | \$ 307,837 | \$ 279,480 | \$ 278,030 | \$ (1,450) | -0.5% |
| 51 5121201 LEASE-ADMINISTRATIVE FACILITY | \$ 404,610 | \$ 444,396 | \$ 609,000 | \$ 164,604 | 37.0% |
| TOTAL OTHER EXPENSES | \$ 808,613 | \$ 1,507,563 | \$ 2,677,965 | \$ 1,170,402 | 77.6% |
| TOTAL EXPENSES | \$ 1,477,363 | \$ 2,580,981 | \$ 4,139,010 | \$ 1,558,029 | 60.4% |

Freight Railroad

Functions and Responsibilities

The Freight Railroad Department is responsible for managing and preserving the Authority's railroad assets for transportation of freight and for transit use. Currently, the department manages approximately 162 miles of railroad right-of-way known as the Giddings/Llano rail line. Management of Giddings/Llano rail line is accomplished through a rail freight operator, whose responsibility is to fulfill the common carrier obligations by providing freight service to shippers along the line as well as implementing aggressive marketing strategies to maximize revenues while providing efficient freight service. Additionally, the department processes and manages applications for lease and license agreements for access and use of the railroad rights-of-way for roads, utilities and fiber optics while maximizing revenue potential through these uses. All of this is accomplished while maintaining the track infrastructure to Federal Railroad Administration (FRA) regulations and adhering to strict safety guidelines and mandates.

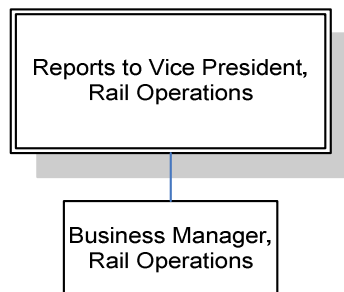
FY 2012 Accomplishments

- ◆ Strengthen Financial Health of the Agency - Managed the newly revised business model for freight operations which insured the greatest value for the authority by reducing the exposure of operating expenses for the authority.
- ◆ Play Key Role in Smart Growth - Continued to enhance the east subdivision to raise level of operation to class 2 FRA rated track by addressing the 90lb rail on the subdivision and replacing it with 115lb rail starting with the procurement of materials in Q4 FY12.
- ◆ Strengthen Financial Health of the Agency - Work to bring additional customers on to our rail line to increase revenue potential.

FY 2013 Planned Initiatives

- ◆ Strengthen Financial Health of the Agency - work with railroad consultant to devise a business model that will further strengthen the operating performance of the freight railroad.
- ◆ Strengthen Financial Health of the Agency - Work to bring additional customers on to our rail line to increase revenue potential.
- ◆ Make Riding Safe, Reliable and Accessible - Continue to improve and enhance the east subdivision with better rail and improved bridge structures, to raise level of operation to class 2 FRA rated track.

Freight Railroad Department Organizational Chart





Major Budgetary Changes

- ◆ **Salaries** - Increase of \$3,530 due to merit based salary increase.
- ◆ **Benefits** - Decrease in fringe benefits of \$16,044 due to the recognition of a lump sum amount in fiscal year 2012 for compensated leave in compliance with organization policy and generally accepted accounting principles.
- ◆ **Other Expenses** - Reflects allocated increase in contractor cost for freight rail lease agreement in the amount of \$714,385. Includes consultation fees in the amount of \$275,000 related to meeting Federal Railroad Administration regulations. Reflects an increase in the amount of \$285,000 for maintenance materials for ordinary maintenance and repair of track associated with freight. Decrease in the amount of fuels allocated to the freight line in the amount of \$5,582. Reduction of \$89,572 due to the transfer of utilities cost to be managed by the property management department. Increase in travel expenses in the amount of \$5,047 for freight lease operations contract oversight.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|---------------------|---------------------|---------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 84,536 | \$ 83,641 | \$ 87,170 | \$ 3,530 | 4.2% |
| 51 5010206 SALARIES & WAGES - APD OFFICERS | \$ (4,226) | \$ - | \$ - | \$ - | 0.0% |
| 51 5010301 SALARY & WAGES - TEMP | \$ 67,178 | \$ - | \$ - | \$ - | 0.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 3,034 | \$ 21,733 | \$ 6,073 | \$ (15,660) | -72.1% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 6,288 | \$ 4,289 | \$ 4,157 | \$ (132) | -3.1% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 4,736 | \$ 6,578 | \$ 5,839 | \$ (739) | -11.2% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ - | \$ 940 | \$ 1,012 | \$ 72 | 7.7% |
| TOTAL SALARIES & WAGES | \$ 161,547 | \$ 117,181 | \$ 104,252 | \$ (12,929) | -11.0% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 11,508 | \$ 7,518 | \$ 7,743 | \$ 226 | 3.0% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 378 | \$ 72 | \$ 261 | \$ 189 | 262.5% |
| TOTAL BENEFITS | \$ 11,886 | \$ 7,590 | \$ 8,004 | \$ 415 | 5.5% |
| OTHER EXPENSES | | | | | |
| 51 5030303 CONSULTATION FEES | \$ - | \$ - | \$ 275,000 | \$ 275,000 | 100.0% |
| 51 5030509 REPAIR & MAINTENANCE-OTHER | \$ 79 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039901 COURIER AND DELIVERY SERVICES | \$ 2 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039905 SP RIGHT OF WAY MAINTENANCE | \$ 1,557,811 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039909 OTHER SERVICES | \$ 1,118 | \$ - | \$ - | \$ - | 0.0% |
| 51 5039960 ROW HERZOG TRANSIT SERVICES | \$ 2,696,950 | \$ 2,897,125 | \$ 3,611,510 | \$ 714,385 | 24.7% |
| 51 5040111 DIESEL | \$ 740,267 | \$ - | \$ 128,400 | \$ 128,400 | 100.0% |
| 51 5040121 GASOLINE | \$ 10,668 | \$ 151,478 | \$ 17,496 | \$ (133,982) | -88.4% |
| 51 5049901 OFFICE SUPPLIES | \$ 4,135 | \$ 360 | \$ 360 | \$ - | 0.0% |
| 51 5049904 TRAINING MATERIALS | \$ 170 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049907 EXPENDABLE TOOLS & EQUIPMENT | \$ 349 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049909 OTHER SUPPLIES | \$ 1,324 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049920 MAINTENANCE MATERIALS | \$ 65,951 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049929 RAIL - MAINTENANCE MATERIALS | \$ 620,338 | \$ 527,000 | \$ 812,001 | \$ 285,001 | 54.1% |
| 51 5050201 ELECTRIC | \$ 103,158 | \$ 90,570 | \$ - | \$ (90,570) | -100.0% |
| 51 5050202 WATER AND SEWER | \$ 125 | \$ - | \$ - | \$ - | 0.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 2,390 | \$ 1,990 | \$ 2,988 | \$ 998 | 50.2% |
| 51 5050207 GARBAGE COLLECTION | \$ 8 | \$ - | \$ - | \$ - | 0.0% |
| 51 5070501 DIESEL FUEL TAX | \$ 182 | \$ - | \$ - | \$ - | 0.0% |
| 51 5070503 FUEL SURCHARGE | \$ 346 | \$ - | \$ - | \$ - | 0.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 930 | \$ 7,850 | \$ 7,850 | \$ - | 0.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ 2,348 | \$ 850 | \$ 1,495 | \$ 645 | 75.9% |
| 51 5090205 TRAVEL - PER DIEM | \$ 1,333 | \$ 321 | \$ 1,236 | \$ 915 | 285.0% |
| 51 5090206 TOLL ROAD CHARGES | \$ 240 | \$ 360 | \$ 456 | \$ 96 | 26.7% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 1,448 | \$ 375 | \$ 1,785 | \$ 1,410 | 376.0% |
| 51 5090211 LODGING | \$ 2,189 | \$ 503 | \$ 1,659 | \$ 1,157 | 230.0% |
| 51 5090215 TRAVEL - OTHER | \$ 167 | \$ 275 | \$ 800 | \$ 525 | 190.9% |
| 51 5090804 ADVERTISING/PROMOTION MEDIA | \$ 100 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099901 POSTAGE | \$ 59 | \$ - | \$ - | \$ - | 0.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ 309 | \$ 900 | \$ 1,200 | \$ 300 | 33.3% |
| TOTAL OTHER EXPENSES | \$ 5,814,493 | \$ 3,679,956 | \$ 4,864,236 | \$ 1,184,280 | 32.2% |
| TOTAL EXPENSES | \$ 5,987,925 | \$ 3,804,727 | \$ 4,976,492 | \$ 1,171,765 | 30.8% |

Commuter Rail Operations

Functions and Responsibilities

The Commuter Rail Operations Department provides management and oversight of commuter rail service between Leander and the Downtown Austin Convention Center. The mission entails the provision of safe and efficient public transportation for the community. The commuter service operates six commuter trains out of one operations facility in central Austin, along 32 miles of track that services nine stations along this right-of-way.

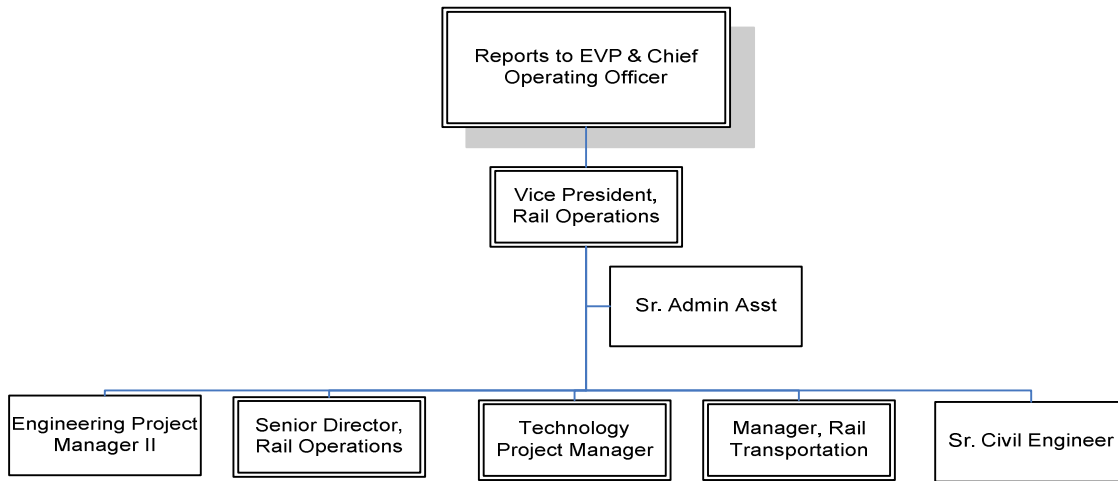
FY 2012 Accomplishments

- ◆ Increase Ridership in Target Markets - Worked with the Planning department to provide additional hours of service based on the community's request for additional rail service by adding weekend services in cooperation with the City of Austin.
- ◆ Provide a Great Customer Experience - Increased operating speeds along the rail line which decreased travel time by approximately 15%.
- ◆ Implemented mid-day MetroRail service.

FY 2013 Planned Initiatives

- ◆ Strengthen Community Relationship - Develop and establish standards for the crossings and signals on the railroad that will be used as the basis for how any entity and/or organization will be expected to meet the safety standards of Capital Metro's Redline.
- ◆ Increase Accountability. - Initiate and implement a Contract Management Plan which will evaluate the rail contractor and insure adherence to contract terms and conditions, while at the same time adherence to proper FRA guidelines.
- ◆ Grow the Service Area & Customer Base - Pursue the option of Alternative Compliance with the FRA, which will allow for both the freight operation and commuter operation to operate without any temporal separation. This will increase the ability to deliver additional services for both freight and commuter.
- ◆ Make Riding Safe, Reliable, and Accessible - Commence the design of the federally mandated Positive Train Control (PTC) system in the commuter corridor, upgrading the signal system from Centralized Traffic Control (CTC) system to PTC, for rail operations serving both the commuter rail and freight rail operations; while improving safety and improving the service delivery.

Commuter Rail Operations Department Organizational Chart



Major Budgetary Changes

- ◆ **Salaries** - Increase of \$13,371 due to merit based salary increase. Increase in \$31,596 in salaries due to additional funding for upgraded position.
- ◆ **Benefits** – Increase in benefits due to merit based salary increase offset by a \$4,737 decrease in sick leave due to the recognition of a lump sum amount in fiscal year 2012 for compensated leave in compliance with organization policy and generally accepted accounting principles.
- ◆ **Other** - Increase in the amount of \$916,750 for track maintenance requirements in compliance with the Federal Railroad Administration. Reflects an allocated increase of \$312,060 for contractor expenses associated with maintenance of track right-of-way. An increase in diesel fuel cost of \$952,310 has been transferred from the StarTran Service Island Department. An increase of \$594,174 is associated with increased contractor operations cost and allocated service capacity expansion. A decrease of \$112,146 in interest expense due to the refinancing of the DMU rail car financing agreement.



Capital Metropolitan Transportation Authority Approved FY2013
Operating and Capital Budget and Five Year Capital Improvement Plan

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|--|---------------------|----------------------|----------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | 490,722 | 558,313 | 604,752 | 46,439 | 8.3% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | 115 | - | - | - | 0.0% |
| 51 5020901 SICK LEAVE-ADMIN | 34,580 | 46,029 | 42,491 | (3,538) | -7.7% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | 25,207 | 28,633 | 29,089 | 456 | 1.6% |
| 51 5021101 VACATION LEAVE-ADMIN | 47,129 | 44,854 | 46,015 | 1,161 | 2.6% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | 1,082 | 6,273 | 7,082 | 809 | 12.9% |
| TOTAL SALARIES & WAGES | \$ 598,836 | \$ 684,102 | \$ 729,429 | \$ 45,327 | 6.6% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | 38,507 | 45,996 | 49,456 | 3,460 | 7.5% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | 945 | 360 | 1,827 | 1,467 | 407.5% |
| TOTAL BENEFITS | \$ 39,452 | \$ 46,356 | \$ 51,283 | \$ 4,927 | 10.6% |
| OTHER EXPENSES | | | | | |
| 51 5030303 CONSULTATION FEES | - | 50,000 | 50,000 | - | 0.0% |
| 51 5030309 OTHER PROFESSIONAL FEES | - | 35,000 | 50,000 | 15,000 | 42.9% |
| 51 5030311 PERMITS AND FEES | 115 | - | - | - | 0.0% |
| 51 5030401 TEMPORARY HELP | 9,043 | - | - | - | 0.0% |
| 51 5030507 MAINTENANCE-RADIOS | 5,325 | 78,555 | 81,000 | 2,445 | 3.1% |
| 51 5030509 REPAIR & MAINTENANCE-OTHER | 70,523 | - | 901,751 | 901,751 | 100.0% |
| 51 5039905 SP RIGHT OF WAY MAINTENANCE | (73,636) | - | - | - | 0.0% |
| 51 5039909 OTHER SERVICES | 6 | - | - | - | 0.0% |
| 51 5039960 ROW HERZOG TRANSIT SERVICES | 3,393,165 | 3,669,828 | 3,981,887 | 312,059 | 8.5% |
| 51 5039990 VEOLIA - TERMINATION COST 12/9/2009 | 20,350 | - | - | - | 0.0% |
| 51 5040111 DIESEL | 481,340 | 519,034 | 967,918 | 448,884 | 86.5% |
| 51 5040121 GASOLINE | 9,728 | 99,240 | 95,004 | (4,236) | -4.3% |
| 51 5040146 FUEL-FIXED ROUTE LOCAL SERVICES | 214 | - | - | - | 0.0% |
| 51 5049901 OFFICE SUPPLIES | 47 | 960 | 996 | 36 | 3.8% |
| 51 5049904 TRAINING MATERIALS | 279 | - | - | - | 0.0% |
| 51 5049907 EXPENDABLE TOOLS & EQUIPMENT | 23 | - | - | - | 0.0% |
| 51 5049909 OTHER SUPPLIES | 265 | - | - | - | 0.0% |
| 51 5049920 MAINTENANCE MATERIALS | 7,276 | - | - | - | 0.0% |
| 51 5050204 TELEPHONE-LOCAL | 30,316 | 50,400 | 57,480 | 7,080 | 14.0% |
| 51 5060809 OTHER BUSINESS INSURANCE | 4,516 | - | - | - | 0.0% |
| 51 5070401 INSPECTION CERTIFICATES | - | - | 750 | 750 | 100.0% |
| 51 5070501 DIESEL FUEL TAX | 318 | 312 | 343 | 31 | 9.9% |
| 51 5070503 FUEL SURCHARGE | 213 | 585 | 640 | 55 | 9.4% |
| 51 5080200 COMMUTER RAIL SERVICES | 4,531,326 | 4,602,858 | 5,197,032 | 594,174 | 12.9% |
| 51 5090101 DUES AND SUBSCRIPTIONS | 1,615 | 17,028 | 19,025 | 1,997 | 11.7% |
| 51 5090201 AIRFARE - TRANSPORTATION | 680 | 1,113 | - | (1,113) | -100.0% |
| 51 5090205 TRAVEL - PER DIEM | 266 | 568 | - | (568) | -100.0% |
| 51 5090206 TOLL ROAD CHARGES | 320 | - | - | - | 0.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | 1,210 | 2,275 | - | (2,275) | -100.0% |
| 51 5090211 LODGING | 68 | 790 | - | (790) | -100.0% |
| 51 5090215 TRAVEL - OTHER | - | 400 | 220 | (180) | -45.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | 3,944 | 6,100 | - | (6,100) | -100.0% |
| 51 5100300 CAPITALIZATION OF SALARY AND WAGES | - | (15,291) | - | 15,291 | -100.0% |
| 51 5110201 INTEREST EXPENSE | - | 501,786 | 389,640 | (112,146) | -22.3% |
| TOTAL OTHER EXPENSES | \$ 8,498,858 | \$ 9,621,541 | \$ 11,793,686 | \$ 2,172,145 | 22.6% |
| TOTAL EXPENSES | \$ 9,137,146 | \$ 10,351,999 | \$ 12,574,398 | \$ 2,222,399 | 21.5% |

