



*Denton County Transportation Authority*

**1955 Lakeway Dr., # 260**

**Lewisville, Texas 75057**

*(972) 221-4600*

*RideDCTA.net*

**Board of Directors**

**Work Session**

July 23, 2015

1:30 p.m.

1. Routine Briefing Items
  - a. Financial Reports
    - i. Financial Statements
    - ii. Capital Projects Report
    - iii. Sales Tax Report
    - iv. Quarterly Investment Report
    - v. Quarterly Grants Report
    - vi. Procurement Report
  - b. Marketing and Communications
    - i. Marketing and Communications Initiatives
    - ii. Marketing and Communications Metrics
    - iii. Customer Service Metrics
  - c. Capital Projects Update
    - i. GTW Integration
    - ii. Lewisville Bike Trail
    - iii. Positive Train Control (PTC)
    - iv. Station Improvements
    - v. Rail Facility Drainage
  - d. Transit Operations
    - i. Rail Operations
    - ii. Bus Operations
  - e. Strategic Planning / Development
    - i. Priority Projects Update
    - ii. Outreach Efforts
2. Items for Discussion
  - a. Preliminary Triennial Review Update
  - b. Rail Operations and Maintenance Interlocal Agreement
  - c. Legislative Update

3. Committee Chair Reports
  - a. Finance Committee (06/30/2015 & 7/21/2015) Dave Kovatch, chair
4. Discussion of Regular Board Meeting Agenda Items (July 2015)
5. Convene Executive Session
  - a. As Authorized by Section 551.071(2) of the Texas Government Code, the Work Session or the Regular Board Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein.
  - b. As authorized by Texas Government Code section 551.071 consultation with General Counsel regarding pending litigation Cause No 2011-30066-211; URS Corporation v. Denton County Transportation Authority; 211th District Court, Denton County, Texas.
  - c. As Authorized by Texas Government Code Section 551.072 Deliberation regarding Real Property: Discuss acquisition, sale or lease of real property related to long-range service plan within the cities of Denton, Lewisville, or Highland Village.
  - d. As Authorized by Section 551.074 the Texas Government Code Deliberation of Personnel of Discussion regarding Annual President's Performance Review.
6. Reconvene Open Session
  - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
7. Discussion of Future Agenda Items
  - a. Board Member Requests

**Board of Directors  
Regular Meeting**

July 23, 2015

3:00 p.m.\*

*\*or immediately following Board Work Session*

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS

INVOCATION

WELCOME AND INTRODUCTION OF VISITORS

1. CONSENT AGENDA
  - a. Approval of Minutes Board Meeting June 25, 2015
  - b. Acceptance of Financial Reports – May and June
  - c. Acceptance of Quarterly Investment Report

- d. Authorize President to award and purchase handheld radios
  - e. Authorize the president to execute contracts for landscape maintenance and improvements.
  - f. Approve lease agreement for portable restroom facilities at the Trinity Mills Station.
  - g. Approve agreement for Network Connectivity for DCTA Facilities via Right of Way Fiber.
2. REGULAR AGENDA
- a. Approval of the DBE goal for FY16, 17 and 18 and approval of resolution 15-08
  - b. Discussion and approval of authorization for CEO to negotiate and execute an agreement for operations and maintenance services to include excess rail liability for DCTA Rail with Herzog Transit Services or other vendor(s), for continuity of service, in the event CEO is unable to negotiate an Interlocal agreement with DART and the Fort Worth Transportation Authority.
  - c. Approve revisions to Access Policy
3. CHAIR REPORT
- a. Discussion of Regional Transportation Issues
  - b. Discussion Legislative Issues
    - i. Regional
    - ii. State
    - iii. Federal
4. PRESIDENT'S REPORT
- a. Budget Transfers
  - b. Regional Transportation Issues
5. REPORT ON ITEMS OF COMMUNITY INTEREST
- a. Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.
6. ADJOURN

**Chair – Charles Emery**  
**Vice Chair – Paul Pomeroy**

**Secretary – Richard Huckaby**  
**Treasurer – Dave Kovatch**

**Members – Skip Kalb, Doug Peach, Jim Robertson, Daniel Peugh,  
 Don Hartman, George A. Campbell, Allen Harris, Carter Wilson  
 President – Jim Cline**

The Denton County Transportation Authority meeting rooms are wheelchair accessible. Access to the building and special parking are available at the main entrance. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by emailing [rcomer@dcta.net](mailto:rcomer@dcta.net) or calling Rusty Comer at 972-221-4600.

This notice was posted on 7/17/2015 at 2:34 PM.

---

Rusty Comer, Public Information Coordinator



## Board of Directors Memo

July 23, 2015

### **Subject: Monthly Financial Reports**

#### **Background**

The financial statements are presented monthly to the Board of Directors for acceptance. The reports presented for the period ending June 30, 2015 include the Statement of Change in Net Assets, Statement of Net Assets, and Capital Projects Fund. These reports provide a comparison of budget vs. actual for the fiscal year as of the current month.

The following are major variances which are annotated on the Statement of Change in Net Assets, Statement of Net Assets, and Capital Projects Fund:

#### **Statement of Changes in Net Assets:**

- **Note A:** Passenger Revenues – YTD unfavorable by (\$11k). YTD actual rail ridership of 412k is 7% below budgeted ridership of 442k, offset by slightly higher than budgeted bus ridership.
- **Note B:** Contract Service Revenue – YTD unfavorable by (\$198k) because actual fuel usage and price are lower than budgeted. Billed usage was 125,800 gallons compared to budgeted 137,094 gallons, down 8%.
- **Note C:** Sales Tax Revenue – June sales tax revenue is not yet received and is accrued for the month based on budget. Sales tax generated in June will be received in August. The Sales Tax Report included in this agenda packet provides a more detailed Budget to Actual comparison of FY15 sales tax receipts collected through July.
- **Note D:** Federal/State Grants-Capital – YTD unfavorable by (\$644k) is due to a delay in vendor invoicing for the Lewisville Hike & Bike Trail. As expenses for this project are incurred, reimbursements will be requested.
- **Note E:** Federal/State Grants-Operating – YTD favorable by \$430k is attributable to additional grant funds available for bus operating assistance.
- **Note F:** Salary, Wages & Benefits – YTD favorable by \$542k primarily due to savings in salaries (\$185k) and health insurance costs (\$299k) as compared to the projected budget.
- **Note G:** Services – YTD favorable by \$672k due to delays in expenses for legal fees (\$80k), advertising (\$84k), finance and HR consulting (\$110k), transit planning support (\$25k), marketing professional services and printing (\$232k), IT training and consulting (\$25k), and bandwidth upgrade (\$37k). These expenses will be incurred in the coming months.
- **Note H:** Materials and Supplies – YTD favorable by \$1.02 million mainly due to a delay in expenses for bandwidth, phone system, and content management supplies (\$93k) and bus maintenance parts and tires (\$143k). Bus operations fuel is \$566k under budget primarily because YTD fuel prices averaged \$2.29/gallon compared to \$4.00/gallon budgeted. Rail operations fuel is \$142k under budget as YTD fuel prices averaged \$2.12/gallon.

#### **Capital Projects Fund**

- The Capital Projects Fund schedule provides budget to actual comparisons for DCTA bus and rail capital projects. It provides information on a life-to-date basis for approved projects.

**Identified Need**


Provides the Board a review of DCTA's financial position and performance to budget.

**Recommendation**

Staff recommends acceptance.

Submitted by: Marisa Perry, CPA   
Controller

Final Review:   
Anna Mosqueda,  
CFO

Approval:   
James C. Cline, Jr., P.E.,  
President

**Denton County Transportation Authority**  
**Change in Net Assets**  
**Month and Year to Date June 30, 2015**  
**(Unaudited)**

| Description  | Month Ended June 30, 2015 |                  |                | Year to Date June 30, 2015 |                    |                  | Annual Budget      |        |
|--|---------------------------|------------------|----------------|----------------------------|--------------------|------------------|--------------------|--------|
|  | Actual                    | Budget           | Variance       | Actual                     | Budget             | Variance         |                    |        |
| <b>Revenue and Other Income</b>                        |                           |                  |                |                            |                    |                  |                    |        |
| Passenger Revenues                                     | 113,077                   | 107,014          | 6,063          | 1,112,656                  | 1,123,943          | (11,287)         | 1,515,377          | Note A |
| Contract Service Revenue                               | 155,813                   | 131,425          | 24,388         | 2,370,879                  | 2,568,523          | (197,644)        | 3,259,635          | Note B |
| Sales Tax Revenue                                      | 1,950,167                 | 1,932,685        | 17,482         | 17,022,215                 | 16,701,310         | 320,905          | 22,180,196         | Note C |
| Federal/State Grants - Capital                         | 68,981                    | 417,324          | (348,343)      | 2,237,579                  | 2,881,835          | (644,257)        | 5,355,112          | Note D |
| Federal/State Grants - Operating                       | 1,159,079                 | 260,000          | 899,079        | 4,124,351                  | 3,694,680          | 429,671          | 4,653,518          | Note E |
| <b>Total Revenue and Other Income</b>                  | <b>3,447,117</b>          | <b>2,848,448</b> | <b>598,668</b> | <b>26,867,680</b>          | <b>26,970,291</b>  | <b>(102,611)</b> | <b>36,963,838</b>  |        |
| <b>Operating Expenses</b>                              |                           |                  |                |                            |                    |                  |                    |        |
| Salary, Wages and Benefits                             | 691,676                   | 731,810          | 40,133         | 6,304,019                  | 6,846,184          | 542,165          | 9,119,994          | Note F |
| Services   | 96,611                    | 142,666          | 46,055         | 1,014,885                  | 1,686,641          | 671,756          | 2,160,534          | Note G |
| Materials and Supplies                                 | 229,371                   | 307,061          | 77,690         | 1,937,667                  | 2,954,022          | 1,016,355        | 3,916,524          | Note H |
| Utilities  | 34,963                    | 37,112           | 2,149          | 291,859                    | 340,812            | 48,953           | 452,149            |        |
| Insurance, Casualties and Losses                       | 64,647                    | 65,549           | 902            | 580,998                    | 581,375            | 376              | 778,013            |        |
| Purchased Transportation Services                      | 849,170                   | 832,558          | (16,612)       | 7,368,084                  | 7,465,913          | 97,830           | 9,963,588          |        |
| Miscellaneous  | 3,709                     | 37,214           | 33,505         | 104,276                    | 210,083            | 105,807          | 255,476            |        |
| Leases and Rentals                                     | 9,946                     | 8,934            | (1,012)        | 102,808                    | 180,404            | 77,596           | 207,205            |        |
| Depreciation   | 760,400                   | 789,805          | 29,405         | 7,008,546                  | 7,134,025          | 125,479          | 9,503,440          |        |
| <b>Total Operating Expenses</b>                        | <b>2,740,493</b>          | <b>2,952,709</b> | <b>212,215</b> | <b>24,713,143</b>          | <b>27,399,458</b>  | <b>2,686,316</b> | <b>36,356,923</b>  |        |
| <b>Income Before Non-operating Revenue and Expense</b> | <b>706,623</b>            | <b>(104,261)</b> | <b>810,884</b> | <b>2,154,537</b>           | <b>(429,167)</b>   | <b>2,583,704</b> | <b>606,915</b>     |        |
| <b>Non-Operating Revenues / (Expense)</b>              |                           |                  |                |                            |                    |                  |                    |        |
| Investment Income                                      | 1,905                     | 2,750            | (845)          | 17,687                     | 24,750             | (7,063)          | 33,000             |        |
| Gain (Loss) Disposal of Assets                         | (9,500)                   | -                | (9,500)        | (50,055)                   | -                  | (50,055)         | -                  |        |
| Fare Evasion Fee                                       | 225                       | 525              | (300)          | 1,200                      | 4,725              | (3,525)          | 6,300              |        |
| Other Income - Miscellaneous                           | 4,844                     | -                | 4,844          | 130,230                    | -                  | 130,230          | -                  |        |
| Long Term Debt Interest/Expense                        | (100,992)                 | (100,992)        | 0              | (911,581)                  | (908,924)          | (2,657)          | (2,721,899)        |        |
| <b>Total Non-Operating Revenue / (Expense)</b>         | <b>(103,517)</b>          | <b>(97,717)</b>  | <b>(5,801)</b> | <b>(812,520)</b>           | <b>(879,449)</b>   | <b>66,930</b>    | <b>(2,682,599)</b> |        |
| <b>Change in Net Assets</b>                            | <b>603,106</b>            | <b>(201,977)</b> | <b>805,083</b> | <b>1,342,017</b>           | <b>(1,308,616)</b> | <b>2,650,634</b> | <b>(2,075,684)</b> |        |

**Denton County Transportation Authority**  
**Statement of Net Assets**  
**As of June 30, 2015**  
**(Unaudited)**

|  | <u>June 30, 2015</u>      | <u>May 31, 2015</u>       | <u>Change</u>         |
|--|---------------------------|---------------------------|-----------------------|
| <b>Current Assets</b>                      |                           |                           |                       |
| Cash & Cash Equivalents                    | 10,528,930                | 9,581,166                 | 947,765               |
| Investments                                | 7,005,272                 | 5,850,858                 | 1,154,414             |
| Accounts & Notes Receivable                | 5,714,181                 | 6,357,575                 | (643,394)             |
| Prepaid Expenses                           | 517,697                   | 581,277                   | (63,579)              |
| Inventory                                  | 26,135                    | 21,178                    | 4,956                 |
| Restricted Asset-Cash and Equivalents      | 4,782,475                 | 4,781,813                 | 662                   |
| <b>Total Current Assets</b>                | <u>28,574,690</u>         | <u>27,173,865</u>         | <u>1,400,825</u>      |
| <b>Property, Plant and Equipment</b>       |                           |                           |                       |
| Land                                       | 16,228,337                | 16,228,337                | -                     |
| Land Improvements                          | 5,706,114                 | 5,706,114                 | -                     |
| Machinery & Equipment                      | 1,909,358                 | 1,909,358                 | -                     |
| Leasehold Improvements                     | 55,506                    | 55,506                    | -                     |
| Vehicles                                   | 88,592,120                | 88,760,516                | (168,396)             |
| Computers & Software                       | 257,804                   | 257,804                   | -                     |
| Accumulated Depreciation                   | (35,918,489)              | (35,306,485)              | (612,004)             |
| <b>Total Property, Plant and Equipment</b> | <u>76,830,749</u>         | <u>77,611,150</u>         | <u>(780,400)</u>      |
| <b>Capital Assets</b>                      |                           |                           |                       |
| Intangible Assets                          | 16,997,155                | 16,997,155                | -                     |
| Other Capital Assets, Net                  | 230,821,306               | 230,821,306               | -                     |
| Construction in Progress                   | 10,685,305                | 10,554,554                | 130,752               |
| <b>Total Capital Assets</b>                | <u>258,503,766</u>        | <u>258,373,014</u>        | <u>130,752</u>        |
| <b>Total Assets</b>                        | <u><u>363,909,205</u></u> | <u><u>363,158,029</u></u> | <u><u>751,176</u></u> |
| <b>Liabilities</b>                         |                           |                           |                       |
| <b>Current Liabilities</b>                 |                           |                           |                       |
| Accounts Payable                           | -                         | 40,476                    | (40,476)              |
| Salary, Wages, and Benefits Payable        | 466,963                   | 415,818                   | 51,145                |
| Accrued Expenses Payable                   | 3,047,317                 | 3,003,856                 | 43,461                |
| Deferred Revenues                          | 72,779                    | 79,855                    | (7,076)               |
| Interest Payable                           | 302,975                   | 201,983                   | 100,992               |
| <b>Total Current Liabilities</b>           | <u>3,890,034</u>          | <u>3,741,987</u>          | <u>148,047</u>        |
| <b>Non-Current Liabilities</b>             |                           |                           |                       |
| Rail Easement Payable                      | 1,500,000                 | 1,500,000                 | -                     |
| Retainage Payable                          | 1,512,207                 | 1,512,184                 | 23                    |
| Bonds Payable                              | 33,475,000                | 33,475,000                | -                     |
| <b>Total Non-Current Liabilities</b>       | <u>36,487,207</u>         | <u>36,487,184</u>         | <u>23</u>             |
| <b>Total Liabilities</b>                   | <u><u>40,377,241</u></u>  | <u><u>40,229,171</u></u>  | <u><u>148,070</u></u> |
| <b>Net Assets</b>                          |                           |                           |                       |
| Invested in Capital Assets                 | 304,221,470               | 304,221,470               | -                     |
| Unrestricted Retained Earnings             | 17,968,477                | 17,968,477                | -                     |
| Change in Net Assets                       | 1,342,017                 | 738,911                   | <b>603,106</b>        |
| <b>Total Equity</b>                        | <u>323,531,965</u>        | <u>322,928,858</u>        | <u>603,106</u>        |
| <b>Total Liabilities and Equity</b>        | <u><u>363,909,205</u></u> | <u><u>363,158,029</u></u> | <u><u>751,176</u></u> |

|   | Original Budget   | Revised Budget    | June 2015 Expenses Booked | Life To Date      | \$ Under/(Over) Budget | % of Budget (As of June 2015 Close) |
|---|-------------------|-------------------|---------------------------|-------------------|------------------------|-------------------------------------|
| <b>ASSETS</b>                                     |                   |                   |                           |                   |                        |                                     |
| <b>Fixed Assets</b>                               |                   |                   |                           |                   |                        |                                     |
| <b>1660 - Construction Work in Progress</b>       |                   |                   |                           |                   |                        |                                     |
| <b>1 - G&amp;A Capital Projects</b>               |                   |                   |                           |                   |                        |                                     |
| Total 10401 - Cloud Hybrid Backup Solution        | 35,000            | 35,000            | -                         | -                 | 35,000                 | 0%                                  |
| Total 10601 - COGNOS Report Application           | 200,000           | 200,000           | -                         | -                 | 200,000                | 0%                                  |
| Total 10602 - Comprehensive Service Analysis      | 567,414           | 567,414           | 15,037                    | 22,303            | 566,243                | 4%                                  |
| Total 10603 - Legal Support                       | 226,753           | 226,753           | -                         | 10,618            | 216,135                | 5%                                  |
| <b>Total 1 - G&amp;A Capital Projects</b>         | <b>1,029,167</b>  | <b>1,029,167</b>  | <b>15,037</b>             | <b>32,921</b>     | <b>1,017,378</b>       | <b>3%</b>                           |
| <b>5 - Bus Capital Projects</b>                   |                   |                   |                           |                   |                        |                                     |
| Total 50203 - Passenger Amenities (2015)          | 53,483            | 53,483            | -                         | -                 | 53,483                 | 0%                                  |
| Total 50204 - Transit Enhancements (2015-16)      | 165,000           | 165,000           | -                         | -                 | 165,000                | 0%                                  |
| Total 50301 - Bus O&M Facility                    | 8,142,667         | 11,497,555        | -                         | 11,329,269        | 168,286                | 99%                                 |
| Total 50303 - DDTC                                | 373,282           | 373,282           | -                         | 18,483            | 354,799                | 5%                                  |
| Total 50406 - Where's My Ride                     | 940,485           | 940,485           | -                         | 916,609           | 23,876                 | 97%                                 |
| Total 50505 - Fleet Replacement (2015)            | 395,000           | 1,634,000         | -                         | 62,000            | 1,572,000              | 4%                                  |
| Total 50506 - Bus Engines/Transmissions           | 150,000           | 150,000           | -                         | 156,777           | (6,777)                | 105%                                |
| Total 50408 - Bus Radios                          | 137,457           | 120,870           | 20,000                    | 74,868            | 46,002                 | 62%                                 |
| Total 50601 - Scheduling Software (Bus)           | 250,000           | 250,000           | -                         | -                 | 250,000                | 0%                                  |
| <b>Total 5 - Bus Capital Projects</b>             | <b>10,607,374</b> | <b>15,184,675</b> | <b>20,000</b>             | <b>12,558,006</b> | <b>2,626,669</b>       | <b>83%</b>                          |
| <b>6 - Rail Construction</b>                      |                   |                   |                           |                   |                        |                                     |
| Total 61401 - Fare Collection Systems             | 569,000           | 733,104           | -                         | 649,943           | 83,161                 | 89%                                 |
| Total 61406 - Positive Train Control              | 16,997,441        | 22,902,951        | 2,581                     | 1,273,639         | 21,629,312             | 6%                                  |
| Total 61707 - Community Enhancements              | 752,708           | 752,708           | -                         | 743,650           | 9,058                  | 99%                                 |
| Total 61708 - Lewisville Bike Trail               | 3,099,856         | 3,099,856         | 3,901                     | 1,452,609         | 1,647,247              | 47%                                 |
| Total 60701 - Passenger Information               | 56,214            | 96,821            | -                         | 61,411            | 35,410                 | 63%                                 |
| Total 61711 - Rail MOW                            | 150,000           | 150,000           | -                         | 76,517            | 73,483                 | 51%                                 |
| Total 61712 - Rail MOE                            | 585,000           | 1,302,627         | 80,360                    | 644,732           | 657,895                | 49%                                 |
| Total 61503 - Rail Single Car Operations          | 101,800           | 101,800           | -                         | 26,221            | 75,579                 | 26%                                 |
| Total 61504 - Re-Railing Equipment                | 121,000           | 121,000           | -                         | 48,400            | 72,600                 | 40%                                 |
| Total 61505 - GTW Wheel Work                      | 915,041           | 915,041           | -                         | -                 | 915,041                | 0%                                  |
| Total 61604 - Rail Mobilization (2015)            | 2,119,517         | 2,119,517         | -                         | -                 | 2,119,517              | 0%                                  |
| Total 61209 - Trinity Mills Crew Facility         | 250,000           | 250,000           | -                         | 29,318            | 220,682                | 12%                                 |
| Total 61210 - Station Landscaping                 | 75,000            | 485,000           | -                         | -                 | 485,000                | 0%                                  |
| Total 61407 - Shunt Enhancement                   | 141,000           | 141,000           | -                         | -                 | 141,000                | 0%                                  |
| Total 61104 - Rail Drainage Improvement           | 250,000           | 500,000           | -                         | 71,620            | 428,380                | 14%                                 |
| Total 61713 - Disaster Recovery - 2015 Floods     | 1,000,000         | 1,000,000         | 8,873                     | 8,873             | 991,127                | 1%                                  |
| <b>Total Rail Construction Projects</b>           | <b>27,183,577</b> | <b>34,671,425</b> | <b>95,715</b>             | <b>5,086,933</b>  | <b>29,584,492</b>      | <b>15%</b>                          |
| <b>Total 1660 - Construction Work in Progress</b> | <b>38,820,118</b> | <b>50,885,267</b> | <b>130,752</b>            | <b>17,677,860</b> | <b>33,228,539</b>      | <b>35%</b>                          |





## Board of Directors Memo

July 23, 2015

### Subject: Sales Tax Report

#### Background

As a reminder, the Board adopted FY 2015 Revised Budget in May and increased the revenue budget for sales tax revenues to recognize sales tax generated in the Month of February and received in April. The variance to budget on the DCTA sales tax schedule now reflects the adopted revised sales tax revenue budget.

Sales tax represents the single largest source of revenue for DCTA at 59.9% for FY15 budget. The annual Sales Tax budget for FY 2015 is \$22,180,195. Because of its importance in funding of DCTA's ongoing operations, the Board adopted a Budget Contingency Plan that outlines the Agency's response when declines in sales tax hit a specific target. This month, receipts were favorable compared to budget. The July allocation is for sales generated in the month of May and represents revenue for the eighth month of FY 2015.

- Sales tax for sales generated at retail in the month of May and received in July was \$1,757,537.
- This represents an increase of 1.00% or \$17,482 compared to budget for the month.
- Receipts are favorable 2.17% year-to-date compared to revised budget.
  - This month reflects the FY15 revised sales tax budget which recognized actual increases thru the months of October-February receipts.
- Compared to the same month last year, sales tax receipts were \$973 or 0.06% more than budgeted.
- Member city collections for the month compared to prior year are as follows:
  - City of Lewisville down 5.04%
  - City of Denton up 5.21%
  - Highland Village up 10.28%

#### Need

Provides the Board of Directors a monthly status on Sales Tax collections.

#### Recommendation

For information only. No action required.

#### Final Review:

  
 Anna Mosqueda,  
 CFO

**Denton County Transportation Authority (DCTA)**  
**Sales Tax Report**  
**Budget to Actual and Previous Year Comparison**

| Sales Generated in Month of: | Received in Month of: | 2014-2015 Year Budget | 2014-2015 Year Actual | Variance Actual to Budget | CY Actual to CY Budget % Variance | 2013-2014 Year Actual | Variance Actual to Prior Year | CY Actual to PY Actual % Variance |
|------------------------------|-----------------------|-----------------------|-----------------------|---------------------------|-----------------------------------|-----------------------|-------------------------------|-----------------------------------|
| October                      | December              | \$ 1,945,700          | \$ 1,945,700          | \$0                       | 0.00%                             | \$ 1,646,959          | \$ 298,741                    | 18.14%                            |
| November                     | January               | \$ 1,765,520          | \$ 1,765,520          | \$0                       | 0.00%                             | \$ 1,582,022          | \$ 183,498                    | 11.60%                            |
| December                     | February              | \$ 2,433,456          | \$ 2,433,456          | \$0                       | 0.00%                             | \$ 2,173,929          | \$ 259,526                    | 11.94%                            |
| January                      | March                 | \$ 1,742,381          | \$ 1,742,381          | \$0                       | 0.00%                             | \$ 1,570,510          | \$ 171,871                    | 10.94%                            |
| February                     | April                 | \$ 1,566,805          | \$ 1,566,805          | \$0                       | 0.00%                             | \$ 1,278,211          | \$ 288,594                    | 22.58%                            |
| March                        | May                   | \$ 1,891,517          | \$ 2,074,176          | \$ 182,659                | 9.66%                             | \$ 1,957,442          | \$ 116,734                    | 5.96%                             |
| April                        | June                  | \$ 1,683,191          | \$ 1,803,955          | \$ 120,764                | 7.17%                             | \$ 1,777,141          | \$ 26,814                     | 1.51%                             |
| May                          | July                  | \$ 1,740,055          | \$ 1,757,537          | \$ 17,482                 | 1.00%                             | \$ 1,756,564          | \$ 973                        | 0.06%                             |
| June                         | August                | \$ 1,932,685          |                       |                           |                                   | \$ 2,008,175          |                               |                                   |
| July                         | September             | \$ 1,688,016          |                       |                           |                                   | \$ 1,719,163          |                               |                                   |
| August                       | October               | \$ 1,793,480          |                       |                           |                                   | \$ 1,838,588          |                               |                                   |
| September                    | November              | \$ 1,997,389          |                       |                           |                                   | \$ 2,058,382          |                               |                                   |
|                              |                       |                       |                       |                           |                                   |                       |                               |                                   |
| <b>YTD Total</b>             |                       | <b>\$ 22,180,195</b>  | <b>\$ 15,089,530</b>  | <b>\$ 320,905</b>         | <b>2.17%</b>                      | <b>\$ 21,367,086</b>  | <b>\$ 1,346,752</b>           | <b>9.80%</b>                      |

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department  
Prepared By: Denton County Transportation Authority Finance Department  
July 17, 2015

