



*Denton County Transportation Authority
1660 S. Stemmons., Suite 250
Lewisville, Texas 75067
(972) 221-4600
dcta.net*

**Board of Directors
Work Session
August 22, 2013
1:30 p.m.**

1. Routine Briefing Items
 - a. Financial Reports
 - i. Financial Statements
 - ii. Capital Projects Fund
 - iii. Sales Tax Report
 - iv. Procurement Report
 - v. Annual Audit
 - b. Communications and Marketing
 - i. Marketing and Communications Initiatives
 - ii. Media Coverage
 - iii. Customer Service
 - iv. Communications Architecture
 - c. Capital Projects Update
 - i. GTW Integration
 - ii. Where's My Ride
 - iii. Bus Radio System
 - iv. Bus Operations and Maintenance Facility (O&M)
 - v. Community Enhancements
 - vi. Lewisville Bike Trail
 - vii. Positive Train Control (PTC)
 - viii. Passenger Amenities
 - ix. Station Improvements
 - d. Transit Operations
 - i. Rail Operations
 - ii. Bus Operations
2. Committee Reports
 - a. Finance Committee

3. Items for Discussion
 - a. Public Meetings – January Service Changes
 - b. Amendments to the DCTA Bylaws to Comply with Texas Transportation Code Chapter 460 Changes by the 83rd Legislature
4. Discussion of Regular Board Meeting Agenda Items (August 22, 2013)
5. 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 Section 551.074 the Texas Government Code, the Meeting may be Convened into Closed Executive Session for the Purpose 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
August 22, 2013
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 *(Staff 5 yr Service Award- Anna Mosqueda)*

1. CONSENT AGENDA
 - a. Approval of Minutes
 - i. Board Meeting July 25, 2013
 - ii. Special Called Board Meeting (Finance Committee)
 - iii. Special Called Board Meeting (Program Services Committee)
 - b. Acceptance of Financial Reports

2. REGULAR AGENDA

- a. Discussion / Authorize President to Execute an Agreement with Jacobs Engineering for Design and Engineering Lewisville Trail
- b. Discussion / Authorize President to Execute an Agreement with Huitt Zollars for City of Lewisville Recreational Parking
- c. Discussion / Approval of Interlocal Agreement between Denton County Transportation Authority and City of Lewisville for Design and Construction of City of Lewisville Recreational Parking
- d. Proposed FY2013 Operating and Capital Budget
 - i. Presentation and Discussion of Proposed FY2014 Budget
 - ii. Conduct Public Hearing on Proposed FY2014 Budget

3. CHAIR REPORT

- a. Discussion of Regional Transportation Issues
- b. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal

4. PRESIDENT'S REPORT

- a. Community Meetings

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. CONVENE EXECUTIVE SESSION

- a. As Authorized by Section 551.071(2) of the Texas Government Code, the 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.

7. RECONVENE OPEN SESSION

- a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.

8. ADJOURN REGULAR MEETING

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

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

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



Board of Directors Memo

August 22, 2013

Subject: Work Session 1ai) Monthly Financial Reports

Background

The financial statements are presented to the Board of Directors on a monthly basis for acceptance. The reports presented for the period ending July 31, 2013 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 Favorable by \$168k attributable to A-train ridership being higher than anticipated in the budget, offset by lower than anticipated bus ridership. Actual YTD ridership was 419,445 A-train riders compared to budget 327,050 riders, an increase of 92,395 in ridership.
- **Note B:** Contract Service Revenue – YTD Unfavorable by (\$101k) due to lower than anticipated revenue hours in December, June, & July, offset by higher revenue hours in October, November and January thru May. Actual YTD revenue hours were 43,109 compared to budget 43,938. In addition, actual YTD fuel usage was 138,155 gallons compared to budget 141,191 gallons, down 2%. Fuel was budgeted at \$4.00/gallon. In July fuel was \$3.44/gallon.
- **Note C:** Sales Tax Revenue – YTD Favorable by \$512k. Sales tax generated in July has not yet been received and is accrued for the month based on budget. The Sales Tax Report included in this agenda packet provides a more detailed Budget to Actual comparison of sales tax receipts for FY 13.
- **Note D:** Federal/State Grants – YTD Unfavorable by (\$2.3 million) due to timing of the Bus O&M project and corresponding delay in grant reimbursements as originally anticipated in the budget. These revenues should reflect a more favorable trend as the project continues to progress.
- **Note E:** Insurance – YTD Unfavorable by (\$194) due to vehicle insurance premiums that were slightly higher than projected.
- **Note F:** Purchased Transportation Services – YTD Unfavorable by (\$40k) due to Maintenance of Way over Threshold (\$160k over budget), offset by lower than anticipated Special Service (\$59k) and Claims & Insurance (\$58k).

Statement of Net Assets

- **Note A:** Receivables increased \$810k mainly due to a large grant drawdown request to the FTA for the Bus O&M project (\$1.2 million).
- **Note B:** Construction in Progress increased \$1.7 million mainly due to vendor payments totaling \$1.5 million for the Bus O&M facility.
- **Note C:** Net Income for the month of July was \$789,112.

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 monthly review of DCTA's financial position and performance to budget.

Recommendation

Staff recommends acceptance.

Submitted by: Chrissy Nguyen
Senior Accountant

Final Review: 
Department Head

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

Denton County Transportation Authority
Change in Net Assets
Month and Year to Date July 31, 2013
(Unaudited)

WS1ai

Description	Month Ended July 31, 2013			Year to Date July 31, 2013			Annual Budget	
	Actual	Budget	Variance	Actual	Budget	Variance		
Revenue and Other Income								
Passenger Revenues	97,528	84,137	13,391	1,022,064	853,123	168,941	1,030,940	Note A
Contract Service Revenue	121,310	134,856	(13,546)	2,422,247	2,523,012	(100,765)	3,001,040	Note B
Sales Tax Revenue	1,485,825	1,349,345	136,480	16,388,359	15,876,523	511,836	18,775,391	Note C
Federal/State Grants and Reimbursements	1,565,399	1,099,446	465,953	6,384,947	8,690,017	(2,305,070)	10,981,537	Note D
Total Revenue and Other Income	3,270,062	2,667,784	602,278	26,217,617	27,942,675	(1,725,058)	33,788,908	
Operating Expenses								
Salary, Wages and Benefits	588,034	572,299	(15,736)	5,666,192	6,002,036	335,845	7,196,725	
Services	106,676	269,093	162,417	1,263,284	1,575,097	311,812	2,118,582	
Materials and Supplies	215,668	285,195	69,527	2,324,426	3,083,694	759,268	3,698,665	
Utilities	44,402	34,200	(10,202)	317,374	341,998	24,624	410,398	
Insurance, Casualties and Losses	64,858	64,956	98	496,072	495,877	(194)	625,791	Note E
Purchased Transportation Services	732,692	702,515	(30,177)	7,065,113	7,025,155	(39,958)	8,430,186	Note F
Miscellaneous	8,166	12,475	4,310	114,206	129,757	15,551	148,976	
Leases and Rentals	3,907	32,286	28,379	309,613	472,859	163,245	537,430	
Depreciation	617,719	775,162	157,443	5,979,718	7,770,118	1,790,400	9,320,443	
Total Operating Expenses	2,382,123	2,748,181	366,059	23,535,998	26,896,591	3,360,593	32,487,196	
Income Before Non-operating Revenue and Expense	887,940	(80,397)	968,337	2,681,619	1,046,084	1,635,535	1,301,712	
Non-Operating Revenues / (Expense)								
Investment Income	1,992	3,000	(1,008)	28,504	30,000	(1,496)	36,000	
Gain (Loss) Disposal of Assets	-	-	-	-	-	-	-	
Fare Evasion Fee	150	-	150	825	-	825	-	
Other Income - Miscellaneous	7,041	-	7,041	49,721	-	49,721	-	
Long Term Debt Interest/Expense	(108,011)	(194,301)	86,289	(1,224,827)	(1,943,007)	718,180	(2,331,608)	
Total Non-Operating Revenue / (Expense)	(98,828)	(191,301)	92,473	(1,145,776)	(1,913,007)	767,230	(2,295,608)	
Change in Net Assets	789,112	(271,698)	1,060,810	1,535,843	(866,923)	2,402,765	(993,896)	