In November 2004, the citizens of the Capital Metro service area voted to allow Capital Metro to operate urban commuter rail service from Leander, Texas to downtown Austin, Texas. In February 2006, the Capital Metro Board of Directors approved a tax-exempt lease/purchase financing agreement for the funding of rail vehicles. The Master Lease/Purchase Financing Agreement dated March 1, 2006 between Bank of America Leasing and Capital, LLC and Capital Metro was executed to purchase six rail cars from Stadler Bussnang AG, a corporation organized under the laws of Switzerland. The financed amount was \$36,044,935 with an interest rate of 3.7747%, payments due quarterly beginning in October 2006 for 10 years.

In December 2011, Capital Metro refinanced this note in the amount of \$19,190,263 with an interest rate of 2.48%, payments due quarterly on the 15th of January, April, July and October of each year beginning on January 15, 2012 for 7 years in the payment amount of \$745,260. The debt amortization is found on page 53.



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Weekend Commuter Rail Operations

Functions and Responsibilities

The Commuter Rail Special Services Department provides management and oversight of commuter rail service purchased by outside entities for rail services to be performed on specific days or for specific events. This service can run between Leander and the Downtown Austin Convention Center and is in addition to the already operating weekday services provided by Capital Metro.

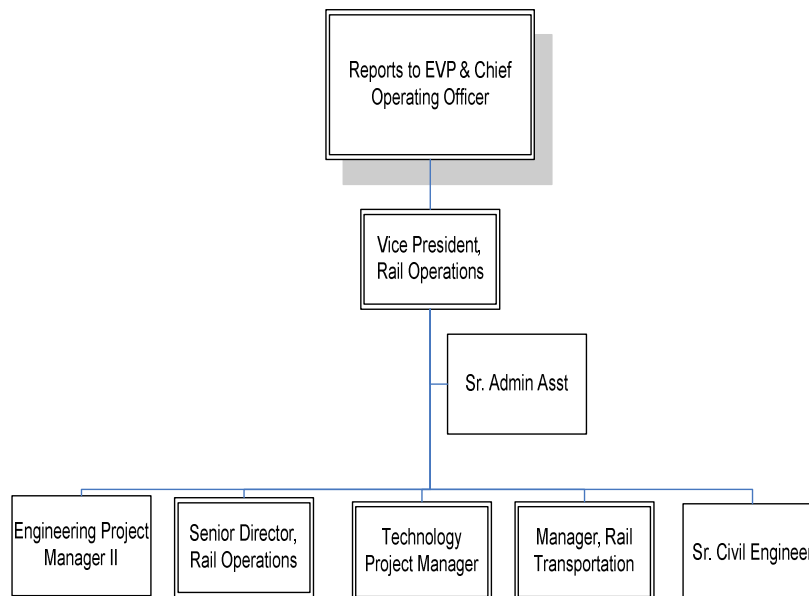
FY 2012 Accomplishments

- ◆ Increase Ridership - Worked with Planning and the City of Austin to provide extended Friday night service and Saturday evening services.

FY 2013 Planned Initiatives

- ◆ Increase Ridership in Target Markets - Work with the planning organization to provide additional hours of service based on the community's wishes for additional rail service
- ◆ Strengthen Financial Health of Agency - As new service is requested, insure that management understand the full cost of these additional services, and insure these costs are not borne by the authority, but rather the requesting entity

Commuter Rail Weekend Service Department Organizational Chart





Major Budgetary Changes

- ◆ **Other-** Increase due to the annualization of security and allocated track maintenance in the amount of \$52,187 and \$263,575, respectively. Reflects the increase for the annualization of fuel expenses related for weekend commuter rail service in the amount of \$79,722. Reflects the increase for the annualization of vehicle operations expense for weekend commuter rail service in the amount of \$465,742.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|--|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| OTHER EXPENSES | | | | | |
| 51 5039909 OTHER SERVICES | \$ - | \$ 211,373 | \$ 263,560 | \$ 52,187 | 24.7% |
| 51 5039960 ROW HERZOG TRANSIT SERVICES | \$ - | \$ 419,501 | \$ 683,076 | \$ 263,575 | 62.8% |
| 51 5040111 DIESEL | \$ - | \$ 75,499 | \$ 155,221 | \$ 79,722 | 105.6% |
| 51 5080200 COMMUTER RAIL SERVICES | \$ - | \$ 430,385 | \$ 896,127 | \$ 465,742 | 108.2% |
| TOTAL OTHER EXPENSES | \$ - | \$ 1,136,757 | \$ 1,997,984 | \$ 861,227 | 75.8% |
| TOTAL EXPENSES | \$ - | \$ 1,136,757 | \$ 1,997,984 | \$ 861,227 | 75.8% |

Transit Oriented Development

Functions and Responsibilities

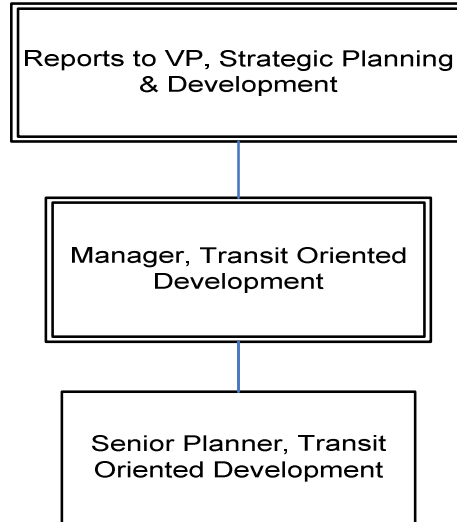
Transit Oriented Development (TOD) department is responsible for the management of transit community development initiatives and assisting with the implementation of adopted Capital Metro plans.

FY 2012 Accomplishments

- ◆ Provide a Great Customer Experience - Continued coordination and implementation of last-mile projects (Rails with Trails), enhanced bicycle parking and security (Kramer MetroBike Shelter), working with stakeholders such as developers and neighborhoods (meetings and survey). Receive \$554,473 Federal Livability grant for bike shelters.
- ◆ Improve Business Practices - In coordination with local, state, and federal partnerships, made significant progress on site preparation for the Plaza Saltillo TOD. In cooperation with the City of Austin, received a Brownfield Site Assessment grant for the environmental assessment of the entire site. Another component of site preparation, the track relocation project, received an STP-MM grant for 80% of total project costs (\$5.4m).
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Met with planning staff of cities and regional agencies across the region. Continued coordination of agency participation in regional planning efforts including the Sustainable Places Project, Imagine Austin, and various corridor planning efforts. Made presentations to various groups including Chambers of Commerce, Leadership Austin, and other regional stakeholder groups. Developed marketing collateral distributed at Urban Land Institute Real Estate Marketplace.
- ◆ Be a Regional Leader - Continued leadership activities (service on Boards and Committees) in the local chapters of the Urban Land Institute (ULI) and the Congress for New Urbanism (CNU). Technical advisory services provided to CAMPO Active Transportation group, Waller Creek Conservancy, and Envision Central Texas Community Design Committee.

FY 2013 Initiatives

- ◆ Provide a Great Customer Experience - Expand Metro Bike shelter program, using Livability grant funding, to add an option for bicycle connection to transit. Develop additional Last Mile connection projects and apply for grant funding.
- ◆ Improve Business Practices - Assuming market conditions and budget support, initiate development in at least one of the four potential TOD sites. Working with City of Austin, create metrics to track development at transit rich locations.
- ◆ Demonstrate the Value of Public Transportation in an Active Community - Continue and expand coordination with City Economic Development efforts to encourage future employers plan for transit. Participate in ULI Marketplace. Make presentations to stakeholder groups in the region. Continue participation in ULI, CNU, and other stakeholder groups.
- ◆ Be a Regional Leader - Provide technical advisory services to regional and community planning efforts. Continue coordination of economic development and transit planning. Continue leadership participation in ULI, CNU, ECT, Sustainable Places Project, etc. Represent Capital Metro in Regional, State, and National Sustainability forums.

Transit Oriented Development Department Organizational Chart**Major Budgetary Changes**

- ◆ **Salaries and Wages** - Increase of \$256 in Salaries and Wages increase of \$4,820 due to the merit base salary increase less the decreases in the net of the Sick Leave, Vacation Leave, and Other Leaves.
- ◆ **Benefits** - Increase of \$918 in Benefits due to the increase of \$358 due to the merit based salary increase and higher FICA and SUTA expenses.
- ◆ **Other Expenses** - Increase of \$13,181 in Other Services due to an increase of \$30,000 in Professional Fees, an increase of \$748 in Seminars / Conferences a decrease of \$17,459 in the net of Other Supplies and in Office supplies, and a decrease in Travel Related Expenses of \$108.



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| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 133,747 | \$ 130,832 | \$ 138,362 | \$ 7,530 | 5.8% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 7,639 | \$ 16,035 | \$ 9,639 | \$ (6,396) | -39.9% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 7,301 | \$ 6,593 | \$ 6,599 | \$ 6 | 0.1% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 8,034 | \$ 10,290 | \$ 9,269 | \$ (1,022) | -9.9% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ - | \$ 1,470 | \$ 1,607 | \$ 137 | 9.3% |
| TOTAL SALARIES & WAGES | \$ 156,720 | \$ 165,220 | \$ 165,476 | \$ 256 | 0.2% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 11,630 | \$ 11,750 | \$ 12,290 | \$ 540 | 4.6% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 396 | \$ 144 | \$ 522 | \$ 378 | 262.5% |
| TOTAL BENEFITS | \$ 12,026 | \$ 11,894 | \$ 12,812 | \$ 918 | 7.7% |
| OTHER EXPENSES | | | | | |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ 68,413 | \$ 90,000 | \$ 120,000 | \$ 30,000 | 33.3% |
| 51 5039909 OTHER SERVICES | \$ 48 | \$ - | \$ - | \$ - | 0.0% |
| 51 5049901 OFFICE SUPPLIES | \$ 302 | \$ 715 | \$ 756 | \$ 41 | 5.7% |
| 51 5049909 OTHER SUPPLIES | \$ 423 | \$ 17,500 | \$ - | \$ (17,500) | -100.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ 1,485 | \$ 1,800 | \$ 1,575 | \$ (225) | -12.5% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ (352) | \$ 800 | \$ 800 | \$ - | 0.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ 1,443 | \$ 548 | \$ 700 | \$ 152 | 27.7% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ 2,642 | \$ 1,175 | \$ 2,148 | \$ 973 | 82.8% |
| 51 5090211 LODGING | \$ 1,862 | \$ 1,260 | \$ 1,000 | \$ (260) | -20.6% |
| 51 5090215 TRAVEL - OTHER | \$ 62 | \$ 100 | \$ 100 | \$ - | 0.0% |
| 51 5099904 TOOLS AND EQUIPMENT | \$ 105 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL OTHER EXPENSES | \$ 76,432 | \$ 113,898 | \$ 127,079 | \$ 13,181 | 11.6% |
| TOTAL EXPENSES | \$ 245,179 | \$ 291,012 | \$ 305,367 | \$ 14,355 | 4.9% |



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Bus and Paratransit Operations

Functions and Responsibilities

The Bus and Paratransit Operations department is responsible for coordinating the operations and activities of all Capital Metro service providers for the bus and paratransit modes. This includes coordination of contract management, data collection and analysis, and quality assurance activities for both vehicle operations and maintenance. This department includes staff which support all modes, including data analysis, administrative support, and vehicle maintenance.

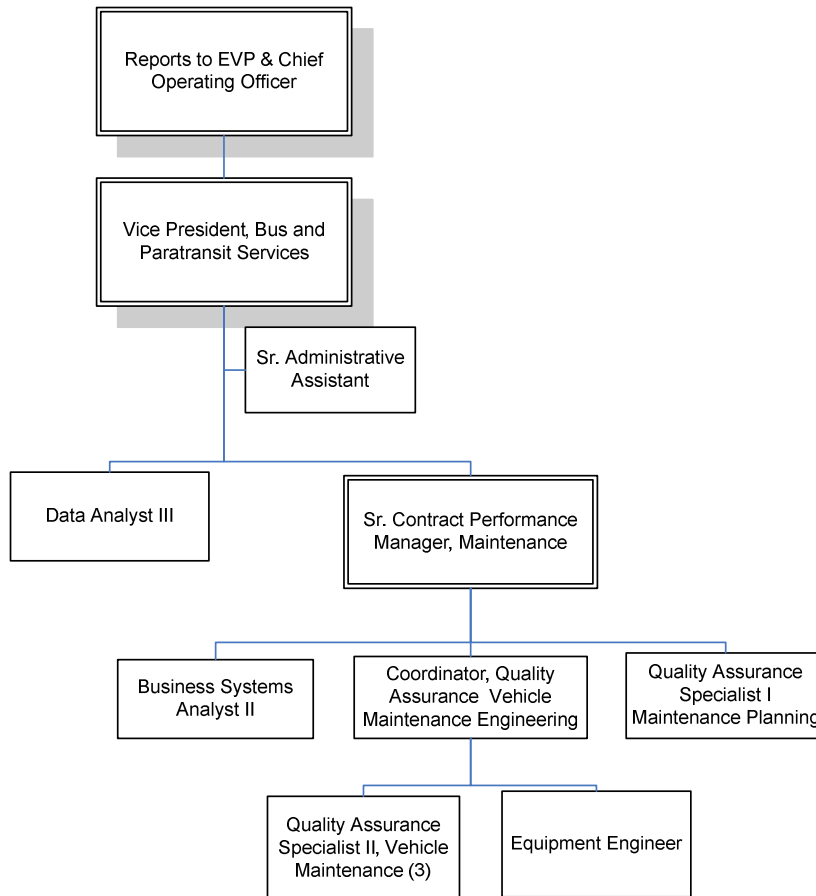
FY 2012 Accomplishments

- ◆ Improve Business Practices - Completed the procurement of contracted providers for bus and paratransit providers to replace StarTran.
- ◆ Improve Business Practices - Established contract management plans for all bus and paratransit service contracts.
- ◆ Provide a great customer experience - Coordinated the start-up activities of contracted providers for bus and paratransit services selected to replace StarTran.

FY 2013 Planned Initiatives

- ◆ Provide a Great Customer Experience - Implement and continue to refine contract management plans for providers of bus and paratransit services.
- ◆ Improve Business Practices - Continue to implement the fleet replacement schedule as detailed in the long-range financial plan.
- ◆ Provide a Great Customer Experience - Establish written procedures for all customer-facing elements of service and incorporate into service provider contracts to ensure a consistent customer experience, regardless of provider.
- ◆ Increase Accountability-Identify appropriate performance measures for gauging the success of this team, over time.