**Denton County Transportation Authority (DCTA)  
Member Cities Sales Tax Report  
Month Allocation is Received from Comptroller  
Previous Year Comparison**

| City of Lewisville           |                       |                       |                       |                               |                                   | City of Highland Village     |                       |                       |                       |                               |                                   |
|------------------------------|-----------------------|-----------------------|-----------------------|-------------------------------|-----------------------------------|------------------------------|-----------------------|-----------------------|-----------------------|-------------------------------|-----------------------------------|
| Sales Generated in Month of: | Received in Month of: | 2013-2014 Year Actual | 2014-2015 Year Actual | Variance Actual to Prior Year | CY Actual to PY Actual % Variance | Sales Generated in Month of: | Received in Month of: | 2013-2014 Year Actual | 2014-2015 Year Actual | Variance Actual to Prior Year | CY Actual to PY Actual % Variance |
| October                      | December              | \$ 2,412,800          | \$ 2,532,839          | \$ 120,038                    | 4.98%                             | October                      | December              | \$ 242,975            | \$ 268,275            | \$ 25,299                     | 10.41%                            |
| November                     | January               | \$ 2,283,269          | \$ 2,404,460          | \$ 121,191                    | 5.31%                             | November                     | January               | \$ 271,909            | \$ 283,432            | \$ 11,523                     | 4.24%                             |
| December                     | February              | \$ 3,094,980          | \$ 3,407,084          | \$ 312,104                    | 10.08%                            | December                     | February              | \$ 415,312            | \$ 441,441            | \$ 26,130                     | 6.29%                             |
| January                      | March                 | \$ 2,250,821          | \$ 2,479,995          | \$ 229,174                    | 10.18%                            | January                      | March                 | \$ 240,189            | \$ 249,723            | \$ 9,534                      | 3.97%                             |
| February                     | April                 | \$ 1,476,738          | \$ 2,194,340          | \$ 717,603                    | 48.59%                            | February                     | April                 | \$ 231,225            | \$ 220,832            | \$ (10,393)                   | -4.49%                            |
| March                        | May                   | \$ 2,828,191          | \$ 2,920,317          | \$ 92,126                     | 3.26%                             | March                        | May                   | \$ 323,839            | \$ 319,961            | \$ (3,879)                    | -1.20%                            |
| April                        | June                  | \$ 2,569,274          | \$ 2,570,323          | \$ 1,049                      | 0.04%                             | April                        | June                  | \$ 269,705            | \$ 275,169            | \$ 5,464                      | 2.03%                             |
| May                          | July                  | \$ 2,570,909          | \$ 2,441,318          | \$ (129,590)                  | -5.04%                            | May                          | July                  | \$ 288,253            | \$ 317,874            | \$ 29,621                     | 10.28%                            |
| June                         | August                | \$ 2,797,425          |                       |                               |                                   | June                         | August                | \$ 356,088            |                       |                               |                                   |
| July                         | September             | \$ 2,472,024          |                       |                               |                                   | July                         | September             | \$ 271,361            |                       |                               |                                   |
| August                       | October               | \$ 2,546,174          |                       |                               |                                   | August                       | October               | \$ 261,084            |                       |                               |                                   |
| September                    | November              | \$ 2,872,745          |                       |                               |                                   | September                    | November              | \$ 342,547            |                       |                               |                                   |
| <b>YTD Total</b>             |                       | <b>\$ 30,175,351</b>  | <b>\$ 20,950,677</b>  | <b>\$ 1,463,694</b>           | <b>7.51%</b>                      | <b>YTD Total</b>             |                       | <b>\$ 3,514,486</b>   | <b>\$ 2,376,707</b>   | <b>\$ 93,301</b>              | <b>4.09%</b>                      |

| City of Denton               |                       |                       |                       |                               |                                   |
|------------------------------|-----------------------|-----------------------|-----------------------|-------------------------------|-----------------------------------|
| Sales Generated in Month of: | Received in Month of: | 2013-2014 Year Actual | 2014-2015 Year Actual | Variance Actual to Prior Year | CY Actual to PY Actual % Variance |
| October                      | December              | \$ 1,858,283          | \$ 2,345,573          | \$ 487,290                    | 26.22%                            |
| November                     | January               | \$ 1,802,476          | \$ 2,197,657          | \$ 395,181                    | 21.92%                            |
| December                     | February              | \$ 2,657,999          | \$ 3,020,338          | \$ 362,339                    | 13.63%                            |
| January                      | March                 | \$ 1,877,525          | \$ 2,109,216          | \$ 231,691                    | 12.34%                            |
| February                     | April                 | \$ 1,940,004          | \$ 1,852,968          | \$ (87,036)                   | -4.49%                            |
| March                        | May                   | \$ 2,488,428          | \$ 2,678,550          | \$ 190,122                    | 7.64%                             |
| April                        | June                  | \$ 2,077,345          | \$ 2,152,181          | \$ 74,836                     | 3.60%                             |
| May                          | July                  | \$ 2,003,488          | \$ 2,107,901          | \$ 104,413                    | 5.21%                             |
| June                         | August                | \$ 2,482,262          |                       |                               |                                   |
| July                         | September             | \$ 1,922,509          |                       |                               |                                   |
| August                       | October               | \$ 2,317,928          |                       |                               |                                   |
| September                    | November              | \$ 2,634,728          |                       |                               |                                   |
| <b>YTD Total</b>             |                       | <b>\$ 26,062,974</b>  | <b>\$ 18,464,384</b>  | <b>\$ 1,758,836</b>           | <b>10.53%</b>                     |

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department  
Prepared By: Denton County Transportation Authority Finance Department  
July 17, 2015

**All Transit Agencies  
Monthly Sales and Use Tax Comparison Summary**

| Transit            | Current Rate | Net Payment This Period  | Comparable Payment Prior Year | % Change     | 2015 Payments To Date      | 2014 Payments To Date    | % Change     |
|--------------------|--------------|--------------------------|-------------------------------|--------------|----------------------------|--------------------------|--------------|
| Houston MTA        | 1.00%        | \$ 55,005,246.61         | \$ 54,586,658.28              | 0.77%        | \$ 418,903,223.53          | \$ 398,797,151.41        | 5.04%        |
| Dallas MTA         | 1.00%        | \$ 39,645,418.71         | \$ 36,795,131.39              | 7.75%        | \$ 300,303,264.25          | \$ 278,032,690.88        | 8.01%        |
| Austin MTA         | 1.00%        | \$ 16,766,144.56         | \$ 15,205,564.08              | 10.26%       | \$ 120,842,590.09          | \$ 112,588,591.49        | 7.33%        |
| San Antonio MTA    | 0.50%        | \$ 10,085,602.74         | \$ 10,007,667.62              | 0.78%        | \$ 79,138,105.96           | \$ 75,870,545.32         | 4.31%        |
| San Antonio ATD    | 0.25%        | \$ 4,589,755.95          | \$ 4,515,069.65               | 1.65%        | \$ 35,519,370.07           | \$ 34,414,494.01         | 3.21%        |
| Fort Worth MTA     | 0.50%        | \$ 4,915,304.23          | \$ 5,045,607.73               | -2.58%       | \$ 37,202,134.77           | \$ 36,127,140.10         | 2.98%        |
| El Paso CTD        | 0.50%        | \$ 3,246,036.61          | \$ 3,071,435.86               | 5.68%        | \$ 23,771,702.57           | \$ 22,868,189.56         | 3.95%        |
| Corpus Christi MTA | 0.50%        | \$ 2,549,990.21          | \$ 2,651,088.48               | -3.81%       | \$ 19,882,431.13           | \$ 19,659,767.27         | 1.13%        |
| Denton CTA         | 0.50%        | \$ 1,757,536.86          | \$ 1,756,563.77               | 0.06%        | \$ 13,143,830.41           | \$ 12,095,819.94         | 8.66%        |
| Laredo CTD         | 0.25%        | \$ 598,019.58            | \$ 581,954.68                 | 2.76%        | \$ 4,699,827.99            | \$ 4,549,143.23          | 3.31%        |
| <b>TOTALS</b>      |              | <b>\$ 139,159,056.06</b> | <b>\$ 134,216,741.54</b>      | <b>3.68%</b> | <b>\$ 1,053,406,480.77</b> | <b>\$ 995,003,533.21</b> | <b>5.87%</b> |

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department  
Prepared By: Denton County Transportation Authority Finance Department  
July 17, 2015



## Investment Portfolio Summary

### Denton County Transportation Authority



For the Quarter Ended

June 30, 2015

Prepared by  
FirstSouthwest Asset Management



## Table of Contents / Market Recap

### Report Name

---

Certification Page

Executive Summary

Benchmark Comparison

Detail of Security Holdings

Change in Value

Earned Income

Investment Transactions

Amortization and Accretion

Projected Fixed Income Cash Flows

#### MARKET RECAP - JUNE 2015:

The rebound that economists have been looking for seems to have finally taken hold as the major economic data released during the month of June showed strength. The ISM manufacturing index got the month off to a fast start, rising to 52.8 in May from 51.5 previously. The ISM non-manufacturing index dipped slightly, but at 55.7 remains quite strong. Auto sales raced ahead in May to an annualized 17.7 million unit pace, the fastest since July 2005. Non-farm payrolls grew by a much larger than expected +280k during May while net revisions to the two previous months added another +32k to the tally. That easily topped the +226k median estimate in Bloomberg's survey and brought the three-month average to a solid +267k. The unemployment rate ticked up from 5.4% to 5.5%, but the slight gain was due to an increase in the labor force participation rate and is viewed positively as improving prospects are bringing discouraged workers back into the job market. Improving labor conditions pushed wages higher with average hourly earnings rising by \$0.08 to \$24.96. Over the past year, hourly earnings are now up +2.3%. Just five months ago, the rate of increase was +1.9%. Rounding out the upbeat news on employment was the Job Openings and Labor Turnover (JOLT) survey, which crushed expectations with 5.376 million job openings in April, an all-time high for the series. Consumers pried open their wallets in May, sending retail sales to a +1.2% gain, while upward revisions to both March and April added to the report's luster. Inflation is firming as the consumer price index rose +0.4% in May, the largest monthly increase since Feb-2013. That took the headline year-over-year rate up from -0.2% to a flat 0.0%. Striping out food and energy brought core-CPI up +0.1% and +1.7% year-over-year. With oil prices stabilizing, the sharp decline in CPI is fading into the past and we should expect some modest upward pressure as the year progresses. Housing data also showed strength with May existing home sales gaining +5.1% and new homes +2.2%.

We would typically expect such strong data to send bond yields higher and spark discussion of Fed rate hikes. And for a while, we got exactly that. The two-year Treasury note yield climbed as high as 0.73% mid-month and the 10-year topped out at 2.49% as expectations for Fed rate hikes heated up. But as the month of June drew to a close the never ending Greek saga began boiling over once again, sending equity markets around the globe lower and sparking a flight to safety rally in bonds that took the two-year T-note down to 0.64% and the 10-year to 2.35% to close the month. The Greek situation remains a wild card that has financial markets feeling uneasy.



**Denton County Transportation Authority**  
**Investment Officers' Certification**

---

---

**For the Quarter Ended**  
**June 30, 2015**

This report is prepared for the **Denton County Transportation Authority** (the "Entity") in accordance with Chapter 2256 of the Texas Public Funds Investment Act ("PFIA"). Section 2256.023(a) of the PFIA states that: "Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of the investment transactions for all funds covered by this chapter for the preceding reporting period." This report is signed by the Entity's investment officers and includes the disclosures required in the PFIA. To the extent possible, market prices have been obtained from independent pricing sources.

The investment portfolio complied with the PFIA and the Entity's approved Investment Policy and Strategy throughout the period. All investment transactions

**Officer Names and Titles:**

- CFO  
\_\_\_\_\_  
 - President  
\_\_\_\_\_

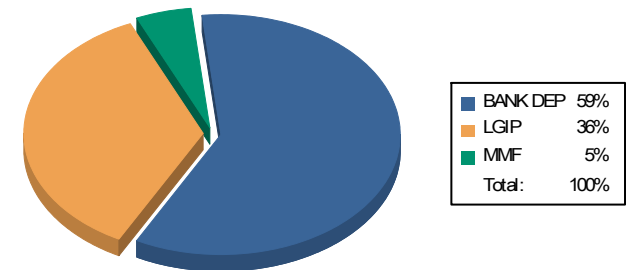
**Account Summary**

**Allocation by Security Type**

Beginning Values as of 03/31/15

Ending Values as of 06/30/15

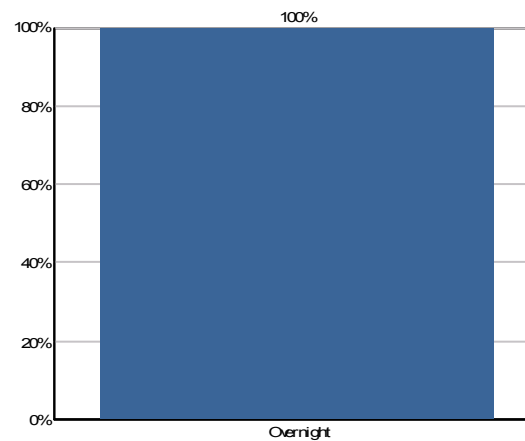
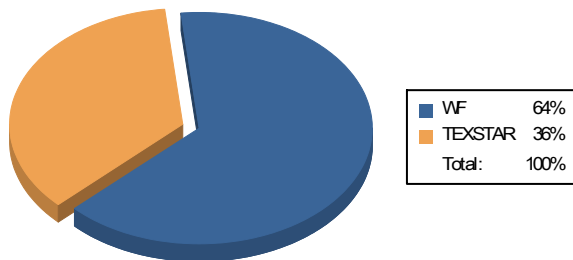
|                        |                |                |
|------------------------|----------------|----------------|
| Par Value              | 20,416,440.45  | 22,343,258.20  |
| Market Value           | 20,416,440.45  | 22,343,258.20  |
| Book Value             | 20,416,440.45  | 22,343,258.20  |
| Unrealized Gain / Loss | 0.00           | 0.00           |
| <b>Market Value %</b>  | <b>100.00%</b> | <b>100.00%</b> |
|                        |                |                |
| Weighted Avg. YTW      | 0.106%         | 0.104%         |
| Weighted Avg. YTM      | 0.106%         | 0.104%         |



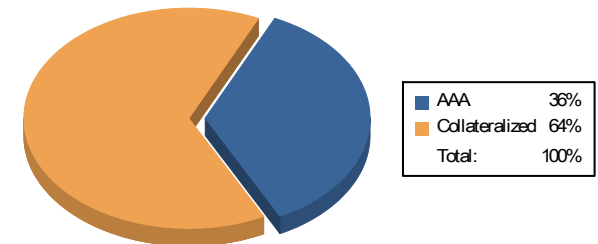
**Allocation by Issuer**

**Maturity Distribution %**

**Credit Quality**



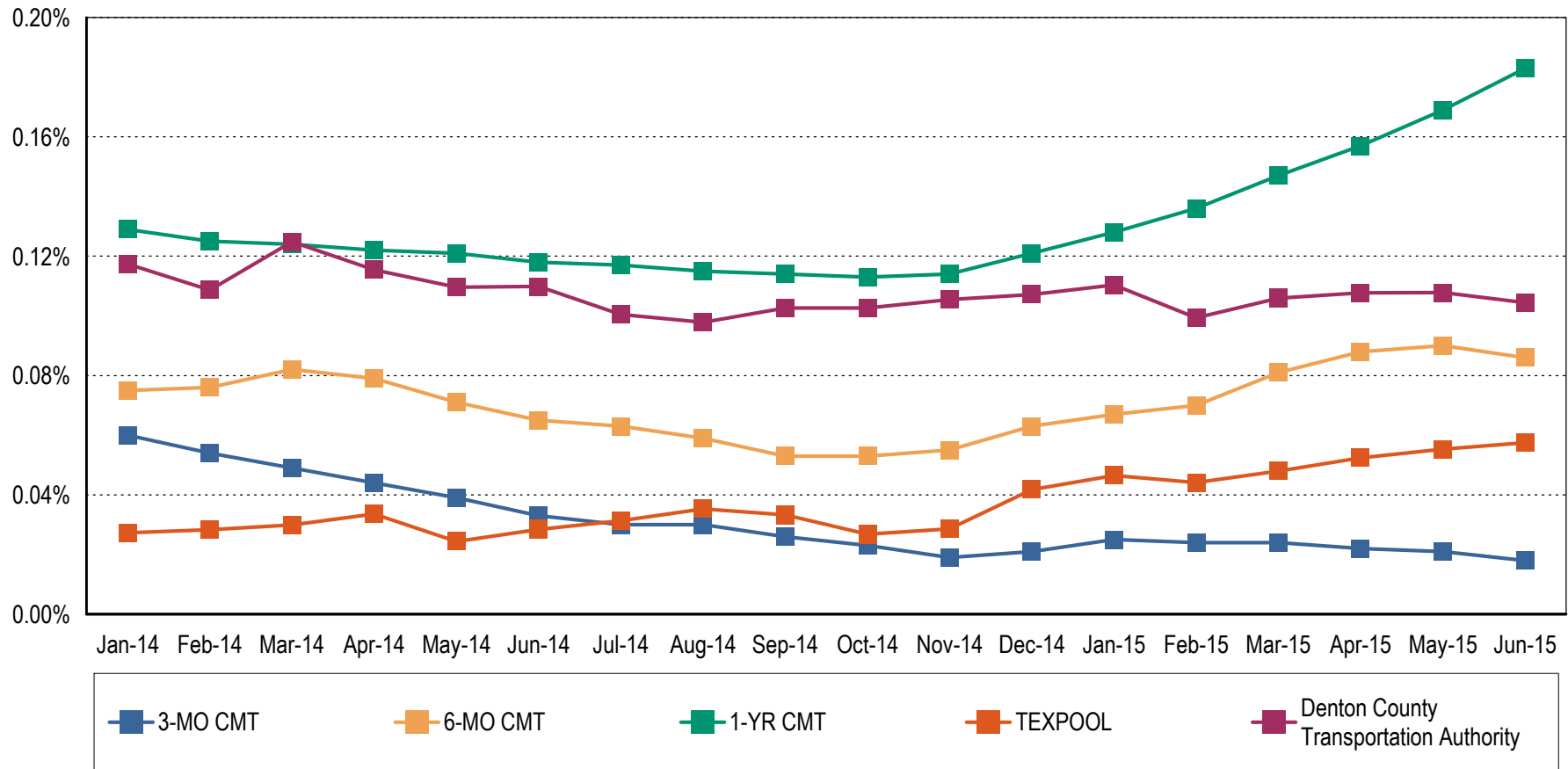
Weighted Average Days to Maturity: 0







Denton County Transportation Authority  
**Benchmark Comparison**  
 As of 06/30/2015



**Note 1:** CMT stands for Constant Maturity Treasury. This data is published in Federal Reserve Statistical Release H.15 and represents an average of all actively traded Treasury securities having that time remaining until maturity. This is a standard industry benchmark for Treasury securities. The CMT benchmarks are moving averages. The 3-month CMT is the daily average for the previous 3 months, the 6-month CMT is the daily average for the previous 6 months, and the 1-year and 2-year CMT's are the daily averages for the previous 12-months.

**Note 2:** Benchmark data for TexPool is the monthly average yield.



**Denton County Transportation Authority**  
**Detail of Security Holdings**  
*As of 06/30/2015*

| CUSIP   | Settle Date | Sec. Type | Sec. Description         | CPN | Mty Date | Next Call | Call Type | Par Value            | Purch Price    | Orig Cost            | Book Value           | Mkt Price      | Market Value         | Days to Mty | Days to Call | YTM          | YTW          |
|---|-------------|-----------|--------------------------|-----|----------|-----------|-----------|----------------------|----------------|----------------------|----------------------|----------------|----------------------|-------------|--------------|--------------|--------------|
| <b>2011 Bond Fund</b>                                   |             |           |                          |     |          |           |           |                      |                |                      |                      |                |                      |             |              |              |              |
| WF-MANA   |             | BANK DEP  | Wells Fargo Managed Rate |     |          |           |           | 3,346,805.63         | 100.000        | 3,346,805.63         | 3,346,805.63         | 100.000        | 3,346,805.63         | 1           |              | 0.210        | 0.210        |
| <b>Total for 2011 Bond Fund</b>                         |             |           |                          |     |          |           |           | <b>3,346,805.63</b>  | <b>100.000</b> | <b>3,346,805.63</b>  | <b>3,346,805.63</b>  | <b>100.000</b> | <b>3,346,805.63</b>  | <b>1</b>    |              | <b>0.210</b> | <b>0.210</b> |
| <b>Bond Fund</b>  |             |           |                          |     |          |           |           |                      |                |                      |                      |                |                      |             |              |              |              |
| TEXSTAR   |             | LGIP      | TexSTAR                  |     |          |           |           | 1,435,669.64         | 100.000        | 1,435,669.64         | 1,435,669.64         | 100.000        | 1,435,669.64         | 1           |              | 0.072        | 0.072        |
| <b>Total for Bond Fund</b>                              |             |           |                          |     |          |           |           | <b>1,435,669.64</b>  | <b>100.000</b> | <b>1,435,669.64</b>  | <b>1,435,669.64</b>  | <b>100.000</b> | <b>1,435,669.64</b>  | <b>1</b>    |              | <b>0.072</b> | <b>0.072</b> |
| <b>Operating Fund</b>                                   |             |           |                          |     |          |           |           |                      |                |                      |                      |                |                      |             |              |              |              |
| WF-MANA   |             | BANK DEP  | Wells Fargo Managed Rate |     |          |           |           | 475,214.59           | 100.000        | 475,214.59           | 475,214.59           | 100.000        | 475,214.59           | 1           |              | 0.210        | 0.210        |
| WF-SWEEP  |             | MMF       | Wells Fargo Sweep        |     |          |           |           | 1,092,147.85         | 100.000        | 1,092,147.85         | 1,092,147.85         | 100.000        | 1,092,147.85         | 1           |              | 0.010        | 0.010        |
| <b>Total for Operating Fund</b>                         |             |           |                          |     |          |           |           | <b>1,567,362.44</b>  | <b>100.000</b> | <b>1,567,362.44</b>  | <b>1,567,362.44</b>  | <b>100.000</b> | <b>1,567,362.44</b>  | <b>1</b>    |              | <b>0.071</b> | <b>0.071</b> |
| <b>Reserve Fund</b>                                     |             |           |                          |     |          |           |           |                      |                |                      |                      |                |                      |             |              |              |              |
| WF-PREM   |             | BANK DEP  | Wells Fargo Premium Rate |     |          |           |           | 9,463,363.37         | 100.000        | 9,463,363.37         | 9,463,363.37         | 100.000        | 9,463,363.37         | 1           |              | 0.100        | 0.100        |
| <b>Total for Reserve Fund</b>                           |             |           |                          |     |          |           |           | <b>9,463,363.37</b>  | <b>100.000</b> | <b>9,463,363.37</b>  | <b>9,463,363.37</b>  | <b>100.000</b> | <b>9,463,363.37</b>  | <b>1</b>    |              | <b>0.100</b> | <b>0.100</b> |
| <b>Sales Tax Fund</b>                                   |             |           |                          |     |          |           |           |                      |                |                      |                      |                |                      |             |              |              |              |
| TEXSTAR   |             | LGIP      | TexSTAR                  |     |          |           |           | 6,530,057.12         | 100.000        | 6,530,057.12         | 6,530,057.12         | 100.000        | 6,530,057.12         | 1           |              | 0.072        | 0.072        |
| <b>Total for Sales Tax Fund</b>                         |             |           |                          |     |          |           |           | <b>6,530,057.12</b>  | <b>100.000</b> | <b>6,530,057.12</b>  | <b>6,530,057.12</b>  | <b>100.000</b> | <b>6,530,057.12</b>  | <b>1</b>    |              | <b>0.072</b> | <b>0.072</b> |
| <b>Total for Denton County Transportation Authority</b> |             |           |                          |     |          |           |           | <b>22,343,258.20</b> | <b>100.000</b> | <b>22,343,258.20</b> | <b>22,343,258.20</b> | <b>100.000</b> | <b>22,343,258.20</b> | <b>1</b>    |              | <b>0.104</b> | <b>0.104</b> |



**Denton County Transportation Authority**  
**Change in Value**  
 From 03/31/2015 to 06/30/2015

| CUSIP                           | Security Type | Security Description     | 03/31/15<br>Book Value | Cost of<br>Purchases | Maturities /<br>Calls / Sales | Amortization /<br>Accretion | Realized<br>Gain/(Loss) | 06/30/15<br>Book Value | 03/31/15<br>Market Value | 06/30/15<br>Market Value | Change in<br>Mkt Value |
|---------------------------------|---------------|--------------------------|------------------------|----------------------|-------------------------------|-----------------------------|-------------------------|------------------------|--------------------------|--------------------------|------------------------|
| <b>2011 Bond Fund</b>           |               |                          |                        |                      |                               |                             |                         |                        |                          |                          |                        |
| WF-MANA                         | BANK DEP      | Wells Fargo Managed Rate | 3,345,022.14           | 1,783.49             | 0.00                          | 0.00                        | 0.00                    | 3,346,805.63           | 3,345,022.14             | 3,346,805.63             | 1,783.49               |
| <b>Total for 2011 Bond Fund</b> |               |                          | <b>3,345,022.14</b>    | <b>1,783.49</b>      | <b>0.00</b>                   | <b>0.00</b>                 | <b>0.00</b>             | <b>3,346,805.63</b>    | <b>3,345,022.14</b>      | <b>3,346,805.63</b>      | <b>1,783.49</b>        |
| <b>Bond Fund</b>                |               |                          |                        |                      |                               |                             |                         |                        |                          |                          |                        |
| TEXSTAR                         | LGIP          | TexSTAR                  | 755,444.59             | 680,225.05           | 0.00                          | 0.00                        | 0.00                    | 1,435,669.64           | 755,444.59               | 1,435,669.64             | 680,225.05             |
| <b>Total for Bond Fund</b>      |               |                          | <b>755,444.59</b>      | <b>680,225.05</b>    | <b>0.00</b>                   | <b>0.00</b>                 | <b>0.00</b>             | <b>1,435,669.64</b>    | <b>755,444.59</b>        | <b>1,435,669.64</b>      | <b>680,225.05</b>      |
| <b>Operating Fund</b>           |               |                          |                        |                      |                               |                             |                         |                        |                          |                          |                        |
| WF-MANA                         | BANK DEP      | Wells Fargo Managed Rate | 474,961.35             | 253.24               | 0.00                          | 0.00                        | 0.00                    | 475,214.59             | 474,961.35               | 475,214.59               | 253.24                 |
| WF-SWEEP                        | MMF           | Wells Fargo Sweep        | 408,409.71             | 1,590,279.85         | (906,541.71)                  | 0.00                        | 0.00                    | 1,092,147.85           | 408,409.71               | 1,092,147.85             | 683,738.14             |
| <b>Total for Operating Fund</b> |               |                          | <b>883,371.06</b>      | <b>1,590,533.09</b>  | <b>(906,541.71)</b>           | <b>0.00</b>                 | <b>0.00</b>             | <b>1,567,362.44</b>    | <b>883,371.06</b>        | <b>1,567,362.44</b>      | <b>683,991.38</b>      |
| <b>Reserve Fund</b>             |               |                          |                        |                      |                               |                             |                         |                        |                          |                          |                        |
| WF-PREM                         | BANK DEP      | Wells Fargo Premium Rate | 9,461,004.31           | 2,359.06             | 0.00                          | 0.00                        | 0.00                    | 9,463,363.37           | 9,461,004.31             | 9,463,363.37             | 2,359.06               |
| <b>Total for Reserve Fund</b>   |               |                          | <b>9,461,004.31</b>    | <b>2,359.06</b>      | <b>0.00</b>                   | <b>0.00</b>                 | <b>0.00</b>             | <b>9,463,363.37</b>    | <b>9,461,004.31</b>      | <b>9,463,363.37</b>      | <b>2,359.06</b>        |
| <b>RTRFI Funding</b>            |               |                          |                        |                      |                               |                             |                         |                        |                          |                          |                        |
| WF-MANA                         | BANK DEP      | Wells Fargo Managed Rate | 27,489.56              | 0.00                 | (27,489.56)                   | 0.00                        | 0.00                    | 0.00                   | 27,489.56                | 0.00                     | (27,489.56)            |
| <b>Total for RTRFI Funding</b>  |               |                          | <b>27,489.56</b>       | <b>0.00</b>          | <b>(27,489.56)</b>            | <b>0.00</b>                 | <b>0.00</b>             | <b>0.00</b>            | <b>27,489.56</b>         | <b>0.00</b>              | <b>(27,489.56)</b>     |
| <b>RTRFI Interest</b>           |               |                          |                        |                      |                               |                             |                         |                        |                          |                          |                        |
| TEXSTAR                         | LGIP          | TexSTAR                  | 0.00                   | 0.00                 | 0.00                          | 0.00                        | 0.00                    | 0.00                   | 0.00                     | 0.00                     | 0.00                   |
| <b>Total for RTRFI Interest</b> |               |                          | <b>0.00</b>            | <b>0.00</b>          | <b>0.00</b>                   | <b>0.00</b>                 | <b>0.00</b>             | <b>0.00</b>            | <b>0.00</b>              | <b>0.00</b>              | <b>0.00</b>            |



**Denton County Transportation Authority**  
**Change in Value**  
*From 03/31/2015 to 06/30/2015*

| CUSIP   | Security Type | Security Description | 03/31/15<br>Book Value | Cost of<br>Purchases | Maturities /<br>Calls / Sales | Amortization /<br>Accretion | Realized<br>Gain/(Loss) | 06/30/15<br>Book Value | 03/31/15<br>Market Value | 06/30/15<br>Market Value | Change in<br>Mkt Value |
|---|---------------|----------------------|------------------------|----------------------|-------------------------------|-----------------------------|-------------------------|------------------------|--------------------------|--------------------------|------------------------|
| <b>Sales Tax Fund</b>                                   |               |                      |                        |                      |                               |                             |                         |                        |                          |                          |                        |
| TEXSTAR   | LGIP          | TexSTAR              | 5,944,108.79           | 1,358,845.02         | (772,896.69)                  | 0.00                        | 0.00                    | 6,530,057.12           | 5,944,108.79             | 6,530,057.12             | 585,948.33             |
| <b>Total for Sales Tax Fund</b>                         |               |                      | <b>5,944,108.79</b>    | <b>1,358,845.02</b>  | <b>(772,896.69)</b>           | <b>0.00</b>                 | <b>0.00</b>             | <b>6,530,057.12</b>    | <b>5,944,108.79</b>      | <b>6,530,057.12</b>      | <b>585,948.33</b>      |
| <b>Total for Denton County Transportation Authority</b> |               |                      | <b>20,416,440.45</b>   | <b>3,633,745.71</b>  | <b>(1,706,927.96)</b>         | <b>0.00</b>                 | <b>0.00</b>             | <b>22,343,258.20</b>   | <b>20,416,440.45</b>     | <b>22,343,258.20</b>     | <b>1,926,817.75</b>    |



Denton County Transportation Authority

**Earned Income**

From 03/31/2015 to 06/30/2015

| CUSIP                           | Security Type | Security Description     | Beg. Accrued | Interest Earned | Interest Rec'd / Sold / Matured | Interest Purchased | Ending Accrued | Disc Accr / Prem Amort | Net Income      |
|---------------------------------|---------------|--------------------------|--------------|-----------------|---------------------------------|--------------------|----------------|------------------------|-----------------|
| <b>2011 Bond Fund</b>           |               |                          |              |                 |                                 |                    |                |                        |                 |
| WF-MANA                         | BANK DEP      | Wells Fargo Managed Rate | 0.00         | 1,783.49        | 1,783.49                        | 0.00               | 0.00           | 0.00                   | 1,783.49        |
| <b>Total for 2011 Bond Fund</b> |               |                          | <b>0.00</b>  | <b>1,783.49</b> | <b>1,783.49</b>                 | <b>0.00</b>        | <b>0.00</b>    | <b>0.00</b>            | <b>1,783.49</b> |
| <b>Bond Fund</b>                |               |                          |              |                 |                                 |                    |                |                        |                 |
| TEXSTAR                         | LGIP          | TexSTAR                  | 0.00         | 225.05          | 225.05                          | 0.00               | 0.00           | 0.00                   | 225.05          |
| <b>Total for Bond Fund</b>      |               |                          | <b>0.00</b>  | <b>225.05</b>   | <b>225.05</b>                   | <b>0.00</b>        | <b>0.00</b>    | <b>0.00</b>            | <b>225.05</b>   |
| <b>Operating Fund</b>           |               |                          |              |                 |                                 |                    |                |                        |                 |
| WF-MANA                         | BANK DEP      | Wells Fargo Managed Rate | 0.00         | 253.24          | 253.24                          | 0.00               | 0.00           | 0.00                   | 253.24          |
| WF-SWEEP                        | MMF           | Wells Fargo Sweep        | 0.00         | 18.65           | 18.65                           | 0.00               | 0.00           | 0.00                   | 18.65           |
| <b>Total for Operating Fund</b> |               |                          | <b>0.00</b>  | <b>271.89</b>   | <b>271.89</b>                   | <b>0.00</b>        | <b>0.00</b>    | <b>0.00</b>            | <b>271.89</b>   |
| <b>Reserve Fund</b>             |               |                          |              |                 |                                 |                    |                |                        |                 |
| WF-PREM                         | BANK DEP      | Wells Fargo Premium Rate | 0.00         | 2,359.06        | 2,359.06                        | 0.00               | 0.00           | 0.00                   | 2,359.06        |
| <b>Total for Reserve Fund</b>   |               |                          | <b>0.00</b>  | <b>2,359.06</b> | <b>2,359.06</b>                 | <b>0.00</b>        | <b>0.00</b>    | <b>0.00</b>            | <b>2,359.06</b> |
| <b>RTRFI Funding</b>            |               |                          |              |                 |                                 |                    |                |                        |                 |
| WF-MANA                         | BANK DEP      | Wells Fargo Managed Rate | 0.00         | 4.96            | 4.96                            | 0.00               | 0.00           | 0.00                   | 4.96            |
| <b>Total for RTRFI Funding</b>  |               |                          | <b>0.00</b>  | <b>4.96</b>     | <b>4.96</b>                     | <b>0.00</b>        | <b>0.00</b>    | <b>0.00</b>            | <b>4.96</b>     |
| <b>RTRFI Interest</b>           |               |                          |              |                 |                                 |                    |                |                        |                 |
| <b>Total for RTRFI Interest</b> |               |                          | <b>0.00</b>  | <b>0.00</b>     | <b>0.00</b>                     | <b>0.00</b>        | <b>0.00</b>    | <b>0.00</b>            | <b>0.00</b>     |



Denton County Transportation Authority

**Earned Income**

From 03/31/2015 to 06/30/2015

| CUSIP   | Security Type | Security Description | Beg. Accrued | Interest Earned | Interest Rec'd / Sold / Matured | Interest Purchased | Ending Accrued | Disc Accr / Prem Amort | Net Income      |
|---|---------------|----------------------|--------------|-----------------|---------------------------------|--------------------|----------------|------------------------|-----------------|
| <b>Sales Tax Fund</b>                                   |               |                      |              |                 |                                 |                    |                |                        |                 |
| TEXSTAR   | LGIP          | TexSTAR              | 0.00         | 981.80          | 981.80                          | 0.00               | 0.00           | 0.00                   | 981.80          |
| <b>Total for Sales Tax Fund</b>                         |               |                      | <b>0.00</b>  | <b>981.80</b>   | <b>981.80</b>                   | <b>0.00</b>        | <b>0.00</b>    | <b>0.00</b>            | <b>981.80</b>   |
| <b>Total for Denton County Transportation Authority</b> |               |                      | <b>0.00</b>  | <b>5,626.25</b> | <b>5,626.25</b>                 | <b>0.00</b>        | <b>0.00</b>    | <b>0.00</b>            | <b>5,626.25</b> |

# Board of Directors Memo

July 23, 2015

## Subject: Quarterly Grants Report

### Grant Activities This Period

DCTA currently has 19 open grants that provide reimbursements for various capital projects, rail and bus preventative maintenance, and operating assistance and ADA paratransit service. Total grant balance of awarded grants was \$21.7 million as of 6/30/2015. Of this total, \$12.5 million is obligated for Positive Train Control and \$4 million is obligated for the FY14 Program of Projects. The grant funding sources include Federal Transit Administration (FTA), North Central Texas Council of Governments (NCTCOG) and Texas Department of Transportation (TxDOT).