Denton County Transportation Authority
Statement of Net Assets
As of July 31, 2013
(Unaudited)

	July 31, 2013	June 30, 2013	Change	
Current Assets				
Cash & Cash Equivalents	8,348,620	8,205,191	143,429	
Investments	6,655,977	7,443,823	(787,846)	
Accounts & Notes Receivable	5,045,328	4,234,851	810,476	Note A
Prepaid Expenses	579,893	644,752	(64,858)	
Restricted Asset-Cash and Equivalents	4,775,373	4,774,638	734	
Total Current Assets	25,405,190	25,303,255	101,935	
Property, Plant and Equipment				
Land	16,228,337	16,228,337	-	
Land Improvements	5,386,734	5,386,734	-	
Machinery & Equipment	1,028,055	1,028,055	-	
Leasehold Improvements	55,506	55,506	-	
Vehicles	8,261,725	8,261,725	-	
Computers & Software	262,676	262,676	-	
Accumulated Depreciation	(18,226,714)	(17,608,995)	(617,719)	
Total Property, Plant and Equipment	12,996,320	13,614,039	(617,719)	
Other Non Current Assets				
Bond Fees	222,750	223,768	(1,018)	
Total Other Non Current Assets	222,750	223,768	(1,018)	
Capital Assets				
Intangible Assets	16,997,155	16,997,155	-	
Other Capital Assets, Net	240,143,361	240,140,281	3,080	
Construction in Progress	72,140,489	70,444,194	1,696,295	Note B
Total Capital Assets	329,281,004	327,581,629	1,699,375	
Total Assets	367,905,265	366,722,692	1,182,573	
Liabilities				
Current Liabilities				
Accounts Payable	1,691,389	1,492,554	198,835	
Salary, Wages, and Benefits Payable	365,073	306,826	58,247	
Accrued Expenses Payable	3,748,338	3,787,682	(39,344)	
Deferred Revenues	310,814	320,529	(9,716)	
Interest Payable	427,973	320,980	106,993	
Total Current Liabilities	6,543,587	6,228,571	315,016	
Non-Current Liabilities				
Rail Easement Payable	1,800,000	1,800,000	-	
Retainage Payable	1,778,099	1,699,654	78,445	
Bonds Payable	35,280,000	35,280,000	-	
Total Non-Current Liabilities	38,858,099	38,779,654	78,445	
Total Liabilities	45,401,686	45,008,225	393,461	
Net Assets				
Invested in Capital Assets	302,097,018	302,097,018	-	
Unrestricted Retained Earnings	18,870,718	18,870,718	-	
Change in Net Assets	1,535,843	746,731	789,112	Note C
Total Equity	322,503,579	321,714,467	789,112	
Total Liabilities and Equity	367,905,265	366,722,692	1,182,573	

Capital Projects Fund - DCTA
Budget vs. Actual
As of July 31, 2013
(Cash Basis)

Work Session 1a ii

	Original Budget	Revised Budget	July 2013 Expenses Booked	Life To Date	\$ Under/(Over) Budget	% of Budget (As of July 2013 Close)
ASSETS						
Fixed Assets						
1660 · Construction Work in Progress						
5 · Bus Capital Projects						
50202 · Passenger Amenities (Phase 2)						
5020214 · Acquisition	174,011	229,326		139,205	90,121	61%
5020215 · Survey, Testing & Inspection			1,900	2,300	(2,300)	
5020216 · Construction			43,706	55,150	(55,150)	
5020229 · Project Management			2,123	4,328	(4,328)	
Total 50202 · Passenger Amenities (Phase 2)	174,011	229,326	47,729	200,983	28,343	88%
50301 · Bus O&M Facility						
5030113 · Design	590,000	1,294,280		987,905	306,375	76%
5030115 · Survey, Testing, Inspection		104,735		110,285	(5,550)	105%
5030114 · Land Acquisition	1,164,310	1,173,451		1,173,451	-	100%
5030116 · Building Construction	4,745,690	5,648,243	1,168,034	2,356,236	3,292,007	42%
5030118 · Canopy Construction		-		-	-	0%
5030120 · Landscaping		542,513	91,816	142,316	400,197	26%
5030121 · Systems		333,294		42,285	291,009	13%
5030125 · Utilities		1,362,500	264,098	856,264	506,236	63%
5030126 · Furniture, Fixtures & Equipment	1,642,667	517,865		4,423	513,442	1%
5030128 · Contingency		275,895		-	275,895	0%
5030129 · Project Management	-	205,000	2,040	18,432	186,568	9%
5030131 · Insurance/Bonds		105,521		105,521	-	100%
5030132 · Mobilization		157,060	24,547	88,066	68,994	56%
5030133 · Legal Fees		360		-	360	0%
Total 50301 · Bus O&M Facility	8,142,667	11,720,717	1,550,535	5,885,184	5,835,533	50%
50302 · Bus Maintenance Equipment						
5030214 · Acquisition	500,000	500,000	26,871	175,259	324,741	35%
Total 50302 · Bus Maintenance Equipment	500,000	500,000	26,871	175,259	324,741	35%
50303 · DDTC						
5030314 · Acquisition	373,282	373,282		-	373,282	0%
Total 50303 · DDTC	373,282	373,282	-	-	373,282	0%
50406 · Where's My Ride						
5040614 · Acquisition	940,485	940,485		234,229	706,256	25%
Total 50406 · Where's My Ride	940,485	940,485	-	234,229	706,256	25%
50407 · Bus Ops Safety & Security Equipment						
5040714 · Acquisition	88,555	88,555		-	88,555	0%
5040721 · Systems	-	-	11,830	112,934	(112,934)	
Total 50407 · Bus Ops Safety & Security Equipment	88,555	88,555	11,830	112,934	(24,379)	128%
50502 · Fleet Replacement						
5050214 · Acquisition	1,968,500	3,411,592		2,871,592	540,000	84%
Total 50502 · Fleet Replacement	1,968,500	3,411,592	-	2,871,592	540,000	84%
Total 5 · Bus Capital Projects	12,187,500	17,263,957	1,636,965	9,480,181	7,783,776	55%

Capital Projects Fund - DCTA
Budget vs. Actual
As of July 31, 2013
(Cash Basis)