Bus and Paratransit Operations Department Organizational Chart



Major Budgetary Changes

- ◆ **Salaries & Wages** - Increase of \$388,874 in Salaries and Wages due to the addition of nine transferred positions from various StarTran departments plus the impact of a merit based salary increase.
- ◆ **Benefits** - Increase of \$32,240 due to the additional nine positions along with the addition of merit based pay increases relating to Benefits expenses.
- ◆ **Other Services** - Increase of \$2,646,790 in Other Services due to increases in Maintenance Radios of \$644,064, in Other Services \$822,996, in Repairs/Tires /Fuel of \$549,434, Travel Related Expenses of \$52,250 for new bus inspections, and the American Public Transportation Association Bus and Rodeo competition. Professional Fees and Uniforms totaling \$50,026, Telephone & Miscellaneous Expense of \$53,640, Office and Other Supplies equaling \$19,000 and Seminars totaling \$4,716.



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| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 19,058 | \$ 423,536 | \$ 758,807 | \$ 335,271 | 79.2% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ - | \$ 8,931 | \$ - | \$ (8,931) | -100.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ 2,622 | \$ 39,348 | \$ 53,362 | \$ 14,014 | 35.6% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 1,003 | \$ 17,571 | \$ 36,531 | \$ 18,960 | 107.9% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 1,778 | \$ 30,506 | \$ 58,452 | \$ 27,946 | 91.6% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ - | \$ 3,038 | \$ 8,894 | \$ 5,856 | 192.8% |
| TOTAL SALARIES & WAGES | \$ 24,461 | \$ 522,930 | \$ 916,046 | \$ 393,116 | 75.2% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 1,539 | \$ 35,302 | \$ 65,034 | \$ 29,732 | 84.2% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 81 | \$ 1,105 | \$ 1,851 | \$ 746 | 67.5% |
| 51 5021302 UNIFORM ALLOWANCE-ADMIN. | \$ - | \$ - | \$ 2,076 | \$ 2,076 | 100.0% |
| TOTAL BENEFITS | \$ 1,620 | \$ 36,407 | \$ 68,961 | \$ 32,554 | 89.4% |
| OTHER EXPENSES | | | | | |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ - | \$ - | \$ 191,950 | \$ 191,950 | 100.0% |
| 51 5030401 TEMPORARY HELP | \$ - | \$ 10,000 | \$ - | \$ (10,000) | -100.0% |
| 51 5030507 MAINTENANCE-RADIOS | \$ - | \$ - | \$ 644,064 | \$ 644,064 | 100.0% |
| 51 5030509 REPAIR & MAINTENANCE-OTHER | \$ - | \$ - | \$ 500,000 | \$ 500,000 | 100.0% |
| 51 5039909 OTHER SERVICES | \$ - | \$ - | \$ 822,996 | \$ 822,996 | 100.0% |
| 51 5040121 GASOLINE | \$ - | \$ - | \$ 48,000 | \$ 48,000 | 100.0% |
| 51 5040201 TIRES AND TUBES | \$ - | \$ - | \$ 42,570 | \$ 42,570 | 100.0% |
| 51 5049901 OFFICE SUPPLIES | \$ - | \$ - | \$ 18,000 | \$ 18,000 | 100.0% |
| 51 5049909 OTHER SUPPLIES | \$ - | \$ - | \$ 1,000 | \$ 1,000 | 100.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 40 | \$ - | \$ 2,640 | \$ 2,640 | 100.0% |
| 51 5070502 GASOLINE FUEL TAX | \$ - | \$ - | \$ 204 | \$ 204 | 100.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ - | \$ - | \$ 1,116 | \$ 1,116 | 100.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ - | \$ - | \$ 13,550 | \$ 13,550 | 100.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ - | \$ - | \$ 10,400 | \$ 10,400 | 100.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ - | \$ - | \$ 3,600 | \$ 3,600 | 100.0% |
| 51 5090211 LODGING | \$ - | \$ - | \$ 22,300 | \$ 22,300 | 100.0% |
| 51 5090215 TRAVEL - OTHER | \$ - | \$ - | \$ 2,400 | \$ 2,400 | 100.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ - | \$ - | \$ 51,000 | \$ 51,000 | 100.0% |
| TOTAL OTHER EXPENSES | \$ 40 | \$ 10,000 | \$ 2,375,790 | \$ 2,365,790 | 23657.9% |
| TOTAL EXPENSES | \$ 26,121 | \$ 569,337 | \$ 3,360,797 | \$ 2,791,460 | 490.3% |



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Bus Contract Operations

Functions and Responsibilities

The Bus Contract Operations Department provides contract oversight for each of Capital Metro's private fixed route service contractors. Costs related to MetroBus, MetroExpress, Rural Services, and UT Shuttle routes are captured in this department. There are four contractors managed under this department: Capital Area Rural Transportation System (CARTS), First Transit, McDonald and Veolia.

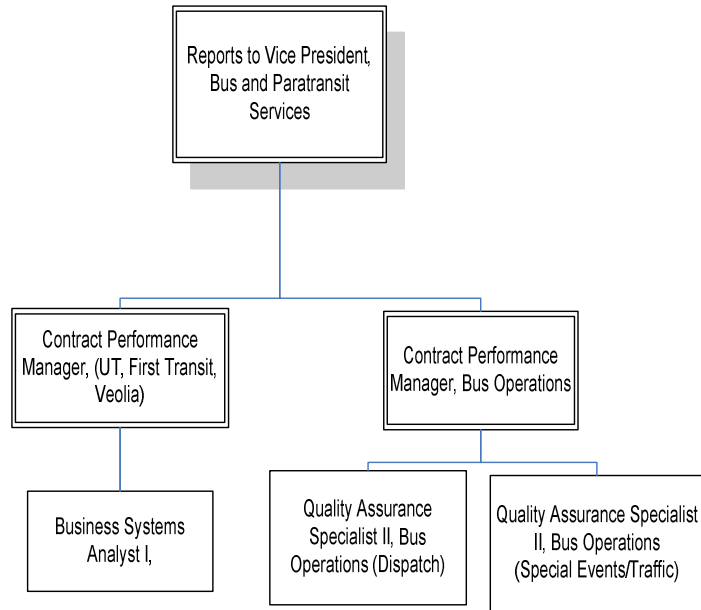
FY 2012 Accomplishments

- ◆ Improve Business Practices – Completed the procurement of contracted providers for a bus provider to replace StarTran.
- ◆ Improve Business Practices – Established contract management plans for the new service contract.
- ◆ Provide a Great Customer Experience – Coordinated the start-up activities of contracted provider for bus service selected to replace StarTran.

FY 2013 Planned Initiatives

- ◆ Provide a Great Customer Experience – Implement and continue to refine contract management plans for providers of bus services.
- ◆ Provide a Great Customer Experience – Establish written procedures for all customer-facing elements of service and incorporate into service provider contracts to ensure a consistent customer experience, regardless of provider.
- ◆ Provide a Great Customer Experience – Support planning, design, and testing efforts of the Intelligent Transportation Systems (ITS) Project for the MetroRapid and MetroBus phases of the project.
- ◆ Provide a Great Customer Experience – Support the efforts of the Safety Task Force and ensure consistent contractor participation and support of initiatives.
- ◆ Be a Regional Leader - Support planning, design, and testing efforts of the MetroRapid project.

Bus Contract Operations Department Organizational Chart



Major Budgetary Changes

- ◆ **Salaries and Wages** - Increase of \$232,408 in Salaries and Wages are attributable to the addition of three positions that were transferred from various StarTran organization departments and a merit based salary increase.
- ◆ **Benefits** - Increase of \$29,297 in Benefits due to the impact of the transfer of three positions from various StarTran organization departments and a merit based salary increase.
- ◆ **Other Services** - Increase of \$76,111,994 in Other Services are attributable to increases in Maintenance of \$310,894, Fuel / Oil / Gas of \$16,348,258., Fixed Route “McDonald Transit” Costs of \$59,262,510, Special Service contracted out to First Transit and McDonald Transit, Miscellaneous Other Expense of \$128,000 offset by a decrease in Travel of \$767.



Capital Metropolitan Transportation Authority Approved FY2013
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| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ - | \$ 131,965 | \$ 309,388 | \$ 177,423 | 134.4% |
| 51 5020901 SICK LEAVE-ADMIN | \$ - | \$ 8,896 | \$ 37,431 | \$ 28,535 | 320.8% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ - | \$ 6,768 | \$ 15,030 | \$ 8,262 | 122.1% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ - | \$ 10,848 | \$ 26,860 | \$ 16,012 | 147.6% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ - | \$ 1,483 | \$ 3,659 | \$ 2,176 | 146.7% |
| TOTAL SALARIES & WAGES | \$ - | \$ 159,960 | \$ 392,368 | \$ 232,408 | 145.3% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ - | \$ 11,861 | \$ 27,992 | \$ 16,131 | 136.0% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ - | \$ 144 | \$ 1,305 | \$ 1,161 | 806.3% |
| TOTAL BENEFITS | \$ - | \$ 12,005 | \$ 29,297 | \$ 17,292 | 144.0% |
| OTHER EXPENSES | | | | | |
| 51 5030507 MAINTENANCE-RADIOS | \$ - | \$ - | \$ 19,752 | \$ 19,752 | 100.0% |
| 51 5040104 TRANSMISSION FLUID | \$ - | \$ - | \$ 32,268 | \$ 32,268 | 100.0% |
| 51 5040105 COOLANT | \$ - | \$ - | \$ 25,512 | \$ 25,512 | 100.0% |
| 51 5040111 DIESEL | \$ - | \$ - | \$ 10,832,500 | \$ 10,832,500 | 100.0% |
| 51 5040121 GASOLINE | \$ - | \$ - | \$ 35,004 | \$ 35,004 | 100.0% |
| 51 5040131 OIL | \$ - | \$ - | \$ 46,848 | \$ 46,848 | 100.0% |
| 51 5040145 FUEL-CONTRACTED FIXED ROUTE UT | \$ - | \$ - | \$ 1,992,748 | \$ 1,992,748 | 100.0% |
| 51 5040146 FUEL-FIXED ROUTE LOCAL SERVICES | \$ - | \$ - | \$ 2,519,265 | \$ 2,519,265 | 100.0% |
| 51 5040201 TIRES AND TUBES | \$ - | \$ - | \$ 291,142 | \$ 291,142 | 100.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ - | \$ 780 | \$ 1,200 | \$ 420 | 53.8% |
| 51 5070501 DIESEL FUEL TAX | \$ - | \$ - | \$ 876,827 | \$ 876,827 | 100.0% |
| 51 5070502 GASOLINE FUEL TAX | \$ - | \$ - | \$ 2,004 | \$ 2,004 | 100.0% |
| 51 5070503 FUEL SURCHARGE | \$ - | \$ - | \$ 20,286 | \$ 20,286 | 100.0% |
| 51 5080102 FIXED ROUTE-LOCAL SERVICE | \$ - | \$ 9,073,575 | \$ 9,563,516 | \$ 489,941 | 5.4% |
| 51 5080103 FIXED ROUTE-UNIV. OF TEXAS | \$ - | \$ 7,445,604 | \$ 6,807,517 | \$ (638,087) | -8.6% |
| 51 5080104 RURAL SERVICE-FIXED ROUTE | \$ - | \$ 842,359 | \$ 696,687 | \$ (145,672) | -17.3% |
| 51 5080108 SPECIAL SERVICE | \$ - | \$ 50,664 | \$ 332,891 | \$ 282,227 | 557.1% |
| 51 5080109 FIXED ROUTE - FLYER | \$ - | \$ 1,479,504 | \$ 1,568,964 | \$ 89,460 | 6.0% |
| 51 5080114 FIXED ROUTE - PRC | \$ - | \$ 258,324 | \$ 59,552,846 | \$ 59,294,522 | 22953.5% |
| 51 5080117 UT - ON-TIME PERFORMANCE INCENTIVE | \$ - | \$ 67,880 | \$ - | \$ (67,880) | -100.0% |
| 51 5080118 LOCAL SERVICES - ON-TIME PERFORMANCE | \$ - | \$ 12,000 | \$ - | \$ (12,000) | -100.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ - | \$ 277 | \$ - | \$ (277) | -100.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ - | \$ 130 | \$ - | \$ (130) | -100.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ - | \$ 325 | \$ - | \$ (325) | -100.0% |
| 51 5090211 LODGING | \$ - | \$ 360 | \$ - | \$ (360) | -100.0% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ - | \$ - | \$ 126,000 | \$ 126,000 | 100.0% |
| TOTAL OTHER EXPENSES | \$ - | \$ 19,231,783 | \$ 95,343,777 | \$ 76,111,994 | 395.8% |
| TOTAL EXPENSES | \$ - | \$ 19,403,748 | \$ 95,765,442 | \$ 76,361,694 | 393.5% |



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Paratransit Contract Operations

Functions and Responsibilities

The Paratransit Contract Operations Department provides contract oversight for each of Capital Metro's paratransit services contractors. Costs related to contracted ADA-compliant paratransit services, as well as the non-ADA Access-a-Ride program are captured in this department. There are three contractors managed under this department: Greater Austin Transportation Company (GATC), LeFleur, and MV Transportation.

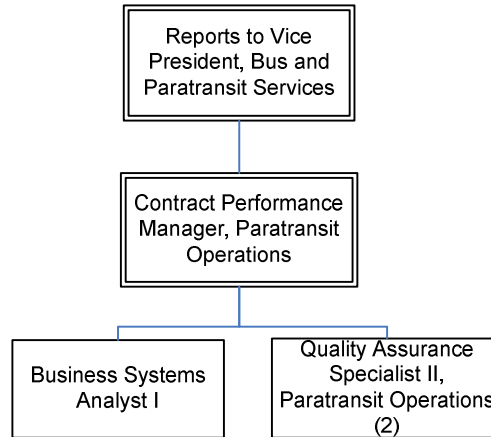
FY 2012 Accomplishments

- ◆ Improve Business Practices - Completed the procurement of contracted providers for paratransit providers to replace StarTran.
- ◆ Improve Business Practices - Established contract management plans for all paratransit service contracts.
- ◆ Provide a great customer experience - Coordinate the start-up activities of contracted providers for bus and paratransit services selected to replace StarTran.

FY 2013 Planned Initiatives

- ◆ Provide a Great Customer Experience - Implement and continue to refine contract management plans for providers of paratransit services.
- ◆ Improve Business Practices - Continue to implement the fleet replacement schedule as detailed in the long-range financial plan.
- ◆ Provide a Great Customer Experience - Establish written procedures for all customer-facing elements of service and incorporate into service provider contracts to ensure a consistent customer experience, regardless of provider.
- ◆ Provide a Great Customer Experience - Support the efforts of the Safety Task Force and ensure consistent contractor participation and support of initiatives.

Paratransit Contract Operations Department Organizational Chart



Major Budgetary Changes

- ◆ **Salaries and Wages** - Increase of \$147,998 in Salaries & Wages due to the addition of two positions transferred from various StarTran organization departments and merit based salary increase.
- ◆ **Benefits** - Increase of \$10,436 in benefits due to the addition of two positions transferred and the impact of a merit based salary increase.
- ◆ **Other Expenses** - Increase of \$19,244,121 in Other Expenses includes increases in Maintenance / Tires of \$93,141, an increase in Diesel and Gasoline in the amount of \$1,561,328 formerly included in the StarTran department Service Island., Travel related expenses of \$5,120, and an increase of a \$17,584,532 in Dedicated Paratransit Services related to the privatization of Paratransit Services operated by MV Transportation.