This quarter two applications were approved by the Board for submittal.

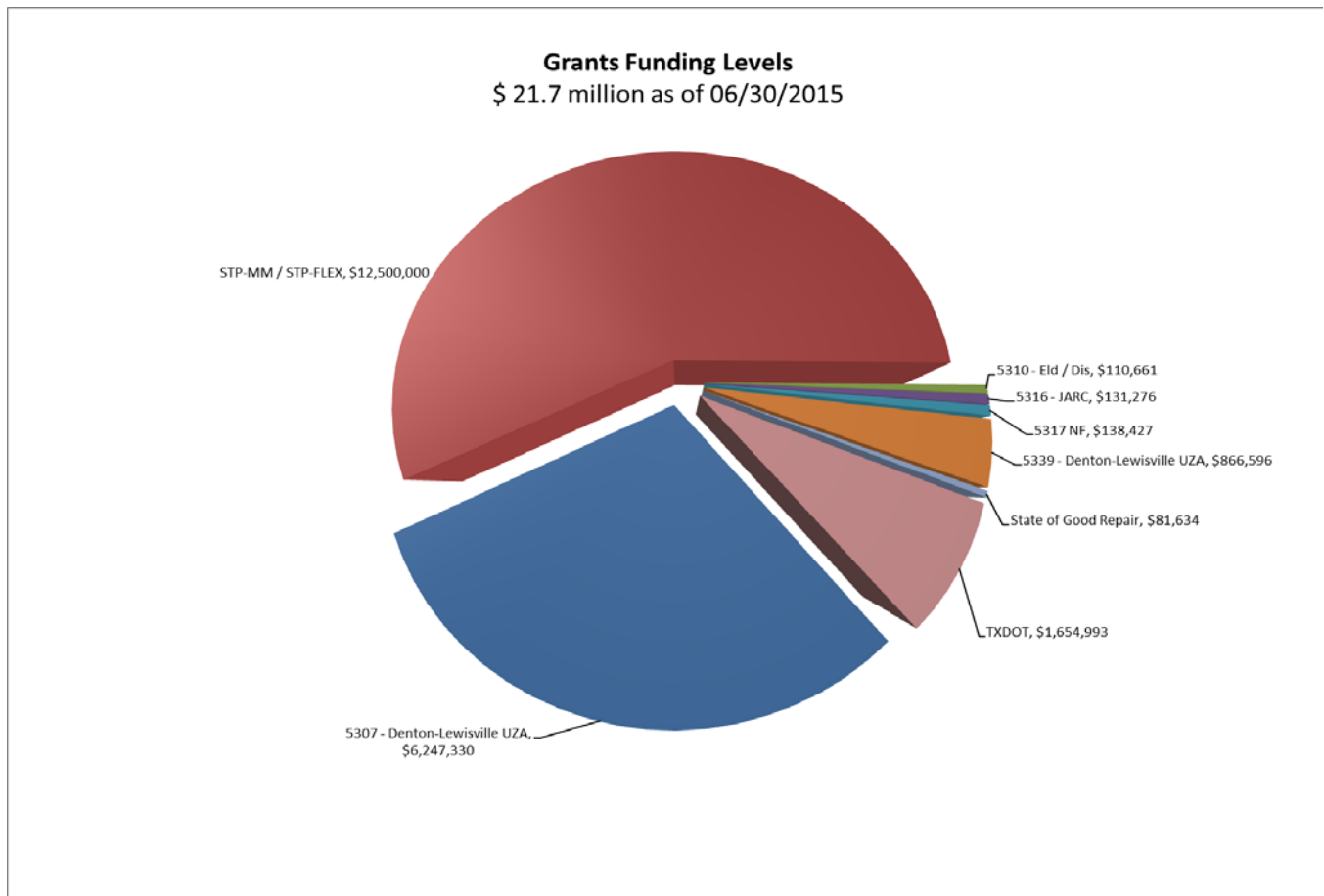
- \$10 million from the 2015 Transportation Investment Generating Economic Recovery (TIGER) an U.S. DOT competitive grant program
  - Will provide funding for DCTA's East-West Bus/Rail Connector Program
  - Project estimated cost of \$21 million.
  - Local match DCTA and NCTCOG funding
- \$2.6 million from the TxDOT Transportation Alternatives Program (TAP) competitive grant program.
  - To complete the last phase of the A-train Rail Trail in Lewisville (Mill/Jones to Highland Village-Lewisville Lake Station)
  - Estimated cost of this last phase of the A-train Rail Trail is \$3.3 million
  - Local match DCTA funding

Funding levels for active grants funding types are illustrated below.

1 Close out Grant

18 Active Grants

1 Obligated Funding



| Program  | (Prior Quarter)<br>2 <sup>nd</sup> Quarter<br>Balance | 3 <sup>rd</sup> Quarter<br>Balance | Grant Activity   |
|--|---|------------------------------------|--|
| Denton-Lewisville UZA (5307)                         | \$9,144,692   | \$6,247,330                        | Fleet Replacement, Bus Shelters, Bus Radios, Positive Train Control-Design, Signage, Preventative Maintenance. |
| STP-MM / STP-FLEX                                    | \$12,500,000  | \$12,500,000                       | Positive Train Control Implementation  |
| Elderly Persons and Persons with Disabilities (5310) | \$110,661   | \$110,661                          | Transit Capital Accessibility (lighting and ramps)   |
| Job Access, Reverse Commute (JA/RC) (5316)           | \$265,822   | \$131,276                          | Where's My Ride, Vanpool, Route Planning Study H-V   |
| New Freedom (5317)                                   | \$138,427   | \$138,427                          | Where's My Ride, Lewisville Work Connection  |
| Bus and Bus Facilities (5339)                        | \$866,596   | \$866,596                          | Fleet Replacement  |
| State of Good Repair (5309)                          | \$567,983   | \$81,634                           | Construction of the Bus Operating & Maintenance facility   |
| TXDOT (FHWA)   | \$2,227,121   | \$1,654,993                        | A-train rail trail   |
| <b>Total</b>   | <b>\$25,821,302</b>                                   | <b>\$21,730,917</b>                |  |

#### Obligated Funding

The 2015 Annual Program of Projects (POP) is currently in NCTCOG final approval phase. The funding estimate provided by NCTCOG is: \$430,000 (Bus and Bus Facilities-5339) and \$4.9 million (Denton-Lewisville UZA-5307).

#### Triennial Review Update

The FTA's Triennial Review site visit was conducted on July 8 and 9. This process involved DCTA and contractor staff members from across the organization. The reviews visited DCTA maintenance facilities and administrative offices. Fifteen (15) review areas were audited as part of the review process and a Procurement Enhanced Review Module was conducted during the same two day period. There were six (6) preliminary findings in 5 of the 15 review areas: ADA, Procurement, Satisfactory Continuing Control, Half Fare and EEO. A draft letter will be released on August 7 and staff will have ten (10) days to respond with corrective actions. A final report will be issued September 11 with all corrective actions to be approved by FTA and completed no later than December 11.

#### Compliance Activities

- Title VI Program Submitted 4/4/2014, Awaiting FTA approval
- DBE Program Submitted 5/6/2014, Awaiting FTA approval
- DBE Goal Board Approval on 7/23/2015 Board agenda

#### Recommendation

This is for information only. No Board action is required

Submitted by:

  
 Anna Mosqueda, CFO

:





**Board of Directors Memo**

July 23, 2015

**Subject: Procurement Status Report**

**Signal System Enhancements**

DCTA released a solicitation for proposals for signal system enhancements for a means of enhancing the signal system to ensure track circuit detection of a single DMU to support its PTC implementation and single car operations. To accomplish this, DCTA requires installation of track circuit modifications involving a Track Circuit Monitoring System (TCMS), alterations to the existing GE vital Logic Controller (VHLC) and ElectroCode 5 (EC5) equipment, fiber optic cable, and network connectivity to support data communications between all field locations and the office. Proposals are due on August 4<sup>th</sup> and will be reviewed by staff. A recommendation for award will be presented at the August meeting.

Submitted by:   
Athena Forrester, Purchasing Manager

Final Review:   
Anna Mosqueda, CFO

# Board of Directors Memo

July 23, 2015

## Subject: Marketing & Communications Update

| MARKETING & COMMUNICATIONS INITIATIVES          |  |  |
|---|--|--|
| Category  | Initiative   | Important Dates  |
| Brand Planning                                  | Brand Standards Manual   | Planning Phase   |
|   | Open Source Data (Website)   | Planning Phase   |
|   | RFP for Promotional Item Vendor  | Planning Phase   |
|   | RFP for Video Production   | Awarded/Planning   |
|   | RFP for New Creative/Advertising Firm  | Awarded/Planning   |
| Marketing Campaigns                             | GO Request Marketing Campaign  | Planning Phase   |
|   | Commuter Marketing Campaign  | Planning Phase   |
|   | University Marketing Campaign  | Development Phase  |
|   | Where's My Ride Travel Alerts Campaign   | Development Phase  |
|   | Summer Sales/Summer Youth Pass Campaign  | Execution Phase  |
| Collateral Development                          | Go Guide Revisions   | Planning Phase   |
|   | EnRoute News July/August Issue   | Development Phase  |
|   | Brand Rail Cards and Hot Items Posters   | Development Phase  |
|   | GO Request Collateral  | Development Phase  |
|   | Campus Connections Brochure  | Development Phase  |
|   | Public and Stakeholder Meeting Notices   | Development Phase  |
| Public/Media Relations                          | 2015 Passenger Satisfaction Survey Results Communications  | Development/Review Phase   |
|   | August Service Change Announcement   | Development Phase  |
|   | August Public and Stakeholder Meeting Announcement   | Development Phase  |
|   | Photo and Film Guidelines  | Development Phase  |
|   | Media Relations/Crisis Communications Procedures   | Development Phase  |
|   | Cision Metrics Review  | Development Phase  |
|   | Award Nominations:<br>SWTA Marketing Spotlight Award Nominations<br>PRSA Dallas Pegasus Award Nominations<br>DBJ "Outstanding Directors" Award Nomination<br>APTA Adwheel Marketing Awards Nominations | Development Phase<br>Development Phase<br>Submitted<br>Submitted |
|   | Proactive Pitching   | Ongoing  |
|   | PR Calendar of Activities  | Ongoing  |
|   | Social Media   | Social Media Practices Guidelines                                |
| Discover A-train Wash Feature                   |  | Development Phase  |
| Places to Go Creative                           |  | Development Phase  |
| Executive Social Media Plan (Jim Cline Posts)   |  | Ongoing  |
| Editorial Calendar Execution (Social and Video) |  | Ongoing  |
| Internal Communications                         | Monthly Messaging Map  | Ongoing  |
|   | Monthly Staff Meeting Presentation   | Ongoing  |
| Community Relations                             | Lewisville Genesis Cares Back to School Health & Resource Fair   | Planning Process   |
|   | Lake Dallas Back to School Health & Resource Fair  | Planning Process   |
|   | UNT Shuttle Driver Specialty T-shirts  | Development Phase  |
|   | TWU Transfer Student Apartment Fair  | Executed   |
|   | Destination Denton Advertisement   | Executed   |
|   | Discover Denton Advertisement  | Executed   |
|   | Member City Involvement  | Ongoing  |
| Events  | Highland Village Balloon Festival  | Planning Phase   |
|   | State Fair of Texas  | Planning Phase   |
|   | Lewisville Western Days Festival   | Development Phase  |
| Public Involvement                              | Public Meeting Standard Operating Procedures   | Development Phase  |
|   | Overnight Parking Policy   | Development Phase  |
|   | Public and Stakeholder Meetings:<br>Lewisville – August 18<br>Highland Village – August 19   | Development Phase  |

|                      |  |                |
|----------------------|--|----------------|
| Customer Service     | Review of Customer Service Initiatives | Planning Phase |
|                      | Customer Service Audit                 | Planning Phase |
| Regional Initiatives | Go Pass 2.0                            | Planning Phase |
|                      | NCTCOG Casual Carpool Application      | Ongoing        |
|                      | NCTCOG Air North Texas                 | Ongoing        |
|                      | NCTCOG MyRideNCT                       | Ongoing        |

| MARKETING & COMMUNICATIONS METRICS |  |                           |            |            |
|------------------------------------|--|---------------------------|------------|------------|
| Activity                           | Metric   | Annual Goal               | Monthly    | YTD        |
| <b>Brand Impressions</b>           |  |                           |            |            |
| Community Brand Impressions*       | Confirmed Impressions  | 300,000                   | 102        | 48,021     |
| Media Buy Impressions**            | Online/Confirmed Impressions   | 500,000                   | 404,790    | 889,022    |
|                                    | Print/Confirmed Impressions  | 100,000                   | 21,486     | 370,855    |
| <b>Media Relations</b>             |  |                           |            |            |
| Press Coverage                     | Articles About DCTA  | 450 Placements            | 92         | 328        |
| Media Impressions^                 | Articles About DCTA  | New Metric/No Goal        | 42,612,177 | 69,558,978 |
| Publicity Value^^                  | Articles About DCTA  | \$460,000                 | \$317,244  | \$931,806  |
| Headline Highlights                | DCTA Offering \$30 Summer Youth Passes<br>DCTA Moving Forward with Grant Application<br>County Officials Meet with FEMA Reps |                           |            |            |
| Major Media Outlets                | Dallas Morning News; WFAA-TV; NBC-5; Mass Transit Magazine; Denton Record-Chronicle; Lewisville Leader                       |                           |            |            |
| <b>Social Media</b>                |  |                           |            |            |
| Facebook Likes                     | Total Likes  | 6,500                     | 25         | 5,230      |
| Twitter Followers                  | Total Followers  | 3,500                     | 21         | 3,068      |
| DCTA Blog                          | Confirmed Impressions  | 1,900                     | 331        | 1,874      |
|                                    | Top Referring Sites  | Google, Facebook, Twitter |            |            |
| <b>Website Results</b>             |  |                           |            |            |
| Website Impressions                | Pageviews  | 1.4M                      | 109,120    | 1,032,429  |
| Top 5 Referring Sites              | Twitter, Denton Record-Chronicle, DART, Facebook Mobile, Yahoo   |                           |            |            |
| <b>Go Pass</b>                     |  |                           |            |            |
| New Downloads                      | Total Count  | 160,000                   | 13,742     | 137,262    |
| Tickets Sold                       | Total Count  | 16,000                    | 1,805      | 18,166     |

| CUSTOMER SERVICE                   |                     |  |         |         |
|------------------------------------|---------------------|--|---------|---------|
| Activity                           | Metric              | Annual Goal  | Monthly | YTD     |
| Provide Excellent Customer Service | Calls Answered      | >95%   | 98%     | 98%     |
|                                    | Abandoned Calls     | <5%  | 2%      | 2%      |
| Where's My Ride                    | Total Hits***       | 100,000  | 34,131  | 212,359 |
|                                    | SMS (Texts)         | 10,000   | 3,983   | 18,786  |
|                                    | Calls               | 2,000  | 1,255   | 5,205   |
| Go Request                         | Avg. Days/Closeout  | <3.5   | 3.40    | 3.20    |
|                                    | Total Entries/10K   | >3   | 2.47    | 2.29    |
|                                    | Complaints/10K      | <5   | 3.09    | 1.36    |
|                                    | Types of Submittals | Complaint – 34; Compliment – 2; Problem – 6; Question – 20; Suggestion – 5 |         |         |

**Footnote:**

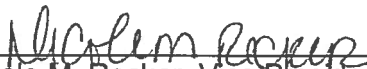
*^Media Impressions – This is a new metric to report. This number indicates the total number of individuals impacted through media relations efforts whether online or in print.*

*^^Publicity Value – Publicity values are calculated generalizations based on the average cost per impression. Tracking publicity rates provides consistent and rational publicity values for print, online and broadcast/radio hits, regardless of availability or validity of a published ad rate. NOTE: Current PR monitoring software just started reporting publicity value January 2015.*

*\*Community Brand Impressions –This is the total number of individuals impacted through events, fairs and sponsorships. This total is a mixture in-person and branding impressions (i.e. those who saw our logo on event signage, etc.).*

*\*\*Media Buy Impressions – This is the number of individuals who see DCTA online advertisements. They may not click through the ad, but they were served the ad.*

*\*\*\*Where's My Ride "hits" track all visits to the site. Total hits reported are not unique visitors.*

Approved by:   
Nicole M. Recker, Vice President of  
Marketing & Communications

**Board of Directors Memo**

July 23, 2015

**Subject: Capital Projects Update****GTW Implementation**

- Track circuit modifications between North Lake and South Med will be complete by the end of the month.
- Additional modifications are under evaluation in support of both single car operations and Positive Train Control. These technologies, if applied, will be funded through the PTC project budget.

**Lewisville Hike/Bike Trail**

- The contractor is completing traffic signal work, fencing and striping.
- Substantial completion is expected in July although final completion may move to early August as a result of the time lost to flooding.

**Positive Train Control (PTC)**

- DCTA officially notified DART requesting removal from the DART PTC solicitation. DCTA will pursue a PTC solution on its own.
- DCTA is meetings with technology providers to finalize a path forward.
- DCTA will submit a Main Line Track Exclusion Addendum (MTEA) and a revised Positive Train Control Implementation Plan to the FRA in the next 60 days.
- Two procurements will result from this project in support of PTC:
  - 1) A scope of services will be developed for communications infrastructure enhancements and signal systems monitoring and control.
  - 2) A new scope of services and solicitations for safety enhancements that will fulfill the requirements of the proposed MTEA and PTCIP.

**Rail Station Landscaping/DDTC/Bus O&M**

- Three bids received June 30th: 2 responsive and 1 non-responsive.
- Recommend contract award to AALC.
  - \$277,401 irrigation repair & dead vegetation replacement.
  - \$480,218 for maintenance (\$7,745/month over 62 month period).
- Requesting board approval in July with contract NTP in August.

**Rail OMF Drainage**

- The construction contract has been signed and the right-of-entry and construction easement documents are complete with the City of Lewisville and Hillwood.
- The contractor's start date is July 20, 2015 with completion anticipated in late October.

**Station Enhancement (Trinity Mills Station)**

- DART will construct the facility. DCTA will reimburse DART through an ILA. The projected cost is within project budget. Completion is expected by end of 2015.


- Staff has negotiated the placement of a temporary facility to serve DCTA crews until completion of the building.

**Transit Enhancements**

- Shelters and benches are scheduled for delivery in August.
- Staff has issued an RFP for transit construction services to provide for as-needed installation of shelters, benches, accessible pads and lighting.
- Installation of the first four locations will begin in the City of Denton in September.

**Flood Damage repairs**

- A Capital project is being established in the amount of \$1M to address flood damage.

Final Review:   
Jeff Bennett, Assistant Vice President, Operations

## Board of Directors Memo

July 23, 2015

### Subject: Transit Operations Report

#### SYSTEM ON-TIME PERFORMANCE

- FY 2015 YTD, “On Time Performance” (OTP) for the A-train was 99.13%
- FY 2015 YTD “On Time Performance” (OTP) for Connect service was 91.29%.

#### RIDERSHIP PERFORMANCE

Year to date change in ridership by service type

| Service        | % Change<br>FY 2014 to FY 2015 | Color<br>Indicator | Notation<br>No. |
|----------------|--------------------------------|--------------------|-----------------|
| All Bus & Rail | 6.06%                          | Green              | 1               |
| Rail           | -1.54%                         | Yellow             | 2               |
| All Bus        | 8.53%                          | Green              | 1               |
| Connect        | 0.41%                          | Green              |                 |
| UNT            | 9.73%                          | Green              | 3               |
| NCTC           | 26.17%                         | Green              | 4               |
| Access         | 5.98%                          | Green              | 5               |
| Connect RSVP   | -28.64%                        | Red                | 6               |

1. YTD ridership is up over last year primarily due to continued growth in UNT ridership to levels prior to August 2014. In addition, extra bus service (special movements) increased ridership in June. This extra service was for UNT orientations(9 days) and to replace train service temporarily suspended between Old Town and Trinity Mills Stations due to flooding (6 days).
2. In June, heavy rains and flooding impacted rail service with temporarily suspended service on Monday, June 1 and restricted service from Tuesday, June 2 to Saturday, June 6. Regular service resumed Monday, June 8. When combining rail with extra bus service (June 1 to June 6), boardings in June 2015 increased slightly (by 0.29% or 124 boardings) compared to June 2014.
3. YTD UNT ridership continues to trend upward.
4. NCTC overall growth from October to June of FY 2015 is attributed to the expansion of NCTC service in September 2014.
5. Access service continues to grow due to an increase in ADA qualified people.
6. Connect RSVP continues to decline which is likely due to additional parking available at HV/LL station, and the inability to make same day reservations.

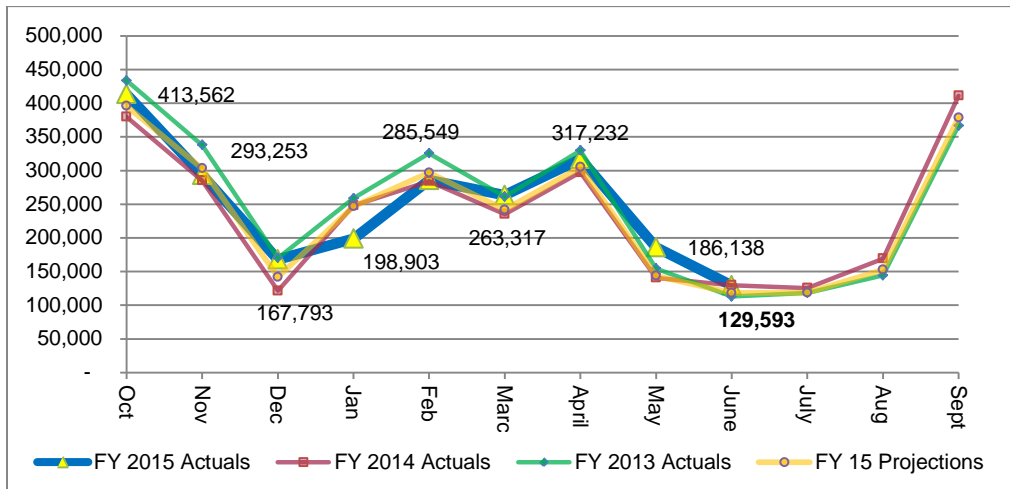
#### Color Key

**Green** indicates positive performance

**Yellow** indicates service that will be monitored by staff

**Red** indicates poor performance and needs further research

### Rail and All Bus: Total Boardings

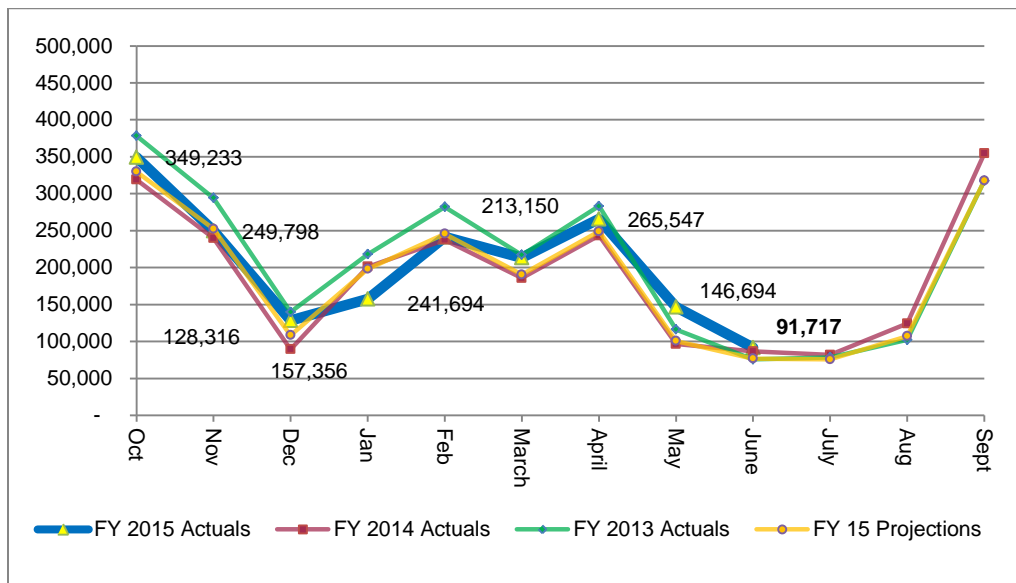


Note: Statistics include A-train, Connect, UNT, NCTC, Access, Connect RSVP, and special movement services.

### Rail and All Bus: Total Boardings

- YTD ridership continues to trend upward compared to the same period in FYs 2013 and 2014. This may be attributed to 4 more UNT regular class days in May 2015 compared to May 2014.

### All Bus: Total Boardings



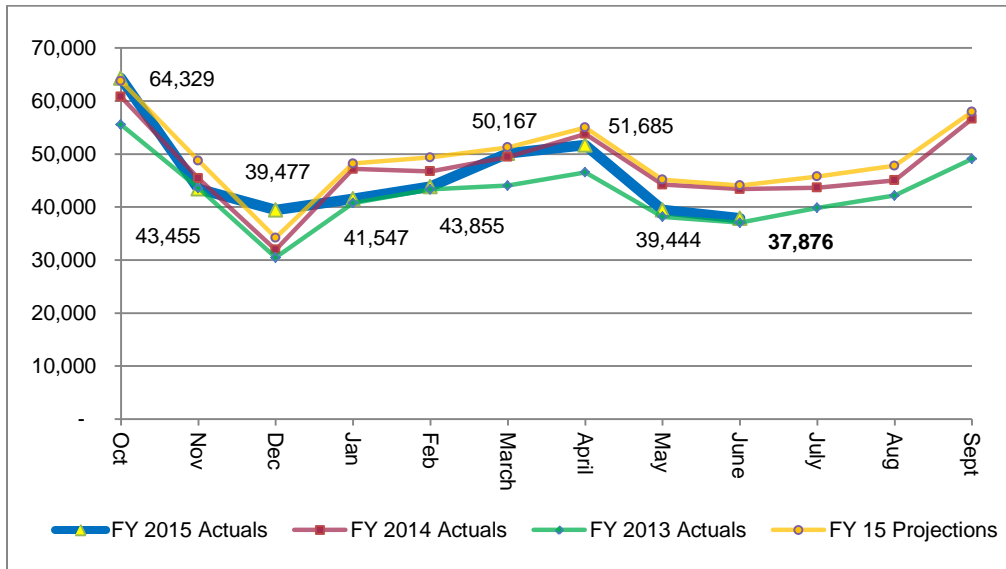
Note: Statistics include Connect, UNT, NCTC, Access, Connect RSVP, and special movement services.