Work Session 1aii

	Original Budget	Revised Budget	July 2013 Expenses Booked	Life To Date	\$ Under/(Over) Budget	% of Budget (As of July 2013 Close)
6 · Rail Construction (RTRFI Funded)						
61102 · Rail Grndng						
6110217 · Track & Civil Work Construction	204,000	204,000		191,609	12,391	94%
Total 61102 · Rail Grndng	204,000	204,000	-	191,609	12,391	94%
61206 · MedPark Extension	1,000,000	1,000,000	-	1,000,000	-	100%
61208 · Rail Station Improvements						
6120812 · Preliminary Design				7,745	(7,745)	
6120815 · Installation		15,000		-	15,000	0%
6120816 · Construction				3,154	(3,154)	
6120829 · Project Management			75	233	(233)	
Total 61208 · Rail Station Improvements	-	15,000	75	11,132	3,868	74%
61401 · Fare Collection Systems						
6140111 · Engineering	-	68,962		68,963	(1)	100%
6140114 · Acquisition	489,000	582,371		477,281	105,090	82%
6140115 · Installation	80,000	81,771	85	101,512	(19,741)	124%
Total 61401 · Fare Collection Systems	569,000	733,104	85	647,755	85,349	88%
61403 · Traffic Signals						
6140323 · Crossings/Traffic Signals	2,480,000	3,046,178	16,580	2,750,398	295,780	90%
Total 61403 · Traffic Signals	2,480,000	3,046,178	16,580	2,750,398	295,780	90%
61406 · Positive Train Control						
6140617 · Construction		13,492,026			13,492,026	0%
6140628 · Contingency		728,554			728,554	0%
6140629 · Project Management		2,097,992	9,163	532,496	1,565,496	25%
6140633 · Legal Fees		80,939			80,939	0%
6140636 · Vehicle Provisions		597,930		358,758	239,172	60%
6140621 · Systems	-	-		-	-	0%
Total 61406 · Positive Train Control	-	16,997,441	9,163	891,254	16,106,187	5%
61603 · Stadler Implementation						
6160332 · Mobilization	-	895,803		648,096	247,707	72%
Total 61603 · Stadler Implementation	-	895,803	-	648,096	247,707	72%
61707 · Community Enhancements						
6170711 · Engineering	-	22,000		-	22,000	0%
6170712 · Preliminary Design	-	12,500		55,737	(43,237)	446%
6170713 · Final Design	-	15,000		58,646	(43,646)	391%
6170715 · Survey, Inspection & Testing	-	6,000		-	6,000	0%
6170716 · Building Construction	-	545,000		-	545,000	0%
6170720 · Landscaping	-	25,000		2,500	22,500	10%
6170726 · FF&E	-	10,000		-	10,000	0%
6170727 · Environmental Mitigation	-	4,000		-	4,000	0%
6170728 · Contingency	-	15,029		-	15,029	0%
6170729 · Project Management	-	85,088		-	85,088	0%
6170733 · Administration Fees	-	13,091	6,546	19,637	(6,546)	150%
Total 61707 · Community Enhancements	-	752,708	6,546	136,520	616,188	18%

Capital Projects Fund - DCTA
Budget vs. Actual
As of July 31, 2013
(Cash Basis)

Work Session 1aii

	Original Budget	Revised Budget	July 2013 Expenses Booked	Life To Date	\$ Under/(Over) Budget	% of Budget (As of July 2013 Close)
61708 · Lewisville Bike Trail						
6170811 · Engineering	-	75,000		-	75,000	0%
6170812 · Preliminary Design	-	75,000	15,729	28,739	46,261	38%
6170813 · Final Design	-	41,000		-	41,000	0%
6170816 · Building Construction	-	2,410,102		-	2,410,102	0%
6170820 · Landscaping	-	21,000		-	21,000	0%
6170822 · Bridges	-	55,355		-	55,355	0%
6170823 · Crossings/Traffic Signals	-	200,000		-	200,000	0%
6170825 · Utilities	-	75,000		-	75,000	0%
6170826 · FF&E	-	3,000		-	3,000	0%
6170827 · Environmental Mitigation	-	28,800		-	28,800	0%
6170828 · Contingency	-	50,000		-	50,000	0%
6170829 · Project Management	-	394,454		150	394,304	0%
6170833 · Administration Fees	-	60,685		60,685	-	100%
Total 61708 · Lewisville Bike Trail	-	3,489,396	15,729	89,574	3,399,822	3%
61709 · ROW Fencing						
6170914 · Acquisition	25,000	25,000		-	25,000	0%
Total 61709 · ROW Fencing	25,000	25,000	-	-	25,000	0%
61710 · HV Parking Expansion						
6171017 · Civil Construction	-	250,000		-	250,000	0%
Total 61710 · HV Parking Expansion	-	250,000	-	-	250,000	0%
60701 · Passenger Information						
6070114 · Acquisition	-	56,214		23,851	32,363	42%
Total 60701 · Passenger Information	-	56,214	-	23,851	32,363	42%
Total Rail Construction Projects	4,278,000	27,464,844	48,177	6,390,189	21,074,655	23%
61501 · Rail Cars						
6150114 · Acquisition	71,500,000	77,715,424		77,881,249	(165,825)	100%
6150128 · FRA Compliance Contingency	-	250,396		-	250,396	0%
6150133 · Legal Fees	-	15,005		15,005	-	100%
6150129 · Project Management	-	1,814,699	1,802	1,532,746	281,953	84%
Total 61501 · Rail Cars	71,500,000	79,795,524	1,802	79,429,000	366,524	100%
TOTAL RAIL CONSTRUCTION & CARS	75,778,000	107,260,368	49,979	85,819,189	21,441,179	80%
Total 1660 · Construction Work in Progress	87,965,500	124,524,325	1,686,945	95,299,370	29,224,955	77%



Board of Directors Memo

August 22, 2013

Item: WS 1(a)iii Sales Tax Report

Background

Sales tax represents the single largest source of revenue for DCTA, at 56.7% for FY13 budget. The annual Sales Tax budget is \$18,775,391. 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.

- Sales tax for sales generated at retail in the month of June and received in August was \$1,824,063.
- This represents an increase of 8.09% or \$136,479 compared to budget for the month.
- Receipts are favorable 3.52% year-to-date compared to budget.
- Compared to the same month last year, sales tax receipts were \$61,931 or 3.51% more.
- Member city collections for the month compared to prior year are as follows:
 - City of Lewisville up 6.10%
 - City of Denton up .98%
 - Highland Village up 7.28%