Capital Metropolitan Transportation Authority Approved FY2013
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| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 3,766 | \$ 115,072 | \$ 225,925 | \$ 110,853 | 96.3% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ - | \$ 2,078 | \$ - | \$ (2,078) | -100.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ (3,233) | \$ 7,758 | \$ 27,589 | \$ 19,832 | 255.6% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 342 | \$ 5,901 | \$ 11,089 | \$ 5,188 | 87.9% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ (1,759) | \$ 9,360 | \$ 22,157 | \$ 12,798 | 136.7% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ - | \$ 1,293 | \$ 2,700 | \$ 1,407 | 108.8% |
| TOTAL SALARIES & WAGES | \$ (883) | \$ 141,462 | \$ 289,460 | \$ 147,998 | 104.6% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 367 | \$ 10,343 | \$ 20,653 | \$ 10,310 | 99.7% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 27 | \$ 734 | \$ 1,044 | \$ 310 | 42.2% |
| 51 5020702 STATE UNEMPLOYMENT-BARGAINING | \$ - | \$ 184 | \$ - | \$ (184) | -100.0% |
| TOTAL BENEFITS | \$ 395 | \$ 11,261 | \$ 21,697 | \$ 10,436 | 92.7% |
| OTHER EXPENSES | | | | | |
| 51 5030507 MAINTENANCE-RADIOS | \$ - | \$ - | \$ 5,400 | \$ 5,400 | 100.0% |
| 51 5040111 DIESEL | \$ - | \$ - | \$ 930,765 | \$ 930,765 | 100.0% |
| 51 5040121 GASOLINE | \$ - | \$ - | \$ 548,218 | \$ 548,218 | 100.0% |
| 51 5040201 TIRES AND TUBES | \$ - | \$ - | \$ 59,622 | \$ 59,622 | 100.0% |
| 51 5049920 MAINTENANCE MATERIALS | \$ - | \$ - | \$ 24,999 | \$ 24,999 | 100.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ - | \$ - | \$ 3,120 | \$ 3,120 | 100.0% |
| 51 5070501 DIESEL FUEL TAX | \$ - | \$ - | \$ 53,188 | \$ 53,188 | 100.0% |
| 51 5070502 GASOLINE FUEL TAX | \$ - | \$ - | \$ 27,410 | \$ 27,410 | 100.0% |
| 51 5070503 FUEL SURCHARGE | \$ - | \$ - | \$ 1,747 | \$ 1,747 | 100.0% |
| 51 5080106 DEMAND RESPONSE | \$ - | \$ 784,279 | \$ 784,279 | \$ - | 0.0% |
| 51 5080119 DEDICATED PARA TRANSPORTATION | \$ - | \$ 2,052,672 | \$ 19,637,204 | \$ 17,584,532 | 856.7% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ - | \$ - | \$ 1,300 | \$ 1,300 | 100.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ - | \$ - | \$ 1,050 | \$ 1,050 | 100.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ - | \$ - | \$ 1,000 | \$ 1,000 | 100.0% |
| 51 5090211 LODGING | \$ - | \$ - | \$ 1,650 | \$ 1,650 | 100.0% |
| 51 5090215 TRAVEL - OTHER | \$ - | \$ - | \$ 120 | \$ 120 | 100.0% |
| TOTAL OTHER EXPENSES | \$ - | \$ 2,836,951 | \$ 22,081,072 | \$ 19,244,121 | 678.3% |
| TOTAL EXPENSES | \$ (489) | \$ 2,989,674 | \$ 22,392,229 | \$ 19,402,555 | 649.0% |



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MetroAccess Administration

Functions and Responsibilities

The MetroAccess Administration department manages the eligibility, reservations and scheduling functions for the MetroAccess ADA-compliant paratransit services. The department manages the eligibility process, including initial certification and re-certification of existing customers using in person assessments and the assistance of a third party provider to determine the functional abilities of each applicant. The MetroAccess Administration department processes advance trip reservations, cancellations, inquiries, subscription service requests, and group trips. This team manages and coordinates service through contracted providers. The department also coordinates with customers and the Access Advisory Committee to receive feedback on all aspects of service and policy development.

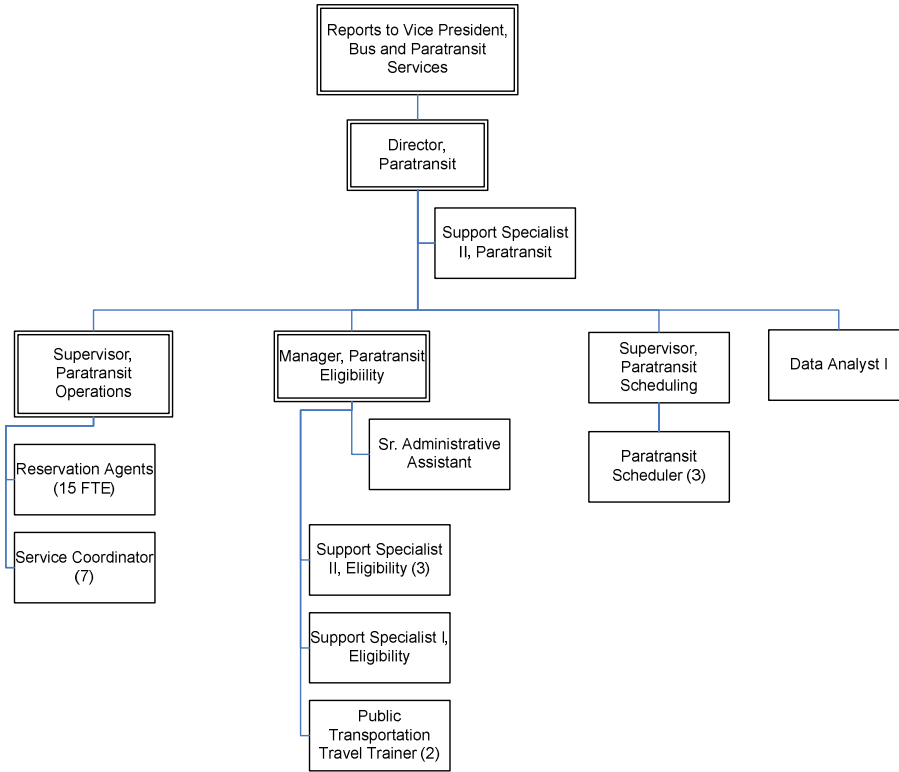
FY 2012 Accomplishments

- ◆ Improve Business Practices - Completed implementation of paratransit policies approved by the Capital Metro Board of Directors in September 2010, including Implementation of in-person functional assessments for MetroAccess customers.
- ◆ Improve Business Practices - Completed construction of an eligibility and travel training center at 323 Congress Ave. launched a new in-person function-based paratransit eligibility process. New applicant processing began in December 2011 and processing of recertifying applicants began in February 2012. Consistently exceeded a 90% customer satisfaction rating from a sample of customers who had gone through the new eligibility review process.
- ◆ Provide Great Customer Service - Implemented the Alternative Transportation Service required by Senate Bill 650 which provides specific kinds of trips for eligible customers who have consistently lived within the limits of a city which has since withdrawn from Capital Metro's taxation zone (These trips are charged back to the city of residence).
- ◆ Improve Business Practices - Successfully completed an FTA Triennial review with no findings.
- ◆ Improve Business Practices - In support of the labor structure transition, all International Union of Electrical Workers IUE represented employees became Capital Metro under the "meet and confer" process for represented public employees.
- ◆ Improve Business Practices - Completed integration of Trapeze Itinerary Planning Assistant (IPA) module to provide comparable Fixed-Route alternatives to MetroAccess customers during trip booking, Trapeze Coordinated Transportation (CT) module to segregate the database, improving the security of our customer and vendor information, and Medi-Van (MV) software products ParaMapping, Monitor, and Spider to improve real time visual monitoring and dispatch of the fleet and to extend the capabilities of post-service reporting.

FY 2013 Planned Initiatives

- ◆ Provide a Great Customer Experience - Finalize implementation of Trapeze software expansion, to include use of Trapeze by taxi provider and implementation of web reservations.
- ◆ Improve Business Practices - Coordinate with Planning department in implementing the grant-funded Office of Mobility Management to ensure transportation coordination efforts meet the needs of paratransit customers.
- ◆ Improve Business Practices & Provide a Great Customer Experience - Implement new Interactive Voice Response (IVR) and Web Reservation software systems to reduce reliance on third party software products to provide information and for customers to use for trip reservation, confirmation, cancellation to reduce call center work load, improve detailed reporting of customer use of products, and enhance usability, and system stability.

MetroAccess Administration Department Organizational Chart





Major Budgetary Changes

- ◆ **Salaries and Wages** - Increase of \$373,290 in Salary & Wages due to the conversion and transfer of 25 IUE full time equivalent positions from the former StarTran department MetroAccess and a salary based merit increase.
- ◆ **Benefits** - Increase of \$6,240 in fringe benefits due to the conversion and transfer of former IUE employees and salary based merit increase. Decrease of \$26,372 in Pension due to conversion of former IUE employees to Capital Metro employees in which those expenses have been transferred to Benefits Department.
- ◆ **Other Expenses** - Includes a \$42,000 increase in Temporary Services to support vacancies in the reservation and scheduling areas of MetroAccess Administration. Includes the sum of other administrative and miscellaneous expenses such as telephone, postage, expendable tools and equipment offset against other decrease to a net increase of \$18,423.

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 BUDGET | Var FY2013 VS. FY 2012 | Var % FY2013 VS. FY 2012 |
|---|-------------------|-------------------|-------------------|---------------------------|-----------------------------|
| SALARY & WAGES | | | | | |
| 51 5010201 SALARIES & WAGES - ADMIN. | \$ 6,859 | \$ 935,762 | \$ 610,109 | \$(325,653) | -34.8% |
| 51 5010202 SALARIES & WAGES - BARGAINING | \$ - | \$ - | \$ 739,567 | \$ 739,567 | 100.0% |
| 51 5010203 OVERTIME - ADMINISTRATIVE | \$ - | \$ 101,614 | \$ 18,538 | \$(83,076) | -81.8% |
| 51 5010204 OVERTIME - BARGAINING | \$ - | \$ - | \$ 125,287 | \$ 125,287 | 100.0% |
| 51 5020901 SICK LEAVE-ADMIN | \$ - | \$ 61,218 | \$ 42,488 | \$(18,730) | -30.6% |
| 51 5020902 SICK LEAVE-BARGAINING | \$ - | \$ - | \$ 50,115 | \$ 50,115 | 100.0% |
| 51 5021001 HOLIDAY LEAVE-ADMIN | \$ 361 | \$ 46,839 | \$ 29,050 | \$(17,789) | -38.0% |
| 51 5021002 HOLIDAY LEAVE-BARGAINING | \$ - | \$ - | \$ 35,374 | \$ 35,374 | 100.0% |
| 51 5021101 VACATION LEAVE-ADMIN | \$ 1,787 | \$ 72,215 | \$ 40,652 | \$(31,563) | -43.7% |
| 51 5021102 VACATION LEAVE-BARGAINING | \$ - | \$ - | \$ 53,627 | \$ 53,627 | 100.0% |
| 51 5021201 OTHER PAID LEAVE-ADMIN | \$ - | \$ 10,203 | \$ 7,081 | \$(3,122) | -30.6% |
| 51 5021202 OTHER PAID LEAVE-BARGAINING | \$ - | \$ - | \$ 8,352 | \$ 8,352 | 100.0% |
| TOTAL SALARIES & WAGES | \$ 9,007 | \$ 1,227,851 | \$ 1,760,240 | \$ 532,389 | 43.4% |
| BENEFITS | | | | | |
| 51 5020101 FICA-ADMIN | \$ 555 | \$ 83,755 | \$ 54,172 | \$(37,308) | -44.5% |
| 51 5020102 FICA-BARGAINING | \$ - | \$ - | \$ 65,882 | \$ 65,882 | 100.0% |
| 51 5020202 PENSION - BARGAIN | \$ - | \$ 26,372 | \$ - | \$(26,372) | -100.0% |
| 51 5020701 STATE UNEMPLOYMENT-ADMIN | \$ 29 | \$ 6,538 | \$ 2,188 | \$(4,687) | -71.7% |
| 51 5020702 STATE UNEMPLOYMENT-BARGAINING | \$ - | \$ - | \$ 4,376 | \$ 4,376 | 100.0% |
| 51 5020703 FEDERAL UNEMPLOYMENT- ADMIN | \$ - | \$ - | \$ 728 | \$ 728 | 100.0% |
| 51 5020704 FEDERAL UNEMPLOYMENT-BARGAINING | \$ - | \$ 1,377 | \$ 1,456 | \$ 79 | 5.7% |
| 51 5021424 INCENTIVE - ADMIN | \$ - | \$ 7,915 | \$ - | \$(7,915) | -100.0% |
| 51 5021426 INCENTIVE - BARGAINING/IUE | \$ - | \$ - | \$ 11,008 | \$ 11,008 | 100.0% |
| 55 5021302 UNIFORM ALLOWANCE-ADMIN. | \$ - | \$ - | \$ 740 | \$ 740 | 100.0% |
| TOTAL BENEFITS | \$ 584 | \$ 125,957 | \$ 140,550 | \$ 14,593 | 11.6% |
| OTHER EXPENSES | | | | | |
| 51 5030309 OTHER PROFESSIONAL FEES | \$ - | \$ 300,000 | \$ 304,056 | \$ 4,056 | 1.4% |
| 51 5030401 TEMPORARY HELP | \$ - | \$ 220,304 | \$ 245,304 | \$ 25,000 | 11.3% |
| 51 5039909 OTHER SERVICES | \$ - | \$ 3,460 | \$ 11,004 | \$ 7,544 | 218.0% |
| 51 5040121 GASOLINE | \$ - | \$ - | \$ 4,080 | \$ 4,080 | 100.0% |
| 51 5049901 OFFICE SUPPLIES | \$ - | \$ 14,712 | \$ 14,712 | \$ - | 0.0% |
| 51 5049907 EXPENDABLE TOOLS & EQUIPMENT | \$ - | \$ - | \$ 3,136 | \$ 3,136 | 100.0% |
| 51 5049909 OTHER SUPPLIES | \$ - | \$ 3,600 | \$ 6,516 | \$ 2,916 | 81.0% |
| 51 5050204 TELEPHONE-LOCAL | \$ 40 | \$ - | \$ 5,460 | \$ 5,460 | 100.0% |
| 51 5070502 GASOLINE FUEL TAX | \$ - | \$ - | \$ 204 | \$ 204 | 100.0% |
| 51 5090101 DUES AND SUBSCRIPTIONS | \$ - | \$ - | \$ 750 | \$ 750 | 100.0% |
| 51 5090201 AIRFARE - TRANSPORTATION | \$ - | \$ 650 | \$ 325 | \$(325) | -50.0% |
| 51 5090205 TRAVEL - PER DIEM | \$ - | \$ 750 | \$ 825 | \$ 75 | 10.0% |
| 51 5090208 SEMINAR, CONFERENCES, REGISTRATION | \$ - | \$ 875 | \$ 750 | \$(125) | -14.3% |
| 51 5090211 LODGING | \$ - | \$ 750 | \$ 1,050 | \$ 300 | 40.0% |
| 51 5090215 TRAVEL - OTHER | \$ - | \$ - | \$ 120 | \$ 120 | 100.0% |
| 51 5099901 POSTAGE | \$ - | \$ 16,392 | \$ 22,968 | \$ 6,576 | 40.1% |
| 51 5099909 OTHER MISCELLANEOUS EXPENSES | \$ - | \$ 1,200 | \$ - | \$(1,200) | -100.0% |
| TOTAL OTHER EXPENSES | \$ 40 | \$ 562,693 | \$ 621,260 | \$ 58,567 | 10.4% |
| TOTAL EXPENSES | \$ 9,632 | \$ 1,916,501 | \$ 2,522,050 | \$ 605,550 | 31.6% |



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GLOSSARY

Accounting Basis: Capital Metro utilizes the proprietary fund method of accounting whereby revenue and expenses are recognized on an accrual basis.

Accrual based accounting: Revenue and expenses are recorded in the period in which they are earned or incurred regardless of whether cash is received or disbursed in that period.

ADA: Americans with Disabilities Act. Federal legislation that provides guidelines for assuring access to person with disabilities.

American Public Transportation Association (APTA): Membership organization whose stated mission is to serve and lead its diverse membership through advocacy, innovation and information sharing to strengthen and expand public transportation.

Associated Capital Maintenance (ACM): A Federal Transit Administration capital program that subsidizes the cost of operations through the funding of certain bus and rail maintenance expenses.

Average fare: Operating revenue (fare box and third party fares) divided by the number of boardings.

Boardings: Number of passengers utilizing transit service, measured on entrance of vehicle.