### All Bus: Total Boardings

- Growth in UNT ridership is the primary driver of total bus growth.
- Extra service (special movements) for UNT commencement and orientations and the bus bridge (to replace A-train service temporarily) contributed to the growth in ridership.



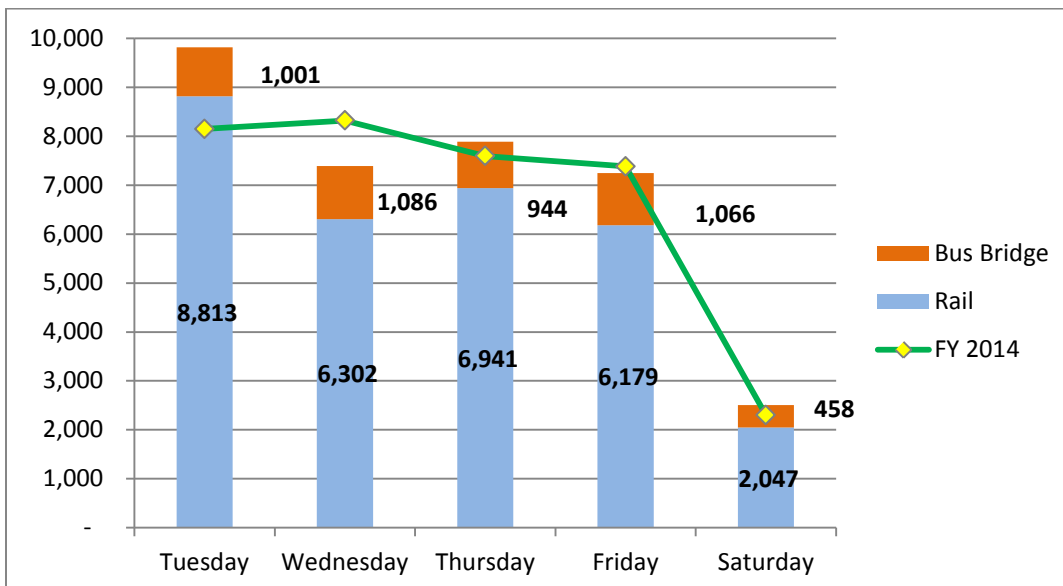
### Rail: Total Boardings



### Rail: Total Boardings

- In June 2015, total boardings dropped by 12.69% when compared to June 2014 due to flooding in early June 2015.

### Combined Rail and Bus Bridge Boardings (June 2-6, 2015)



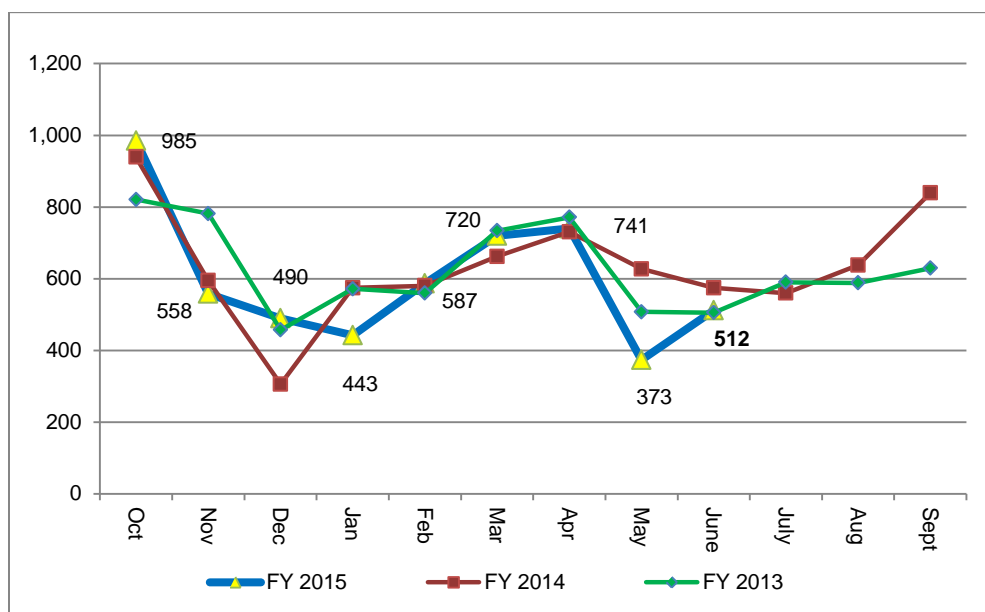
Note: Monday June 1, 2015 was excluded from this analysis.

### Combined Rail and Bus Bridge Boardings

- The tracks between the Hebron and Trinity Mills Stations were flooded from May 29 to June 6, 2015 which impacted rail service.

- On Saturday, May 30 and June 1, rail service was canceled. By Monday, June 2, rail vehicles were operating from the DDTC to the Old Town Station with buses bridging the gap between stations.
- In the bar chart above, rail and bus bridge boardings are combined to show total rail ridership. Total rail boardings are compared to the same week in June 2014 (shown in green).
- Except for Wednesday, total boardings in the first week of June 2015 either exceeded or were similar to total boardings in June 2014.

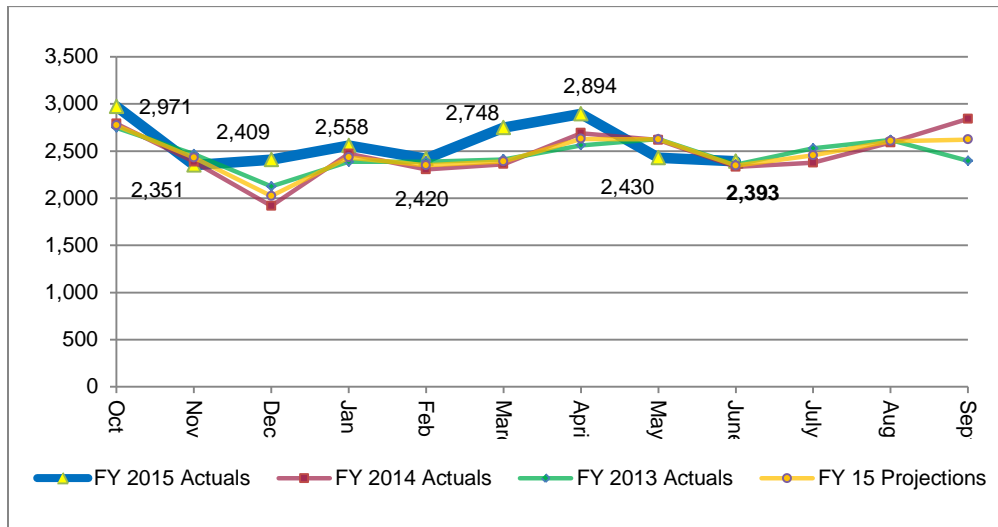
**Rail: Saturday Average Boardings**



**Rail: Saturday Average Boardings**

- YTD, average Saturday boardings declined by 5.15%. This decline may be attributed to restricted service (due to flooding in early June 2015), inclement weather and DART Green Line service delays.

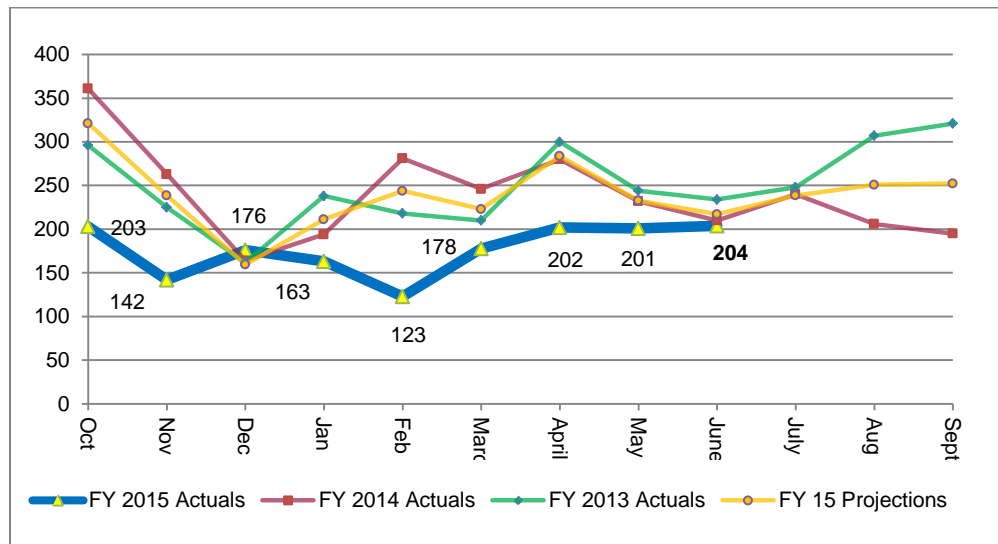
### Access: Total Boardings



#### Access: Total Boardings

- YTD boardings continue to increase more than projected due to more people becoming eligible for this service.

### Connect RSVP: Total Boardings



#### Connect RSVP: Total Boardings

- Connect RSVP continues to underperform (-28.64% YTD) likely due to more parking availability at HV/LL station, and the inability to make same day reservations. This service is being evaluated as part of the comprehensive planning currently underway for HV/Lewisville routes.

**SAFETY/SECURITY**

- DCTA Rail Operations Injury-Free Workdays: 1,152
- DCTA Bus Operations Injury-Free Workdays: 3
- On June 8, a vehicle was stuck on the track at Eagle Point Road. One train was delayed as a result. This intersection will continued to be improved within the next two years as part of the 35E construction project.

**MAINTENANCE**

- **Right of Way:** Routine daily inspections are being performed by the contractor.
- **Signal/Communications:** On June 8 and June 22, signal issues delayed 7 trains. The signal issues were a result of temporary malfunctions.
- **Stations:** DCTA contract operations (HTSI) continues to perform weekly safety inspections, which have not identified any major issues.
- **Rail Mechanical:** DCTA contract operations (HTSI) reported no mechanical issues in June.

Final Review:

  
Jeff Bennett, Assistant Vice President, Operations

**Board of Directors Memo**

June 23, 2015

**Subject: Strategic Planning & Development Update****PRIORITY PROJECTS*****SERVICE PLANNING: “Shaping Our Future”*****Lewisville & Highland Village Service Review & Analysis**

- A Comprehensive Operational Analysis (COA) is being conducted for the Lewisville and Highland Village service area.
- The COA will include; ridership data collection, community outreach, analysis of existing service, Title VI analysis and service gap analysis.
- The COA will result in service recommendations may include; route realignments, interlinings and extensions, revised service hours and frequency, reduction of non-productive service, new routes, innovative last-mile connections, as well as passenger amenity and bus stop improvements.
- Market analyses of Lewisville and Highland Village have been conducted by Nelson-Nygaard.
- On-board passenger surveys as well as boarding and alighting were conducted the week of June 15.
- Public meetings and focus groups have been scheduled for August 18<sup>th</sup> and 19<sup>th</sup>.

**Denton Service Review & Analysis**

- A Comprehensive Operational Analysis (COA) will be conducted for the Denton service area in the Fall.
- Nelson-Nygaard will leverage data from UNT’s Parking & Transportation Master Plan

**Regional Express Corridor Preliminary Planning**

- Staff has received support from NCTCOG and DCTA Board of Directors to move forward with the continued development of the Regional Express Corridors
- The Regional Express Corridor Service Preliminary Plan is being shared with partners and potential partners through a series of meetings with member and non-member cities as well as potential private sector partners

***DEVELOPMENT*****Downtown Denton Parking**

- Working with city staff to develop potential parking shortage solutions
- It is the goal of staff to develop solutions which will also address downtown aesthetics, noise mitigation and enhance safety measures
- City staff hosted an on-site visit for NCTCOG and DCTA staff to discuss potential solutions and possible funding mechanisms.

**New Funding Mechanisms: TIGER Grant**

- Transportation Investment Generating Economic Recovery (TIGER)
- The project submitted for funding is the regional express corridor between Highland Village and The Colony and includes on-call software, fleet, an intermodal transit center and a light duty bus maintenance facility.
- NCTCOG is supportive of DCTA’s project and is working to secure a port of funding for this project and has committed \$6.8 Million to the project, contingent on the TIGER award.
- The grant application was submitted for the “East/West Bus and Rail Connector Project” on June 3.

**UNT Parking & Transportation Master Plan**

- UNT is conducting their planning study to identify campus parking and transportation needs and solutions
- DCTA is playing an active role in this effort through participation in stakeholder meetings and through active engagement on the planning committee
- The study is expected to be completed in December 2015 with a final report provided in January 2016
- DCTA staff will incorporating feedback and findings from this study into the Comprehensive Operational Analysis for the Denton service area planned for later this year

**Additional Projects**

- NCTCOG Mobility 2040 Plan
- SPAN Partnership
- Grant Strategy Development
- UNT Contract Preparation & Development
- NCTC Contract Renewal
- TxDOT 35W Expansion
- Technology Application Research for Flex Service
- Regional and Flex Fleet Purchase Research
- TWU Comprehensive Master Plan
- Title VI Analysis
- Update DCTA's Long Range Service Plan
- Coordinate DCTA's rail expansion vision into NCTCOG 2040 Plan

**OUTREACH EFFORTS** 

---

**Recent Activities**

6/22      UNT Athletics  
6/23      UNT Strategic Alliances

**Upcoming Activities**

6/25      35W Coalition  
6/26      STTC Challenge and Innovative Transportation Programs Workshop  
6/26      Surface Transportation Technical Committee  
7/1      City of Denton Tour with Michael Morris/NCTCOG Staff  
7/9      NCTCOG Mobility 2040 Workshop  
7/10      UNT Parking & Transportation  
7/14      NCTC  
7/20      SPAN  
7/24      Surface Transportation Technical Committee  
7/28      Unity in Communities Luncheon  
8/9-8/12      APTA Multimodal Transportation Planning Conference

Submitted by: Kristina Brevard, *VP*, Planning & Development



**Board of Directors Memo**

July 23, 2015

**Subject: Legislative Update: *Transportation Funding***

With the federal law (known as "MAP-21") governing federal highway and transit programs set to expire on July 31, leadership in both the House and Senate have been working to address the issue in a manner that can ensure swift approval.

Attached is a memo from Capital Edge regarding the recent highway and transit program funding extension activity (*as of July 16, 2015*).

Submitted by:

  
\_\_\_\_\_  
Kristina Brevard, VP, Planning & Development

**MEMORANDUM**

**TO:** Kristina Brevard  
**FROM:** Chris Giglio  
**DATE:** July 16, 2015  
**SUBJECT:** Federal Transportation Reauthorization Update

---

With the federal law (known as “MAP-21”) governing federal highway and transit programs set to expire on July 31, leadership in both the House and Senate have been working to address the issue in a manner that can ensure swift approval.

Dealing with the matter is made more difficult by the fact that there are several congressional committees with jurisdiction over surface transportation. In the House, the Transportation and Infrastructure (T&I) Committee handles highway, transit, and rail program policy, but the Ways and Means Committee has jurisdiction over the funding vehicle, the federal Highway Trust Fund.

In the Senate, the Environment and Public Works (EPW) Committee controls highway programs, the Banking Committee handles transit programs, the Commerce Committee has jurisdiction over safety and railroad programs, and the Finance Committee deals with the funding.

Once all these committees consider the various “titles” of reauthorization, they are all combined into one bill and brought to the respective floors.

Late last month, the Senate EPW Committee attempted to start the process of reauthorization by approving a six-year rewrite of federal highway programs, funded essentially at current levels. However, until the Finance Committee has determined a funding vehicle, the bill cannot be considered on the Senate floor.

The EPW Committee action led the Commerce Committee to consider its safety and railroad titles this week. The good news is that the Commerce bill includes a provision that would extend the deadline for Positive Train Control implementation to December 31, 2018.

However, the Commerce bill also includes a provision that would change the popular TIGER discretionary program at DOT to a freight-only program, making it all but impossible for transit agencies to participate.

Since Senator Ted Cruz sits on the Commerce Committee, we emailed his staff prior to the committee markup to express DCTA support for the PTC extension, as well as some concern with the change to the TIGER program.

Meanwhile, in an effort to get out in front of all this Senate action, the House yesterday approved legislation that would extend MAP-21 for an additional five months (through December 18) so that Congress can have additional time to consider funding vehicles for the bill.



However, since growth of the Highway Trust Fund is not keeping pace with current needs, the House bill also had to come up with an additional \$8 billion to keep it solvent through the end of the year. The White House has reluctantly endorsed the House short-term extension.

Senate leaders continue to hold out hope that they can come up with some revenues to approve a multi-year reauthorization prior to the July 31 deadline, but gaining consensus is proving to be difficult.

At this time, raising the federal gasoline tax (which has stood at 18.4 cents per gallon since 1993) is not under consideration by Republican leaders, or the White House; both are hoping to find revenues to fund transportation programs through comprehensive tax reform. However, since Congress has not approved comprehensive tax reform since 1986, it seems to be optimistic that an agreement could be reached in 2015.



## Board of Directors Memo

July 23, 2015

### Item: WS 3(a) Finance Committee Chair Report

The Committee Chair Report for the Finance Committee meeting scheduled for Tuesday, June 21 will be distributed under separate cover at the July 23, 2015 Board of Directors Meeting. Following is the Finance Committee Chair Report for the June 30 meeting.

The Finance Committee meeting and Special called Board of Directors meeting was held at 2:00 p.m., Tuesday, June 30, 2015 at 1955 Lakeway Dr., Suite 260 Conference Room in Lewisville, TX

In attendance were:

Committee Chair: Dave Kovatch

Committee Members:

Board Members: Paul Pomeroy, Charles Emery

Absent: Jim Robertson, George Campbell, Richard Huckaby, Allen Harris, Daniel Peugh

DCTA Staff: Anna Mosqueda, Amanda Riddle, Jim Cline, Raymond Suarez, Marisa Perry, Kristina Brevard, Rusty Comer, Nicole Recker

A complete copy of the Finance Committee agenda packet and handouts is included as "Attachment A" to this report. The following agenda items were discussed:

#### Discuss Fiscal Year 2016 Budget

- The committee reviewed and discussed the FY16 revenue projections
  - Passenger Revenues (bus & rail) – based on average fare for each service
    - Ridership is projected to increase for bus & rail services
      - Staff to provide UNT revenue detailed breakdown for Board (fuel gallons, passengers/miles)
      - The committee discussed the possibility of a fare increase. Staff is currently working on related projects and will bring information forward when completed.
  - Sales Tax projections are at 3% for the FY16 budget
    - Committee discussed future projections in the long range financial model. Currently reflects sales tax increase of 4% in out years
      - Staff to provide a historical schedule of actuals for the previous 5 years
  - Federal Operating & Capital Grants
    - FY16 grant projections are based on current awarded grant funds
    - Operating grants are based on current average drawdowns for Bus & Rail Preventative Maintenance
    - Capital grants are based on current capital projects identified and corresponding expense schedules that were approved at FY15 Revised Budget.

- Discussed Vanpool Program
  - Current FTA grant will be depleted in FY15 and covered 50% of the lease and fuel expense (DCTA's total expense). DCTA has been awarded a grant thru NCTCOG to continue this program with lease expenses being the only reimbursable expense.
  - Staff will look at program options of how to account for the additional fuel expense and will report back to the Finance Committee at the July meeting.

### **Financial Impacts of Recent Flooding**

- The committee reviewed and discussed the financial impacts of the recent flooding
  - Reviewed the current adopted cash flow model and current reserve balances identified
  - Discussed FEMA & insurance reimbursements and associated processes that staff will need to comply with.
  - Operations provided a preliminary draft Flood Damage Repair & Mitigation Estimates and reviewed with the committee (See Attachment A).

### **Discuss Fiscal Year 2016 Budget Calendar**

- The committee discussed the upcoming July Finance Committee meeting scheduled for July 21<sup>st</sup>. This meeting will cover the operating & capital budgets as well as a benefits presentation provided by our benefit brokers. With the large amount of information to be covered, the Finance Committee has suggested adjusting the meeting times to 1-4pm to allow enough time to cover all information.

The meeting adjourned at 3:31pm

#### **Finance Committee**

**Chair** – Dave Kovatch

**Members** –George Campbell, Allen Harris, Richard Huckaby, Jim Robertson, Daniel Peugh

**Staff Liaison** – Anna Mosqueda – CFO



Finance Committee  
of the DCTA Board of Directors  
**2:00 p.m., June 30, 2015**  
1955 Lakeway Dr., Suite 260 Conference Room  
Lewisville, TX 75057

## AGENDA

NOTICE IS HEREBY GIVEN that there will be a special called meeting of the DCTA Board of Directors and a meeting of the Finance Committee of the DCTA Board of Directors at the time and location above. The DCTA Board of Directors will not conduct its special called meeting if a quorum of the DCTA Board of Directors does not attend however the DCTA Finance Committee will conduct its meeting regardless of the presence of a quorum of the DCTA Board of the Directors. The DCTA Board of Directors and the Finance Committee of the DCTA Board of Directors will consider the following:

Welcome and Introductions

### 1) ITEMS FOR DISCUSSION / FORWARD FOR BOARD CONSIDERATION

- a. Discuss Fiscal Year 2016 Budget
  - i. Agency Goals
  - ii. Revenues
  - iii. Operating
  - iv. Capital
- b. Financial Impacts of Recent Flooding
- c. Discuss Fiscal Year 2016 Budget Calendar

### 2) ADJOURN

#### Finance Committee

**Chair** – Dave Kovatch

**Members** – George Campbell, Allen Harris, Richard Huckaby, Jim Robertson, Daniel Peugh

**Staff Liaison** – Anna Mosqueda – CFO

The Denton County Transportation Authority meeting rooms are wheelchair accessible. Access to the building and special parking are available at the east entrance. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by emailing [rdurham@dcta.net](mailto:rdurham@dcta.net) or calling Robin Durham 972-221-4600.

This notice was posted at 1955 Lakeway Dr., Suite 260, Lewisville, Texas 75057 at a place convenient and readily accessible to the public at all times. Said notice was posted on 6/26/2015 at 8:27 AM.

---

Robin Durham, Administrative Assistant



## Finance Committee Memo

June 30, 2015

Subject: 1(a) Discuss Fiscal Year 2016 Budget

### Background

Preparation of a comprehensive operating and capital budget requires a very active and participative process including communication, among the DCTA staff, Finance Committee and Board members, during the development of the budget.

### Need

The Agency goals serve as the foundation for the development of the budget each year. These were identified and adopted as part of the Long Range Service Plan and guide the Executive Staff in developing the annual objectives for the agency.

The next step of the budget process is for staff to identify the projected revenue sources for the up-coming fiscal year. Revenue sources include passenger fares, contract revenues, sales tax, grant funds and proposed debt. Once the revenues have been identified and refined, staff will begin the development of the operating budget.

### Financial Impact

The proposed FY 2016 revenue projections have no financial impact at this time. This is for informational purposes only.

### Committee Review

FY 2016 agency goals and revenue projections will be reviewed by the Finance Committee on June 30, 2015.

### Recommendation

No recommendation - this is for informational purposes only.

Submitted by:

A handwritten signature in blue ink that reads "Anna Mosqueda". The signature is written in a cursive, flowing style.

Anna Mosqueda, CFO

## Foundation of FY16 Budget

The Denton County Transportation Authority is guided by the vision, mission and core values set forth by the Board of Directors and staff. These serve as the foundation for defining the goals and objectives for the budget process.

### OUR VISION

Be a leader in advancing public transportation alternatives.

### OUR MISSION

As a regional partner, the Denton County Transportation Authority is committed to provide safe, customer focused, and efficient mobility solutions for Denton County.

### OUR UNITY STATEMENT

All DCTA staff will work to maintain an office environment that fosters humility, enthusiasm, self-discipline, consistency, responsibility, leadership, commitment and unity.

### OUR CORE VALUES

- **Accountability**

The DCTA Board and employees hold themselves accountable to their constituents and are committed to being exemplary stewards of public resources.

- **Commitment**

The DCTA Board and employees are committed to working collaboratively to deliver the components of the Service Plan in a timely manner to serve the mobility needs of our customers.

- **Excellence**

The DCTA, in the pursuit of excellence, will consistently offer innovative, effective, and quality public transportation alternatives that exceed customer expectations.

- **Integrity**

The DCTA Board and employees shall conduct themselves in a manner that upholds the highest legal and ethical standards. We are uncompromising in our commitment to truth, honesty, and openness in all relationships and interactions.

- **Respect**

The DCTA believes that all customers are important and all employees add value; and we will treat customers and employees with dignity and esteem.

- **Safety**

The most important commitment of the DCTA is safety through the strict adherence to policies, procedures and ongoing employee training and professional development.

## OUR GOALS

- Maximize service efficiency and reliability
- Maximize the effectiveness of service for DCTA's ridership markets
- Increase the visibility and elevate the image of the Authority
- Expand DCTA's services into areas where transit has a likelihood of success
- Coordinate regional services with other regional transit providers
- Tie the provision of transit to land-use and the resulting demand levels
- Advocate sustainable development practices that support transit
- Strive for financial excellence by maintaining fiscally sound and sustainable financial plans and budgets that reflect community priorities and values

**FY16 Budget Revenue Projections**

| <i>Bus Operations</i>           |                      |                      |                               |                      |
|---------------------------------|----------------------|----------------------|-------------------------------|----------------------|
| Revenue Source                  | FY14<br>Actuals      | FY15<br>Budget       | Actuals as of May<br>31, 2015 | Proposed FY16        |
| <b>Passenger Revenues</b>       |                      |                      |                               |                      |
| Connect                         | \$ 532,120           | \$ 554,147           | \$ 367,831                    | \$ 591,052           |
| Access                          | 87,309               | 81,369               | 59,076                        | 77,179               |
| UNT                             | 4,189                | -                    | 30,918                        | -                    |
| NCTC                            | 20                   | -                    | -                             | -                    |
| <b>Total Passenger Revenues</b> | <b>623,637</b>       | <b>635,516</b>       | <b>457,825</b>                | <b>668,232</b>       |
| <b>Contract Services</b>        |                      |                      |                               |                      |
| Connect                         | \$ 49,000            | \$ 57,000            | \$ 8,000                      | \$ 49,000            |
| UNT                             | 2,904,336            | 3,062,042            | 2,090,675                     | 3,034,664            |
| NCTC                            | 108,053              | 140,593              | 116,391                       | 220,337              |
| <b>Total Contract Services</b>  | <b>3,061,389</b>     | <b>3,259,635</b>     | <b>2,215,066</b>              | <b>3,304,000</b>     |
| <b>Total</b>                    | <b>\$ 3,685,026</b>  | <b>\$ 3,895,151</b>  | <b>\$ 2,672,891</b>           | <b>\$ 3,972,232</b>  |
| <i>Rail Operations</i>          |                      |                      |                               |                      |
| Revenue Source                  | FY14<br>Actuals      | FY15<br>Budget       | Actuals as of May<br>31, 2015 | Proposed FY16        |
| Rail Farebox                    | \$ 831,113           | \$ 879,861           | \$ 541,755                    | \$ 874,678           |
| <b>Total</b>                    | <b>\$ 831,113</b>    | <b>\$ 879,861</b>    | <b>\$ 541,755</b>             | <b>\$ 874,678</b>    |
| <i>G&amp;A</i>                  |                      |                      |                               |                      |
| Revenue Source                  | FY14<br>Actuals      | FY15<br>Budget       | Actuals as of May<br>31, 2015 | Proposed FY16        |
| Interest Income                 | \$ 21,100            | \$ 33,000            | \$ 13,901                     | \$ 20,000            |
| Fare Evasion Fee                | 3,750                | 6,300                | 975                           | 1,500                |
| Sales Tax                       | 21,367,086           | 22,180,196           | 15,072,048                    | 22,845,601           |
| Federal Operating Grants        | 3,410,607            | 4,653,518            | 2,921,672                     | 4,668,267            |
| Federal Capital Grants          | 3,614,583            | 2,939,149            | 1,066,923                     | 6,109,915            |
| State Operating Grants          | -                    | -                    | 43,600                        | -                    |
| State Capital Grants            | 648,939              | 2,415,963            | 1,101,675                     | -                    |
| Debt Issuance                   | -                    | -                    | -                             | -                    |
| <b>Total</b>                    | <b>\$ 29,066,065</b> | <b>\$ 32,228,126</b> | <b>\$ 20,220,794</b>          | <b>\$ 33,645,283</b> |
| <b>TOTAL REVENUES</b>           | <b>\$ 33,582,204</b> | <b>\$ 37,003,138</b> | <b>\$ 23,435,440</b>          | <b>\$ 38,492,192</b> |

| <i>Ridership</i> | <i>FY14</i>      | <i>FY15 Budget</i> | <i>YTD thru May 2015</i> | <i>FY16</i>      |
|------------------|------------------|--------------------|--------------------------|------------------|
| <i>Bus</i>       | <i>2,259,168</i> | <i>2,251,596</i>   | <i>1,751,788</i>         | <i>2,296,627</i> |
| <i>Rail</i>      | <i>568,338</i>   | <i>591,398</i>     | <i>373,259</i>           | <i>603,226</i>   |





### FY15-16 Finance Committee Calendar



Budget Kick-Off Meeting



Quarterly Budget Reviews



Department Goals Due



Revenue Projections Due



Board of Director Meetings



FY16 Budget Reviews



Operating & Capital Budgets Due



Finance Committee Meetings

| April '15 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 |    |    |

April 21: FY15 Q2 Budget Reviews (Staff)  
 April 24: Budget Kick-Off (Staff Mtg)

| May '15 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | M  | Tu | W  | Th | F  | Sa |
|         |    |    |    |    | 1  | 2  |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |
| 31      |    |    |    |    |    |    |

May 8: FY16 Departmental Objectives Due (Staff)  
 May 19: Finance Committee (12-2 pm)  
 FY15 Revised Budget  
 Risk Assessment Briefing  
 FA & Bond Counsel - Refunding  
 May 22: BOD FY15 Revised Budget Adoption

| June '15 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 |    |    |    |    |

June 8: FY16 Revenues Projections Due (Staff)  
 June 11: FY16 Revenue Reviews (Staff)  
 June 30: Finance Committee (2-4 pm)  
 FY16 Projected Revenues & Benefit Discussion  
 June 29: FY16 Operating & Capital Budgets Due (Staff)

| July '15 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

July 1: FY16 Operating & Capital Reviews (Staff)  
 July 21: Finance Committee (2-4pm)  
 FY16 Revenues, Operating & 5-Year CIP

| August '15 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         | 31 |    |    |    |    |    |

August 11: Finance Committee (2-4pm)  
 FY16 Budget & Cash Flow Model  
 August 27: BOD & Public Hearing  
 Proposed FY16 Budget

| September '15 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 |    |    |    |

September 8: Finance Committee (2-4pm) if needed  
 September 24: BOD FY16 Budget Adoption



### FY15-16 Finance Committee Calendar



Budget Kick-Off Meeting



Quarterly Budget Reviews



Department Goals Due



Revenue Projections Due



Board of Director Meetings



FY16 Budget Reviews



Operating & Capital Budgets Due



Finance Committee Meetings

| October '15 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    | 1  | 2  | 3  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 | 29 | 30 | 31 |

October 6: Quarterly Finance Committee (2-4pm)

Financial Ratios / Debt Policy Review  
Review January Service Changes

October 22: Board of Directors Meeting

| November '15 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 |    |    |    |    |    |

November 19: Board of Directors Meeting

| December '15 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    | 1  | 2  | 3  | 4  | 5  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 | 31 |    |    |

December 17: Board of Directors Meeting

| January '16 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          |    |    |    |    |    |    |

January 12: Quarterly Finance Committee (2-4pm)

January 28: Board of Directors Meeting



Special Called Meeting of the DCTA Board of Directors  
and the **Finance Committee**  
of the DCTA Board of Directors  
**1:00 p.m., July 21, 2015**  
1955 Lakeway Drive, Suite 260 Conference Room  
Lewisville, TX 75067

### **AGENDA**

NOTICE IS HEREBY GIVEN that there will be a special called meeting of the DCTA Board of Directors and a meeting of the Finance Committee of the DCTA Board of Directors at the time and location above. The DCTA Board of Directors will not conduct its special called meeting if a quorum of the DCTA Board of Directors does not attend however the DCTA Finance Committee will conduct its meeting regardless of the presence of a quorum of the DCTA Board of the Directors. The DCTA Board of Directors and the Finance Committee of the DCTA Board of Directors will consider the following:

Welcome and Introductions

- 1) ITEMS FOR DISCUSSION
  - a. Employee Benefits Presentation
  - b. Discussion of Fiscal Year 2016 Operating & Capital Budget
    - i. Revenue Projections
    - ii. Operating Expenses
    - iii. Capital Expenditures
  
- 2) ADJOURN

#### **Finance Committee**

**Chair** – Dave Kovatch

**Members** – Richard Huckaby, George Campbell, Allen Harris, Daniel Peugh, Jim Robertson

**Staff Liaison** – Anna Mosqueda – CFO

The Denton County Transportation Authority meeting rooms are wheelchair accessible. Access to the building and special parking are available at the east entrance. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by emailing [lbachus@dcta.net](mailto:lbachus@dcta.net) or calling Leslee Bachus at 972-221-4600.