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 Prev. Yr. Comparison**

Sales Generated in Month of:	Received in month of:	2012-2013 Year Budget	2012-2013 Year Actual	Variance Actual to Budget	CY Actual to CY Budget % Variance	2011-2012 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual Variance
October	December	\$ 1,385,756.30	\$ 1,637,689.04	\$ 251,932.74	18.18%	\$ 1,345,394.47	\$ 292,294.57	21.73%
November	January	\$ 1,467,497.19	\$ 1,437,883.91	\$ (29,613.28)	-2.02%	\$ 1,424,754.55	\$ 13,129.36	0.92%
December	February	\$ 2,107,957.25	\$ 2,128,329.19	\$ 20,371.94	0.97%	\$ 2,046,560.44	\$ 81,768.75	4.00%
January	March	\$ 1,394,605.60	\$ 1,501,720.29	\$ 107,114.69	7.68%	\$ 1,353,986.02	\$ 147,734.27	10.91%
February	April	\$ 1,421,825.33	\$ 1,494,663.46	\$ 72,838.13	5.12%	\$ 1,353,986.02	\$ 140,677.44	10.39%
March	May	\$ 1,922,042.18	\$ 1,785,089.94	\$ (136,952.24)	-7.13%	\$ 1,866,060.37	\$ (80,970.43)	-4.34%
April	June	\$ 1,526,010.87	\$ 1,587,871.03	\$ 61,860.16	4.05%	\$ 1,481,563.95	\$ 106,307.08	7.18%
May	July	\$ 1,613,898.76	\$ 1,641,703.33	\$ 27,804.57	1.72%	\$ 1,566,892.01	\$ 74,811.32	4.77%
June	August	\$ 1,687,584.24	\$ 1,824,063.88	\$ 136,479.64	8.09%	\$ 1,762,132.21	\$ 61,931.67	3.51%
July	September	\$ 1,349,344.92				\$ 1,540,038.75		
August	October	\$ 1,350,487.51				\$ 1,533,237.85		
September	November	\$ 1,548,380.37				\$ 1,708,102.34		
Y.T.D Total		\$ 18,775,390.51	\$ 15,039,014.07	\$ 511,836.35	3.52%	\$ 18,982,708.98	\$ 837,684.03	5.90%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
 Prepared By: Denton County Transportation Authority Finance Department
 August 8, 2013

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

City of Lewisville					
Sales Generated in Month of:	Received in month of:	2011-2012 Year Actual	2012-2013 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual Variance
October	December	\$ 1,732,551.04	\$ 2,371,149.84	\$ 638,598.80	36.86%
November	January	\$ 1,984,090.82	\$ 1,965,351.05	\$ (18,739.77)	-0.94%
December	February	\$ 2,874,196.38	\$ 3,085,264.25	\$ 211,067.87	7.34%
January	March	\$ 1,797,507.20	\$ 2,041,609.97	\$ 244,102.77	13.58%
February	April	\$ 1,501,720.29	\$ 2,102,744.48	\$ 601,024.19	40.02%
March	May	\$ 2,521,189.10	\$ 2,507,337.55	\$ (13,851.55)	-0.55%
April	June	\$ 1,785,089.94	\$ 2,214,494.00	\$ 429,404.06	24.06%
May	July	\$ 2,146,891.75	\$ 2,350,979.01	\$ 204,087.26	9.51%
June	August	\$ 2,461,535.81	\$ 2,811,642.19	\$ 150,106.38	6.10%
July	September	\$ 2,130,071.15			
August	October	\$ 2,161,803.34			
September	November	\$ 2,278,200.43			
Y.T.D Total		\$ 25,374,847.25	\$ 21,260,672.34	\$ 2,445,800.01	13.01%

City of Highland Village					
Sales Generated in Month of:	Received in month of:	2011-2012 Year Actual	2012-2013 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual Variance
October	December	\$ 243,619.10	\$ 250,035.98	\$ 6,416.88	2.63%
November	January	\$ 243,165.41	\$ 246,297.20	\$ 3,131.79	1.29%
December	February	\$ 395,580.52	\$ 413,313.51	\$ 17,732.99	4.48%
January	March	\$ 201,738.67	\$ 239,867.34	\$ 38,128.67	18.90%
February	April	\$ 215,687.96	\$ 215,912.22	\$ 224.26	0.10%
March	May	\$ 294,815.24	\$ 310,470.19	\$ 15,654.95	5.31%
April	June	\$ 246,882.39	\$ 240,403.26	\$ (6,479.13)	-2.62%
May	July	\$ 280,774.11	\$ 240,733.53	\$ (40,040.58)	-14.26%
June	August	\$ 296,673.40	\$ 318,279.61	\$ 21,606.21	7.28%
July	September	\$ 247,525.92			
August	October	\$ 240,564.70			
September	November	\$ 289,237.15			
Y.T.D Total		\$ 3,196,264.57	\$ 2,475,312.84	\$ 56,376.04	2.33%

City of Denton					
Sales Generated in Month of:	Received in month of:	2011-2012 Year Actual	2012-2013 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual Variance
October	December	\$ 1,847,567.14	\$ 1,947,109.61	\$ 99,542.47	5.39%
November	January	\$ 1,765,223.00	\$ 1,729,577.71	\$ (35,645.29)	-2.02%
December	February	\$ 2,562,967.74	\$ 2,521,245.16	\$ (41,722.58)	-1.63%
January	March	\$ 1,802,513.11	\$ 1,929,589.80	\$ 127,076.69	7.05%
February	April	\$ 1,733,550.06	\$ 1,843,926.56	\$ 110,376.50	6.37%
March	May	\$ 2,557,253.34	\$ 2,297,124.75	\$ (260,128.59)	-10.17%
April	June	\$ 1,825,446.45	\$ 1,940,931.42	\$ 115,484.97	6.33%
May	July	\$ 1,930,853.61	\$ 1,950,563.66	\$ 19,710.05	1.02%
June	August	\$ 2,214,480.34	\$ 2,236,264.05	\$ 21,783.71	0.98%
July	September	\$ 1,919,988.80			
August	October	\$ 1,874,046.32			
September	November	\$ 2,333,782.27			
Y.T.D Total		\$ 24,367,672.18	\$ 18,396,332.72	\$ 166,477.93	0.86%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: Denton County Transportation Authority Finance Department
August 8, 2013

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

Transit	Current Rate	Net Payment This Period	Comparable Payment Prior Year	% Change	2013 Payments To Date	2012 Payments To Date	% Change
Houston MTA	1.00%	\$ 60,339,183.27	\$ 57,192,218.53	5.50%	\$ 433,776,680.82	\$ 401,398,668.43	8.07%
Dallas MTA	1.00%	\$ 43,026,649.96	\$ 40,943,356.04	5.09%	\$ 306,094,035.21	\$ 288,106,429.73	6.24%
Austin MTA	1.00%	\$ 16,345,828.15	\$ 15,532,167.25	5.24%	\$ 119,225,098.73	\$ 111,066,685.89	7.35%
San Antonio MTA	0.50%	\$ 11,478,537.94	\$ 10,627,646.43	8.01%	\$ 80,143,151.70	\$ 75,054,579.82	6.78%
San Antonio ATD	0.25%	\$ 5,260,855.70	\$ 4,879,408.75	7.82%	\$ 36,374,359.53	\$ 34,690,965.66	4.85%
Fort Worth MTA	0.50%	\$ 5,384,146.01	\$ 4,659,678.66	15.55%	\$ 39,217,391.57	\$ 36,609,781.87	7.12%
El Paso CTD	0.50%	\$ 3,286,826.88	\$ 3,350,386.59	-1.90%	\$ 25,537,621.59	\$ 24,740,194.35	3.22%
Corpus Christi MTA	0.50%	\$ 2,906,915.78	\$ 2,769,015.49	4.98%	\$ 22,714,568.31	\$ 19,701,280.94	15.29%
Denton CTA	0.50%	\$ 1,824,063.88	\$ 1,762,132.21	3.51%	\$ 13,401,325.03	\$ 12,882,362.49	4.03%
Laredo CTD	0.25%	\$ 692,340.40	\$ 617,910.08	12.05%	\$ 5,194,700.05	\$ 4,817,078.75	7.84%
TOTALS		\$ 150,545,347.97	\$ 142,333,920.03	5.77%	\$ 1,081,678,932.54	\$ 1,009,068,027.93	7.20%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: Denton County Transportation Authority Finance Department
August 8, 2013



Board of Directors Memo

August 22, 2013

Item: 1(a)(iv) Procurement Status Report

Uniform Rental Services

A request for bid is currently available on BidSync for uniform rental services for staff at TMDC. The fleet maintenance staff utilizes a rental program to provide garments and weekly laundering services. The current contract will expire in February 2014. The annual cost should be approximately \$10,000 and the contract will be awarded administratively by staff in October.