Build Greater Austin: Created in 1994 to support the transportation infrastructure for the Austin metropolitan area. This is an ongoing program with funding of \$78.1 million with seven elements: 1) street maintenance; 2) emergency street repair; 3) transit corridor improvements; 4) pedestrian and bicycle safety/access; 5) sidewalks; 6) transit centers; and 7) transit capital improvements.

CAAA: Clean Air Act Amendments - Federal legislation that protects and enhances the quality of the nation's air resources; initiates and accelerates a national research and development program to prevent and control air pollution; provides technical and financial assistance to state and local governments for air pollution control programs; and encourages and assists regional air pollution control programs.

Capital budget: The portion of the budget that provides for the funding of improvements, projects, and other projects and major equipment purchases. Generally, a capital item is one that has a cost in excess of \$5,000 and a useful life in excess of one year.

Capital Expenditure: Expenditures made to purchase capital assets or increase the efficiency, capacity, useful life, or economy of an existing asset.

CMAQ: The Congestion Mitigation & Air Quality Program is a Federal program, which funds transportation projects that will contribute to meeting the attainment of national ambient air quality standards.

Contingency funds: Operating funds reserved for unexpected expenditures during the fiscal year that were not addressed in the annual budget.

Commuter rail: Railway for urban passenger train service consisting of local short distance travel operating between a central city and adjacent suburbs.

Cost Allocation: The way in which overhead expenses are assigned to different cost centers.

CTC: Centralized Train Control is a system that allows dispatchers to monitor and control the position of trains currently running on our operating tracks.

Deadhead: Hours of miles that the buses and trains are in service, but there is not a reasonable expectation of carrying passengers. Examples include traveling between the garage and the start of a route and traveling between routes.

Directly Operated Demand Response: Service that is provided on an “as-needed” basis directly by Capital Metro. Includes special transit van and sedan service.

Directly Operated Motor Bus: Scheduled bus service that is provided directly by Capital Metro.

Express route: Limited stop service traveling to and from downtown and park & rides

Fiscal year: A 12-month period for which an organization plans the use of its funds, which does not necessarily correspond to a calendar year. The fiscal year adopted by Capital Metro is from October 1st through September 30th.

Fixed Route: Local bus service including Flyer and excluding fixed route van services.

Fixed Route Van: Local service (primarily in suburban neighborhoods) where ridership does not warrant a full size bus.

Flyer: Bus service that operates as local service in the suburban neighborhoods and then becomes express service to downtown. Ridership, miles and hours are included with Fixed Route.

FTA: Federal Transit Administration - The agency of the Federal government within the U.S. Department of Transportation that is responsible for providing, administering and monitoring funds to transit agencies.

Full-time equivalent position (FTE): A position converted to the decimal equivalent of a full time position based on 2,080 hours per year.

Funds Equity: Captures the aggregate of accumulated revenues and expenses from previous years. This balance is also labeled Net Assets.

Fund Balance: Fund Balance is the cash on hand used to pay monthly operating costs, such as salaries, staff health costs, fuel, supplies, utilities, and other expenses.

Grant: Revenue from another government body or organization, usually in support of a specific program or function.

High occupancy vehicle lanes (HOV): A lane of traffic in a major roadway reserved for vehicles carrying two or more (sometimes three or more) persons.

Interest Income: Income gained from interest on funds that have been placed in reserves for capital placement.

ITS: Intelligent Transportation System is a large project with Orbital being the main vendor that is adding CAD/AVL (Computer Aided Dispatch/Automatic Vehicle Locator) capability to our bus fleet.



MetroAccess Van: Paratransit service for the mobility impaired that is provided by vans. Typically carries several passengers at one time.

MetroAccess Sedan: Paratransit service for the mobility impaired that is provided by sedans. Typically carries one passenger at one time.

MetroAccess Voucher: Paratransit service for the mobility impaired that is provided by various cab companies.

Net Assets: Captures the aggregate of accumulated revenues and expenses from previous years. This balance is also labeled Fund Equity.

New Start: Discretionary federal transit funds for new or extended fixed guideway systems.

Non-attainment area: U.S. region not attaining EPA standards for air pollutants.

Obligation: Funds that have been obligated to a specific purpose but have not been expended.

On-Time Performance: On-time performance is no more than 30 seconds early or 5 minutes and 30 seconds late. Only directly operated regular, flyer and park and ride trips are included.

Operating budget: The portion of the budget that provides for the day-to-day operation of Capital Metro including salaries, benefits, services, materials and other expenses.

Paratransit services: Complementary transportation services for senior citizens and passengers with disabilities established in accordance with ADA.

Park & Ride: Supports express limited stop service to and from downtown.

Passenger revenue: Revenue earned through fares charged directly to passengers for transit services.

Peak period: The period during which the maximum amount of travel occurs.

PRC: Service to Pickle Research Center (PRC) and the UT shuttle route.

Prior years' carry-over: Funds which are available to finance subsequent fiscal years for capital budget items.

Purchased Transportation Motor Bus: Scheduled service that is provided by a vendor under contract to Capital Metro.

Purchased Transportation Demand Response: Service that is provided on an "as needed" basis by a vendor under contract to Capital Metro.

Recovery ratio: Operating revenue divided by operating expense.

Revenue hours: The number of hours that the buses are available to the general public and there is a reasonable expectation of carrying passengers (this includes layover time). May be scheduled or actual; see revenue service below.

Revenue miles: The number of miles that the buses are available to the general public and there is a reasonable expectation of carrying passengers.

Revenue passengers: Transit passengers who enter the system through the payment of a fare as distinguished from those who enter via an employee or complimentary pass.

Revenue service: Transit service run for the purpose of generating revenue, with a route beginning and end point, distinguished from trips run for maintenance purposes or trips, which carry passengers without charge.

Ridership: The total number of boardings, including transfers. Also called “Unlinked Passenger Trips”. May be based on fare box counts, driver counts, or estimates.

Rural Demand Response: Advance registration door-to-door service from Lago Vista, Jonestown, and Leander to Highland Mall, Northcross Mall and Central Medical Complex. Currently provided by CARTS.

Rural Feeders: The bus service that connects rural areas (Lago Vista and Manor) with downtown Austin. Currently provided by CARTS.

SAFETEA-LU: On August 10, 2005, President George W. Bush signed the Safe, Accountable, Flexible, Efficient Transportation Equity Act; A Legacy for Users (SAFETEA-LU). This authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009.

Sales tax: A tax levied and collected by the State for the benefit of Capital Metro. Capital Metro currently collects 1% sales tax.

Section 5307 Urbanized Area Formula (Formerly Section 9): A Federal grant administered by the Federal Transit Administration (FTA) for urbanized areas, providing capital, operating, and planning assistance for mass transportation. Funds are apportioned to urbanized areas utilizing a formula based on population, population density and other factors associated with transit service and ridership.

Section 5309 Capital Program Funds: A Federal grant that provides assistance for the establishment of new rail transit projects, improvement and maintenance of existing rail transit and other fixed-guideway systems, buses and other bus-related capital projects. The bus-funding portion is a discretionary allocation program.

Service span: The length of time during the 24-hour day when service is provided.

Service area: City of Austin and several surrounding areas within Travis County and Williamson County extending over 500 square miles. The service area participates in a one percent (1%) sales tax for funding support and participation with Capital Metro.

Special Events: Service provided to major events such as the Trail of Lights, Austin City Limits Music Festival and South by Southwest (SXSW).

Subscription service: A standing trip reservation for a ride occurring at least once a week from the same origin to the same destination at the same time.

Subsidy / Passenger: The difference between the operating expense and operating revenue divided by the number of boardings.

Third party fares: Fares paid by a third party usually for continuous routine service.



Transit operations: Those authority functions directly or indirectly related to the provision of transportation service.

TVM: Ticket Vending Machine system that will encompass 1) the physical devices at various rail/bus stops where a customer can purchase a ticket/pass and 2) a central computer with software that communicates to the various machines in the field.

UT Shuttle: The bus service provided to connect student living areas with the University of Texas campus. Also provides circulator service around Campus. Currently provided by First Transit.

Van Pool Program: A service provided for a group of people who live and work in close proximity to each other. This service relieves congestion, and reduces pollution.

Vehicle hours: The total number of hours that the buses are in service. This includes both revenue and deadhead hours.

Vehicle miles: The total number of miles traveled while the buses are in service. This includes both revenue and deadhead miles.

Wheelchair boardings: The number of times the wheelchair lift was used on directly operated buses. It does not include MetroAccess or contracted services.

Zero-based budgeting: A method of budgeting in which all expenditures must be justified each new budget period, as opposed to only explaining the amounts requested in excess of the previous period's funding.



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Capital Metropolitan Transportation Authority
Approved FY2013-FY2017 Capital Improvement Plan

| Project Name | Type | FY2013 Budget | FY2014 Budget | FY2015 Budget | FY2016 Budget | FY2017 Budget | Total |
|--|------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Headquarters Facility - Shop Lighting | Facilities | 50,000 | 50,000 | - | - | - | 100,000 |
| Rails with Trails | Facilities | 895,000 | - | - | - | - | 895,000 |
| Bus Stop Accessibility Improvements | Facilities | 2,478,130 | 1,665,298 | 950,401 | - | - | 5,093,829 |
| Fuel System Upgrade | Facilities | 26,250 | 8,750 | - | - | - | 35,000 |
| MLK Rail Station hardscape and landscape improvements | Facilities | 752,000 | - | - | - | - | 752,000 |
| Bus Stop Litter Containers | Facilities | 87,500 | 100,000 | 100,000 | 100,000 | 100,000 | 487,500 |
| Oakhill Park and Ride Replacement | Facilities | 225,000 | - | - | - | - | 225,000 |
| Bus Stop Signage | Facilities | 400,000 | 400,000 | 191,769 | - | - | 991,769 |
| Bus Benches | Facilities | 20,000 | 100,000 | 100,000 | 100,000 | 100,000 | 420,000 |
| Bus Shelters | Facilities | 60,000 | 100,000 | 100,000 | 100,000 | 100,000 | 460,000 |
| Headquarters Facility - HVAC Chilling System Replacement | Facilities | 200,000 | - | - | - | - | 200,000 |
| Portable Lifts | Facilities | - | 75,000 | - | - | - | 75,000 |
| North Operations Facility - HVAC control system | Facilities | - | 75,000 | - | - | - | 75,000 |
| North Lamar Transit Center Facility Enhancements | Facilities | - | 350,000 | - | - | - | 350,000 |
| Kramer Station | Facilities | - | 975,000 | - | - | - | 975,000 |
| MetroBike Shelters | Facilities | 634,454 | - | - | - | - | 634,454 |
| Intelligent Transportation Systems (ITS) Project | IT | 2,741,523 | 5,550,057 | 4,293,927 | - | - | 12,585,507 |
| Interactive Voice Response (IVR) System Replacement | IT | 639,929 | - | - | - | - | 639,929 |
| IT Infrastructure Equipment | IT | 300,000 | 300,000 | 300,000 | 300,000 | - | 1,200,000 |
| Storage Area Network (SAN) Replacement | IT | 750,000 | - | - | - | - | 750,000 |
| Productivity Software | IT | 547,800 | - | - | - | - | 547,800 |
| IT Infrastructure | IT | 475,000 | - | - | - | - | 475,000 |
| Server Backup System | IT | 300,000 | - | - | - | - | 300,000 |
| Telephone Switch Upgrade | IT | 300,000 | - | - | - | - | 300,000 |
| Ticket Vending Machine (TVM) Software Upgrade | IT | 30,000 | - | - | - | - | 30,000 |
| Customer Comments System Replacement | IT | 60,000 | 60,000 | - | - | - | 120,000 |
| In-vehicle laptops and associated infrastructure | IT | 100,000 | - | - | - | - | 100,000 |
| Financial System | IT | 1,000,000 | 3,500,000 | - | - | - | 4,500,000 |
| Farebox System Upgrade and Ticket Vending Machine Improvements | IT | 275,000 | 275,000 | - | - | - | 550,000 |
| Data Warehousing | IT | - | 100,000 | 250,000 | 150,000 | - | 500,000 |
| MetroRapid Project | MetroRapid | 24,879,681 | 17,581,256 | 123,580 | 109,375 | - | 42,693,892 |
| MetroRapid Dedicated Transit Lane | MetroRapid | 50,000 | - | - | - | - | 50,000 |
| Four Additional Bus Stations for MetroRapid | MetroRapid | - | 480,480 | - | - | - | 480,480 |
| Alternative Analysis | Planning | 1,298,750 | - | - | - | - | 1,298,750 |
| Positive Train Control | Rail | 1,100,000 | - | - | - | 2,185,000 | 3,285,000 |
| Railroad Bridge Repair/Upgrade | Rail | 1,100,000 | 843,904 | 494,334 | 454,588 | - | 2,892,826 |
| Quiet Zone - Rosewood Crossing | Rail | 60,000 | - | - | - | - | 60,000 |
| Convert Wood Deck Bridge to Open Deck Bridge @ MP52.44 | Rail | 1,000,000 | - | - | - | - | 1,000,000 |
| East End Rail Track Rehabilitation - 90 LB | Rail | 2,600,000 | 1,500,000 | 900,000 | - | - | 5,000,000 |
| Serta Yard Material Relocation | Rail | 50,000 | - | - | - | - | 50,000 |
| Salttillo Track Relocation | Rail | 2,700,000 | 2,700,000 | - | - | - | 5,400,000 |
| Crossings Improvements Reimbursed by TxDOT | Rail | 500,000 | 500,000 | - | - | - | 1,000,000 |
| Flashing Lights and Gates @ MP79.05 | Rail | 185,000 | - | - | - | - | 185,000 |
| MLK Crossing Preemption | Rail | 50,000 | - | - | - | - | 50,000 |
| Points of Conflict | Rail | - | 300,000 | 300,000 | - | - | 600,000 |
| Austin WYE Realignment | Rail | - | 325,000 | - | - | - | 325,000 |
| Capital Project Contingency | Reserve | 100,000 | 50,000 | - | - | - | 150,000 |
| Diesel Multiple Unit (DMU) Security Cameras Upgrade | Security | 100,000 | - | - | - | - | 100,000 |
| Security Camera Software Replacement | Security | 50,000 | 50,000 | - | - | - | 100,000 |
| Paratransit Vehicle Replacement | Vehicles | 1,625,000 | 5,567,664 | - | - | 2,161,503 | 9,354,167 |
| Bus Replacements | Vehicles | 10,295,421 | - | 15,000,000 | 16,000,000 | 15,113,851 | 56,409,272 |
| Radio Communication System Replacement | Vehicles | 3,259,662 | 1,328,434 | - | - | - | 4,588,096 |
| Non-Revenue Vehicle Replacement | Vehicles | - | 180,000 | 225,102 | 144,909 | 89,554 | 639,565 |
| Total | | 64,351,100 | 45,090,843 | 23,329,113 | 17,458,872 | 19,849,908 | 170,079,836 |

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Project Name Headquarters Facility - Shop Lighting

Project Type Facilities

Project Description

This project was recommended by an Austin Energy Audit and is designed to reduce energy consumption. The project will produce a brighter lighting in the fleet shop and service island area as the metal halide 450 watt lighting is changed to fluorescents lamps.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | 87,373 | 62,627 | 50,000 | 50,000 | - | - | - | 250,000 |
| Total | 87,373 | 62,627 | 50,000 | 50,000 | - | - | - | 250,000 |
| Funding Sources | | | | | | | | |
| Local | 17,475 | 12,525 | 10,000 | 50,000 | - | - | - | 90,000 |
| Grants | 69,898 | 50,102 | 40,000 | - | - | - | - | 160,000 |
| | | | | | | | | - |
| Total | 87,373 | 62,627 | 50,000 | 50,000 | - | - | - | 250,000 |

Estimated Operating Cost Impact

Operating cost savings of approximately \$23,000 are estimated to be realized as a result of completing this capital project due to reduced energy consumption.

Project Benefits

This project is designed to offset electricity costs for this Capital Metro facility.

Strategic Objective

This project supports the following strategic objectives: Goal 2 - Improve business practices, Objective 2.1- Strengthen financial health of the agency.