This notice was posted on 7/16/2015 at 3:37 PM.

---

Robin Durham, Administrative Assistant

# FY16 Budget Revenue Projections

| <i>Bus Operations</i>   |                      |                      |                                |                      |
|---|----------------------|----------------------|--------------------------------|----------------------|
| Revenue Source  | FY14<br>Actuals      | FY15<br>Budget       | Actuals as of June<br>30, 2015 | Proposed FY16        |
| <b>Passenger Revenues</b>   |                      |                      |                                |                      |
| Connect   | \$ 532,120           | \$ 554,147           | \$ 412,351                     | \$ 591,052           |
| Access  | 87,309               | 81,369               | 65,601                         | 77,179               |
| UNT   | 4,189                | -                    | 30,918                         | -                    |
| NCTC  | 20                   | -                    | -                              | -                    |
| Total Passenger Revenues  | 623,637              | 635,516              | 508,871                        | 668,232              |
| <b>Contract Services</b>  |                      |                      |                                |                      |
| Connect   | \$ 49,000            | \$ 57,000            | \$ 8,000                       | \$ 49,000            |
| UNT   | 2,424,306            | 2,437,919            | 1,948,458                      | 2,473,267            |
| <i>UNT Fuel (Direct Pass Thru)</i>  | <i>480,030</i>       | <i>624,124</i>       | <i>279,992</i>                 | <i>561,397</i>       |
| NCTC  | 87,222               | 79,317               | 118,417                        | 162,956              |
| <i>NCTC Fuel (Direct Pass Thru)</i>   | <i>20,831</i>        | <i>61,276</i>        | <i>16,013</i>                  | <i>57,381</i>        |
| Total Contract Services   | 3,061,389            | 3,259,636            | 2,370,879                      | 3,304,000            |
| <b>Total</b>  | <b>\$ 3,685,026</b>  | <b>\$ 3,895,152</b>  | <b>\$ 2,879,750</b>            | <b>\$ 3,972,232</b>  |
| <i>Rail Operations</i>  |                      |                      |                                |                      |
| Revenue Source  | FY14<br>Actuals      | FY15<br>Budget       | Actuals as of June<br>30, 2015 | Proposed FY16        |
| Rail Farebox  | \$ 831,113           | \$ 879,861           | \$ 603,786                     | \$ 874,678           |
| <b>Total</b>  | <b>\$ 831,113</b>    | <b>\$ 879,861</b>    | <b>\$ 603,786</b>              | <b>\$ 874,678</b>    |
| <i>G&amp;A</i>  |                      |                      |                                |                      |
| Revenue Source  | FY14<br>Actuals      | FY15<br>Budget       | Actuals as of June<br>30, 2015 | Proposed FY16        |
| Interest Income   | \$ 21,100            | \$ 33,000            | \$ 17,687                      | \$ 20,000            |
| Fare Evasion Fee  | 3,750                | 6,300                | 1,200                          | 1,500                |
| Sales Tax   | 21,367,086           | 22,180,196           | 17,022,215                     | 22,845,601           |
| Federal Operating Grants  | 3,410,607            | 4,653,518            | 4,080,751                      | 4,643,442            |
| Federal Capital Grants  | 3,614,583            | 2,939,149            | 1,135,904                      | 6,109,915            |
| State Operating Grants  | -                    | -                    | 43,600                         | -                    |
| State Capital Grants  | 648,939              | 2,415,963            | 1,101,675                      | -                    |
| Debt Issuance   | -                    | -                    | -                              | -                    |
| <b>Total</b>  | <b>\$ 29,066,065</b> | <b>\$ 32,228,126</b> | <b>\$ 23,403,032</b>           | <b>\$ 33,620,458</b> |
| <b>TOTAL REVENUES \$ 33,582,204 \$ 37,003,139 \$ 26,886,567 \$ 38,467,368</b> |                      |                      |                                |                      |

| <i>Ridership</i> | <i>FY14 Actuals</i> | <i>FY15 Budget</i> | <i>YTD June 2015</i> | <i>FY16 Budget</i> |
|------------------|---------------------|--------------------|----------------------|--------------------|
| <i>Bus</i>       | <i>2,259,168</i>    | <i>2,251,596</i>   | <i>1,843,505</i>     | <i>2,296,627</i>   |
| <i>Rail</i>      | <i>568,338</i>      | <i>591,398</i>     | <i>411,835</i>       | <i>603,226</i>     |

**Denton County Transportation Authority  
Proposed Fiscal Year 2016 Budget**

| Description   | FY14 Actuals        | FY15 Original Budget | FY15 Revised Budget | Actuals as of June 30, 2015 | FY16 Proposed Budget | \$ Increase / (Decrease) | % Increase / (Decrease) | Notes   |
|---|---------------------|----------------------|---------------------|-----------------------------|----------------------|--------------------------|-------------------------|---|
| <i>**Comparison is between the FY15 Revised Budget and the FY16 Proposed Budget**</i> |                     |                      |                     |                             |                      |                          |                         |   |
| <b>Revenue &amp; Other Income</b>   |                     |                      |                     |                             |                      |                          |                         |   |
| Passenger Revenues (Bus Farebox)  | 623,638             | 635,516              | 635,516             | 508,871                     | 668,231              | 32,715                   | 5%                      |   |
| Passenger Revenues (Rail Farebox)   | 831,113             | 879,860              | 879,860             | 603,786                     | 874,678              | (5,182)                  | -1%                     | A-train ridership projected to increase; Avg fare rate for FY16 is \$1.45, a slight reduction from FY15 at \$1.49.  |
| Contract Service Revenue  | 3,061,389           | 3,259,635            | 3,259,635           | 2,370,879                   | 3,304,001            | 44,366                   | 1%                      | Based on UNT & NCTC contract rate. Includes fuel pass thru as well.   |
|   |                     |                      |                     |                             |                      | -                        |                         |   |
| <b>Total Revenue &amp; Other Income</b>   | <b>4,516,140</b>    | <b>4,775,011</b>     | <b>4,775,011</b>    | <b>3,483,535</b>            | <b>4,846,910</b>     | <b>71,899</b>            | <b>2%</b>               |   |
| <b>GENERAL &amp; ADMINISTRATIVE</b>   |                     |                      |                     |                             |                      |                          |                         |   |
| Salary, Wages and Benefits  | 1,866,671           | 2,197,088            | 2,138,360           | 1,590,526                   | 2,643,498            | 505,138                  | 24%                     | Assumes a 3% merit increase (\$45k); a 10% benefit increase; full year of TCDRS 2:1 match (\$40k); Pay Plan Review (\$25k); Includes a full year for Data Analyst position (added July 2015) and the following new positions - 1) System Planner, 2) Senior Transit Manager, 3) PT Community Relations Coordinator which is a \$250k increase in FY16 |
| Services  | 1,279,218           | 1,497,029            | 1,444,613           | 520,447                     | 1,412,474            | (32,139)                 | -2%                     |   |
| Materials and Supplies  | 100,781             | 216,864              | 246,313             | 100,072                     | 262,282              | 15,969                   | 6%                      |   |
| Utilities   | 12,888              | 60,353               | 60,353              | 20,485                      | 54,240               | (6,113)                  | -10%                    | Based on actuals  |
| Insurance, Casualties and Losses  | 11,271              | 11,309               | 11,309              | 8,875                       | 11,626               | 317                      | 3%                      |   |
| Purchased Transportation Services   | -                   | -                    | 159,175             | 115,950                     | 206,550              | 47,375                   | 30%                     | Projected growth of vanpool program - DCTA's portion of the lease expense is covered by grant funds.  |
| Miscellaneous   | 110,764             | 203,667              | 213,667             | 76,254                      | 219,694              | 6,027                    | 3%                      |   |
| Leases and Rentals  | 311,708             | 102,777              | 102,777             | 96,636                      | 107,976              | 5,199                    | 5%                      |   |
|   |                     |                      |                     |                             |                      | -                        |                         |   |
| Subtotal - G&A  | 3,693,300           | 4,289,087            | 4,376,567           | 2,529,246                   | 4,918,340            | 541,773                  | 12%                     |   |
| <b>BUS SERVICES</b>   |                     |                      |                     |                             |                      |                          |                         |   |
| Salary, Wages and Benefits  | 5,531,281           | 6,701,745            | 6,701,745           | 4,501,961                   | 6,658,897            | (42,848)                 | -1%                     | Assumes non-union 3% merit increase; Bus operators average wage rate to \$16.28 (increase from \$15.36 in FY15); Decrease in health benefits for FY16 due to benefit plan changes made in FY15  |
| Services  | 400,697             | 546,831              | 546,831             | 390,281                     | 714,150              | 167,319                  | 31%                     | \$20k Secret Shopper Program & \$4k Language Line services (compliance with Title VI); \$31k for Bus O&M Facility Maintenance; \$35k for Annual Environmental Compliance Services; \$43k for UNT 3rd party maintenance for aged fleet (will be reimbursed by UNT); \$34k for IT Solutions (Routematch support, license, cloud hosting)                |
| Materials and Supplies  | 1,627,759           | 2,352,874            | 2,352,874           | 1,084,541                   | 2,333,142            | (19,732)                 | -1%                     | Fuel budgeted at \$4.00/gallon (372,639 gallons)  |
| Utilities   | 124,094             | 112,520              | 112,520             | 99,531                      | 176,732              | 64,212                   | 57%                     | Phone expenses were not included in FY15 - FY16 budgets reflect current expenses.   |
| Insurance, Casualties and Losses  | 267,847             | 272,618              | 272,618             | 209,448                     | 289,255              | 16,637                   | 6%                      |   |
| Purchased Transportation Services   | -                   | -                    | -                   | -                           | -                    | -                        | 0%                      |   |
| Miscellaneous   | 7,337               | 35,370               | 35,370              | 14,705                      | 47,960               | 12,590                   | 36%                     | Additional training & development for operations staff included in the FY16 budget  |
| Leases and Rentals  | 39,667              | 2,220                | 2,220               | 4,517                       | 6,000                | 3,780                    | 170%                    | Canon copier lease - avg \$500/per month currently  |
|   |                     |                      |                     |                             |                      | -                        |                         |   |
| Subtotal - Bus Services   | 7,998,683           | 10,024,178           | 10,024,178          | 6,304,983                   | 10,226,136           | 201,958                  | 2%                      |   |
| <b>RAIL SERVICES</b>  |                     |                      |                     |                             |                      |                          |                         |   |
| Salary, Wages and Benefits  | 260,617             | 275,024              | 279,891             | 211,532                     | 287,591              | 7,700                    | 3%                      |   |
| Services  | 257,527             | 145,391              | 169,091             | 104,157                     | 298,160              | 129,069                  | 76%                     | \$33k for gate & HVAC maintenance needed at the Rail O&M Facility; \$96k for new annual landscaping agreement   |
| Materials and Supplies  | 1,163,199           | 1,591,037            | 1,317,337           | 753,054                     | 1,051,000            | (266,337)                | -20%                    | Reduction in fuel for FY16 based on assumed fuel cost savings in FY16; \$60 reduction in Parts due to a one-time expense in FY15 for WMR & Card Quest Spare Parts; \$70k reduction for Small Tools & Supplies - Stadler post-warranty parts are in Rail Capital Maintenance   |
| Utilities   | 279,836             | 279,276              | 279,276             | 171,843                     | 280,389              | 1,113                    | 0%                      |   |
| Insurance, Casualties and Losses  | 496,869             | 494,089              | 494,089             | 362,676                     | 499,334              | 5,245                    | 1%                      |   |
| Purchased Transportation Services   | 9,632,780           | 9,853,076            | 9,804,412           | 7,252,134                   | 11,029,211           | 1,224,799                | 12%                     | Based on the estimated cost of implementing contract with Herzog  |
| Miscellaneous   | 5,504               | 6,438                | 6,438               | 13,317                      | 13,693               | 7,255                    | 113%                    |   |
| Leases and Rentals  | 1,104               | 102,207              | 102,207             | 1,655                       | 102,207              | -                        | 0%                      |   |
|   |                     |                      |                     |                             |                      | -                        |                         |   |
| Subtotal - Rail Services  | 12,097,436          | 12,746,538           | 12,452,741          | 8,870,368                   | 13,561,585           | 1,108,844                | 9%                      |   |
|   |                     |                      |                     |                             |                      | -                        |                         |   |
| <b>Total Operating Expenses</b>   | <b>23,789,419</b>   | <b>27,059,803</b>    | <b>26,853,486</b>   | <b>17,704,597</b>           | <b>28,706,061</b>    | <b>1,852,575</b>         | <b>7%</b>               |   |
| <b>Income Before Non-operating Revenue &amp; Exp</b>                                  | <b>(19,273,280)</b> | <b>(22,284,792)</b>  | <b>(22,078,475)</b> | <b>(14,221,062)</b>         | <b>(23,859,151)</b>  |                          |                         |   |
| <b>Non-Operating Revenues / (Expense)</b>   |                     |                      |                     |                             |                      |                          |                         |   |
| Investment Income   | 21,100              | 33,000               | 33,000              | 17,687                      | 20,000               | (13,000)                 | -39%                    | Based on current interest rates and lower cash balances   |
| Non-Operating Revenues / (Expense)  | 81,520              | 6,300                | 6,300               | 79,968                      | 1,500                | (4,800)                  | -76%                    | Based on trending fare evasion collections  |
| Sales Tax Revenue   | 21,367,086          | 21,347,080           | 22,180,196          | 17,022,215                  | 22,845,601           | 665,405                  | 3%                      | Based on a 3% increase which is reflected in the current cash flow model  |
| Federal Grants & Reimbursements   | 7,025,190           | 16,617,500           | 7,592,667           | 4,903,768                   | 10,753,357           | 3,160,690                | 42%                     | \$2.5M is related to PTC schedule for FY16; Federal grants include all grants that have been awarded and are tied directly to capital projects scheduled.   |
| State Grants & Reimbursements   | 648,939             | 2,358,300            | 2,415,963           | 1,145,275                   | -                    | (2,415,963)              | -100%                   | Previous state grants for TxDOT funded capital projects scheduled to be completed in FY15   |
| Debt Issuance   | -                   | 5,500,000            | -                   | -                           | -                    | -                        |                         |   |
| Long Term Debt Interest/Expense   | (1,451,364)         | (2,721,899)          | (2,721,899)         | (910,175)                   | (1,156,422)          | 1,565,477                | -58%                    | In FY16, budgeting only the interest payments related to current debt issue - the principal payments are a reduction to long term debt liability account and not recorded as an expense. Principal payments are reflected in the cash flow model.   |
| <b>Total Non-Operating Revenue / (Expense)</b>  | <b>27,692,472</b>   | <b>43,140,281</b>    | <b>29,506,227</b>   | <b>22,258,738</b>           | <b>32,464,036</b>    | <b>2,957,809</b>         | <b>10%</b>              |   |
| <b>Net Available before Transfers</b>   | <b>8,419,192</b>    | <b>20,855,489</b>    | <b>7,427,752</b>    | <b>8,037,676</b>            | <b>8,604,885</b>     |                          |                         |   |

**FY16 Expanded Level Projects / Capital**

| <b>Project Name</b>                        | <b>Department</b> | <b>Total Project Expense</b> | <b>Grant Funded</b> | <b>Expense Classification</b> |
|--|-------------------|------------------------------|---------------------|-------------------------------|
| <b><u>Staffing</u></b>                     |                   |                              |                     |                               |
| PT Community Relations Coordinator         | Marketing         | \$ 16,625                    |                     | Operating                     |
| System Planner                             | Planning          | \$ 86,000                    |                     | Operating                     |
| Senior Transit Manager                     | Operations        | \$ 93,014                    |                     | Operating                     |
| Dispatcher {FTE Impact Only}               | Bus Operations    | \$ -                         |                     | Operating                     |
|  | <b>Subtotal</b>   | <b>\$ 195,639</b>            |                     |                               |
| <b><u>Facilities Maintenance</u></b>       |                   |                              |                     |                               |
| Bus O&M Facility Maintenance {Annual}      | Operations        | \$ 66,000                    |                     | Operating                     |
| Rail O&M Facility Maintenance {One-Time}   | Rail Operations   | \$ 33,649                    |                     | Operating                     |
| Landscaping Maintenance {Annual}           | Rail Operations   | \$ 96,000                    |                     | Operating                     |
|  | <b>Subtotal</b>   | <b>\$ 195,649</b>            |                     |                               |
| <b><u>Capital {New}</u></b>                |                   |                              |                     |                               |
| Shortel Phone System Implementation        | IT                | \$ 45,000                    |                     | Capital                       |
| Bus Fleet Cameras                          | Bus Operations    | \$ 149,500                   | Yes (80/20)         | Capital                       |
| Trail Safety Improvements                  | Rail Operations   | \$ 139,657                   | Yes (80/20)         | Capital                       |
| Rail Capital Maintenance (Herzog Contract) | Rail Operations   | \$ 745,000                   |                     | Capital                       |
| Stadler Spare Parts                        | Rail Operations   | \$ 290,044                   |                     | Capital                       |
| Fleet {2016}                               | Bus Operations    | \$ 1,250,000                 | Yes (85/15)         | Capital                       |
|  | <b>Subtotal</b>   | <b>\$ 2,619,201</b>          |                     |                               |
| <b><u>Capital {Roll-Over}</u></b>          |                   |                              |                     |                               |
| Fleet {2015}                               | Bus Operations    | \$ 1,634,000                 | Yes (85/15)         | Capital                       |
| Comprehensive Service Analysis             | Planning          | \$ 367,414                   | Yes (80/20)         | Capital                       |
| Transit Enhancements                       | Operations        | \$ 165,000                   | Yes (80/20)         | Capital                       |
| Bus Scheduling Software                    | Bus Operations    | \$ 250,000                   | Yes (80/20)         | Capital                       |
| COGNOS                                     | Finance           | \$ 200,000                   | Yes (80/20)         | Capital                       |
| Trinity Mills Crew Facility                | Operations        | \$ 191,300                   | Yes (80/20)         | Capital                       |
| PTC  | Rail Operations   | \$ 3,208,488                 | Yes (80/20)         | Capital                       |
|  | <b>Subtotal</b>   | <b>\$ 6,016,202</b>          |                     |                               |

*\*Total cost estimate reduced by \$1M based on industry feedback*

|                    |                     |
|--------------------|---------------------|
| <b>GRAND TOTAL</b> | <b>\$ 9,026,691</b> |
|--------------------|---------------------|

| OPERATING REVENUES                                | 2015              | 2016              | 2017              | 2018              | 2019              | 2020              | 2021              | 2022              | 2023              | TOTAL<br>FY 2015 - FY 2023 |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------------|
| <b>Beginning Fund Balance:</b>                    | \$ 20,655,595     | \$ 16,505,972     | \$ 14,895,452     | \$ 10,425,131     | \$ 10,436,663     | \$ 12,374,724     | \$ 13,724,635     | \$ 18,533,462     | \$ 18,472,812     |                            |
| Bus Operating Revenue                             | \$ 3,895,151      | \$ 3,972,232      | \$ 4,078,034      | \$ 4,186,877      | \$ 4,298,850      | \$ 4,482,894      | \$ 4,602,097      | \$ 4,724,722      | \$ 4,850,873      | 39,091,730                 |
| Rail Operating Revenue                            | 879,860           | 874,678           | 883,425           | 892,259           | 901,182           | 1,000,312         | 1,010,315         | 1,020,418         | 1,030,622         | 8,493,070                  |
| <b>NON-OPERATING REVENUES</b>                     |                   |                   |                   |                   |                   |                   |                   |                   |                   |                            |
| Sales Tax Revenue                                 | 22,180,196        | 22,845,602        | 23,759,426        | 24,709,803        | 25,698,195        | 26,726,123        | 27,795,168        | 28,906,975        | 30,063,254        | 232,684,741                |
| Formula Grants (Operating)                        | 4,653,518         | 4,643,442         | 4,620,481         | 7,340,095         | 6,102,105         | 7,434,543         | 8,235,679         | 7,887,659         | 7,334,033         | 58,251,556                 |
| Interest Income-Non RTRFI Funds                   | 33,000            | 20,000            | 44,686            | 31,275            | 31,310            | 37,124            | 41,174            | 55,600            | 55,418            | 349,589                    |
| Misc. Revenue                                     | 6,300             | 1,500             | 1,500             | 1,500             | 1,500             | 1,500             | 1,500             | 1,500             | 1,500             | 18,300                     |
| <b>Total Revenues</b>                             | <b>31,648,025</b> | <b>32,357,454</b> | <b>33,387,553</b> | <b>37,161,810</b> | <b>37,033,142</b> | <b>39,682,495</b> | <b>41,685,932</b> | <b>42,596,874</b> | <b>43,335,700</b> | <b>338,888,985</b>         |
| <b>OPERATING EXPENSES</b>                         |                   |                   |                   |                   |                   |                   |                   |                   |                   |                            |
| Bus Operating Expense                             | 10,024,178        | 10,226,136        | 10,543,231        | 10,937,259        | 11,329,172        | 11,731,680        | 12,143,230        | 12,580,823        | 13,023,983        | 102,539,692                |
| Rail Operating Expense                            | 12,447,874        | 13,561,585        | 13,777,177        | 14,102,367        | 14,204,231        | 15,383,870        | 14,984,696        | 15,631,913        | 15,711,069        | 129,804,782                |
| G&A Operating Expense                             | 4,381,433         | 4,918,342         | 5,063,829         | 5,230,393         | 5,401,503         | 5,578,594         | 5,761,717         | 5,952,743         | 6,149,890         | 48,438,445                 |
| <b>NON-OPERATING EXPENSES</b>                     |                   |                   |                   |                   |                   |                   |                   |                   |                   |                            |
| Non-Operating (Income) / Expense                  |                   |                   |                   |                   |                   |                   |                   |                   |                   | -                          |
| <b>Total Expenses</b>                             | <b>26,853,485</b> | <b>28,706,063</b> | <b>29,384,237</b> | <b>30,270,019</b> | <b>30,934,906</b> | <b>32,694,145</b> | <b>32,889,643</b> | <b>34,165,479</b> | <b>34,884,941</b> | <b>280,782,919</b>         |
| <b>NET INCOME</b>                                 | <b>4,794,540</b>  | <b>3,651,391</b>  | <b>4,003,316</b>  | <b>6,891,790</b>  | <b>6,098,236</b>  | <b>6,988,351</b>  | <b>8,796,289</b>  | <b>8,431,395</b>  | <b>8,450,758</b>  | <b>58,106,066</b>          |
| <b>CAPITAL OUTLAY</b>                             |                   |                   |                   |                   |                   |                   |                   |                   |                   |                            |
| Bus Capital Expenditure                           | 1,419,600         | 681,914           |                   |                   |                   |                   |                   |                   |                   | 2,101,514                  |
| Fleet Replacement Expense                         |                   | 2,884,000         | 1,750,000         | 1,030,000         | 2,633,050         | 1,215,000         | 425,000           | 990,000           | 1,800,000         | 12,727,050                 |
| Professional Services / Technology Improvements   | 300,903           | 495,000           | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 795,903                    |
| Right of Way                                      | -                 | 139,657           | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 139,657                    |
| Rail Capital Expenditure (LV Hike & Bike)         | 2,450,518         | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 2,450,518                  |
| Rail Capital Expenditure (Community Enhancements) | 268,780           | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 268,780                    |
| HV Parking Expansion                              | 31,073            | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 31,073                     |
| Rail Station Improvements                         | 626,861           | 191,300           | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 818,161                    |
| Rail MOW  | 590,795           | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 590,795                    |
| Rail MOE  | 2,079,819         | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 2,079,819                  |
| Single Car Operations / Shunt Enhancement         | 220,631           | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 220,631                    |
| Re-Railing Equipment                              | 121,000           | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 121,000                    |
| Rail Capital Maintenance                          |                   | 1,035,044         | 3,970,430         | 4,330,999         | 745,000           | 2,293,971         | 745,000           | 5,156,388         | 2,696,623         | 20,973,455                 |
| Disaster Recovery - 2015 Floods                   | 1,000,000         | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 1,000,000                  |
| Rail Mobilization                                 | 2,119,517         | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 2,119,517                  |
| Positive Train Control                            | 347,878           | 3,208,488         | 7,486,472         | 9,694,960         | -                 | -                 | -                 | -                 | -                 | 20,737,797                 |
| <b>Total Capital Outlay</b>                       | <b>11,577,375</b> | <b>8,635,403</b>  | <b>13,206,902</b> | <b>15,055,959</b> | <b>3,378,050</b>  | <b>3,508,971</b>  | <b>1,170,000</b>  | <b>6,146,388</b>  | <b>4,496,623</b>  | <b>67,175,670</b>          |
| <b>CAPITAL SOURCES</b>                            |                   |                   |                   |                   |                   |                   |                   |                   |                   |                            |
| New Money (Debt Issuance)                         |                   |                   |                   | 5,500,000         |                   |                   |                   |                   |                   | 5,500,000                  |
| RTRFI/RTC Funds                                   |                   | 1,952,557         | 5,989,177         | 4,558,265         |                   |                   |                   |                   |                   | 12,500,000                 |
| Formula Grants (Capital)                          | 5,355,112         | 4,157,358         | 1,487,500         | 875,500           | 2,238,093         | 1,032,750         | 361,250           | 841,500           | 1,530,000         | 17,879,062                 |
| <b>Total Capital Sources</b>                      | <b>5,355,112</b>  | <b>6,109,915</b>  | <b>7,476,677</b>  | <b>10,933,765</b> | <b>2,238,093</b>  | <b>1,032,750</b>  | <b>361,250</b>    | <b>841,500</b>    | <b>1,530,000</b>  | <b>35,879,062</b>          |
| <b>DEBT SERVICE</b>                               |                   |                   |                   |                   |                   |                   |                   |                   |                   |                            |
| 2008 Issue (ST) Debt Service                      |                   |                   |                   |                   |                   |                   |                   |                   |                   | -                          |
| 2009 Refunding (ST) Debt Service                  | 1,716,492         | 1,718,387         | 1,713,687         | 1,717,590         | 1,714,697         | 1,715,209         | 1,713,925         | 1,715,845         | 1,715,771         | 15,441,603                 |
| 2011 Contractual Obligations (Vehicles)           | 751,945           | 763,955           | 770,183           | 775,785           | 785,761           | 794,955           | 808,366           | 815,838           | 827,527           | 7,094,315                  |
| 2011 Contractual Obligations (PTC)                | 253,463           | 254,081           | 259,542           | 264,691           | 264,526           | 269,205           | 273,571           | 272,624           | 276,521           | 2,388,224                  |
| 2018 Contractual Obligations (PTC)                | -                 | -                 | -                 | -                 | 255,233           | 382,850           | 382,850           | 382,850           | 602,850           | 2,006,633                  |
| <b>Total Debt Service</b>                         | <b>2,721,900</b>  | <b>2,736,423</b>  | <b>2,743,412</b>  | <b>2,758,066</b>  | <b>3,020,217</b>  | <b>3,162,219</b>  | <b>3,178,712</b>  | <b>3,187,157</b>  | <b>3,422,669</b>  | <b>26,930,775</b>          |
| Gross Sales Tax Coverage:                         | 8.15              | 8.35              | 8.66              | 8.96              | 8.51              | 8.45              | 8.74              | 9.07              | 8.78              |                            |
| Internal Debt Service Coverage:                   | 1.76              | 1.33              | 1.46              | 2.50              | 2.02              | 2.21              | 2.77              | 2.65              | 2.47              |                            |
| <b>Ending Fund Balance:</b>                       | <b>16,505,972</b> | <b>14,895,452</b> | <b>10,425,131</b> | <b>10,436,663</b> | <b>12,374,724</b> | <b>13,724,635</b> | <b>18,533,462</b> | <b>18,472,812</b> | <b>20,534,279</b> |                            |
| Less Restricted RTRFI Interest Income             | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |                            |
| Less Required Fund Balance (O&M Reserve Policy):  | 6,713,371         | 7,176,516         | 7,346,059         | 7,567,505         | 7,733,727         | 8,173,536         | 8,222,411         | 8,541,370         | 8,721,235         |                            |
| Less Sales Tax Stabilization Fund                 | 665,406           | 685,368           | 712,783           | 741,294           | 770,946           | 801,784           | 833,855           | 867,209           | 901,898           |                            |
| Less Fuel Stabilization Fund                      | 50,000            | 50,000            | 50,000            | 50,000            | 50,000            | 50,000            | 50,000            | 50,000            | 50,000            |                            |
| Less Capital/Infrastructure                       | 638,664           | 2,000,000         | 1,000,000         | 1,000,000         | 2,000,000         | 2,000,000         | 2,000,000         | 2,000,000         | 2,000,000         |                            |
| <b>Net Available Cash</b>                         | <b>8,438,531</b>  | <b>4,983,568</b>  | <b>1,316,289</b>  | <b>1,077,864</b>  | <b>1,820,051</b>  | <b>2,699,315</b>  | <b>7,427,196</b>  | <b>7,014,233</b>  | <b>8,861,146</b>  |                            |

## UNT Service Detail - FY16

|                      |                 |                           |
|----------------------|-----------------|---------------------------|
| Total Miles          | 605,286         |                           |
| Avg. Miles/Gallon    | 4.31            |                           |
| Total Gallons        | 140,349         |                           |
| Fuel Rate            | \$ 4.00         |                           |
| Total Fuel Expense   | \$ 561,397      |                           |
| Projected Passengers | 1,632,075       |                           |
| Revenue Miles        | 50474.75        | *Contract is 50,000 miles |
| Contract Rate        | \$ 49.00        |                           |
| Total Revenue        | \$ 2,473,262.75 |                           |



### The T Vanpool Program

The T basis their fares on the daily round trip miles that the passenger travels. Fuel is rolled into this price.