Uniform Purchase

A request for bid for the purchase of uniform garments is available on BidSync. Currently the driver's uniforms are provided as part of a rental service but will be transitioning to a purchase program. Each driver will be furnished a set of five outfits, jackets and hat at the onset of the contract. Annually the drivers will be provided a voucher for replacement of necessary items. Bids are due on September 12th with award anticipated at the October meeting.

Construction of Community Enhancements

The bid opportunity was posted on August 5, 2013, in local newspapers, DCTA's website and BidSync. The pre-bid and DBE outreach meetings were held on August 12th and eleven (11) firms attended. Bids are due on August 29th with award anticipated at the September meeting.

Furniture for Bus Operations and Maintenance Facility

Staff has awarded a contract for a space planner to assist with the determination of needs for the new facility. The firm will assist DCTA with the specifications for the furniture and staff anticipates a solicitation for the purchase of furniture to be released in early September with award at the October meeting. Expenditures for the furniture will be reimbursed at 80% from FTA funds.

Purchase of Gillig Bus

Staff is reviewing the City of Wichita Falls procurement contract documents to determine if DCTA can piggyback their contract for the purchase of one (1) Gillig bus. The funds for the bus were approved during the amended budget in May and will be reimbursed at 80%. Staff anticipates seeking award at the September meeting.

DBE Compliance Consulting and System

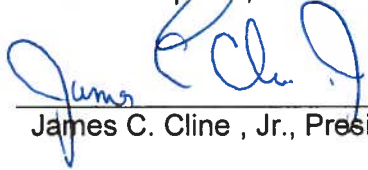
Two (2) responses were received and reviewed. Staff is negotiating with a local firm to review the current DBE program for compliance with regulations. The firm will begin working on this task in October.

Negotiations are in process with a second firm to implement a software system to track expenditures on contracts including payments to subcontractors. The system will allow for compilation of data required for quarterly and annual DBE reporting.

The cost will be below the Board approval threshold and will be awarded administratively.

Submitted by: 
Athena Forrester, Procurement Manager

Final Review: 
Anna Mosqueda, CFO

Approval: 
James C. Cline , Jr., President



MARKETING & COMMUNICATIONS REPORT

August 22, 2013

Marketing and Communications Initiatives

August Service Changes Implementation
 Balloon Festival Communications
 Community Open House Event Coordination
 Susan G. Komen Race for the Cure Communication
 UNT Athletics Shuttle Communication
 Denton Mayor's Mile Event Coordination
 Intern Recruitment
 University Orientations

I-35E Construction Campaign & Communications
 Passenger Information Redevelopment
 DDTC Parking Lot Communications
 DentonRadio.com Partnership
 Website Redevelopment
 WMR & GoPass Integration Coordination
 Back to School Resource Fairs

Regional Initiatives

Regional Saturday Fare Promotion
 Regional Events Promotion Coordination

Transit Advertising Program
 GoPass Communications

Recent Events

7/11	Citizen's Advisory Team, Lewisville	2 attendees
7/12	UNT Orientation	300 attendees
7/14-7/15	UNT Orientation	300 attendees
7/16	Chin Refugee Ministry Travel Training	4 attendees
7/17-7/19	UNT Orientation	300 attendees
7/18	Citizen's Advisory Team, Denton	5 attendees
7/20	Congressman Burgess' Energy Summit	250 attendees
7/26	UNT Orientation	300 attendees
7/29-7/30	UNT Orientation	300 attendees
8/2	UNT Orientation	300 attendees
8/2	TWU Orientation	300 attendees
8/5	TWU Orientation	300 attendees
8/6	Food Truckin' Tuesdays, DDTC	275 attendees
8/8	Back 2 School Fair: Chin Fair, Lewisville	400 attendees
8/10	Back 2 School Fair: Southeast Denton	1100 attendees
8/16-8/18	Highland Village Lions Club Balloon Festival	
8/17	Back 2 School Fair: Lewisville ISD	

Upcoming Events

8/21-8/22	UNT Orientation	9/5	Community Open House (UNT 12:00PM)
8/3	UNT Orientation	9/5	Community Open House (Lewisville 6:30PM)
8/26	August Service Changes Effective	9/7	Community Open House (DDTC 10:30AM)
8/28	TWU Part Time Job Fair	9/25	Allen Sunrise Rotary
9/4	Community Open House (TWU 12:30PM)	9/27-9/29	Lewisville's Western Days Festival
9/4	Community Open House (Highland Village)	10/5	Denton Mayor's Mile (MedPark Station 8:30A)



MARKETING & COMMUNICATIONS REPORT

August 22, 2013

10/10 TWU Commuter Appreciation Lunch

General DCTA Related Media

Articles Mentioning DCTA	8	Month Total Ad Value	\$ 1,867
Web Reach Per Million	20	YTD Total Ad Value	\$ 200,757
YTD Web Reach Per Million	17,428		

Topic Highlights

- Final Food Truckin' Tuesday's event set
- Winding down the 2013 legislative season
- Family Fun Pass
- Director of Transit Operations

Customer Service Performance

Call Center Monthly Statistics

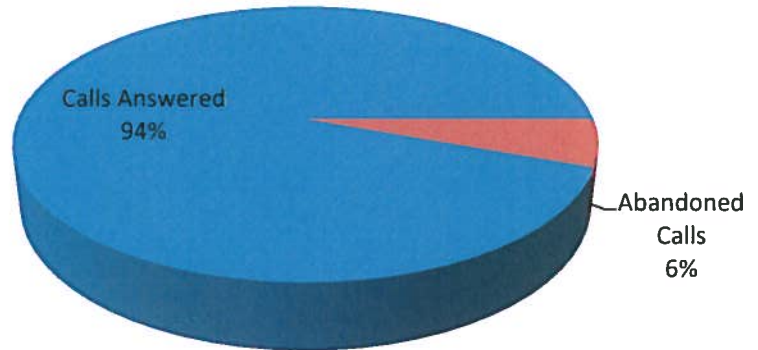
In July, DCTA's call center received 4,354 calls compared to the 3,618 calls that were recorded in the month of June. This is a 17% increase in call volume over the previous month. 4,113 of the calls recorded in July were answered and 241 were abandoned.

The target for answered calls is 90%. With a 94% rate of calls answered this target was met this month.

DCTA's target talk time is three minutes. The longest queue time that we would like to see is three minutes. The ideal average queue time is 90 seconds.