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Project Name Rails with Trails

Project Type Facilities

Project Description

This project will implement a portion of a hike and bike trail system along Airport Boulevard, some of which will lie within Capital Metro's rail right of way.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|---------|---------|---------|---------|-----------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Other: | 840,230 | 164,770 | 895,000 | - | - | - | - | 1,900,000 |
| Total | 840,230 | 164,770 | 895,000 | - | - | - | - | 1,900,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | - | - | - | - | - | - |
| Grants | 840,230 | 164,770 | 895,000 | - | - | - | - | 1,900,000 |
| Total | 840,230 | 164,770 | 895,000 | - | - | - | - | 1,900,000 |

Estimated Operating Cost Impact

Capital Metro will be responsible for the costs of landscape irrigation water only for the first year after project completion, after which time all expenses will be the continuing responsibility of the City of Austin. Irrigation costs are estimated to be approximately \$2,500 per year.

Project Benefits

This project will increase the accessibility to Capital Metro's transit services and provide a path for bicycles as another mode of travel thus providing transportation choices for the community.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.



Project Name Bus Stop Accessibility Improvements

Project Type Facilities

Project Description

This project will provide bus stop improvements such as concrete pads, wheelchair ramps, access to sidewalks or adjacent parking lots and the movement of fixtures to ensure adequate clearance.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|-----------|---------|---------|---------|-----------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Other: | 1,084,333 | 940,000 | 2,478,130 | 1,665,298 | 950,401 | - | - | 7,118,162 |
| Total | 1,084,333 | 940,000 | 2,478,130 | 1,665,298 | 950,401 | - | - | 7,118,162 |
| Funding Sources | | | | | | | | |
| Local | 216,867 | 188,000 | 881,414 | 1,665,298 | 950,401 | - | - | 3,901,980 |
| Grants | 867,466 | 752,000 | 1,596,716 | - | - | - | - | 3,216,182 |
| Total | 1,084,333 | 940,000 | 2,478,130 | 1,665,298 | 950,401 | - | - | 7,118,162 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of completing this project as neither the complexity nor the overall quantity of bus stop facilities is increased.

Project Benefits

This project will continue to improve the accessibility of bus stops.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.



Project Name Fuel System Upgrade

Project Type Facilities

Project Description

The purpose of this project is to upgrade the fuel management system located at Capital Metro Headquarters.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|---------|---------|---------|---------|--------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Other: | - | - | 26,250 | 8,750 | - | - | - | 35,000 |
| Total | - | - | 26,250 | 8,750 | - | - | - | 35,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 5,250 | 8,750 | - | - | - | 14,000 |
| Grants | - | - | 21,000 | - | - | - | - | 21,000 |
| | | | | | | | | - |
| Total | - | - | 26,250 | 8,750 | - | - | - | 35,000 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of this project.

Project Benefits

This project replaces the existing fuel management system which has surpassed its useful life, and replacement parts are difficult to obtain.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Improve business practices, Objective 2.1 - Strengthen financial health of the agency.

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Project Name Martin Luther King (MLK) Rail Station hardscape and landscape improvements

Project Type Facilities

Project Description

This project is the final obligation of the MLK Station segment of the Red Line Passenger Rail project, and addresses the design and construction of hardscape and landscape improvements on a portion of Alexander Avenue.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 752,000 | - | - | - | - | 752,000 |
| Total | - | - | 752,000 | - | - | - | - | 752,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 752,000 | - | - | - | - | 752,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | 752,000 | - | - | - | - | 752,000 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of this project.

Project Benefits

This Project completes our obligations related to the MLK Station portion of the Red Line Passenger Rail project.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.1 - Increase user friendliness.

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Project Name Bus Stop Litter Containers

Project Type Facilities

Project Description

This project will supply additional solar-powered compacting trash containers at various locations.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 87,500 | 100,000 | 100,000 | 100,000 | 100,000 | 487,500 |
| Total | - | - | 87,500 | 100,000 | 100,000 | 100,000 | 100,000 | 487,500 |
| Funding Sources | | | | | | | | |
| Local | - | - | 17,500 | 100,000 | 100,000 | 100,000 | 100,000 | 417,500 |
| Grants | - | - | 70,000 | - | - | - | - | 70,000 |
| Total | - | - | 87,500 | 100,000 | 100,000 | 100,000 | 100,000 | 487,500 |

Estimated Operating Cost Impact

The installation of the solar-powered compacting trash containers may reduce staff time spent servicing each location and any efficiencies realized can be confirmed after initial placement and operation.

Project Benefits

This project may reduce the time required to service trash containers at locations where the new units are placed.

Strategic Objective

This project supports the following strategic objectives: Goal 2 - Improve business practices, Objective 2.1 - Strengthen financial health of the agency.

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Project Name Oakhill Park and Ride Replacement

Project Type Facilities

Project Description

The purpose of this project is to continue to provide Park and Ride transit service to the Oak Hill service area.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 225,000 | - | - | - | - | 225,000 |
| Total | - | - | 225,000 | - | - | - | - | 225,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 225,000 | - | - | - | - | 225,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | 225,000 | - | - | - | - | 225,000 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of completing this project because the finished project adds no maintenance or operating expense elements

Project Benefits

This project will allow the continuation of Park and Ride transit service to the Oak Hill area.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.

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Project Name Bus Stop Signage

Project Type Facilities

Project Description

The project will procure and install both new and replacement route and general information signage at various bus stops.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|-----------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | 96,982 | 11,249 | 400,000 | 400,000 | 191,769 | - | - | 1,100,000 |
| Total | 96,982 | 11,249 | 400,000 | 400,000 | 191,769 | - | - | 1,100,000 |
| Funding Sources | | | | | | | | |
| Local | 19,396 | 2,250 | 80,000 | 80,000 | 38,354 | - | - | 220,000 |
| Grants | 77,586 | 8,999 | 320,000 | 320,000 | 153,415 | - | - | 880,000 |
| | | | | | | | | - |
| Total | 96,982 | 11,249 | 400,000 | 400,000 | 191,769 | - | - | 1,100,000 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of completing this project as neither the complexity nor the overall quantity of bus stop facilities is increased.

Project Benefits

This project assists customers navigate Capital Metro's transportation system by providing Braille to assist blind passengers better navigate the system, and incorporating a numbering system that will make schedules available with a telephone call, and a timepoint indicator to improve on-time performance.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.

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Project Name Bus Benches

Project Type Facilities

Project Description

This project will procure and install new and replacement bus stop benches.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Other: | - | - | 20,000 | 100,000 | 100,000 | 100,000 | 100,000 | 420,000 |
| Total | - | - | 20,000 | 100,000 | 100,000 | 100,000 | 100,000 | 420,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 4,000 | 100,000 | 100,000 | 100,000 | 100,000 | 404,000 |
| Grants | - | - | 16,000 | - | - | - | - | 16,000 |
| Total | - | - | 20,000 | 100,000 | 100,000 | 100,000 | 100,000 | 420,000 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of completing this project as neither the complexity nor the overall quantity of bus stop facilities is increased.

Project Benefits

This project provides bus benches for customers at bus stops.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.1 - Increase user friendliness.

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Project Name Bus Shelters

Project Type Facilities

Project Description

This project will procure and install new and replacement bus stop shelters.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Other: | - | - | 60,000 | 100,000 | 100,000 | 100,000 | 100,000 | 460,000 |
| Total | - | - | 60,000 | 100,000 | 100,000 | 100,000 | 100,000 | 460,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 12,000 | 100,000 | 100,000 | 100,000 | 100,000 | 412,000 |
| Grants | - | - | 48,000 | - | - | - | - | 48,000 |
| Total | - | - | 60,000 | 100,000 | 100,000 | 100,000 | 100,000 | 460,000 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of completing this project as neither the complexity nor the overall quantity of bus stop facilities is increased.

Project Benefits

This project provides bus shelters for customers at bus stops.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.1 - Increase user friendliness.

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Project Name Headquarters Facility - HVAC Chilling System Replacement

Project Type Facilities

Project Description

This project will replace the original HVAC equipment purchased in 1988 which is past its useful life. This project also changes controls from air control to digital control to match existing systems.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 200,000 | - | - | - | - | 200,000 |
| Total | - | - | 200,000 | - | - | - | - | 200,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 40,000 | - | - | - | - | 40,000 |
| Grants | - | - | 160,000 | - | - | - | - | 160,000 |
| Total | - | - | 200,000 | - | - | - | - | 200,000 |

Estimated Operating Cost Impact

No operating costs are expected to be incurred as a result of completing this project due to no negative impact to operations.

Project Benefits

This project replaces the existing HVAC system with a new system which may reduce maintenance and utility costs.

Strategic Objective

This project supports the following strategic objectives: Goal 2 - Improve business practices, Objective 2.1 - Strengthen financial health of the agency.

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Project Name Portable Lifts

Project Type Facilities

Project Description

This project will upgrade ground lifts which have had problems with leaking seals and are past the warranty period.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|--------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | - | 75,000 | - | - | - | 75,000 |
| Total | - | - | - | 75,000 | - | - | - | 75,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | - | 75,000 | - | - | - | 75,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | - | 75,000 | - | - | - | 75,000 |

Estimated Operating Cost Impact

No operating costs are expected to be incurred as a result of completing this project due to no anticipated increased maintenance costs for the units.

Project Benefits

This project will upgrade ground lifts which have had problems with leaking seals and are past the warranty period.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.

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Project Name North Operations Facility - HVAC control system

Project Type Facilities

Project Description

This project replaces the North Operations HVAC control system to make it compatible with the existing automation system which will allow for room temperature to be set with minimums and maximums and track and respond to loads.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|---------|---------|---------|---------|--------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Other: | - | - | - | 75,000 | - | - | - | 75,000 |
| Total | - | - | - | 75,000 | - | - | - | 75,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | - | 75,000 | - | - | - | 75,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | - | 75,000 | - | - | - | 75,000 |

Estimated Operating Cost Impact

Beginning in Fiscal Year 2014, after these units are replaced, operating cost savings of up to \$5,000 are estimated to be realized as a result of completing this capital project due to less energy consumption and less maintenance and repair needs expected.

Project Benefits

This project will fix original design flaws and improve energy efficiency.

Strategic Objective

This project supports the following strategic objectives: Goal 2- Improve business practices, Objective 2.1 - Strengthen financial health of the agency.



Project Name North Lamar Transit Center Facility Enhancements

Project Type Facilities

Project Description

This project is intended to upgrade the function and appearance of the North Lamar Transit Center.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Other: | - | - | - | 350,000 | - | - | - | 350,000 |
| Total | - | - | - | 350,000 | - | - | - | 350,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | - | 350,000 | - | - | - | 350,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | - | 350,000 | - | - | - | 350,000 |

Estimated Operating Cost Impact

No change to operating costs are expected with the implementation of this project.

Project Benefits

Project benefits include the improvement of the appearance and operational efficiency of the North Lamar Transit Center Facility.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.1 - Increase user friendliness.



Project Name Kramer Station

Project Type Facilities

Project Description

This project will design and construct park and ride capabilities on land to be lease from the City of Austin, to serve the Kramer Rail Station.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | | 975,000 | - | - | - | 975,000 |
| Total | - | - | - | 975,000 | - | - | - | 975,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | - | 975,000 | - | - | - | 975,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | - | 975,000 | - | - | - | 975,000 |

Estimated Operating Cost Impact

This project is expected to increase operating costs by additional water, electric and maintenance expenses.

Project Benefits

This project will provide Park and Ride capabilities for the Kramer Rail Station.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.

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Project Name MetroBike Shelters

Project Type Facilities

Project Description

This project will provide for the design and construction of bike shelters.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Other: | 29,117 | 170,883 | 634,454 | - | - | - | - | 834,454 |
| Total | 29,117 | 170,883 | 634,454 | - | - | - | - | 834,454 |
| Funding Sources | | | | | | | | |
| Local | 29,117 | 120,902 | 129,962 | - | - | - | - | 279,981 |
| Grants | - | 49,981 | 504,492 | - | - | - | - | 554,473 |
| Total | 29,117 | 170,883 | 634,454 | - | - | - | - | 834,454 |

Estimated Operating Cost Impact

The completion of these bike shelters will result in approximately \$20,000 of maintenance and electric utility operating expenses per year starting in FY2014.

Project Benefits

The new bike cages will better serve Capital Metro bike-riding customers.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.1 - Increase user friendliness.

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Project Name Intelligent Transportation Systems (ITS) Project

Project Type IT

Project Description

Intelligent Transportation Systems (ITS) is a comprehensive approach applying advanced technologies to transit. The overall scope of this project is to provide customers and staff with a graphical map of the service area with the location of a vehicle, provide customers with near real time information on vehicle arrival and departure at rail stations, BRT stops, park and rides and transit centers. The paratransit and rail components of ITS were implemented and the continued ITS project for fiscal years 2012 through 2015 will address additional development work needed to operate under the new Open Sky Radio System being implemented as well as installing on MetroRapid BRT, Fixed Route and migrating paratransit and rail components previously installed to the new radio system.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|-----------|-----------|---------|---------|------------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Other: | 7,967,316 | 1,500,030 | 2,741,523 | 5,550,057 | 4,293,927 | - | - | 22,052,853 |
| Total | 7,967,316 | 1,500,030 | 2,741,523 | 5,550,057 | 4,293,927 | - | - | 22,052,853 |
| Funding Sources | | | | | | | | |
| Local | 1,593,463 | 300,006 | 548,305 | 1,110,011 | 858,785 | - | - | 4,410,571 |
| Grants | 6,373,853 | 1,200,024 | 2,193,218 | 4,440,046 | 3,435,142 | - | - | 17,642,282 |
| Total | 7,967,316 | 1,500,030 | 2,741,523 | 5,550,057 | 4,293,927 | - | - | 22,052,853 |

Estimated Operating Cost Impact

The operating cost impact as a result of completing successive phases of this project is estimated to be \$693,200 in FY2014; \$530,571 in FY2015; \$576,748 in FY2016 and \$605,585 in FY2017 including costs for hardware and software maintenance.

Project Benefits

The ITS project will allow for the real-time location tracking of all Capital Metro vehicles and the subsequent dissemination of vehicle locations to passengers and operational personnel. These technology features will allow passengers to have greater confidence in trip planning timing.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.

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Project Name Interactive Voice Response (IVR) System Replacement

Project Type IT

Project Description

This project will replace the existing IVR system with a new IVR system equipped to handle Paratransit customer service calls.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | 78,440 | 81,631 | 639,929 | - | - | - | - | 800,000 |
| Total | 78,440 | 81,631 | 639,929 | - | - | - | - | 800,000 |
| Funding Sources | | | | | | | | |
| Local | 15,688 | 16,326 | 127,986 | - | - | - | - | 160,000 |
| Grants | 62,752 | 65,305 | 511,943 | - | - | - | - | 640,000 |
| | | | | | | | | - |
| Total | 78,440 | 81,631 | 639,929 | - | - | - | - | 800,000 |

Estimated Operating Cost Impact

No operating cost increases are expected to be incurred as a result of completing this project because the existing IVR system is being replaced with comparable support costs.

Project Benefits

The new IVR will support customer service and phone interface for Paratransit customers during normal business hours and after hours. The new IVR will take call volume loads off of call center staff during normal business hours.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.

Capital Metropolitan Transportation Authority
 Approved FY2013-FY2017 Capital Improvement Plan



Project Name IT Infrastructure Equipment

Project Type IT

Project Description

This project will upgrade/replace aging computer and network infrastructure beyond five-year useful life cycles.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|-----------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | 505,888 | 178,946 | 300,000 | 300,000 | 300,000 | 300,000 | - | 1,884,834 |
| Total | 505,888 | 178,946 | 300,000 | 300,000 | 300,000 | 300,000 | - | 1,884,834 |
| Funding Sources | | | | | | | | |
| Local | 101,178 | 35,789 | 60,000 | 300,000 | 300,000 | 300,000 | - | 1,096,967 |
| Grants | 404,710 | 143,157 | 240,000 | - | - | - | - | 787,867 |
| | | | | | | | | - |
| Total | 505,888 | 178,946 | 300,000 | 300,000 | 300,000 | 300,000 | - | 1,884,834 |

Estimated Operating Cost Impact

No operating cost increases are expected to be incurred as a result of completing this project because the existing infrastructure equipment is being replaced with comparable support costs.

