



## MEMORANDUM

**TO:** Mayor and Council Members

**FROM:** Robert Goode, P.E., Interim Assistant City Manager

**DATE:** April 4, 2023

**SUBJECT:** Process to Appoint a New Board Member to the Austin Transit Partnership Board

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Austin Transit Partnership Board Member Tony Elkins has resigned his position as the Community Expert in Finance on the Austin Transit Partnership (ATP) Board, effective April 30, 2023. The Austin City Council and CapMetro Board must jointly appoint a new ATP Board Member to complete Board Member Elkin's term, which ends in January 2025. The purpose of this memorandum is to provide the CapMetro Board of Directors and Austin City Council an overview of the recommended process proposed by Joint Partnership staff to appoint a new Board Member to the ATP Board of Directors.

### **Nominating Committee & Process**

The ATP Articles of Incorporation present the following qualifications for the Community Expert position of Finance: (1) At least 10 years of experience in finance, financial management, banking, or investing with a focus on large capital projects; and (2) Experience with budgets over \$250M and/or comparable academic policy experience.

To appoint a new Board Member, which is one of the three Community Expert Directors on the ATP Board, the Project Connect partners must follow the ATP Articles of Incorporation, which state "... Community Expert Directors shall be selected through a nomination and appointment process wherein qualified members of the community shall submit an application to the Corporation (ATP), which will provide the applications that meet the criteria to the Nominating Committee". The Nominating Committee is composed of the chairs of the City Council Audit and Finance Committee, the City Council Mobility Committee, the CapMetro Finance, Audit and Administration Committee, and the CapMetro Operations, Planning and Safety Committee.

In addition to the requirements in the ATP Articles of Incorporation, the Austin City Council approved [Resolution No. 20221208-074](#) on December 8, 2022, and the CapMetro Board of Directors approved [Resolution No. AI-2022-683](#) on January 30, 2023, calling for increased transparency in the Nominating Committee process and criteria for selection. Policy direction calls for the following actions:

- The Nominating Committee process and criteria for selection will be made publicly available at the time the Nominating Committee publishes a solicitation for applications.
- The Nominating Committee is to seek feedback from the Community Advisory Committee (CAC) on the criteria for selection before the criteria is finalized.
- Applications are to be made publicly available once applications are submitted to the Austin Transit Partnership.
- Any preliminary selection, including interviews or elimination of applications by the Nominating Committee will be made public as soon as the Nominating Committee decides.
- Nominations by the Nominating Committee also will be made public for at least two weeks in advance of the joint approval of nominees by the City Council and CapMetro Board of Directors.
- The Nominating Committee may recommend more than one nominee to the City Council and CapMetro Board of Directors for further deliberation and appointment.

Based on past precedent and recent policy guidance, the Joint Partnership staff recommends the following process and suggested timeline to facilitate the appointment of the new ATP Board Member.

***Note, the below timeline will be presented to the Nominating Committee for consideration and the timeline may be modified at the discretion of the Committee based on the availability of its members.***

Proposed Timeline (subject to change)	Summary of Actions
Week of April 3, 2023	Staff will provide the Nominating Committee with a copy of the existing ATP Board Member application for their review.
April 13	Per the recent resolutions of the Austin City Council and CapMetro Board, staff will present information to the CAC at its April committee meeting. Feedback from the CAC will inform additions to the selection criteria.
April 24 – May 31	ATP staff will publish information to the ATP website, <a href="http://www.atptx.org">www.atptx.org</a> , to include the application, minimum qualifications, and other relevant information responsive to policy direction. The application will also be linked to <a href="http://ProjectConnect.com">ProjectConnect.com</a> and shared publicly via the Project Connect partners' communication methods (i.e., newsletters, social media, etc.). Joint Partnership staff recommend the application intake process to remain open for a minimum of 30 days. Applications will be published online once the application window closes.
June 1 – June 8	Once the application window closes, ATP staff will review the applications to ensure the minimum qualifications are met. ATP staff will forward results to the Nominating Committee to include applications that meet the minimum qualifications, as well as a summary of any applications deemed ineligible with a summary noting rationale for results. The results of this review will be published online.
June 9 – June 30	The Nominating Committee will review applications and conduct interviews of applicants at the Committee's discretion. Joint Partnership staff will not participate in the work of the Nominating Committee to interview or identify the Committee's recommended appointment; however, staff may support

	the logistics of this process, at the request of the Committee. Applicants selected for interviews will be published online.
Week of July 3	The Nominating Committee will notify the CapMetro Board Austin City Council and Joint Partnership staff of its recommended nominee(s). At the next regular meeting of each body, the CapMetro Board and Austin City Council will discuss the recommendation and vote to confirm the appointment.
July 20	Nominating Committee's recommendation to be considered by the Austin City Council.
July 24	Nominating Committee's Recommendation to be considered by the CapMetro Board of Directors.
August 23	Appointee's first ATP Board Meeting to serve remainder of term (ending January 2025).

City of Austin and CapMetro staff will convene the Nominating Committee to ensure this process meets the Committee's availability and discuss a final timeline to execute this process. Any modifications to the proposed timeline will be communicated to the Joint Partnership and will be published online.

If you have any questions about this process, please contact Liane Conte, Chief of Staff for the City's Project Connect Office ([Liane.Conte@austintexas.gov](mailto:Liane.Conte@austintexas.gov)), or Cheyenne Krause, Chief of Staff for CapMetro ([Cheyenne.Krause@capmetro.org](mailto:Cheyenne.Krause@capmetro.org)).

cc: Jesús Garza, Interim City Manager  
Dottie Watkins, President & CEO, CapMetro  
Greg Canally, Executive Director, Austin Transit Partnership