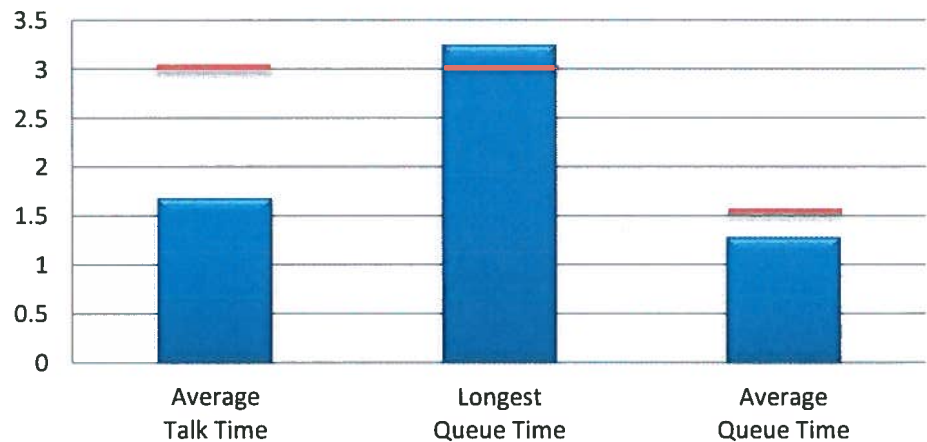
Incoming Calls

7/1/13 - 7/31/13



Call Center Performance

7/1/13 - 7/31/13



MARKETING & COMMUNICATIONS REPORT

August 22, 2013

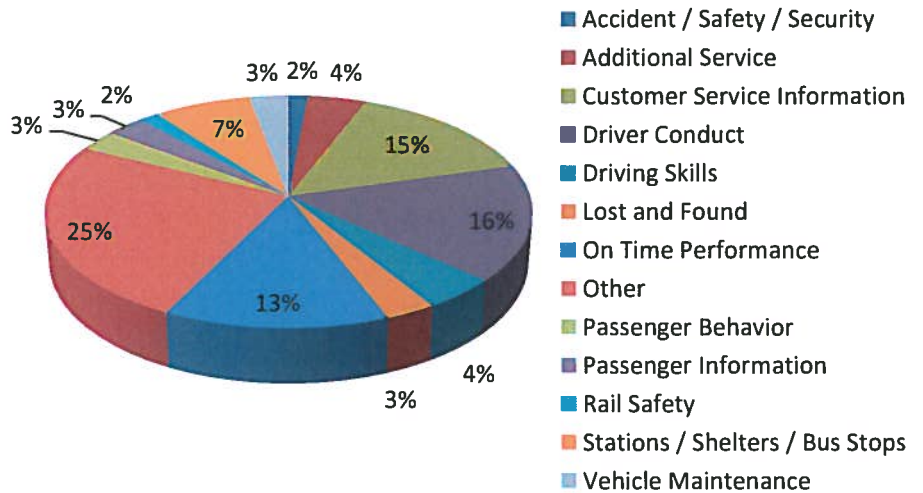
GoRequest Monthly Statistics

DCTA had a total of 68 requests during the month of July. This is a 45% increase from the month of June.

Accident / Safety / Security	1
Additional Service	3
Customer Service Information	10
Driver Conduct	11
Driving Skills	3
Lost and Found	2
On Time Performance	9
Other	17
Passenger Behavior	2
Passenger Information	2
Rail Safety	1
Stations / Shelters / Bus Stops	5
Vehicle Maintenance	2

Topic Counts of Opened Requests

7/1/13 - 7/31/13



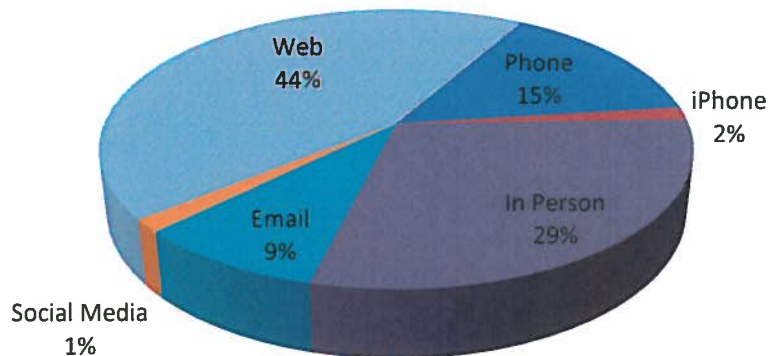
When a passenger enters a request they are asked to categorize it into a particular type. There are five request types to choose from complaint, compliment, problem, question and suggestion. Of the 68 requests received in July, the breakout looks like this:

Complaint	39
Compliment	4
Problem	1
Question	19
Suggestion	5

Complaints/10,000 Passengers
Total Requests / 10,000 Passengers

How Requests Are Reported

7/1/13 - 7/31/13



MARKETING & COMMUNICATIONS REPORT

August 22, 2013

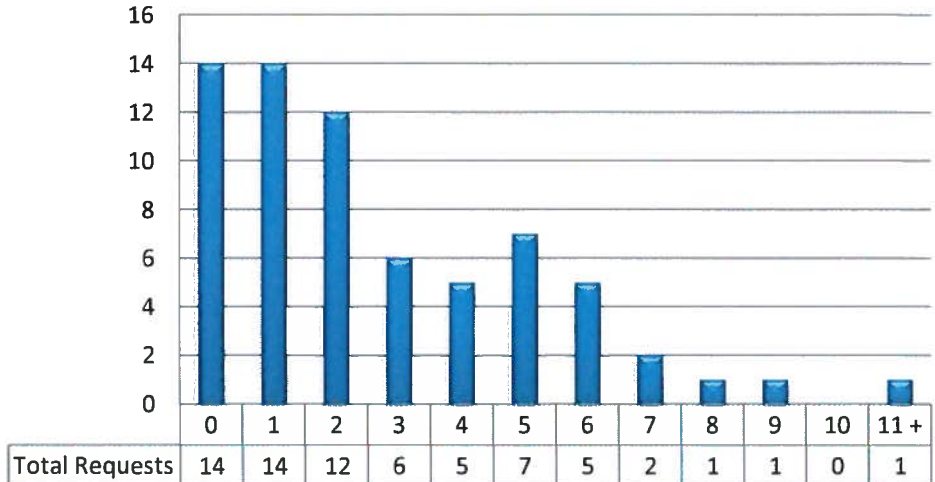
DCTA has set a goal to have all requests closed within seven days. Ten days is the maximum number of days that a request is allowed to remain unresolved.

During this reporting period one request took more than ten days to close out. This particular request involved the parking situation at the Downtown Denton Transit Center and staff was working to find an appropriate answer for the passenger.

In this reporting period it took, on average, 2.71 days to close out a request.