Project Benefits

This project allows Capital Metro to maintain IT equipment necessary to support the existing IT infrastructure.

Strategic Objective

This project supports the following strategic objectives: Goal 2 - Improve business practices.



Project Name SAN Replacement

Project Type IT

Project Description

This project will replace the SAN to address state of good repair.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 750,000 | - | - | - | - | 750,000 |
| Total | - | - | 750,000 | - | - | - | - | 750,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 150,000 | - | - | - | - | 150,000 |
| Grants | - | - | 600,000 | - | - | - | - | 600,000 |
| Total | - | - | 750,000 | - | - | - | - | 750,000 |

Estimated Operating Cost Impact

Approximately \$112,500 in maintenance costs is expected to be incurred annually as a result of this project beginning in Fiscal Year 2016 after the first three-year warranty period ends.

Project Benefits

Replacing the SAN will reduce risk of business disruption due to system outages.

Strategic Objective

This project supports the following strategic objectives: Goal 2 - Improve business practices.

Capital Metropolitan Transportation Authority
 Approved FY2013-FY2017 Capital Improvement Plan



Project Name Productivity Software

Project Type IT

Project Description

This project will replace obsolete email system, office productivity software and address state of good repair.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 547,800 | - | - | - | - | 547,800 |
| Total | - | - | 547,800 | - | - | - | - | 547,800 |
| Funding Sources | | | | | | | | |
| Local | - | - | 547,800 | - | - | - | - | 547,800 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | 547,800 | - | - | - | - | 547,800 |

Estimated Operating Cost Impact

Software subscription costs are expected to be \$115,000 annually starting in Fiscal Year 2013.

Project Benefits

Replacing obsolete software is expected to increase productivity and maintain state of good repair.

Strategic Objective

This project supports the following strategic objectives: Goal 2 - Improve business practices.

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Project Name IT Infrastructure

Project Type IT

Project Description

This project will replace obsolete servers and address the state of good repair.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 475,000 | - | - | - | - | 475,000 |
| Total | - | - | 475,000 | - | - | - | - | 475,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 95,000 | - | - | - | - | 95,000 |
| Grants | - | - | 380,000 | - | - | - | - | 380,000 |
| Total | - | - | 475,000 | - | - | - | - | 475,000 |

Estimated Operating Cost Impact

Maintenance costs are expected to be approximately \$71,250 in Fiscal Year 2016 after the first three-year warranty period ends.

Project Benefits

This project will increase system capacity and maintain state of good repair.

Strategic Objective

This project supports the following strategic objectives: Goal 2 - Improve business practices.

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 Approved FY2013-FY2017 Capital Improvement Plan



Project Name Server Backup System

Project Type IT

Project Description

This project will replace obsolete server backup systems and address the state of good repair.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 300,000 | - | - | - | - | 300,000 |
| Total | - | - | 300,000 | - | - | - | - | 300,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 60,000 | - | - | - | - | 60,000 |
| Grants | - | - | 240,000 | - | - | - | - | 240,000 |
| | | | | | | | | - |
| Total | - | - | 300,000 | - | - | - | - | 300,000 |

Estimated Operating Cost Impact

Maintenance costs are expected to be approximately \$45,000 in Fiscal Year 2016 after the first three-year warranty period ends.

Project Benefits

This project will increase system capacity and maintain state of good repair.

Strategic Objective

This project supports the following strategic objectives: Goal 2 - Improve business practices.

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 Approved FY2013-FY2017 Capital Improvement Plan



Project Name Telephone Switch Upgrade

Project Type IT

Project Description

This project will upgrade the existing telephone system to be able to handle 911 information, increase call options and keep the system in compliance with vendor maintenance requirements.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 300,000 | - | - | - | - | 300,000 |
| Total | - | - | 300,000 | - | - | - | - | 300,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 300,000 | - | - | - | - | 300,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | 300,000 | - | - | - | - | 300,000 |

Estimated Operating Cost Impact

No operating cost increases are expected to be incurred as a result of completing this project because the existing phone system is being upgraded with a new system that has a comparable operating cost.

Project Benefits

Upgrading the telephone system will allow Capital Metro to continue using fixed telephones and remain in compliance with vendor maintenance requirements.

Strategic Objective

This project supports the following strategic objectives: Goal 2 - Improve business practices.

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 Approved FY2013-FY2017 Capital Improvement Plan



Project Name Ticket Vending Machine (TVM) Software Upgrade

Project Type IT

Project Description

This project will upgrade the software to support zip code verification.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|--------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 30,000 | - | - | - | - | 30,000 |
| Total | - | - | 30,000 | - | - | - | - | 30,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 30,000 | - | - | - | - | 30,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | 30,000 | - | - | - | - | 30,000 |

Estimated Operating Cost Impact

No operating cost increases are expected to be incurred as a result of completing this project.

Project Benefits

This project will upgrade the existing TVM software to support zip code verification.

Strategic Objective

This project supports the following strategic objectives: Goal 2 - Improve business practices.



Project Name Customer Comments System Replacement

Project Type IT

Project Description

This project will replace the current customer comments system which is past its useful life.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 60,000 | 60,000 | - | - | - | 120,000 |
| Total | - | - | 60,000 | 60,000 | - | - | - | 120,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 12,000 | 60,000 | - | - | - | 72,000 |
| Grants | - | - | 48,000 | - | - | - | - | 48,000 |
| Total | - | - | 60,000 | 60,000 | - | - | - | 120,000 |

Estimated Operating Cost Impact

Maintenance costs are expected to be approximately \$24,000 annually.

Project Benefits

This project will continue to enable Capital Metro to track, report, analyze and act on customer comments, suggestions and complaints.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.1 - Increase user friendliness.

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Project Name In-vehicle laptops and associated infrastructure

Project Type IT

Project Description

This project will purchase laptops and infrastructure to equip all security officer vehicles with access to the CAD/AVL system so that they can ensure that incidents are logged and followed up on as well as improving responsiveness to safety and security situations in the service area by knowing where all vehicles are.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 100,000 | - | - | - | - | 100,000 |
| Total | - | - | 100,000 | - | - | - | - | 100,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 20,000 | - | - | - | - | 20,000 |
| Grants | - | - | 80,000 | - | - | - | - | 80,000 |
| Total | - | - | 100,000 | - | - | - | - | 100,000 |

Estimated Operating Cost Impact

Maintenance costs are expected to be approximately \$5,000 annually.

Project Benefits

This project will equip all security officer vehicles with access to critical information systems.

Strategic Objective

This project supports the following strategic objectives: Goal 2 - Improve business practices.



Project Name Financial System

Project Type IT

Project Description

This project will procure a financial system application software with additional functionality and address state of good repair

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|-----------|---------|---------|---------|-----------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 1,000,000 | 3,500,000 | - | - | - | 4,500,000 |
| Total | - | - | 1,000,000 | 3,500,000 | - | - | - | 4,500,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 200,000 | 3,500,000 | - | - | - | 3,700,000 |
| Grants | - | - | 800,000 | - | - | - | - | 800,000 |
| Total | - | - | 1,000,000 | 3,500,000 | - | - | - | 4,500,000 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of this project.

Project Benefits

Upgrading or replacing the existing financial application software will keep the system in compliance with vendor maintenance requirements and provide new features and fixes.

Strategic Objective

This project supports the following strategic objectives: Goal 2 - Improve business practices.



Project Name Farebox system upgrade and ticket vending machine programming changes

Project Type IT

Project Description

This project will upgrade the operating system of the farebox system and fund any needed programming changes to the ticket vending machine software.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 275,000 | 275,000 | - | - | - | 550,000 |
| Total | - | - | 275,000 | 275,000 | - | - | - | 550,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 55,000 | 275,000 | - | - | - | 330,000 |
| Grants | - | - | 220,000 | - | - | - | - | 220,000 |
| Total | - | - | 275,000 | 275,000 | - | - | - | 550,000 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of this project.

Project Benefits

This project upgrades the operating system of the farebox system and funds any needed programming changes to the ticket vending machine software.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience.

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Project Name Data Warehousing

Project Type IT

Project Description

Data warehousing will improve data access and analytical reporting for Capital Metro.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Other: | - | - | - | 100,000 | 250,000 | 150,000 | - | 500,000 |
| Total | - | - | - | 100,000 | 250,000 | 150,000 | - | 500,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | - | 100,000 | 250,000 | 150,000 | - | 500,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | - | 100,000 | 250,000 | 150,000 | - | 500,000 |

Estimated Operating Cost Impact

Maintenance costs are estimated to be approximately \$100,000 annually once the project is finished.

Project Benefits

Data warehousing will improve data access and analytical reporting for Capital Metro.

Strategic Objective

This project supports the following strategic objectives: Goal 2 - Improve business practices.

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Project Name MetroRapid - Bus Rapid Transit

Project Type MetroRapid

Project Description

MetroRapid - Bus Rapid Transit (BRT) is a limited-stop bus service which initially will service the North Lamar/South Congress and Burnet/South Lamar routes. This project is part of the All Systems Go Long-Range Transit Plan.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|------------|---------|---------|---------|------------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| MetroRapid | 1,008,934 | 3,918,174 | 24,879,681 | 17,581,256 | 123,580 | 109,375 | - | 47,621,000 |
| Total | 1,008,934 | 3,918,174 | 24,879,681 | 17,581,256 | 123,580 | 109,375 | - | 47,621,000 |
| Funding Sources | | | | | | | | |
| Local | 201,787 | 783,635 | 4,975,936 | 3,516,251 | 24,716 | 21,875 | - | 9,524,200 |
| Grants | 807,147 | 3,134,539 | 19,903,745 | 14,065,005 | 98,864 | 87,500 | - | 38,096,800 |
| | | | | | | | | - |
| Total | 1,008,934 | 3,918,174 | 24,879,681 | 17,581,256 | 123,580 | 109,375 | - | 47,621,000 |

Estimated Operating Cost Impact

The estimated operating cost impact of this project is still under development.

Project Benefits

MetroRapid - Bus Rapid Transit (BRT) will provide real-time bus arrival information at all MetroRapid stops, 10-minute frequency during peak and 15 minutes during off-peak service with reduced travel times up to 20 percent aided by traffic signal preemption technology. MetroRapid uniquely branded bus stops will be near to local service bus stops and passengers will be able to connect to two MetroRail stations.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.1 - Increase user friendliness; Goal 4 - Be a regional leader, Objective 4.2 - Grow the service area and customer base.

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Project Name MetroRapid Dedicated Transit Lane

Project Type MetroRapid

Project Description

The Interlocal Agreement between Capital Metro and the City of Austin stipulates that Capital Metro will contribute up to \$50,000 toward the dedication of a transit only lane on Guadalupe and Lavaca in downtown Austin. This transit lane dedication will help to minimize conflicts between auto traffic and transit vehicles and will help provide a more efficient service downtown.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|--------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 50,000 | - | - | - | - | 50,000 |
| Total | - | - | 50,000 | - | - | - | - | 50,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 50,000 | - | - | - | - | 50,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | 50,000 | - | - | - | - | 50,000 |

Estimated Operating Cost Impact

This contribution to the City will not result in an operating cost impact to Capital Metro.

Project Benefits

This project will help the MetroRapid achieve its service timelines and meet its operating objectives.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.1 - Increase user friendliness; Goal 4 - Be a regional leader, Objective 4.2 - Grow the service area and customer base.



Project Name Four Additional Bus Stations for MetroRapid

Project Type MetroRapid

Project Description

This project will provide four additional bus stations in the MetroRapid bus route.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | - | 480,480 | - | - | - | 480,480 |
| Total | - | - | - | 480,480 | - | - | - | 480,480 |
| Funding Sources | | | | | | | | |
| Local | - | - | - | 480,480 | - | - | - | 480,480 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | - | 480,480 | - | - | - | 480,480 |

Estimated Operating Cost Impact

There will be no net operational impact related to the construction of two new stations for the MetroRapid service.

Project Benefits

Providing four additional bus stations on Burnet Rd. on MetroRapid bus route 2 will better serve transit riders in the North Burnet corridor.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.1 - Increase user friendliness; Goal 4 - Be a regional leader, Objective 4.2 - Grow the service area and customer base.

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Project Name Alternative Analysis

Project Type Planning

Project Description

This project is part of a grant application submitted to evaluate potential transportation improvements within the Central Texas region, to include north central Austin and the cities of Round Rock, Pflugerville, and Georgetown including roadway improvements, upgrades and/or expansion to the existing Capital Metro MetroRail Red Line, and other transit improvements such as the implementation of Bus Rapid Transit (BRT) corridors. Integral to this study is a review and refinement of the Capital Area Metropolitan Planning Organization (CAMPO) travel demand model. A grant application has been submitted under Fiscal Year 2010 Discretionary Livability Funding Opportunity: Alternatives Analysis Program.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|-----------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | 1,170,000 | 1,298,750 | - | - | - | - | 2,468,750 |
| Total | - | 1,170,000 | 1,298,750 | - | - | - | - | 2,468,750 |
| Funding Sources | | | | | | | | |
| Local | - | 234,000 | 259,750 | - | - | - | - | 493,750 |
| Grants | - | 936,000 | 1,039,000 | - | - | - | - | 1,975,000 |
| Total | - | 1,170,000 | 1,298,750 | - | - | - | - | 2,468,750 |

Estimated Operating Cost Impact

No operating costs are expected to be incurred as a result of completing this study.

Project Benefits

The overarching goal of the proposed study is to determine a set of reasonable and feasible transportation options that could mitigate congestion and provide an alternative to vehicular traffic within the North Central Corridor. Other goals of the proposed study include finding an alternative transportation choice that links major traffic generators, serves existing communities and neighborhoods, and promotes economic development, while providing an alternative transportation option for residents of the City of Austin's planned affordable housing developments in and around Downtown Austin.

Strategic Objective

This project supports the following strategic objectives: Goal 4 - Be a regional leader, Objective 4.1 - Lead public transportation planning and innovation.



Project Name Positive Train Control

Project Type Rail

Project Description

The purpose of this project is to meet the Federal Railroad Administration requirements to install a positive train control systems on commuter rail systems.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|---------|---------|---------|-----------|-----------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Other: | 36,624 | 5,385 | 1,100,000 | - | - | - | 2,185,000 | 3,327,009 |
| Total | 36,624 | 5,385 | 1,100,000 | - | - | - | 2,185,000 | 3,327,009 |
| Funding Sources | | | | | | | | |
| Local | 36,624 | 5,385 | 1,100,000 | - | - | - | 2,185,000 | 3,327,009 |
| Grants | - | - | - | - | - | - | - | - |
| Total | 36,624 | 5,385 | 1,100,000 | - | - | - | 2,185,000 | 3,327,009 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of completing this project because the maintenance of way is a fixed cost/rate for the entire line which is being maintained by a contractor. However, software maintenance costs would be incurred when the project is completed.

Project Benefits

This project will provide enhanced train detection systems controls which will provide constant on board train control with the purpose of avoiding train collisions, work zone violations, and signal violations.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.

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Project Name Railroad Bridge Maintenance

Project Type Rail

Project Description

This project continues the repairs/ upgrades of the timber bridges on the railroad (with the exception of 52.44) so that they are raised from condition 1 and 2 to condition 3.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|-----------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | 504,493 | 984,786 | 1,100,000 | 843,904 | 494,334 | 454,588 | | 4,382,105 |
| Total | 504,493 | 984,786 | 1,100,000 | 843,904 | 494,334 | 454,588 | - | 4,382,105 |
| Funding Sources | | | | | | | | |
| Local | 504,493 | 984,786 | 1,100,000 | 843,904 | 494,334 | 454,588 | - | 4,382,105 |
| Grants | - | - | - | - | - | - | - | - |
| Total | 504,493 | 984,786 | 1,100,000 | 843,904 | 494,334 | 454,588 | - | 4,382,105 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of this project.

Project Benefits

The Railroad Bridge Maintenance Program will be in compliance with federal guidelines for bridge safety.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.



Project Name Quiet Zone - Rosewood Crossing

Project Type Rail

Project Description

This project adds an exit gate to the grade crossing at Rosewood which will allow it to qualify for quiet zone status.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|--------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 60,000 | - | - | - | - | 60,000 |
| Total | - | - | 60,000 | - | - | - | - | 60,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 60,000 | - | - | - | - | 60,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | 60,000 | - | - | - | - | 60,000 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of completing this project except for electricity costs which are negligible.