#### Daily Roundtrip Miles Monthly Rate

|         |          |
|---------|----------|
| 0-45    | \$85.00  |
| 46-55   | \$94.00  |
| 56-70   | \$114.00 |
| 71-75   | \$131.00 |
| 76-80   | \$142.00 |
| 81-90   | \$151.00 |
| 91-120  | \$163.00 |
| 121-140 | \$174.00 |
| 141-165 | \$185.00 |
| 166-190 | \$211.00 |

### DART Vanpool Program

DART does not pay for any fuel  
DART has a flat monthly rate per van

| Van Size       | Monthly Rate |
|----------------|--------------|
| 8 - Passenger  | \$315.00     |
| 15 - Passenger | \$335.00     |

### Current DCTA Vanpool Program

DCTA pays for 50% of the vans fuel  
DART has a flat monthly rate per van

| Van Size       | Monthly Rate |
|----------------|--------------|
| 8 - Passenger  | \$425.00     |
| 15 - Passenger | \$450.00     |

### Comparison with DCTA Covering 50% of Fuel

#### 8 - Passenger Van

|                     | DCTA     | DART     | The T    |
|---------------------|----------|----------|----------|
| Vanpool Lease Rate  | \$425.00 | \$315.00 | —        |
| Monthly Fuel*       | \$415.80 | \$415.80 | —        |
| Vanpool Total       | \$632.90 | \$730.80 | —        |
| Per Passenger Fee** | \$105.48 | \$121.80 | \$151.00 |

#### 15 - Passenger Van

|                     | DCTA     | DART     | The T    |
|---------------------|----------|----------|----------|
| Vanpool Lease Rate  | \$450.00 | \$335.00 | —        |
| Monthly Fuel*       | \$623.70 | \$623.70 | —        |
| Vanpool Total       | \$761.85 | \$958.70 | —        |
| Per Passenger Fee** | \$69.26  | \$87.15  | \$151.00 |

### Comparison with DCTA Covering 25% of Fuel

#### 8 - Passenger Van

|                     | DCTA     | DART     | The T    |
|---------------------|----------|----------|----------|
| Vanpool Lease Rate  | \$425.00 | \$315.00 | —        |
| Monthly Fuel*       | \$415.80 | \$415.80 | —        |
| Vanpool Total       | \$736.85 | \$730.80 | —        |
| Per Passenger Fee** | \$122.81 | \$121.80 | \$151.00 |

\$1.01

#### 15 - Passenger Van

|                     | DCTA     | DART     | The T    |
|---------------------|----------|----------|----------|
| Vanpool Lease Rate  | \$450.00 | \$335.00 | —        |
| Monthly Fuel*       | \$623.70 | \$623.70 | —        |
| Vanpool Total       | \$917.78 | \$958.70 | —        |
| Per Passenger Fee** | \$83.43  | \$87.15  | \$151.00 |

-\$3.72

### Comparison with DCTA Covering 0% of Fuel

#### 8 - Passenger Van

|                     | DCTA     | DART     | The T    |
|---------------------|----------|----------|----------|
| Vanpool Lease Rate  | \$425.00 | \$315.00 | —        |
| Monthly Fuel*       | \$415.80 | \$415.80 | —        |
| Vanpool Total       | \$840.80 | \$730.80 | —        |
| Per Passenger Fee** | \$140.13 | \$121.80 | \$151.00 |

\$18.33

#### 15 - Passenger Van

|                     | DCTA       | DART     | The T    |
|---------------------|------------|----------|----------|
| Vanpool Lease Rate  | \$450.00   | \$335.00 | —        |
| Monthly Fuel*       | \$623.70   | \$623.70 | —        |
| Vanpool Total       | \$1,073.70 | \$958.70 | —        |
| Per Passenger Fee** | \$97.61    | \$87.15  | \$151.00 |

\$10.45

\* based on DCTA's Vanpool average roundtrip miles

\*\* based on DCTA's Vanpool average daily occupancy

The price between DART and DCTA begins to lean DCTA's way when you reach 43 round trip miles in an 8-passenger van and when you reach 30 round trip miles in a 15-passenger van.

|                                       |         |
|---------------------------------------|---------|
| Average Daily Vanpool Passengers      | 420     |
| Annual Vanpool Ridership              | 106,682 |
| Average Daily Midday Rail Passengers† | 197     |
| Annual Midday Rail Ridership†         | 104,021 |

† based on FY15 total midday A-train ridership (all midday trains)

Denton County Transportation Authority

**DCTA**

Your Future Is Riding On Us.

# Finance Committee

July 21, 2015

Chairman: Dave Kovatch

Members: George Campbell, Allen Harris, Richard Huckaby  
Daniel Peugh, Jim Robertson



**DCTA**

# Today's Agenda

- FY16 Proposed Budget
  - Revenue Projections
  - Operating Budget
    - Base-line Budget Assumptions
    - Expanded Level Projects
  - Capital Projects



# Proposed FY16 Revenues

## Operating – Bus & Rail

| <i>Bus Operations</i>               |                     |                     |                                |                     |
|-------------------------------------|---------------------|---------------------|--------------------------------|---------------------|
| Revenue Source                      | FY14<br>Actuals     | FY15<br>Budget      | Actuals as of<br>June 30, 2015 | Proposed<br>FY16    |
| <b>Passenger Revenues</b>           |                     |                     |                                |                     |
| Connect                             | \$ 532,120          | \$ 554,147          | \$ 412,351                     | \$ 591,052          |
| Access                              | 87,309              | 81,369              | 65,601                         | 77,179              |
| UNT                                 | 4,189               | -                   | 30,918                         | -                   |
| NCTC                                | 20                  | -                   | -                              | -                   |
| <b>Total Passenger Revenues</b>     | <b>623,637</b>      | <b>635,516</b>      | <b>508,871</b>                 | <b>668,232</b>      |
| <b>Contract Services</b>            |                     |                     |                                |                     |
| Connect                             | \$ 49,000           | \$ 57,000           | \$ 8,000                       | \$ 49,000           |
| UNT                                 | 2,424,306           | 2,437,919           | 1,948,458                      | 2,473,267           |
| <i>UNT Fuel (Direct Pass Thru)</i>  | <i>480,030</i>      | <i>624,124</i>      | <i>279,992</i>                 | <i>561,397</i>      |
| NCTC                                | 87,222              | 79,317              | 118,417                        | 162,956             |
| <i>NCTC Fuel (Direct Pass Thru)</i> | <i>20,831</i>       | <i>61,276</i>       | <i>16,013</i>                  | <i>57,381</i>       |
| <b>Total Contract Services</b>      | <b>3,061,389</b>    | <b>3,259,636</b>    | <b>2,370,879</b>               | <b>3,304,000</b>    |
| <b>Total</b>                        | <b>\$ 3,685,026</b> | <b>\$ 3,895,152</b> | <b>\$ 2,879,750</b>            | <b>\$ 3,972,232</b> |
| <i>Rail Operations</i>              |                     |                     |                                |                     |
| Revenue Source                      | FY14<br>Actuals     | FY15<br>Budget      | Actuals as of<br>June 30, 2015 | Proposed<br>FY16    |
| Rail Farebox                        | \$ 831,113          | \$ 879,861          | \$ 603,786                     | \$ 874,678          |
| <b>Total</b>                        | <b>\$ 831,113</b>   | <b>\$ 879,861</b>   | <b>\$ 603,786</b>              | <b>\$ 874,678</b>   |

# Proposed FY16 Revenues

## Non-Operating

| <i>G&amp;A</i>           |                      |                      |                                |                      |
|--------------------------|----------------------|----------------------|--------------------------------|----------------------|
| Revenue Source           | FY14<br>Actuals      | FY15<br>Budget       | Actuals as of<br>June 30, 2015 | Proposed<br>FY16     |
| Interest Income          | \$ 21,100            | \$ 33,000            | \$ 17,687                      | \$ 20,000            |
| Fare Evasion Fee         | 3,750                | 6,300                | 1,200                          | 1,500                |
| Sales Tax                | 21,367,086           | 22,180,196           | 17,022,215                     | 22,845,601           |
| Federal Operating Grants | 3,410,607            | 4,653,518            | 4,080,751                      | 4,643,442            |
| Federal Capital Grants   | 3,614,583            | 2,939,149            | 1,135,904                      | 6,109,915            |
| State Operating Grants   | -                    | -                    | 43,600                         | -                    |
| State Capital Grants     | 648,939              | 2,415,963            | 1,101,675                      | -                    |
| Debt Issuance            | -                    | -                    | -                              | -                    |
| <b>Total</b>             | <b>\$ 29,066,065</b> | <b>\$ 32,228,126</b> | <b>\$ 23,403,032</b>           | <b>\$ 33,620,458</b> |



# Proposed FY16 Revenues

## Grants – Capital Detail

| <b>Capital Project</b>    | <b>Project (J/L) #</b> | <b>Grant - Funding Source</b> | <b>TOTAL</b>        |
|---------------------------|------------------------|-------------------------------|---------------------|
| Bus Scheduling Software   | 50601                  | TX-90-Y127                    | \$ 200,000          |
|                           |                        |                               |                     |
| Fleet {2015}              | 50505                  | TX-90-X884                    | \$ 315,229          |
|                           |                        | TX-90-X941                    | \$ 279,633          |
|                           |                        | TX-34-0015                    | \$ 741,338          |
|                           |                        |                               |                     |
| PTC                       | 61406                  | TX-90-X941                    | \$ 614,233          |
|                           |                        | TX-95-X079 (RTC Funds)        | \$ 1,952,557        |
|                           |                        |                               |                     |
| T. Mills Crew Facility    | 61209                  | TX-90-Y127                    | \$ 200,000          |
|                           |                        |                               |                     |
| COGNOS                    | 10601                  | TX-90-Y127                    | \$ 160,000          |
|                           |                        |                               |                     |
| Comp Service Analysis     | 10602                  | TX-90-Y127                    | \$ 40,000           |
|                           |                        | COG / New Freedom             | \$ 73,596           |
|                           |                        | TX-37-X110                    | \$ 107,611          |
|                           |                        |                               |                     |
| Transit Enhancements      | 50204                  | COG - Mobility Seniors        | \$ 67,061           |
|                           |                        | TX-57-X051                    | \$ 64,831           |
|                           |                        |                               |                     |
| Fleet {2016}              | *New*                  | TX-34-0015                    | \$ 125,258          |
|                           |                        | 5339 - FY15 POP               | \$ 937,242          |
|                           |                        |                               |                     |
| *NEW* Safety/Security     | *New*                  | 5307 - FY15 POP               | \$ 98,000           |
| Bus Fleet Cameras         | \$ 149,500             | TX-90-Y127                    | \$ 102,000          |
| Trail Safety Improvements | \$ 139,657             | TX-90-X972                    | \$ 27,166           |
|                           |                        | TX-90-X941                    | \$ 4,160            |
|                           |                        |                               |                     |
|                           |                        | <b>Grand Totals</b>           | <b>\$ 6,109,915</b> |

# Proposed FY16 Revenues

## Sales Tax Revenue

| Sales Generated in Month of: | Received in Month of: | 2014-2015 Year Budget | 2015-2016 Year Budget |
|------------------------------|-----------------------|-----------------------|-----------------------|
| October                      | December              | \$ 1,945,700          | \$ 2,004,071          |
| November                     | January               | \$ 1,765,520          | \$ 1,818,486          |
| December                     | February              | \$ 2,433,456          | \$ 2,506,460          |
| January                      | March                 | \$ 1,742,381          | \$ 1,794,652          |
| February                     | April                 | \$ 1,566,805          | \$ 1,613,809          |
| March                        | May                   | \$ 1,891,517          | \$ 1,948,263          |
| April                        | June                  | \$ 1,683,191          | \$ 1,733,687          |
| May                          | July                  | \$ 1,740,055          | \$ 1,792,257          |
| June                         | August                | \$ 1,932,685          | \$ 1,990,666          |
| July                         | September             | \$ 1,688,016          | \$ 1,738,656          |
| August                       | October               | \$ 1,793,480          | \$ 1,847,284          |
| September                    | November              | \$ 1,997,389          | \$ 2,057,311          |
|                              |                       |                       |                       |
| <b>YTD Total</b>             |                       | <b>\$ 22,180,195</b>  | <b>\$ 22,845,601</b>  |

*\*Based on 3% increase / Adopted CFM*



# Proposed FY16 Budget-In-Brief

## Base-line Assumptions

- DCTA
  - Merit Pay – 3.5% (\$45,185)
  - Pay Plan Adjustment - \$25,000
- TMDC
  - Non-Union – 3% merit (\$49,391)
  - Union (bus operators) – per union contract avg \$16.28/hr
- Fuel
  - Budget \$4.00/gallon



# Proposed FY16 Budget-In-Brief

## Base-line Assumptions

- Health Care Costs Increase
  - DCTA
    - Assumes 10% increase in benefit rate & benefit election changes that occurred in FY15 (\$62k)
    - Additional positions added (\$40k)
    - Took savings at FY15 revised budget for other expenditures (\$21k)
  - TMDC
    - 15% increase in benefit rate



# Proposed FY16 Budget

## Expanded Level Projects - Operating

- Staffing
  - PT Community Relations Coordinator - \$16,625
  - System Planner - \$86,000
  - Senior Transit Manager - \$93,014
  - Dispatcher – FTE Impact Only
- Facilities Maintenance
  - Bus O&M Facility Maintenance - \$66k annual
    - Routine maintenance of systems & environmental compliance
  - Rail O&M Facility Maintenance - \$33,649 one-time
    - HVAC & Gate Repair
  - Landscaping Maintenance - \$96k annual per contract



# FY16 STMT OF CHANGE IN NET ASSETS

*(Excluding Depreciation)*



# FY16 Statement of Change in Net Assets

## *G&A Operating Expenses*

| Description                         | FY14 Actuals | FY15 Original Budget | FY15 Revised Budget | Actuals as of June 30, 2015 | FY16 Proposed Budget | \$ Increase / (Decrease) | % Increase / (Decrease) |
|-------------------------------------|--------------|----------------------|---------------------|-----------------------------|----------------------|--------------------------|-------------------------|
| <b>GENERAL &amp; ADMINISTRATIVE</b> |              |                      |                     |                             |                      |                          |                         |
| Salary, Wages and Benefits          | 1,866,671    | 2,197,088            | 2,138,360           | 1,590,526                   | 2,643,498            | 505,138                  | 24%                     |
| Services                            | 1,279,218    | 1,497,029            | 1,444,613           | 520,447                     | 1,412,474            | (32,139)                 | -2%                     |
| Materials and Supplies              | 100,781      | 216,864              | 246,313             | 100,072                     | 262,282              | 15,969                   | 6%                      |
| Utilities                           | 12,888       | 60,353               | 60,353              | 20,485                      | 54,240               | (6,113)                  | -10%                    |
| Insurance, Casualties and Losses    | 11,271       | 11,309               | 11,309              | 8,875                       | 11,626               | 317                      | 3%                      |
| Purchased Transportation Services   | -            | -                    | 159,175             | 115,950                     | 206,550              | 47,375                   | 30%                     |
| Miscellaneous                       | 110,764      | 203,667              | 213,667             | 76,254                      | 219,694              | 6,027                    | 3%                      |
| Leases and Rentals                  | 311,708      | 102,777              | 102,777             | 96,636                      | 107,976              | 5,199                    | 5%                      |
|                                     |              |                      |                     |                             |                      | -                        |                         |
| Subtotal - G&A                      | 3,693,300    | 4,289,087            | 4,376,567           | 2,529,246                   | 4,918,340            | 541,773                  | 12%                     |



# FY16 Statement of Change in Net Assets

## *Bus Operating Expenses*

| Description                       | FY14 Actuals | FY15 Original Budget | FY15 Revised Budget | Actuals as of June 30, 2015 | FY16 Proposed Budget | \$ Increase / (Decrease) | % Increase / (Decrease) |
|-----------------------------------|--------------|----------------------|---------------------|-----------------------------|----------------------|--------------------------|-------------------------|
| <b>BUS SERVICES</b>               |              |                      |                     |                             |                      |                          |                         |
| Salary, Wages and Benefits        | 5,531,281    | 6,701,745            | 6,701,745           | 4,501,961                   | 6,658,897            | (42,848)                 | -1%                     |
| Services                          | 400,697      | 546,831              | 546,831             | 390,281                     | 714,150              | 167,319                  | 31%                     |
| Materials and Supplies            | 1,627,759    | 2,352,874            | 2,352,874           | 1,084,541                   | 2,333,142            | (19,732)                 | -1%                     |
| Utilities                         | 124,094      | 112,520              | 112,520             | 99,531                      | 176,732              | 64,212                   | 57%                     |
| Insurance, Casualties and Losses  | 267,847      | 272,618              | 272,618             | 209,448                     | 289,255              | 16,637                   | 6%                      |
| Purchased Transportation Services | -            | -                    | -                   | -                           | -                    | -                        | 0%                      |
| Miscellaneous                     | 7,337        | 35,370               | 35,370              | 14,705                      | 47,960               | 12,590                   | 36%                     |
| Leases and Rentals                | 39,667       | 2,220                | 2,220               | 4,517                       | 6,000                | 3,780                    | 170%                    |
|                                   |              |                      |                     |                             |                      | -                        |                         |
| Subtotal - Bus Services           | 7,998,683    | 10,024,178           | 10,024,178          | 6,304,983                   | 10,226,136           | 201,958                  | 2%                      |

# FY16 Statement of Change in Net Assets

## *Rail Operating Expenses*

| Description                       | FY14 Actuals      | FY15 Original Budget | FY15 Revised Budget | Actuals as of June 30, 2015 | FY16 Proposed Budget | \$ Increase / (Decrease) | % Increase / (Decrease) |
|-----------------------------------|-------------------|----------------------|---------------------|-----------------------------|----------------------|--------------------------|-------------------------|
| <b>RAIL SERVICES</b>              |                   |                      |                     |                             |                      |                          |                         |
| Salary, Wages and Benefits        | 260,617           | 275,024              | 279,891             | 211,532                     | 287,591              | 7,700                    | 3%                      |
| Services                          | 257,527           | 145,391              | 169,091             | 104,157                     | 298,160              | 129,069                  | 76%                     |
| Materials and Supplies            | 1,163,199         | 1,591,037            | 1,317,337           | 753,054                     | 1,051,000            | (266,337)                | -20%                    |
| Utilities                         | 279,836           | 279,276              | 279,276             | 171,843                     | 280,389              | 1,113                    | 0%                      |
| Insurance, Casualties and Losses  | 496,869           | 494,089              | 494,089             | 362,676                     | 499,334              | 5,245                    | 1%                      |
| Purchased Transportation Services | 9,632,780         | 9,853,076            | 9,804,412           | 7,252,134                   | 11,029,211           | 1,224,799                | 12%                     |
| Miscellaneous                     | 5,504             | 6,438                | 6,438               | 13,317                      | 13,693               | 7,255                    | 113%                    |
| Leases and Rentals                | 1,104             | 102,207              | 102,207             | 1,655                       | 102,207              | -                        | 0%                      |
|                                   |                   |                      |                     |                             |                      | -                        |                         |
| Subtotal - Rail Services          | 12,097,436        | 12,746,538           | 12,452,741          | 8,870,368                   | 13,561,585           | 1,108,844                | 9%                      |
|                                   |                   |                      |                     |                             |                      | -                        |                         |
| <b>Total Operating Expenses</b>   | <b>23,789,419</b> | <b>27,059,803</b>    | <b>26,853,486</b>   | <b>17,704,597</b>           | <b>28,706,061</b>    | <b>1,852,575</b>         | <b>7%</b>               |

# FY16 Statement of Change in Net Assets

## *Non-Operating Revenues (Expenses)*

| Description                                    | FY14 Actuals      | FY15 Original Budget | FY15 Revised Budget | Actuals as of June 30, 2015 | FY16 Proposed Budget | \$ Increase / (Decrease) | % Increase / (Decrease) |
|--|-------------------|----------------------|---------------------|-----------------------------|----------------------|--------------------------|-------------------------|
| <b>Non-Operating Revenues / (Expense)</b>      |                   |                      |                     |                             |                      |                          |                         |
| Investment Income                              | 21,100            | 33,000               | 33,000              | 17,687                      | 20,000               | (13,000)                 | -39%                    |
| Non-Operating Revenues / (Expense)             | 81,520            | 6,300                | 6,300               | 79,968                      | 1,500                | (4,800)                  | -76%                    |
| Sales Tax Revenue                              | 21,367,086        | 21,347,080           | 22,180,196          | 17,022,215                  | 22,845,601           | 665,405                  | 3%                      |
| Federal Grants & Reimbursements                | 7,025,190         | 16,617,500           | 7,592,667           | 4,903,768                   | 10,753,357           | 3,160,690                | 42%                     |
| State Grants & Reimbursements                  | 648,939           | 2,358,300            | 2,415,963           | 1,145,275                   | -                    | (2,415,963)              | -100%                   |
| Debt Issuance                                  | -                 | 5,500,000            | -                   | -                           | -                    | -                        |                         |
| Long Term Debt Interest/Expense                | (1,451,364)       | (2,721,899)          | (2,721,899)         | (910,175)                   | (1,156,422)          | 1,565,477                | -58%                    |
| <b>Total Non-Operating Revenue / (Expense)</b> | <b>27,692,472</b> | <b>43,140,281</b>    | <b>29,506,227</b>   | <b>22,258,738</b>           | <b>32,464,036</b>    | <b>2,957,809</b>         | <b>10%</b>              |



# Proposed FY16 Budget

## Capital

- Capital {New}
  - Shortel Phone System Implementation - \$45k
  - Bus Fleet Cameras - \$149,500 (80% Grant Funded)
  - Trail Safety Improvements - \$139,657 (80% Grant Funded)
  - Rail Capital Maintenance - \$745k
    - Included in the Rail O&M Contract
  - Stadler Spare Parts - \$290,044
  - Fleet {2016} - \$1,250,000 (85% Grant Funded)



# Proposed FY16 Budget

## Capital

- Capital {Roll-Over}
  - Fleet {2015} – \$1,634,000 (on order – 85% grant funded)
  - Comprehensive Service Analysis - \$367,414
    - Total project \$567,414 – allocated in FY15 & FY16; 80% grant funded
  - Transit Enhancements - \$165k (80% grant funded)
  - Bus Scheduling Software - \$250k (80% grant funded)
  - Financial Reporting (COGNOS) - \$200k (80% grant funded)
  - T. Mills Crew Facility - \$191,300
    - Total project \$250,000 – allocated in FY15 & FY16; 80% grant funded
  - PTC - \$3,208,488 (FY16 allocation only)
    - Total project at \$21.9M; Reduced by \$1M based on industry feedback



# Next Steps

## – July

- Benefits Presentation – Holmes Murphy
- FY16 Operating Assumptions & Expenditures
- Expanded Level Requests
- Capital Requests
- Cash Flow Model Impact

## – August

- Proposed FY16 Operating & Capital Budget
- Public Hearing

## – September

- Incorporate Public Hearing Feedback
- Formal adoption of FY16 Operating & Capital Budget
  - Accompanying Cash Flow Model



{ Holmes Murphy & Associates }



*We're for you.*

# DCTA and TMDC

2016 Benefit Renewals

## Budget Committee Presentation

July 21, 2015



# Agenda

## ❑ **Plan Experience**

- DCTA Medical / Rx – Loss Ratios / Renewal Planning
- DCTA and TMDC Dental / STD / LTD / Life – Renewal

## ❑ **2016 Strategic Planning**

- Benefit Budget Projections
- 2016 Strategic Planning / Marketing

## ❑ **Healthcare Reform**

# DCTA Medical/Rx Plan Experience

- ❑ **DCTA** current loss ratio for the current plan year is running at **64%**
- ❑ The TML Pool loss ratio through June 2015 is 92.4%.
- ❑ We have had 0 large claims this year (large claim is any individual claim over \$50k).
- ❑ The TML Risk Pool is implementing plan changes that will assist in mitigating the potential renewal increase.

# 2016 Strategic Planning

## DCTA

- Medical - Negotiate with current carrier
- Dental – Need to market
- Life/STD/LTD– Need to market
- FSA/COBRA – Under rate guarantee until 2020

## TMDC

- Medical – First Transit to deliver renewal
- Dental – Need to market
- Life, STD and LTD – Need to market
- FSA/COBRA – Under rate guarantee until 2020

# Healthcare Reform Fees and Activities in 2015-2016

- ❑ **PCORI Fee** - Helps fund Patient Centered Outcomes research Institute. Will assist patients, clinicians, purchasers and policy makers in making informed health decisions by advancing quality and relevance of evidence based medicine.
  - \$2.08 Per Member Per Year in 2015
  
- ❑ **Insurer Fee** - Annual fee on health insurance sector, allocated by market share, to fund health insurance exchange subsidies.
  - Estimated 2.3% or \$9.00 Per Member Per Month or \$108 Per Member Per Year
  
- ❑ **Reinsurance Fee** - Transitional fees to stabilize the individual market; assessed on a per capita basis. Fee funds reinsurance for high claimants in non-grandfathered individual market plans, on and off the exchange.
  - \$3.67 Per Member Per Month or \$44 Per Member Per Year (reduction from 2014)



# Next Steps

- Market the Life, STD and LTD for DCTA/TMDC in August - September
- Obtain medical renewal for DCTA in October and negotiate with current carrier
- Provide renewal and negotiation results to DCTA/TMDC in October
- DCTA/TMDC finalize renewal decisions
- Confirm Open Enrollment Dates
- Schedule Open Enrollment Meetings



1955 Lakeway Drive, Suite 260  
Lewisville, Texas 75057  
Ph: (972) 221-4600 Fax: (972) 221-4601

Denton County Transportation Authority  
Board of Directors  
Work Session and Board Meeting Minutes

## Work Session Minutes

The Board of Directors of the Denton County Transportation Authority convened the work session of the Board of Directors with Chairman Charles Emery presiding at 1:32 p.m. June 25, 2015 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

### Attendance

#### Small Cities

Skip Kalb

#### Large Cities

Charles Emery, Lewisville, Chairman  
Paul Pomeroy, Highland Village, Vice-Chair  
Richard Huckaby, Denton, Secretary  
Carter Wilson, Frisco  
Daniel Peugh, Corinth (arrived 1:40 p.m.)