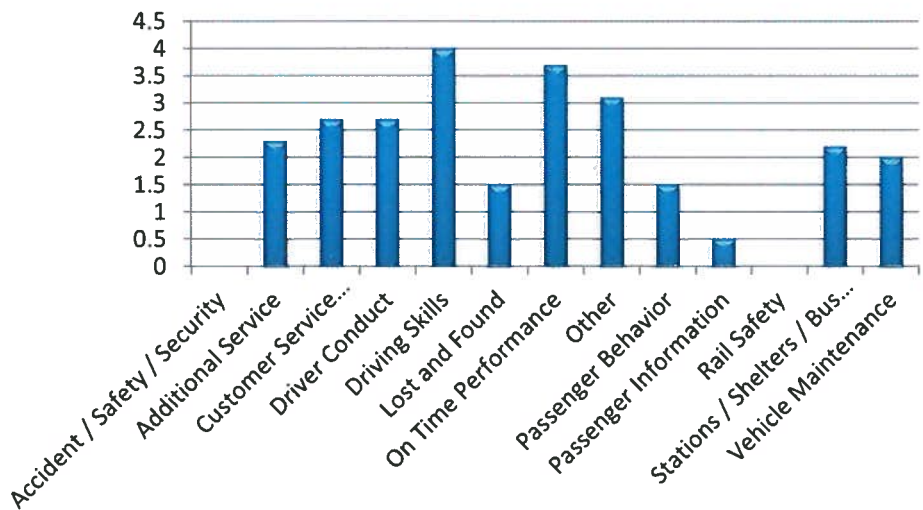
Number of Days to Close a Request

7/1/2013 - 7/31/2013



Average Number of Days to Close a Request by Topic

7/1/13 - 7/31/13



Kristina Brevard
Vice President, Marketing & Communications



Denton County Transportation Authority Passenger Information Communication Architecture Focus Group Summary

A series of five focus groups were held over two days to determine rider and stakeholder preferences regarding a number of proposed communication changes. Focus group participants were shown existing communications materials and shown mock-ups of potential new materials for comparison.

Information gathered from each group is summarized in the following notes. Below is a general summary of consensus items and actionable suggestions from the overall focus group process.

There is a difference between how stakeholders and riders view the current Go Guide. While most stakeholders find the Go Guide to be a nice tool, they understand it is too expensive to be widely distributed and would readily replace it with something less expensive that can be distributed to more people. Riders, particularly those who are transit-dependent, feel strongly that the Go Guide in its current form is important to them, because they need something that contains all the routes and the schedule for all routes.

A mock-up of a system map was shown to all focus groups. The map is a variation of the map proposed by Aria with modifications made to increase map size, reduce the number of small map insets, re-style the fare matrix, and consolidate as much rider information as possible. Most stakeholders responded positively to the “Master Map,” while most riders noted that without schedule information the Master Map as proposed was not complete enough for them.

A consensus was formed that a transition was needed, rather than moving immediately from the Go Guide to a Master Map. It was suggested that as at-stop signage, vehicle signage and digital applications were launched to provide more access to route and schedule information, riders would become less dependent upon the Go Guide, and a Master Map would become more acceptable. During the transition, the Go Guide can be scaled down to decrease costs and implement the actionable suggestions from the focus groups.

Those actionable suggestions include:

- More color contrast on routes to help users differentiate routes, use route symbols in addition to colors to help users with limited color perception differentiate routes.
- Use larger font size and less reverse type to increase visibility in communication materials.
- Orient maps so North is at the top.
- Do not increase the overall size of the Master Map larger than the mock-up presented.
- Increase the size of the maps, particularly the Denton Connect map by reducing the size of the Lewisville Connect Map, utilizing the cover panel for information, utilizing the blank spaces on the system map for placing information.
- Remove redundant information from the Go Guide to reduce the number of pages.
- Use a simplified Fare Matrix with the chart style arrangement with regional and local information in separate columns. Utilize some of the white space design elements of the second “bubble” style arrangement.

Actionable suggestions for the Route Guides include:

- Make the cover of each route guide different by picturing major landmarks on the route and listing landmarks.
- Make the route number larger on the cover.
- Keep detailed maps in the route guide, instead of going to schematic maps.

Actionable suggestions for At-Stop signage include:

- Include route map in signage.
- Include schedule information for that stop only, with perhaps time to reach DDTA.
- Put phone number and web address on signs.

Actionable suggestions for other signage include:

- Strong preference for new blade design, seen as much more visible and informational.
- Additional signage on vehicles is acceptable, however most participants did not like the idea of floor signage.
- Want to see a system map and route map on vehicles.
- Want to add North/South directional indicators on A-train map on vehicle.

Website and electronic tools:

- Most participants are looking forward to the “Where’s My Ride” feature.
- Responsive design of web site which would work better with phones would be well received. If limited to five top level options for the smallest mobile version the choices would be:
 - Transportation Services (new)
 - Rider Alerts
 - Where’s my ride
 - Trip Planner
 - Routes & Schedules
 - Fares
 - Contact Us

Board of Directors Memo

August 22, 2013

Item: 1(c) Capital Projects Update

GTW Implementation

Staff continues to work with Herzog, Stadler and the FRA to test GTWs with the intent of eventually operating single units. Herzog, DCTA and the FRA conducted two rounds of single car testing along the entire corridor, neither of which was successful. The loss of shunt experienced by a single GTW is a complex issue that will likely require a multi-disciplined approach to solve.

Herzog Technologies has completed the installation of a wayside data transmitter which allows for remote monitoring of vehicle shunting. Additionally, Herzog Technologies has established regular testing protocols of the track circuitry to try and establish a better understanding of the environmental influences.

DCTA, Stadler and Herzog are currently working on a rail brush that would attach to the rear truck of the vehicle and “brush” the rail which may help in the shunting of a single car. The manual prototype was tested the week of July 15th in the yard to insure that it does not get caught on switches and rail guides. This test was successful and FRA was present. Stadler has shipped the manufacturer’s prototype for testing on the corridor. Testing should begin in the next 30 days.

Herzog Technologies is working with DCTA on an audio frequency overlay. DCTA has approved the work authorization and the equipment should be installed and tested within the next 30 days. This overlay will be installed and initially tested in the area near Hebron. If the tests are successful, DCTA will consider installing this overlay in the an area north of Lewisville Lake as well.

Where’s My Ride

The Preliminary System Design documents for the A-train and Connect were submitted on July 24th. Completion of the Final Design Documents is currently underway, with approval by DCTA staff expected prior to September 15th. Installation on all vehicles is anticipated to begin in October. .

Bus Operations and Maintenance Facility

The tilt-wall panels have been erected for all buildings and steel joist installation is substantially complete. Dallas Underground has completed the new sewer line. Bridge foundations are complete and the bridges will be delivered the week of August 19th. Roofing, drywall and masonry are also scheduled to begin on August 19th. The fuel management hardware and software are on order, as are the oil, coolant and fluid tanks. Delivery is anticipated in mid-September. DCTA is working with DART and Atmos on the installation of a natural gas line under the rail corridor. The project is scheduled for completion in January 2014.

Community Enhancements

TxDOT approved the project package and it was published for bid on August 5th. A pre-bid conference was held August 13th and bids are due on the 29th. The schedule reflects construction start during the fall planting season. Trees must be planted by the end of December. DCTA and the City of Denton are currently negotiating the tree mitigation ILA

which would provide DCTA credit for the trees planted as part of the Community Enhancements Grant and minimize DCTA's payment into the city's tree fund.

Lewisville Hike/Bike Trail

Jacobs has submitted their proposal for final design and construction drawings. Final engineering is expected to be complete in late 2013 with construction start in the spring of 2014.

Positive Train Control (PTC)

A meeting is scheduled with the regional partners and PTC 220 to review the TPCI frequency analysis and the lease documents. LTK is nearing completion on the draft specifications. We expect to be completed with review and editing of the technical specification and bid documents by the end of the summer at which time DART will begin the RFP process.