Project Benefits

This project will allow trains to operate through the crossing without sounding the horns except in emergencies. The reduction in horn sounds will benefit neighbors living near the tracks impacted by the recent expansion in Friday and Saturday night passenger service.

Strategic Objective

This project supports the following strategic objectives: Goal 3 - Demonstrate the value of public transportation in an active community, Objectvie 3.3 - Strengthen community relationships.

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Project Name Convert Wood Deck Bridge to Open Deck Bridge @ MP52.44

Project Type Rail

Project Description

This project will convert the ballasted deck bridge section of this bridge to an open deck bridge section and eliminate the aging ballast deck.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|-----------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 1,000,000 | - | - | - | - | 1,000,000 |
| Total | - | - | 1,000,000 | - | - | - | - | 1,000,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 1,000,000 | - | - | - | - | 1,000,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | 1,000,000 | - | - | - | - | 1,000,000 |

Estimated Operating Cost Impact

This project can result in a decrease in inspection frequency of the ballasted deck once it has been converted to an open deck.

Project Benefits

This project will address the state of good repair.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.

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Project Name East End Rail Track Rehabilitation - 90 LB

Project Type Rail

Project Description

This project will replace 90lb rail manufactured in the early 1900's with 115lb rail. The limits of the project are from Austin Junction MP57 to MP40.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|-----------|---------|---------|---------|-----------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 2,600,000 | 1,500,000 | 900,000 | - | - | 5,000,000 |
| Total | - | - | 2,600,000 | 1,500,000 | 900,000 | - | - | 5,000,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 2,600,000 | 1,500,000 | 900,000 | - | - | 5,000,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | 2,600,000 | 1,500,000 | 900,000 | - | - | 5,000,000 |

Estimated Operating Cost Impact

The number of broken rail may decrease resulting in a reduction in the number of broken rail repairs needed which may allow track maintenance staff to perform more preventative maintenance.

Project Benefits

This project will address the state of good repair.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.



Project Name Serta Yard Rail Material Relocation

Project Type Rail

Project Description

This project relocates all materials on the north side of the Serta building to make way for MetroRapid buses.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|--------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 50,000 | - | - | - | - | 50,000 |
| Total | - | - | 50,000 | - | - | - | - | 50,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 50,000 | - | - | - | - | 50,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | 50,000 | - | - | - | - | 50,000 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of this project because this move of material is a result of MetroRapid buses needing the north side of the Serta Yard.

Project Benefits

This project will provide room at the Serta facility for the MetroRapid project by relocating maintenance material to another location.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.1 - Increase user friendliness; Goal 4 - Be a regional leader, Objective 4.2 - Grow the service area and customer base.



Project Name Saltillo Track Relocation

Project Type Rail

Project Description

This project includes a shift in the current layout of the tracks at this location to allow for increased development of the site.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|-----------|---------|---------|---------|-----------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 2,700,000 | 2,700,000 | - | - | - | 5,400,000 |
| Total | - | - | 2,700,000 | 2,700,000 | - | - | - | 5,400,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 540,000 | 540,000 | - | - | - | 1,080,000 |
| Grants | - | - | 2,160,000 | 2,160,000 | - | - | - | 4,320,000 |
| | | | | | | | | - |
| Total | - | - | 2,700,000 | 2,700,000 | - | - | - | 5,400,000 |

Estimated Operating Cost Impact

This project will require additional track maintenance, however due to the track being completely rebuilt and realigned, additional costs may not be required for five to ten years out.

Project Benefits

This project may result in increased development opportunities to allow for better value for developers.

Strategic Objective

This project supports the following strategic objectives: Goal 4 - Be a regional leader, Objective 4.3 - Play key role in smart growth and sustainable development.

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Project Name Crossings improvements reimbursed by the Texas Department of Transportation (TxDot)

Project Type Rail

Project Description

This project provides surface or crossing signal system upgrades at TxDot selected grade railroad crossings reimbursed by the Texas Department of Transportation

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|-----------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 500,000 | 500,000 | - | - | - | 1,000,000 |
| Total | - | - | 500,000 | 500,000 | - | - | - | 1,000,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | - | - | - | - | - | - |
| TxDot Reimbursement | - | - | 500,000 | 500,000 | - | - | - | 1,000,000 |
| Total | - | - | 500,000 | 500,000 | - | - | - | 1,000,000 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of this project because the work performed at these crossings is reimbursed by the Texas Department of Transportation.

Project Benefits

This project will provide smooth crossing surfaces for motor vehicles and lighting upgrades at TxDot selected crossings.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.



Project Name Flashing lights and gates @ MP79.05

Project Type Rail

Project Description

This project will install active grade crossing warning devices (flashing lights and two gates) at this crossing to insure the motoring public stops when a train is approaching and crossing this location. This location is a private crossing.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 185,000 | - | - | - | - | 185,000 |
| Total | - | - | 185,000 | - | - | - | - | 185,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 185,000 | - | - | - | - | 185,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | 185,000 | - | - | - | - | 185,000 |

Estimated Operating Cost Impact

Approximately four to eight hours of signal maintenance time per month are expected at this location.

Project Benefits

This project, made at the request of the City of Cedar Park, will provide an active grade crossing warning system at a private crossing which has experienced a number of train/motor vehicle incidents.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.

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Project Name Martin Luther King Crossing Preemption

Project Type Rail

Project Description

This project will insure that vehicles are not trapped in the area between the traffic signal at MLK and Alexander Avenue and the MetroRail tracks when the traffic signal at MLK and Alexander Avenue is red and an approaching train starts the grade crossing warning system.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|--------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 50,000 | - | - | - | - | 50,000 |
| Total | - | - | 50,000 | - | - | - | - | 50,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 50,000 | - | - | - | - | 50,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | 50,000 | - | - | - | - | 50,000 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of this project.

Project Benefits

This project incorporates a crossing clear out time to insure that motor vehicles are not backed up on the tracks when a train is approaching the MLK crossing when the traffic signal at MLK and Alexander Avenue is red. This will allow the signal at the MLK and Alexander Avenue intersection to operate in its designed mode instead of flashing yellow.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.

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Project Name Points of Conflict

Project Type Rail

Project Description

This project provides the ability to segment Capital Metro's track within the Centralized Traffic Control to allow freight and commuter to operate at the same time. This project would install two way, automatic derails at Castle and the Union Pacific Overpass which will allow for the Abbott Yard switching to take place while commuter would be able to operate between downtown and either Howard Station and/or Lakeline, depending on where the derails are located. The Federal Railroad Administration has indicated they would allow for segmenting Capital Metro's track once the proper equipment is in place to allow for the segmentation of the track to occur.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | - | 300,000 | 300,000 | - | - | 600,000 |
| Total | - | - | - | 300,000 | 300,000 | - | - | 600,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | - | 300,000 | 300,000 | - | - | 600,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | - | 300,000 | 300,000 | - | - | 600,000 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of completing this project because the maintenance of way is fixed cost/rate for the entire line which is being maintained by a contractor.

Project Benefits

This project allows Capital Metro to run both commuter and freight operations (to McNeil Junction) at the same time. In addition, the project will allow for the Steam Train Association to operate on weekends while the commuter trains operate.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.

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Project Name Austin WYE Realignment

Project Type Rail

Project Description

Remove the diamond at Austin Junction once Balcones relocates and realign the curvature to reduce rail wear and angle of attack on the switch points reducing the possibility of wheel climb derailments.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | - | 325,000 | - | - | - | 325,000 |
| Total | - | - | - | 325,000 | - | - | - | 325,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | - | 325,000 | - | - | - | 325,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | - | 325,000 | - | - | - | 325,000 |

Estimated Operating Cost Impact

Under the current contract, there will be no impact to operating costs due to fixed price for track maintenance, however, there will be less maintenance required due the diamond being removed from this location.

Project Benefits

This project will lessen the curvature of this curve, reduce train noise, increase operating speeds, and lessen the chances of any derailment for the freight trains.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.

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Project Name Capital Project Contingency

Project Type Contingency

Project Description

This is a capital project reserve for contingencies.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 100,000 | 50,000 | - | - | - | 150,000 |
| Total | - | - | 100,000 | 50,000 | - | - | - | 150,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 100,000 | 50,000 | - | - | - | 150,000 |
| Grants | - | - | - | - | - | - | - | - |
| Total | - | - | 100,000 | 50,000 | - | - | - | 150,000 |

Estimated Operating Cost Impact

This is a proposed capital project reserve for contingencies and there is no operating cost impact expected.

Project Benefits

This capital project reserve funds for project contingencies if needed.

Strategic Objective

This project supports the following strategic objectives: Goal 2 - Improve business practices.

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Project Name Diesel Multiple Unit (DMU) Security Cameras Upgrade

Project Type Security

Project Description

This project upgrades existing security cameras to the commuter railcars.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Other: | - | - | 100,000 | - | - | - | - | 100,000 |
| Total | - | - | 100,000 | - | - | - | - | 100,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 20,000 | - | - | - | - | 20,000 |
| Grants | - | - | 80,000 | - | - | - | - | 80,000 |
| Total | - | - | 100,000 | - | - | - | - | 100,000 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of completing this project because this project only upgrades existing cameras on the Diesel Multiple Unit (DMU) fleet.

Project Benefits

This project upgrades existing security cameras to the commuter railcars.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.



Project Name Security Camera Software Replacement

Project Type Security

Project Description

This project will replace the existing security camera software with newer technology.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|---------|---------|---------|---------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | - | 50,000 | 50,000 | - | - | - | 100,000 |
| Total | - | - | 50,000 | 50,000 | - | - | - | 100,000 |
| Funding Sources | | | | | | | | |
| Local | - | - | 10,000 | 50,000 | - | - | - | 60,000 |
| Grants | - | - | 40,000 | - | - | - | - | 40,000 |
| Total | - | - | 50,000 | 50,000 | - | - | - | 100,000 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of completing this project because existing technology is being replaced and current maintenance costs will continue.

Project Benefits

This project will replace the existing security camera software with newer technology.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.



Project Name Paratransit Vehicle Replacement

Project Type Vehicles

Project Description

This project replaces revenue paratransit vehicles on a scheduled basis based on vehicles meeting and exceeding their useful life expectancy prior to replacement.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|------------------|----------|----------|------------------|-------------------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Other: | 1,156,872 | 843,128 | 1,625,000 | 5,567,664 | - | - | 2,161,503 | 11,354,167 |
| Total | 1,156,872 | 843,128 | 1,625,000 | 5,567,664 | - | - | 2,161,503 | 11,354,167 |
| Funding Sources | | | | | | | | |
| Local | 231,374 | 168,626 | 325,000 | 5,567,664 | - | - | 2,161,503 | 8,454,167 |
| Grants | 925,498 | 674,502 | 1,300,000 | - | - | - | - | 2,900,000 |
| Total | 1,156,872 | 843,128 | 1,625,000 | 5,567,664 | - | - | 2,161,503 | 11,354,167 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of completing this project because existing vehicles are being replaced on a replacement schedule.

Project Benefits

The project replaces revenue paratransit vehicles which are past their useful life expectancy. Maintenance costs are expected to be reduced.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.

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Project Name Bus Replacements

Project Type Vehicles

Project Description

This project will replace revenue transit buses on a scheduled basis based on vehicles meeting and exceeding their useful life expectancy prior to replacement.

| | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|----------------------------|---|--------------------------|--|---------|------------|------------|------------|------------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Spending Categories | | | | | | | | |
| Other: | - | 13,004,579 | 10,295,421 | - | 15,000,000 | 16,000,000 | 15,113,851 | 69,413,851 |
| Total | - | 13,004,579 | 10,295,421 | - | 15,000,000 | 16,000,000 | 15,113,851 | 69,413,851 |
| Funding Sources | | | | | | | | |
| Local | - | 1,704,579 | - | - | 5,000,000 | 16,000,000 | 15,113,851 | 37,818,430 |
| Loan | - | - | 10,295,421 | - | 10,000,000 | - | - | 20,295,421 |
| Grants | - | 11,300,000 | - | - | - | - | - | 11,300,000 |
| Total | - | 13,004,579 | 10,295,421 | - | 15,000,000 | 16,000,000 | 15,113,851 | 69,413,851 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of completing this project because existing buses are being replaced on a replacement schedule.

Project Benefits

The project replaces revenue transit buses which are past their useful life expectancy. Maintenance costs are expected to be reduced.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.

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Project Name Radio Communication System Replacement

Project Type Vehicles

Project Description

Capital Metro has an interlocal agreement with the Lower Colorado River Authority for the provision of air time and the use of communication towers and infrastructure. Capital Metro's analog radio system has reached the end of its useful life and needs to be replaced in preparation for the Lower Colorado River Authority's plans to change over to a digital trunked radio system which will require system changes by 2014.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|-----------|---------|---------|---------|-----------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Other: | - | - | 3,259,662 | 1,328,434 | - | - | - | 4,588,096 |
| Total | - | - | 3,259,662 | 1,328,434 | - | - | - | 4,588,096 |
| Funding Sources | | | | | | | | |
| Local | - | - | 651,932 | 1,328,434 | - | - | - | 1,980,366 |
| Grants | - | - | 2,607,730 | - | - | - | - | 2,607,730 |
| Total | - | - | 3,259,662 | 1,328,434 | - | - | - | 4,588,096 |

Estimated Operating Cost Impact

No new operating cost changes are expected to be incurred as a result of completing this project because this is a replacement of technology and current maintenance costs will continue.

Project Benefits

A radio technology based on a digital platform would allow more talking paths to occur simultaneously and bandwidth consumption is expected to be reduced along with external background noises.

Strategic Objective

This project supports the following strategic objectives: Goal 1 - Provide a great customer experience, Objective 1.2 - Make riding safe, reliable and accessible.

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Project Name Non-Revenue Vehicle Replacement

Project Type Vehicles

Project Description

This project replaces non revenue vehicles that have been used to support the transit operations after they have met their service life expectancy.

| Spending Categories | Spending from project inception to FY2011 | Forecast spending FY2012 | FY2013 - FY2017 Capital Improvement Plan | | | | | Total |
|------------------------|---|--------------------------|--|---------|---------|---------|---------|-----------|
| | | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | |
| Other: | - | 648,400 | - | 180,000 | 225,102 | 144,909 | 89,554 | 1,287,965 |
| Total | - | 648,400 | - | 180,000 | 225,102 | 144,909 | 89,554 | 1,287,965 |
| Funding Sources | | | | | | | | |
| Local | - | 248,400 | - | 180,000 | 225,102 | 144,909 | 89,554 | 887,965 |
| Grants | - | 400,000 | - | - | - | - | - | 400,000 |
| Total | - | 648,400 | - | 180,000 | 225,102 | 144,909 | 89,554 | 1,287,965 |

Estimated Operating Cost Impact

No new operating costs are expected to be incurred as a result of completing this project because existing vehicles are being replaced on a replacement schedule.

Project Benefits

The project replaces non-revenue vehicles which are past their useful life expectancy, and maintenance costs are expected to be reduced.

Strategic Objective

This project supports the following strategic objectives: Goal 2 - Improve business practices.



Consistent with the Budget and Financial Planning Policy, the Long Range Financial Plan incorporates the forecasts for revenue and expenditures and financing options for Capital Metro through FY 2019. The Long Range Financial Plan assumes ongoing improvement in Capital Metro's financial condition over the forecast period based on known economic and operational factors which are subject to change.

The Long Range Financial Plan assumes meeting reserve targets per the requirement of Senate Bill 650, 82nd Texas legislature, regular session; maintaining current service levels; planning for MetroRapid service on current planned schedule; planning for Positive Train Control fiscal impact; providing funding for bus replacement; and addressing other state of good repair requirements, including IT infrastructure. The Long Range Financial Plan also assumes a sales tax growth at 3% to 4% annually, moderate growth in ridership, payout of some interlocal agreements, new labor structure, additional funding of the pension plan for 10 years, revised levels of federal funding and a \$20 million debt financed over 10 years to purchase approximately 47 buses over the next three consecutive years. Known risks within the Long Range Financial Plan are changing federal grant levels, and a prolonged economic recovery. However, these risks will continue to be assessed and the Long Range Financial Plan would be modified as needed.