#### Denton County Unincorporated

Don Hartman,

#### Board Members Absent

George A. Campbell, Denton County Unincorporated  
Allen Harris, The Colony  
Dave Kovatch, Denton County at Large, *Treasurer*  
Doug Peach, Little Elm  
Jim Robertson, Flower Mound

#### Legal Counsel

Pete Smith, General Counsel

Jim Cline, President  
Raymond Suarez, Chief Operating Officer  
Kristina Brevard, Vice President, Planning and Development  
Nicole Recker, Vice President of Marketing and Communications  
Marisa Perry, Controller

#### Others in Attendance

Michael Chinn – Transit Management of Denton County  
Amanda Riddle – Budget Manager  
Jeffrey Bennett – Assistant Vice President, Transit Operations  
Athena Forrester – Senior Purchasing Manager  
Jeremy Lewallen – Procurement Coordinator  
Drew Campbell – Capitol-Insights  
Byron Campbell – Capitol-Insights  
Brandi Bird – Bird Advocacy  
Scott Hudson – LAN  
Jim Owen – Transit Management of Denton County

#### DCTA Staff

Chairman Charles Emery called the meeting to order and announced the presence of a quorum.

1. Routine Briefing Items
  - a. Financial Reports – Marisa Perry presented financial information
    - i. Financial Statements
    - ii. Capital Projects Report
    - iii. Sales Tax Report
    - iv. Procurement Report

- b. Marketing and Communications – Nicole Recker reported on these items
    - i. Marketing and Communications Initiatives
    - ii. Marketing and Communications Metrics
    - iii. Customer Service Metrics
    - iv. Creative Services Request for Proposal Update
    - v. A-train Rail Trail Community Enhancements Event Recap
  - c. Capital Projects Update – Raymond Suarez presented information on the following topics
    - i. GTW Integration
    - ii. Lewisville Bike Trail
    - iii. Positive Train Control (PTC)
    - iv. Station Improvements
    - v. Rail Facility Drainage
  - d. Transit Operations – Raymond Suarez provided an update
    - i. Rail Operations
    - ii. Bus Operations
  - e. Strategic Planning / Development – Kristina Brevard provided an update
    - i. Priority Projects Update
    - ii. Outreach Efforts
2. Items for Discussion
    - a. Legislative Update
      - Drew Campbell and Byron Campbell with Capitol-Insights along with Brandi Bird with Bird Advocacy gave an update on happenings in the state legislature
      - Jim Cline gave a Federal legislative update
  3. Committee Chair Reports
    - a. Program Services Committee (06/16/2015) Paul Pomeroy, Committee Chair gave a report on the activities of the Program Services Committee.
  4. Discussion of Regular Board Meeting Agenda Items (May 2015)
    - There was no discussion of regular meeting items.
  5. Discussion of Future Agenda Items
    - a. Board Member Requests – none

Work session was adjourned at 3:03 p.m.



1955 Lakeway Drive, Suite 260  
Lewisville, Texas 75057

Denton County Transportation Authority  
Board of Directors  
Work Session and Board Meeting Minutes

## Board Meeting Minutes

The regular meeting of the Board of Directors of the Denton County Transportation Authority was convened with Chairman Charles Emery presiding at 3:13 p.m. June 25, 2015 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

### Attendance

#### Small Cities

Skip Kalb

#### Large Cities

Charles Emery, Lewisville, Chairman  
Paul Pomeroy, Highland Village, Vice-Chair  
Richard Huckaby, Denton, Secretary  
Carter Wilson, Frisco  
Daniel Peugh, Corinth

#### Denton County Unincorporated

Don Hartman,

#### Board Members Absent

George A. Campbell, Denton County  
Unincorporated  
Allen Harris, The Colony  
Dave Kovatch, Denton County at Large,  
Treasurer  
Doug Peach, Little Elm  
Jim Robertson, Flower Mound

#### Legal Counsel

Pete Smith, General Counsel

#### DCTA Staff

Jim Cline, President  
Raymond Suarez, Chief Operating Officer  
Kristina Brevard, Vice President, Planning  
and Development  
Nicole Recker, Vice President of Marketing  
and Communications  
Marisa Perry, Controller

#### Others in Attendance

Michael Chinn – Transit Management of  
Denton County  
Amanda Riddle – Budget Manager  
Jeffrey Bennett – Assistant Vice President,  
Transit Operations  
Athena Forrester – Senior Purchasing  
Manager  
Jeremy Lewallen – Procurement Coordinator  
Scott Hudson – LAN  
Jim Owen – Transit Management of Denton  
County

CALL TO ORDER – Chairman Charles Emery called the meeting to order and announced the presence of a quorum of the Board.

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS – Skip Kalb

INVOCATION – Charles Emery

WELCOME AND INTRODUCTION OF VISITORS – Jim Cline introduced Scott Hudson with LAN and Jim Owen with Transit Management of Denton County.

## 1. CONSENT AGENDA

- a. Approval of Minutes Board Meeting May 26, 2015
- b. Approval of Resolution 15-06 Accepting the Transfer of Assets from the North Central Texas Council of Governments.
  - Motion to approve Consent Agenda Items 1a-b made by Skip Kalb. 2<sup>nd</sup> by Paul Pomeroy. Motion carried unanimously.

## 2. REGULAR AGENDA

- c. Authorize president to execute or modify interlocal agreement with DART to install restroom facilities at the Trinity Mills Station.
  - Jim Cline explained the need and the specifics of the project.
  - Motion to authorize president to execute or modify interlocal agreement with DART to install restroom facilities at the Trinity Mills Station Motion made by Doug Peach. 2<sup>nd</sup> by Skip Kalb. Motion carried unanimously.
- d. Approve a resolution authorizing the president to execute agreements for rail system and drainage repairs and declare an emergency.
  - Jim Cline gave an overview of the flood damage and the needed repairs.
  - Motion to approve a resolution authorizing the president to execute agreements for rail system and drainage repairs and declare an emergency made by Paul Pomeroy. 2<sup>nd</sup> by Carter Wilson. Motion carried unanimously.
- e. Approve a capital project for rail system repairs for flood damage in the total amount, not to exceed \$1 million.
  - Jim Cline explained the need and the specifics of the need for the capital project.
  - Motion to approve a capital project for rail system repairs for flood damage in the total amount, not to exceed \$1 million made by Richard Huckaby. 2<sup>nd</sup> by Don Hartman. Motion carried unanimously.
- f. Approve award and authorize the president to execute contracts for marketing and communications agency.
  - Nicole Recker gave an overview of the contract as well as the need for the contract.
  - Motion to approve award and authorize the president to execute contracts for marketing and communications agency made by Paul Pomeroy. 2<sup>nd</sup> by Skip Kalb. Motion carried unanimously.
- g. Authorization to award for purchase of automotive batteries.
  - Jim Cline explained the need and the specifics of the procurement project.
  - Motion to authorize purchase of automotive batteries made by Skip Kalb. 2<sup>nd</sup> by Paul Pomeroy. Motion carried unanimously.
- h. Authorize the president to execute or modify interlocal agreement with Fort Worth Transportation Authority and/or Dallas Area Rapid Transit for a shared rail safety oversight employee.
  - Jim Cline explained how the proposed rail safety oversight employee would function and to whom such person would report.
  - Motion to authorize the president to execute or modify interlocal agreement with Fort Worth Transportation Authority and/or Dallas Area Rapid Transit for a shared rail safety oversight employee

made by Skip Kalb. 2nd by Carter Wilson. Motion carried unanimously.

3. Convene Executive Session (from Work Session item 5a-c) at 3:33 p.m. p.m.
  - a. As Authorized by Section 551.071(2) of the Texas Government Code, Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Rail Operations and Maintenance Inter Local Agreement with DART
  - b. As authorized by Texas Government Code section 551.071 consultation with General Counsel regarding pending litigation Cause No 2011-30066-211; URS Corporation v. Denton County Transportation Authority; 211th District Court, Denton County, Texas.
  - c. As Authorized by Texas Government Code Section 551.072 Deliberation regarding Real Property: Discuss acquisition, sale or lease of real property related to long-range service plan within the cities of Denton, Lewisville, or Highland Village.
  
6. Reconvene Open Session 4:35 p.m.
  - No action was taken as result of executive session
  
7. Items for Discussion
  - a. Rail Operations and Maintenance Inter Local Agreement
  
1. CHAIR REPORT – Charles Emery gave an update on these issues as well as NCTCOG annual banquet awards
  - a. Discussion of Regional Transportation Issues
  - b. Discussion Legislative Issues
    - i. Regional
    - ii. State
    - iii. Federal
  
2. PRESIDENT’S REPORT – Jim Cline provided information on the following items
  - a. Budget Transfers – none were required
  - b. Regional Transportation Issues
  
3. REPORT ON ITEMS OF COMMUNITY INTEREST
  - a. Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.
    - Jim Cline and Charles Emery congratulated the team on a job well done with the Community Enhancements Ribbon Cutting on June 3<sup>rd</sup> at 5 p.m.

4. ADJOURN 4:38 p.m.

- Motion to adjourn made by Skip Kalb. 2nd by Daniel Peugh. Motion carried unanimously.

The minutes of the June 26, 2015 meeting of the Board of Directors were passed, and approved by a vote on this 23<sup>rd</sup> day of July, 2015.

---

Charles Emery, Chairman

ATTEST

---

Richard Huckaby, Secretary



## Board of Directors Memo

June 25, 2015

### **Subject: Monthly Financial Reports**

#### **Background**

The financial statements are presented monthly to the Board of Directors for acceptance. The reports presented for the period ending May 31, 2015 include the Statement of Change in Net Assets, Statement of Net Assets, and Capital Projects Fund. These reports provide a comparison of budget vs. actual for the fiscal year as of the current month.

The following are major variances which are annotated on the Statement of Change in Net Assets, Statement of Net Assets, and Capital Projects Fund:

#### **Statement of Changes in Net Assets:**

- **Note A:** Passenger Revenues – YTD unfavorable by (\$17k). YTD actual rail ridership of 374k is 6% below budgeted ridership of 399k, offset by slightly higher than budgeted bus ridership.
- **Note B:** Contract Service Revenue – YTD unfavorable by (\$222k) because actual fuel usage and price are lower than budgeted. Billed usage was 116,301 gallons compared to budgeted 130,715 gallons, down 11%.
- **Note C:** Sales Tax Revenue – May sales tax revenue is not yet received and is accrued for the month based on budget. Sales tax generated in May will be received in July. The Sales Tax Report included in this agenda packet provides a more detailed Budget to Actual comparison of FY15 sales tax receipts collected through June.
- **Note D:** Federal/State Grants-Capital – YTD unfavorable by (\$296k) is due to a delay in vendor invoicing for the Lewisville Hike & Bike Trail. As expenses for this project are incurred, reimbursements will be requested.
- **Note E:** Federal/State Grants-Operating – YTD unfavorable by (\$469k) is attributable to reimbursable expenses for bus operating assistance (\$440k) being less than anticipated. The operating assistance reimbursements will be made in the coming months.
- **Note F:** Salary, Wages & Benefits – YTD favorable by \$502k primarily due to savings in salaries (\$206k) and health insurance costs (\$264k) as compared to the projected budget.
- **Note G:** Services – YTD favorable by \$626k due to delays in expenses for legal fees (\$66k), advertising (\$80k), finance and HR consulting (\$100k), transit planning support (\$25k), marketing professional services and printing (\$241k), IT training and consulting (\$27k), and bandwidth upgrade (\$37k). These expenses will be incurred in the coming months.
- **Note H:** Materials and Supplies – YTD favorable by \$939k mainly due to a delay in expenses for bandwidth, phone system, and content management supplies (\$110k) and bus maintenance parts and tires (\$157k). Bus operations fuel is \$526k under budget primarily because YTD fuel prices averaged \$2.30/gallon compared to \$4.00/gallon budgeted. Rail operations fuel is \$76k under budget as YTD fuel prices averaged \$2.18/gallon.



**Capital Projects Fund**

- The Capital Projects Fund schedule provides budget to actual comparisons for DCTA bus and rail capital projects. It provides information on a life-to-date basis for approved projects.

**Identified Need**

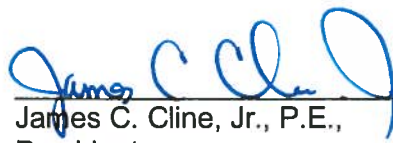
Provides the Board a review of DCTA's financial position and performance to budget.

**Recommendation**

Staff recommends acceptance.

Submitted by: Marisa Perry, CPA   
Controller

Final Review:   
Anna Mosqueda,  
CFO

Approval:   
James C. Cline, Jr., P.E.,  
President

**Denton County Transportation Authority**  
**Change in Net Assets**  
**Month and Year to Date May 31, 2015**  
**(Unaudited)**

RM 1(b)

| Description  | Month Ended May 31, 2015 |                  |                  | Year to Date May 31, 2015 |                    |                  | Annual Budget      |        |
|--|--------------------------|------------------|------------------|---------------------------|--------------------|------------------|--------------------|--------|
|  | Actual                   | Budget           | Variance         | Actual                    | Budget             | Variance         |                    |        |
| <b>Revenue and Other Income</b>                        |                          |                  |                  |                           |                    |                  |                    |        |
| Passenger Revenues                                     | 125,622                  | 117,407          | 8,215            | 999,579                   | 1,016,929          | (17,350)         | 1,515,377          | Note A |
| Contract Service Revenue                               | 247,181                  | 188,083          | 59,098           | 2,215,066                 | 2,437,098          | (222,032)        | 3,259,635          | Note B |
| Sales Tax Revenue                                      | 1,860,819                | 1,740,055        | 120,764          | 15,072,048                | 14,768,625         | 303,423          | 22,180,196         | Note C |
| Federal/State Grants - Capital                         | 472,237                  | 377,324          | 94,913           | 2,168,598                 | 2,464,511          | (295,913)        | 5,355,112          | Note D |
| Federal/State Grants - Operating                       | 1,253,790                | 279,276          | 974,514          | 2,965,272                 | 3,434,680          | (469,408)        | 4,653,518          | Note E |
| <b>Total Revenue and Other Income</b>                  | <b>3,959,649</b>         | <b>2,702,145</b> | <b>1,257,503</b> | <b>23,420,563</b>         | <b>24,121,843</b>  | <b>(701,280)</b> | <b>36,963,838</b>  |        |
| <b>Operating Expenses</b>                              |                          |                  |                  |                           |                    |                  |                    |        |
| Salary, Wages and Benefits                             | 826,833                  | 732,964          | (93,869)         | 5,612,343                 | 6,114,375          | 502,032          | 9,119,994          | Note F |
| Services   | 116,338                  | 141,269          | 24,931           | 918,274                   | 1,543,975          | 625,701          | 2,160,534          | Note G |
| Materials and Supplies                                 | 197,593                  | 312,720          | 115,127          | 1,708,296                 | 2,646,961          | 938,665          | 3,916,524          | Note H |
| Utilities  | 27,170                   | 37,112           | 9,942            | 256,896                   | 303,699            | 46,803           | 452,149            |        |
| Insurance, Casualties and Losses                       | 63,579                   | 65,549           | 1,970            | 516,351                   | 515,825            | (526)            | 778,013            |        |
| Purchased Transportation Services                      | 842,222                  | 832,558          | (9,664)          | 6,518,914                 | 6,633,355          | 114,442          | 9,963,588          |        |
| Miscellaneous  | 9,726                    | 25,123           | 15,397           | 100,568                   | 172,869            | 72,302           | 255,476            |        |
| Leases and Rentals                                     | 9,752                    | 8,934            | (819)            | 92,862                    | 171,470            | 78,608           | 207,205            |        |
| Depreciation   | 762,545                  | 789,805          | 27,260           | 6,248,146                 | 6,344,220          | 96,074           | 9,503,440          |        |
| <b>Total Operating Expenses</b>                        | <b>2,855,758</b>         | <b>2,946,034</b> | <b>90,276</b>    | <b>21,972,649</b>         | <b>24,446,749</b>  | <b>2,474,100</b> | <b>36,356,923</b>  |        |
| <b>Income Before Non-operating Revenue and Expense</b> | <b>1,103,890</b>         | <b>(243,889)</b> | <b>1,347,779</b> | <b>1,447,914</b>          | <b>(324,906)</b>   | <b>1,772,820</b> | <b>606,915</b>     |        |
| <b>Non-Operating Revenues / (Expense)</b>              |                          |                  |                  |                           |                    |                  |                    |        |
| Investment Income                                      | 1,882                    | 2,750            | (868)            | 15,782                    | 22,000             | (6,218)          | 33,000             |        |
| Gain (Loss) Disposal of Assets                         | 3,525                    | -                | 3,525            | (40,555)                  | -                  | (40,555)         | -                  |        |
| Fare Evasion Fee                                       | 75                       | 525              | (450)            | 975                       | 4,200              | (3,225)          | 6,300              |        |
| Other Income - Miscellaneous                           | 1,110                    | -                | 1,110            | 123,979                   | -                  | 123,979          | -                  |        |
| Long Term Debt Interest/Expense                        | (100,992)                | (100,992)        | 0                | (809,183)                 | (807,933)          | (1,251)          | (2,721,899)        |        |
| <b>Total Non-Operating Revenue / (Expense)</b>         | <b>(94,400)</b>          | <b>(97,717)</b>  | <b>3,317</b>     | <b>(709,003)</b>          | <b>(781,733)</b>   | <b>72,730</b>    | <b>(2,682,599)</b> |        |
| <b>Change in Net Assets</b>                            | <b>1,009,491</b>         | <b>(341,605)</b> | <b>1,351,096</b> | <b>738,911</b>            | <b>(1,106,639)</b> | <b>1,845,550</b> | <b>(2,075,684)</b> |        |

**Denton County Transportation Authority**  
**Statement of Net Assets**  
**As of May 31, 2015**  
**(Unaudited)**

|  | <u>May 31, 2015</u> | <u>April 30, 2015</u> | <u>Change</u>      |
|--|---------------------|-----------------------|--------------------|
| <b>Current Assets</b>                      |                     |                       |                    |
| Cash & Cash Equivalents                    | 9,581,166           | 10,458,893            | (877,727)          |
| Investments                                | 5,850,858           | 5,646,259             | 204,598            |
| Accounts & Notes Receivable                | 6,357,575           | 5,496,541             | 861,033            |
| Prepaid Expenses                           | 581,277             | 644,856               | (63,579)           |
| Inventory                                  | 21,178              | 18,392                | 2,786              |
| Restricted Asset-Cash and Equivalents      | 4,781,813           | 4,802,839             | (21,026)           |
| <b>Total Current Assets</b>                | <u>27,173,865</u>   | <u>27,067,779</u>     | <u>106,086</u>     |
| <b>Property, Plant and Equipment</b>       |                     |                       |                    |
| Land                                       | 16,228,337          | 16,228,337            | -                  |
| Land Improvements                          | 5,706,114           | 5,706,114             | -                  |
| Machinery & Equipment                      | 1,909,358           | 1,909,358             | -                  |
| Leasehold Improvements                     | 55,506              | 55,506                | -                  |
| Vehicles                                   | 88,760,516          | 88,863,293            | (102,778)          |
| Computers & Software                       | 257,804             | 257,804               | -                  |
| Accumulated Depreciation                   | (35,306,485)        | (34,641,718)          | (664,767)          |
| <b>Total Property, Plant and Equipment</b> | <u>77,611,150</u>   | <u>78,378,695</u>     | <u>(767,545)</u>   |
| <b>Capital Assets</b>                      |                     |                       |                    |
| Intangible Assets                          | 16,997,155          | 16,997,155            | -                  |
| Other Capital Assets, Net                  | 230,821,306         | 230,821,306           | -                  |
| Construction in Progress                   | 10,554,554          | 10,177,168            | 377,386            |
| <b>Total Capital Assets</b>                | <u>258,373,014</u>  | <u>257,995,628</u>    | <u>377,386</u>     |
| <b>Total Assets</b>                        | <u>363,158,029</u>  | <u>363,442,102</u>    | <u>(284,073)</u>   |
| <b>Liabilities</b>                         |                     |                       |                    |
| <b>Current Liabilities</b>                 |                     |                       |                    |
| Accounts Payable                           | 40,476              | 119,023               | (78,548)           |
| Salary, Wages, and Benefits Payable        | 415,818             | 522,266               | (106,448)          |
| Accrued Expenses Payable                   | 3,003,856           | 4,193,583             | (1,189,727)        |
| Deferred Revenues                          | 79,855              | 105,798               | (25,943)           |
| Interest Payable                           | 201,983             | 100,992               | 100,992            |
| <b>Total Current Liabilities</b>           | <u>3,741,987</u>    | <u>5,041,661</u>      | <u>(1,299,674)</u> |
| <b>Non-Current Liabilities</b>             |                     |                       |                    |
| Rail Easement Payable                      | 1,500,000           | 1,500,000             | -                  |
| Retainage Payable                          | 1,512,184           | 1,506,074             | 6,110              |
| Bonds Payable                              | 33,475,000          | 33,475,000            | -                  |
| <b>Total Non-Current Liabilities</b>       | <u>36,487,184</u>   | <u>36,481,074</u>     | <u>6,110</u>       |
| <b>Total Liabilities</b>                   | <u>40,229,171</u>   | <u>41,522,735</u>     | <u>(1,293,564)</u> |
| <b>Net Assets</b>                          |                     |                       |                    |
| Invested in Capital Assets                 | 304,221,470         | 304,221,470           | -                  |
| Unrestricted Retained Earnings             | 17,968,477          | 17,968,477            | -                  |
| Change in Net Assets                       | 738,911             | (270,579)             | <b>1,009,491</b>   |
| <b>Total Equity</b>                        | <u>322,928,858</u>  | <u>321,919,368</u>    | <u>1,009,491</u>   |
| <b>Total Liabilities and Equity</b>        | <u>363,158,029</u>  | <u>363,442,102</u>    | <u>(284,073)</u>   |



**Board of Directors Memo**

July 23, 2015

**Subject: Authorize Agreement for the Purchase of Handheld Radios**

**Background**

A request for bids was released on June 22nd, 2015 on BidSync for the purchase of handheld radios and accessories for use with the Kenwood radio system on the A-train. Notices were provided to over 1,000 potential suppliers in BidSync, forty (40) suppliers viewed the documents.

On July 6<sup>th</sup>, 2015 DCTA received three (3) bids in response to our RFB:

1. Continental Wireless, Inc.
2. Stolz Telecom LLC
3. Breakthrough Communications

Staff conducted a review and evaluation of the bids received and is recommending award to Continental Wireless, Inc.

**Identified Need**

DCTA currently has a Kenwood Nextedge radio system in use on the A-train, and our bus fleet. Additional radios are required for spares and for use by staff in emergencies. The original radios were purchased through a safety and security grant. Sufficient funds remain for this additional purchase.

**Financial Impact**

Expenditures for radios are reimbursed by FTA funds at 80% from FY11 Safety and Security grant funds. Anticipated expenses for this purchase are \$32,000.

**Recommendation**

Staff recommends the Board approve the award to Continental Wireless, Inc. as outlined above.

Submitted by:

  
Athena Forrester, Purchasing Manager

Approval:

  
for Raymond Suarez, COO

**Board of Directors Memo**

July 23, 2015

**Subject: RM 1e Approve Award of Landscape Maintenance and Improvements****Background**

In FY14, the Board approved an operating budget revision and capital project for the services of a landscape architect to review our current landscapes at the rail stations and design a more sustainable solution for the agency. After the landscape architect's review, Project 61210 Station Landscaping was established for FY15.

A request for bids was released on June 1, 2015, on BidSync for landscaping maintenance and improvements at the rail stations and bus operations facility. Notices were provided to over 3,600 potential suppliers, forty-five (45) suppliers viewed the documents.

On June 30, 2015, DCTA received three (3) bids in response to our RFB:

1. AALC, Inc.
2. Xtreme Landsystems
3. QualiCare Landscape Services, Inc.

Staff conducted a review and evaluation of the bids and staff is recommending award of the contract to AALC, Inc. The initial term of the contract will be for thirty-eight (38) months, August 2015 through and including September 30, 2018, with the option to renew for two (2) additional one (1) year terms.

**Identified Need**

The scope provides for the landscape at the rail stations to be implemented in two phases. Phase one addresses safety, irrigation, erosion and replacement of some non-native plants with drought tolerant plants. Phase two completes the replacement of non-native plants with native and drought tolerant plants. The contractor will be responsible for the monthly maintenance at the stations and bus operations facility.

**Financial Impact**

Expenditures for the improvements is \$277,400 for Phase I and Phase II budgeted in the landscaping improvements capital project. The monthly maintenance for the initial 38 month period will be \$294,327 which will be paid from the operating budget. The contract contains options for two additional one year terms at a cost of \$92,945 per term. Total length of the contract term is five (5) years. Additional services for snow and ice removal/deicing at the stations will be provided by the contractor on an as needed basis.

**Recommendation**

Staff recommends the Board approve the award to AALC, Inc. and authorize the President to execute a contract.

Submitted by:

  
Athena Forrester, Purchasing Manager

Approval:

  
Raymond Suarez, COO



## Board of Directors Memo

July 23, 2015

**Subject: 1(f) Trinity Mills Temporary Restroom**

### Background

In support of A-train operations personnel, DCTA needs to construct a restroom facility on DART owned property located at the Trinity Mills station. DART has elected to include the Trinity Mills restroom in their project to construct eight other facilities on other DART property. DART and DCTA have mutually agreed that DART will engineer and construct the facility and the DCTA Board of Directors has approved an ILA for that purpose. DART is projecting completion in the first quarter of CY 2016.

### Identified Need

Since the construction project is not scheduled for completion for several months, DCTA needs to lease a temporary restroom facility to be placed at the Trinity Mills station in support of A-train operations personnel. This temporary facility will be equipped with running water and air conditioning for the comfort of the staff. DCTA and DART staff has identified a suitable location. This request will provide funding to lease and maintain the facility for up to one year.

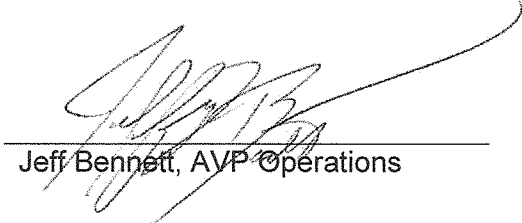
### Financial Impact

The expected cost is not to exceed \$50,000.

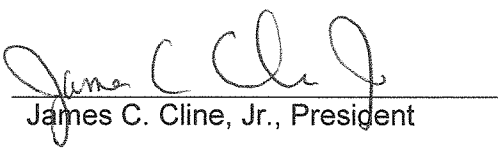
### Recommendation

Staff recommends the Board of Directors authorize the president to execute a month-to-month lease to provide a temporary restroom facility for use by DCTA A-train personnel at the Trinity Mills Station.

Final Review:

  
 Jeff Bennett, AVP Operations

Approval:

  
 James C. Cline, Jr., President



Board of Directors Memo

July 23, 2015

**Subject: RM 2(g) Authorize the President to execute an agreement for Network Connectivity for DCTA Facilities via Right of Way Fiber**

**Background**

DCTA facilities have been connected via slow Internet links for several years and are not able to communicate with each other in an efficient manner. To implement a unified phone system for the next fiscal year, a fast link that leverages our existing fiber network will need to be in place. A fast link between sites will also assist in collaboration among DCTA employees at different sites and resiliency of our network via redundant backups.

**Identified Need**

Use right of way fiber to link facilities where feasible; where not feasible, use right of way fiber link to North and South towers which will then use fast link microwave transmitters installed on the towers to cover the distance where fiber cannot reach. Complete work required within DCTA facilities to establish the new links, including reconfiguration of network to support the new infrastructure.

**Financial Impact**

The expenditures are estimated at \$75,000 and will be paid from the operating budget.

**Recommendation**

Staff recommends the Board authorize the President to execute a contract with Herzog Technologies Inc.

Submitted by:

  
Athena Forrester, Purchasing Manager

Approval:

  
Raymond Suarez, CEO



## Board of Directors Memo

July 23, 2015

**Subject: 2a Approval of Resolution 15-08 for Disadvantaged Business Enterprise (DBE) Program Goal for Fiscal Year's 2016, 2017, and 2018**

### Background

The Federal Transit Administration (FTA), in conjunction with the Department of Transportation, has established rules and guidelines governing the procurement of goods and services from Disadvantaged Business Enterprises (DBE's). DCTA adopted a formal DBE policy statement on February 26, 2004. The policy statement outlines the process a grantee will pursue in implementing the guidelines pursuant to 49 CFR Part 26.

### Identified Need

Key to the development of the DBE program is establishing a tri-annual goal of DBE participation available from contract opportunities funded in whole or part by FTA. DCTA staff utilized historical data (2004-present), census bureau information along with data available from TxDOT DBE database to determine the number of ready willing and able DBE firms in the Dallas Fort Worth area to determine the goal.

The goal developed by staff is five percent (5%) for fiscal year's 2016, 2017, and 2018.

### Financial Impact

None

### Recommendation

In compliance with the public notice requirements DCTA posted a Public Notice in the local newspaper, Denton Record-Chronicle, for comments regarding the five percent (5%) goal on June 23, and June 30. For a period of thirty (30) days following the public notice DCTA will accept public comments. As of the date of this memo no comments were received. After DCTA Board approval Staff will submit a written report to FTA which details the data and methodology used to calculate the tri-annual DBE goal.

Staff recommends the Board of Directors approve Resolution 15-08, establishing the tri-annual Disadvantaged Business Enterprise (DBE) goal of five percent (5%) for fiscal year's 2016, 2017 and 2018.

Respectfully,

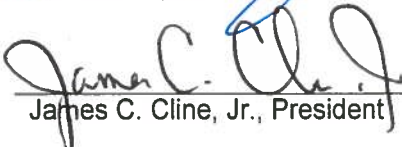
Submitted by:

  
Athena Forrester, Purchasing Manager

Final Review:

  
Anna Mosqueda, CFO

Approval:

  
James C. Cline, Jr., President



**DENTON COUNTY TRANSPORTATION AUTHORITY  
RESOLUTION NO. 15-08**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY ESTABLISHING THE AUTHORITY’S TRI-ANNUAL DISADVANTAGED BUSINESS ENTERPRISE GOAL FOR FISCAL YEARS OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2018; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Directors of the Denton County Transportation Authority (DCTA) has adopted a policy that establishes rules and guidelines governing the procurement of goods and services from Disadvantaged Business Enterprises (DBE’s) pursuant to the rules and guidelines in the Code of Federal Regulations (Title 49, Part 26) and Federal Transit Administration Circular 4716.1A; and

**WHEREAS**, the key to the development of the DBE program is the establishment of a tri-annual DCTA program goal of DBE participation available from Federal Transit Administration assisted contract opportunities; and

**WHEREAS**, the Board of Directors of the DCTA finds that it is in the best interest of the DCTA to adopt a DBE goal for the fiscal years beginning October 1, 2015 through September 30, 2018.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THAT:**

**SECTION 1.** The Board of Directors of the DCTA hereby adopts a DBE program goal of five percent (5%) for fiscal year beginning October 1, 2015 through September 30, 2018.

**SECTION 2.** The Board of Directors of the DCTA hereby finds and declares the recitals contained herein to be true and correct and approves and adopts the same herein as part of this Resolution.

**SECTION 3.** If for any reason any section, paragraph, subdivision, clause, phrase or provision of this Resolution shall be held invalid, it shall not affect any valid provisions of this or any other Resolution of the Denton County Transportation Authority to which these rules and regulations relate.

**SECTION 4.** This Resolution shall become effective July 23, 2015.

**DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THE 23<sup>RD</sup> DAY OF JULY, 2015.**

**APPROVED:**

\_\_\_\_\_  
Charles Emery, Chairman

**APPROVED AS TO FORM:**

**ATTEST:**

\_\_\_\_\_  
Peter G. Smith, General Counsel  
(PGS:7-10-15:TM 72451)

\_\_\_\_\_  
Richard Huckaby, Secretary



## Board of Directors Memo

July 23, 2015

**Subject: 2(c) Access Service Policies and Procedures Update**

### **Background**

During the most recent Triennial Review, DCTA's Access Policy was examined by the FTA. Access service provides complementary Paratransit service to those individuals determined to be Paratransit eligible under the Americans with Disabilities Act (ADA). In accordance with the Service Plan, DCTA also provides demand response service to individuals who are elderly or disabled throughout the DCTA service area.

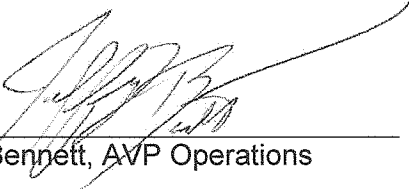
### **Identified Need**

The current Access Service Policies and Procedures document allows for a 30 day suspension period for passengers incurring four no-shows in a 30 day period. According to the FTA, this practice is unreasonable. The FTA suggested that this policy should be amended to reflect a less severe suspension.

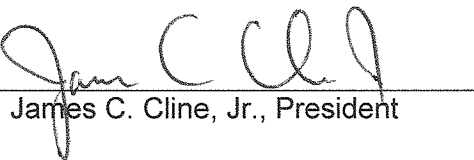
### **Recommendation**

Staff recommends the Board of Directors approve the Access Policies and Procedures suspension guidelines to change to fifteen (15) days.

Final Review:

  
\_\_\_\_\_  
Jeff Bennett, AVP Operations

Approval:

  
\_\_\_\_\_  
James C. Cline, Jr., President



**DENTON COUNTY TRANSPORTATION AUTHORITY  
ACCESS SERVICE POLICIES AND PROCEDURES**

**Effective October 1, 2014**

## TABLE OF CONTENTS

|                                     |    |
|-------------------------------------|----|
| INTRODUCTION.....                   | 1  |
| Purpose and Need                    |    |
| POLICIES.....                       | 2  |
| I.    Eligibility .....             | 2  |
| II.   Certification Process.....    | 4  |
| III.  Service Parameters.....       | 6  |
| IV.  Scheduling a Trip.....         | 7  |
| V.   Service Rules.....             | 8  |
| VI.  Fares.....                     | 9  |
| VII.  Accompanying Passengers.....  | 9  |
| VIII. Visitors.....                 | 10 |
| IX.  No-Shows .....                 | 10 |
| X.   Suspension of Service.....     | 11 |
| XI.  Definitions of Terms Used..... | 14 |

## **INTRODUCTION**

*Access*, like all DCTA services, is provided in a manner that furthers the vision and mission of DCTA:

### **Vision**

Be a leader in advancing public transportation alternatives.

### **Mission**

As a regional partner, the Denton County Transportation Authority is committed to provide safe, customer focused, and efficient mobility solutions for Denton County.

It is the policy of the Denton County Transportation Authority (DCTA) to provide a complementary Paratransit service to those individuals determined to be Americans with Disabilities Act (ADA) Paratransit eligible. In accordance with the Service Plan, DCTA will also provide demand response service to individuals who are elderly or disabled throughout the DCTA service area.

## **PURPOSE AND NEED**

The *Access* Service Policies and Procedures document is intended to outline the provision of demand response service by the DCTA throughout the service area.

DCTA *Access* is an origin to destination public transportation service for people who have a physical, cognitive or mental disability or who are at least 65 years old. *Access* is operated in compliance with the ADA and is a shared-ride, public transportation service. As such, other passengers may be onboard and the vehicle may stop for other pick-ups and/or drop-offs on the way to a destination.

## I. ELIGIBILITY

### **Access ADA Paratransit Eligibility**

The ADA definition of eligibility as codified in 49 CFR 37.123, the "ADA Paratransit Regulations," addresses three categories of individuals who are eligible for complementary Paratransit service. Specific definitions of the three eligibility categories described in the ADA Paratransit Regulations are as follows:

1. Any individual with a disability who is unable, as the result of a physical or mental impairment (including a vision impairment), and without the assistance of another individual (except the operator of a wheelchair lift or other boarding assistance device), to board, ride, or disembark from any vehicle on the system which is readily accessible to and usable by individuals with disabilities.

*Included in this category are individuals with mental or visual impairments who cannot "navigate the system."*

2. Any individual with a disability who needs the assistance of a wheelchair lift or other boarding assistance device and is able, with such assistance, to board, ride, and disembark from any vehicle which is readily accessible to and usable by individuals with disabilities if the individual wants to travel on a route of the system during the hours of operation of the system at a time, or within a reasonable period of such time, when such a vehicle is not being used to provide designated public transportation on the route.

*Eligibility under this category depends on the accessibility of vehicles and routes. A person is eligible for Paratransit service if the **vehicle** assigned to the fixed route on which they want to travel is not yet accessible. **All DCTA buses are accessible.***

3. Any individual with a disability who has a specific impairment-related condition, which prevents such individual from traveling to a boarding location or from a disembarking location on such system.

*Two important qualifiers to this category are included in the regulations. First, the "specific impairment-related condition" must prevent the person from using the fixed route system. Conditions, which make getting to or from stops more difficult, do not confer eligibility. Second, architectural barriers not under the control of the public entity and environmental barriers do not, when considered alone, confer eligibility. If, however, travel to or from a boarding location is impossible when these factors are combined with the person's specific impairment-related condition, Paratransit service must be provided.*

Conditional Eligibility

Some people with disabilities may be able to use the local fixed route bus service, *Connect*, under certain conditions, but not under others. Therefore, eligibility for *Access* service for some people will be determined on a trip-by-trip basis.

Temporary Eligibility

A person with a temporary disability will be eligible for *Access* service if the disability results in his/her functional inability to use the *Connect* bus system as described in the three eligibility categories. Temporary eligibility may be granted up to the amount of time recommended by a medical professional.

Strictly Limiting Eligibility

The certification process shall strictly limit ADA Paratransit eligibility to individuals who meet the regulatory definition of eligibility. Only those persons who meet the regulatory definition can be given documentation indicating that they are “ADA Paratransit Eligible.” If individuals who are determined to be ADA Paratransit eligible can use fixed route service under certain conditions, the documentation which they are given will indicate the limitations/conditions of their eligibility.

***Access (Non-ADA) Service Eligibility***

Individuals certified for ADA Paratransit service are automatically eligible to schedule *Access* (Non-ADA) trips. Non-ADA trips are those that either begin or end outside the ADA service area subject to service area boundaries.

*Access* (Non-ADA) trips must begin and end within the Lewisville/ Highland Village Zone or the Denton Zone (see figure 1). Trips will not be available between the two zones. DCTA applies Federal Transit Administration “Half Fare” regulations to determine eligibility for *Access* (Non-ADA) service. *Access* (Non-ADA) trips are provided only to the extent that there is excess capacity on the system. However, DCTA is committed to providing service to all our *Access* customers as provided for in the Service Plan.

To be eligible for *Access* (Non-ADA) trips, individuals must be one of the following:

1. Age 65 or older;
2. A person “who by reason of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including any individual who is a wheelchair user or has semi ambulatory capabilities), cannot use effectively, without special facilities, planning, or design, mass transportation service or a mass transportation facility;”
3. Medicare cardholder—Anyone in possession of a Medicare card is eligible for *Access* (Non-ADA) trips.

Customers age 60-64 who were certified to use *Access* service based on age prior to the November 1, 2007 effective date shall remain eligible to schedule trips.

## II. CERTIFICATION PROCESS

The goal of this process is to ensure that only people who meet the regulatory criteria are regarded as ADA Paratransit eligible and only people who meet ADA and/or FTA half fare criteria are approved to schedule *Access* (Non-ADA) trips.

### Application

In order to use *Access*, individuals must complete and submit an application. Applications can be obtained by calling the DCTA operations office at (940) 243-0077 or downloaded from the internet at [www.dcta.net](http://www.dcta.net). Hearing impaired TDD customers can contact our office through the Southwestern Bell TDD line (1-800-735-2989).

Upon receipt of **completed** applications, ADA regulations allow a maximum of 21 Business days to process applications. DCTA will begin processing properly completed applications immediately upon receipt. Only completed, signed applications, which may be mailed or faxed, will be considered for review. Applicants will receive written notification of eligibility via U.S. mail.

Completed applications include:

1. Application
2. Physician's Form

The application will not be reviewed until both components are received.

For applicants with a disability, a licensed physician or certified human services professional familiar with the applicant's condition must complete the attached physician form in order to prevent delay with the application review. Examples of licensed or certified human service professionals include:

Medical Doctor, Psychiatrist, Psychologist, Social Worker, Rehabilitation Professional, Physical/Occupational Therapist, Physician's Assistant, Nurse Practitioner, Registered Nurse.

Once the application is fully completed, the signed original should be mailed or faxed to:

**DCTA**  
**604 East Hickory Street**  
**Denton, Texas 76205**  
**Fax: 940.387.1641**

### Eligibility Determination

DCTA personnel will determine the eligibility status of a passenger based on the information contained on the application and physician's form. A person may be determined to be eligible, temporarily eligible, or conditionally eligible for certain trips. The applicant will be notified in writing of the eligibility upon determination. An in-person interview may be necessary for eligibility determination. Transportation for any required in-person interview will be provided by DCTA.

Individuals who are eligible for **Access ADA Paratransit** consequently qualify for **free fare** on DCTA *Connect* fixed route service.



## Notice of Initial Determination

An applicant that is determined to be eligible for ADA service will be mailed (to the address printed on the application) documentation of eligibility specifically stating that the person is “ADA Paratransit Eligible.” This eligibility qualifies the customer to schedule both ADA complementary paratransit trips and *Access* (Non-ADA) trips. An applicant that is determined to be eligible to schedule *Access* (Non-ADA) trips **only** will receive documentation to that effect. The document will include the name of the eligible individual, the phone number of DCTA *Access* operations office, an expiration date for eligibility, and any conditions or limitation on the individual's eligibility including the use of a personal care attendant. If the determination is that the person is not eligible, the written notification will state the specific reason(s) for the finding. All applicants have the right to appeal the initial determination of eligibility.

## Eligibility Appeal Process

The DCTA *Access* eligibility appeal process is as follows:

- Individuals are permitted to request an appeal to the DCTA *Access* Appeal Panel (AAP) within sixty (60) days of the initial eligibility decision, beginning on the date the individual receives notification of the initial decision;
- Appellants have an opportunity to be heard in person and to present additional information and arguments regarding their disability and ability to use the *Connect* fixed route service;
- The AAP hears all appeals and the Panel’s ruling is final.
- Applicants are notified of appeal decisions in writing, or in an accessible format if requested, and the notification will state the reason(s) for the decision if eligibility is still denied;
- Applicants should mail appeals to the following address:

**DCTA  
Access Appeal Panel  
P. O. Box 96  
Lewisville, TX 75057**

- If a decision on the appeal is not made within 30 days of the completion of the process, individuals will be considered “presumptively eligible” and will be provided paratransit service until and unless a decision to deny the appeal is issued.

## Recertification Process

Passengers will be subject to individual recertification every three years from the date they are certified. Re-certification is done to ensure that circumstances have not changed or invalidated an individual’s eligibility. Recertification also ensures that DCTA’s files are accurate and contain up-to-date information. DCTA reserves the right to re-certify eligibility at any time.

### III. SERVICE PARAMETERS

*Access* ADA paratransit service, which is prescribed in the Code of Federal Regulations chapter 49 part 37, is provided in an area within three-quarters of a mile on either side of each local fixed route. ADA paratransit is currently provided within the cities of Denton and Lewisville due to the operation of *Connect* and *University of North Texas Shuttle* fixed route services within the cities.

In addition to ADA Paratransit service, DCTA provides broader Non-ADA demand response service to elderly and disabled residents residing within the city limits of all member cities. This broader service is not subject to the service criteria for ADA complementary paratransit service outlined in 49 CFR 37.

*Access* certified riders may schedule trips to begin and end within in the following cities:

- Denton
- Lewisville
- Highland Village

The *Access* (Non-ADA) demand response trips will be provided on a first-come, first-served basis, are subject to capacity constraints, and must begin and end within a single service zone.

#### **Service Hours**

DCTA *Access* service hours are intended to mirror that of the local fixed route service.

*Access* service hours (excluding holidays) for the entire service area when UNT Shuttle operates a limited schedule are:

Weekdays – 5:30 am – 9:30 pm

Saturday – 7:30 am – 7:30 pm

*Access* service hours (excluding holidays) for Denton when UNT Shuttle operates full service:

Monday – Thursday – 5:30 am – 11:30 pm

Friday – 5:30 am – 9:30 pm

Saturday – 7:30 am – 7:30 pm

DCTA observes the following holidays and service is not available:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

## IV. SCHEDULING A TRIP

An *Access* trip may be scheduled by calling 940-243-0077 between one (1) and seven (7) days in advance of the requested trip date. Reservations may be made between 8:00 a.m. and 5:00 p.m. Monday through Sunday. On Saturday, Sunday and holidays an answering machine will take requests. **Requests for same-day service will be provided if capacity is available.**

**Customers will receive a confirmation telephone call one day prior to their scheduled trip.** It is recommended that phone numbers on record with DCTA be equipped with messaging devices. If DCTA is unable to contact a passenger due to a wrong number being on file or due to no answer on a phone without a messaging device, the passenger remains obligated to the trip scheduled. For ADA paratransit trips, DCTA may offer travel times one hour before or one hour after the requested travel time as established under the ADA paratransit service criteria. *Access* (Non-ADA) trips are not covered under these requirements, therefore DCTA may offer travel times greater than one hour before or one hour after the requested travel time for these trips. Every effort will be made to schedule these trips within a reasonable time window.

Customers will receive a confirmation telephone call one day prior to their scheduled trip. The confirmed trip time may be different than the originally requested time.

Customers will receive an approximate time for pick up. The driver may arrive up to 15 minutes before or after this time (30 minute Ready-time Window), and be considered on-time for your trip. Customers should be ready to go and be waiting in a place where they can hear or see the vehicle arrive. **If the Access vehicle arrives after the 30 minute ready-time window, the passenger will not be required to pay for the trip.**

If the vehicle fails to pick up within one hour of the scheduled trip, the customer is entitled to request a credit for the trip by calling the DCTA Operations office. Once the missed trip is validated, a credit will be placed in the customer's file to be used at a later date.

### Subscription Service

According to ADA Guidelines, no more than 50% of scheduled service can be designated as Subscription Service. DCTA reserves the right to restrict and/or prioritize Subscription Service to maintain a maximum level of 50%. Subscription Service is limited to customers traveling to the same place at the same time at least three times per week for a minimum period of ninety (90) days. DCTA will terminate any subscription service that is canceled 50% or more of the time during any thirty (30) day period, or if there is a consistent pattern of cancellations or no-shows of any part of a subscription.

## V. SERVICE RULES

Drivers are not allowed to go into residences or other facilities to look for passengers. To avoid delaying other passengers, drivers can only wait five minutes upon arrival before proceeding on their route. A customer will be charged with a “No-Show” if the vehicle arrived to pick them up within 15 minutes on either side of the pick-up time and the customer was not ready to go within five minutes.

All passengers are required to pay the full fare upon boarding the vehicle. If using a prepaid book of tickets, the customer will place a one-ride ticket in the farebox as fare payment. Passengers shall remain seated and are encouraged to fasten their seat belt. For safety, drivers are not allowed to put the vehicle in motion until all passengers are seated. For the comfort of all passengers on board, smoking, eating and drinking are not allowed.

Vehicle operators are not allowed to make changes in scheduled times or destinations without authorization from the DCTA Operations office.

DCTA operators provide minimal assistance to passengers, minimal assistance DOES NOT include:

- Assistance getting in and out of a wheelchair
- Administering medication or oxygen
- Assisting passengers in wheelchairs up or down stairs
- Assistance with excessive items (i.e. more than two grocery bags)
- Assisting passengers up and/or down ramps at residence or destination

If a passenger needs medical attention during an *Access* trip, appropriate medical professionals will be contacted for assistance. An *Access* passenger who requires medical care during transit due to a medically unstable condition may not be eligible for service during this period of medical instability. ***Access is not an emergency medical transportation service.***

## VI. FARES

One-way fare for passengers and guests, excluding Personal Care Attendants, is \$3.00. For customer convenience, prepaid 10 ride tickets are sold for \$30.00 each. Call 940-243-0077 for more information or visit us online at [www.dcta.net](http://www.dcta.net).

The fare must be paid at the beginning of each trip. Passengers shall pay the fare in an exact amount or with a DCTA ticket. The operator will not accept checks unless the check is for payment of a ticket book. Operators do not make change.

## VII. ACCOMPANYING PASSENGERS

### Personal care attendants (PCA)

A personal care attendant who is required to ride with the passenger may ride free. The need for PCA must be indicated on the certification application in order for the PCA to ride free. PCAs must be scheduled at the same time the client schedules their trip in order to reserve the necessary space on the vehicle. The origin and destination of the PCA must be the same as the customer.

### Guests

A customer may invite one guest to travel with him or her, and other guests will be permitted on a space available basis. **Guests are charged the same applicable rate as the *Access* customer.** Customers must reserve a space for their guest, whether child or adult at time of scheduling. Guests must be picked up and dropped off at the same address as the *Access* customer. Children age four and under ride free and must be accompanied by an adult.

### Service Animals

Guide dogs and other service animals are permitted on all DCTA vehicles and are allowed to accompany passengers if this need is indicated in their file. When scheduling a trip, customers should inform *Access* scheduling if a service animal will be accompanying the customer on the trip.

### Packages

Carry-on packages are limited to two (2) grocery bags or similar-sized packages onboard *Access* vehicles. Operators can help a customer carry two packages on and off the vehicle from the same sidewalk or waiting area where the customer boards and gets off the vehicle. The operator cannot carry any packages to the door. Packages should weigh no more than 20 pounds each.

## VIII. VISITORS

Out-of-town visitors who are ADA eligible may use DCTA *Access* by presenting documentation showing ADA eligibility. Visitors with disabilities who do not present ADA Paratransit Eligibility documentation will be required to present documentation on their place of residence and of his/her disability. DCTA *Access* shall accept a certification by such visitors that they are unable to use fixed route transit. DCTA will provide *Access* service to visitors for no more than 21 consecutive days within a 365 day period. Visitors must contact the DCTA Operations Office Monday through Friday, 8 a.m.-5 p.m., at 940-243-0077 no later than one week before service is required. Once this is done, advance reservations can be made up to 5 days in advance.

## IX. NO-SHOWS AND CANCELLATIONS

Trips no longer required by a customer, whether single trips or subscription service, must be canceled by 5:00 p.m. the day before the scheduled trip. Trips canceled by 5:00 p.m. the day before the scheduled trip will be considered an **Advance Cancellation**. To cancel a trip, customers must call 940-243-0077.

Missed scheduled trips adversely affect service provision as well as other users of *Access*. To that end, DCTA has implemented a set of sanctions to be applied in the case of individuals who systematically miss scheduled trips.

### Same Day Cancellations

A Same Day cancellation occurs when a customer cancels a scheduled trip between 5 p.m. the day prior to the trip and up to two hours before the scheduled pick-up time.

Two (2) Same Day Cancellations within a thirty day period will be charged as one (1) no-show.

### No-Shows

A no-show occurs when a customer fails to cancel their trip at least 2 hours before the scheduled pick-up time or board the *Access* vehicle within 5 minutes after it arrives within the ready-time window.

No-Shows and trip cancellations adversely affect service provision as well as other users of *Access*. Sanctions will be applied in the case of individuals who systematically miss scheduled trips.

## X. SUSPENSION OF SERVICE

Passengers must not engage in activities or conduct resulting in misuse of the system, or unnecessarily reserve and/or use space that could otherwise be utilized by people who need service. Examples of misuse include, but are not limited to:

- Failing to show up for scheduled rides (No-Shows)
- Excessive Same Day Cancellations
- Engaging in disruptive behavior
- Falsifying medical justification for eligibility

**Suspensions shall not be proposed or implemented for circumstances which are beyond the passenger's control.** Examples of situations not within the passenger's control are:

- A sudden personal emergency
- Sudden or worsening illness
- A late vehicle arrival
- Medical conditions which may cause involuntary behavior (e.g. Tourette's Syndrome)

**Service Suspension for No-Shows**

Because no-shows have the potential to adversely affect other passengers, excessive now-shows may result in a suspension of service.

Within each 30-day period, the following penalties may be assessed for no-shows:

| <b><u>Warning</u></b> | <b><u>Penalty</u></b>                   |
|-----------------------|---|
| First                 | Policy Reminder letter sent to customer |
| Second                | Verbal warning to customer              |
| Third                 | Written warning to customer             |
| Fourth                | Possible suspension of service          |

**Customers accumulating eight (8) no-shows within a sixty (60) day period may receive up to fifteen (15) days suspension of service.**

After the fourth and eighth occurrences, DCTA will contact the customer via telephone and send a letter identifying the proposed suspension period and the reasons for the penalty. Customers who appeal a proposed suspension may continue to ride pending a decision on the appeal. If the appeal is denied, the suspension shall be imposed effective the date the appeal is denied, pending final notification to the customer.

**Service Suspension for Violent, Seriously Disruptive and/or Illegal Conduct**

Service shall immediately be suspended for 15 days or until an appeal hearing is held, to passengers who engage in violent, seriously disruptive or illegal conduct. This includes, but is not limited to:

- Threats of physical harm to other passengers, drivers or other service personnel
- Physical assault or battery on driver or other passengers
- Verbal abuse, intimidation or altercation with driver or other passengers
- Unlawful harassment of driver or other passengers, including, but not limited to unwelcome verbal, nonverbal, or physical behavior having sexual or racial connotations
- Unauthorized use of or willful damage to vehicle equipment
- Smoking while aboard the vehicle
- Repeatedly violating riding rules, including smoking on the vehicle, standing while the vehicle is in motion, eating or drinking on the vehicle without valid medical reason, defacing equipment or refusing to comply with other service requirements specified in the policies included in this document
- Failing to maintain reasonably acceptable personal hygiene standards which could interfere with the safe operation of the vehicle by the driver or with the use of the service by other passengers
- Any other criminal conduct defined in and/or prohibited by the Texas Penal Code

Customers suspended from service for exhibiting violent, seriously disruptive and/or illegal behavior shall be contacted by DCTA Administration to investigate the alleged situation or

incident. If DCTA Administration determines the customer's behavior to be disruptive or violent, the customer shall be sent a written notice by DCTA explaining the reasons for the suspension.

**Note:** Customers who engage in physical abuse or cause physical injury to another customer or operator may be subject to immediate and permanent suspension, and possible criminal prosecution.

The person shall have 10 calendar days from the date of notice of the proposed suspension to submit to DCTA Operations a request for an appeal. He or she (or their representative) shall include a written explanation as to why the suspension should not be imposed. Customers appealing a suspension based on seriously disruptive or violent behavior may not continue to ride until the Access Appeal Committee issues a written decision on the case. Disruptive behavior which is determined to be due to a disability of the customer may not result in a suspension. However, DCTA may require the customer to travel with a Personal Care Attendant (PCA) if it is established that the customer's behavior poses a significant potential threat of harm to other passengers or to the driver. If such disruptive behavior continues and the required PCA is unable to prevent further instances of such behavior so that the customer continues to present a potential safety problem, service for the customer may be discontinued.

### **Service Suspension Appeal Process**

A customer who disputes the basis for a suspension of service may request an appeal hearing by calling or writing DCTA at:

**DCTA**  
**Access Appeal Panel**  
**P. O. Box 96**  
**Lewisville, TX 75057**  
**972-221-4600**  
**972-221-4601 (fax)**

1. Before sanctions may be imposed, the individual has the option to appeal the sanction(s). The Access Appeal Panel will have the final say on all appeals.
2. Once an individual requests an appeal, the AAP will hear all current violations. For example, suppose an individual appeals sanction for May 2<sup>nd</sup> and the appeal cannot be heard until May 17<sup>th</sup> and this individual incurs three additional no-shows during the interim, all violations will be heard during the same meeting.
3. Before service may be suspended, the individual will have the opportunity to be heard and to present information justifying the no-shows.
4. *Access* service will not be suspended while an appeal is being considered.
5. DCTA will notify the individual, in writing, of the AAP's ruling on all appeals. This notification will outline the ruling and supporting reasons. A decision will be provided to the appellant within 30 days from the appeal request date.



6. Once the individual has been informed of the ruling, sanctions will either be dismissed or imposed on the next day of service.
7. DCTA requires appeals regarding suspension of service due to excessive no-shows be made within 60 days of occurrence. Appeals regarding suspension of service due to violent, seriously disruptive and/or illegal conduct must be made within 10 days of occurrence.
8. The AAP's decisions are final.

## **XI. DEFINITIONS OF TERMS USED**

**ADA Paratransit Service** – ADA paratransit service is provided as a complement to fixed route service to those individuals who are unable to ride fixed route services due to disability. ADA service is required within three-fourths (3/4) of a mile on each side of each local fixed route. ADA paratransit service is complementary in the sense that it is meant to be equivalent to local fixed route service and afford those with disabilities the same opportunity to use public transportation.

**Advance Cancellation** – trips cancelled by 5:00 p.m. the day before a scheduled trip.

**Demand Response Service** - Non-fixed-route service utilizing vans or buses with passengers boarding and alighting at pre-arranged times at any location within the system's service area.

**Local fixed route service** - bus service provided on a fixed schedule along a pre-established route with frequent stops along the route that operates in both peak and off-peak hours. All DCTA fixed route vehicles are wheelchair accessible and have space designated for people with disabilities and the elderly. DCTA encourages all persons with disabilities to use its local fixed route service (known as *Connect*).

**Mobility Device** – a mechanism such as a wheelchair, a walker or a scooter, designed to aid individuals with mobility impairments. They can be either manually operated, or powered.

**No-Show** – A no-show occurs when a customer fails to cancel their trip at least 2 hours before the scheduled pick-up time or board the *Access* vehicle within 5 minutes after it arrives within the ready-time window. In accordance with ADA regulations, customers who show a pattern and practice of missing scheduled trips may be suspended for a reasonable period of time.

**Paratransit** – a comparable transportation service that is required by the ADA for individuals with disabilities who are unable to use fixed route transportation systems.

**Personal Care Attendant** – An individual who accompanies an *Access* passenger to assist the individual in utilizing *Access* service.

**Ready-time Window** – A 30 minute window, 15 minute before and 15 minutes after the scheduled pick up time, in which a customer should be ready for pick-up.

**Same-Day Cancellations** – A same-day cancellation occurs when the customer cancels a scheduled trip between 5 p.m. the day prior to the trip and up to two hours before the scheduled pick-up time.

**Service animals** - animals that are individually trained to perform tasks for people with disabilities- such as guiding people who are blind or who have low vision, alerting people who are deaf, pulling wheelchairs, alerting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.

**Subscription service** – an ongoing standing order for a passenger traveling to the same place at the same time at least three times a week for a minimum period of 90 days.

**Wheelchair** – mobility aid belonging to any class of three or four-wheeled devices, usable indoors, designed for and used by individuals with mobility impairments, whether operated manually or powered.

FIGURE 1: Access Service Zones