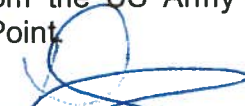
Passenger Amenities

Nineteen shelters have been installed. DCTA staff is establishing three new locations for the remaining shelters. The original approved locations were found to be unsuitable due to right-of-way/property line and technical issues. We expect to present these to Denton City Council for approval in September. The contract was awarded to Boyd Construction, who began work the week of May 20th.

Highland Village/Lewisville Lake Parking Lot Improvements

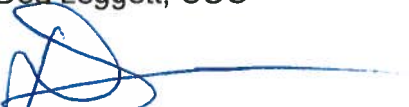
The City of Lewisville will be installing the new traffic signage and other improvements at the Highland Village/Lewisville Lake station, through our Interlocal Agreement. The material is on order and the work is expected to be complete the second week of August. We have received approval from the US Army Corps of Engineers on the additional recreational parking along Eagle Point.

Submitted by:



Dee Leggett, COO

Approved by:



Dee Leggett, COO

Board of Directors Memo

August 22, 2013

Item: 1(d) Transit Operations Report**❖ RIDERSHIP**

- The A-train carried 39,855 passengers during the month of July. This reflects an overall increase in ridership of 37% for the month of July 2013, when compared to July 2012.
- Promotional opportunities and special events had a strong influence on Saturday ridership in July demonstrated by a 34% growth. Saturday ridership saw a 15% increase over last year between April and July. This is attributed to the Family Fun Pass promo.
- DCTA's bus system carried 78,375 passengers in July which is a 4% decrease from July 2012.
- UNT Shuttle continues to experience declines in ridership. There was a 14% decrease in ridership in July 2013 as compared to July 2012. DCTA and UNT are looking at the data to try and determine trends or factors impacting ridership. Factors being considered include fuel prices, revenue hours, parking permits, enrollment, Connect ridership and bike usage.
- Connect ridership continues to grow with a 9% increase over this same time period last year.

❖ SYSTEM ON-TIME PERFORMANCE

- July "On Time Performance" (OTP) for the A-train was 99.06%.
- July "On Time Performance" (OTP) for the bus system was 100%.

❖ SAFETY/SECURITY

- DCTA Rail Operations Injury-Free Workdays: 440 days
- There was one vehicle issue at the Eagle Point road crossing during July. This issue resulted in 1 late train.
- There were zero reportable bus incidents in July.

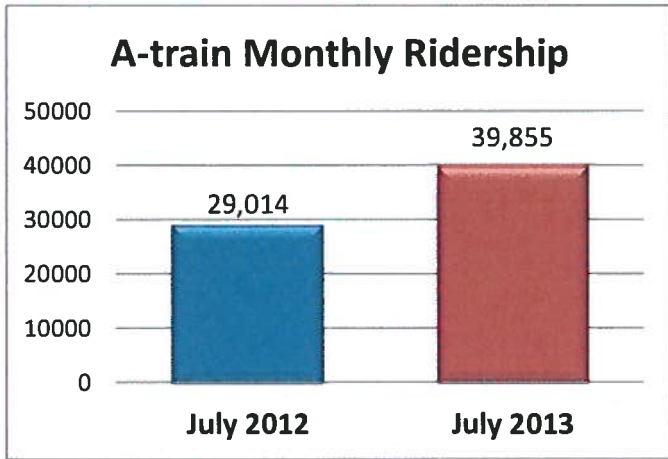
❖ PLANNING AND CUSTOMER SERVICE

- The next schedule change will occur on August 26, 2013.
- UNT will start classes on August 27, 2013.
- DART is experiencing some Green Line delays because of signal repairs. We are holding trains whenever possible.
- We are providing special services for Susan G. Komen Race for a Cure and Western Days in September.
- We have been requested to provide the City of Denton with information about providing Downtown Circulator service.

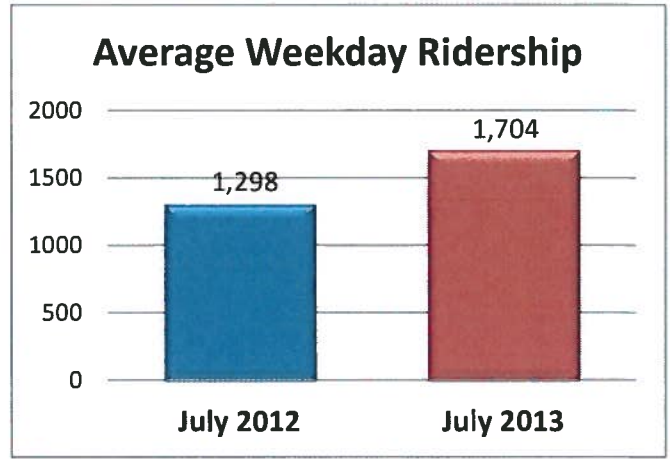
❖ RAIL MAINTENANCE

- **Right of Way:** Routine daily inspections are being performed by the contractor.
- **Signal/Communications:** On July 26, 2013 signal failure between the North Lake Control Point and South Med Control Point resulted in restricted speeds in this area, causing 8 late and 3 annulled trains.
- **Stations:** DCTA contract operations (HTSI) continues to perform weekly safety inspections, which have not identified any major issues, and any minor aesthetic issues have been quickly resolved (i.e. landscape maintenance, etc.).
- **Mechanical:** DCTA contract operations (HTSI) reported no mechanical issues in the month of July.

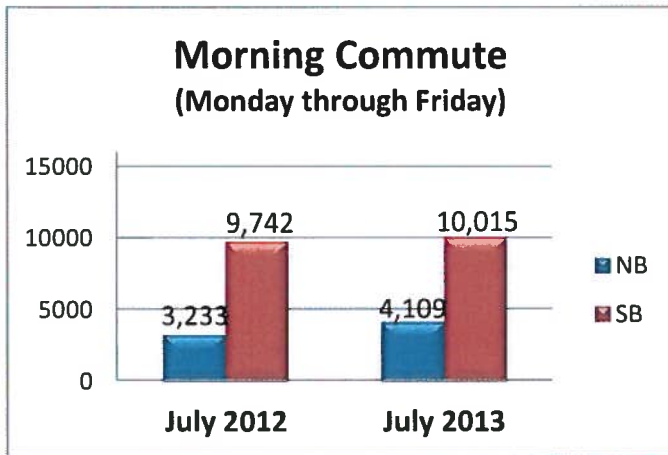




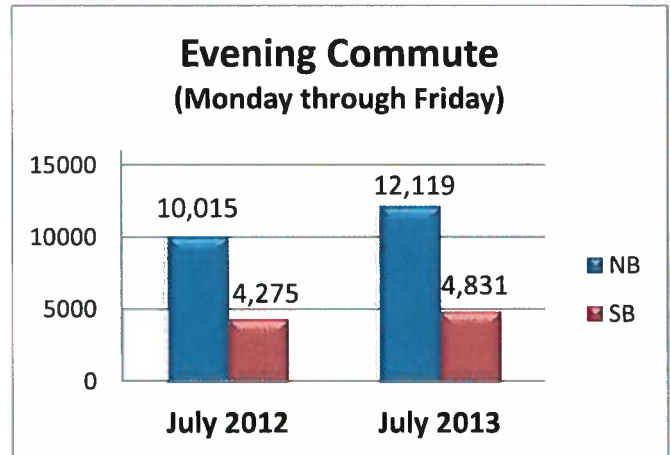
The A-train moved 39,855 passengers during the month of July, a 37% increase over July 2012.



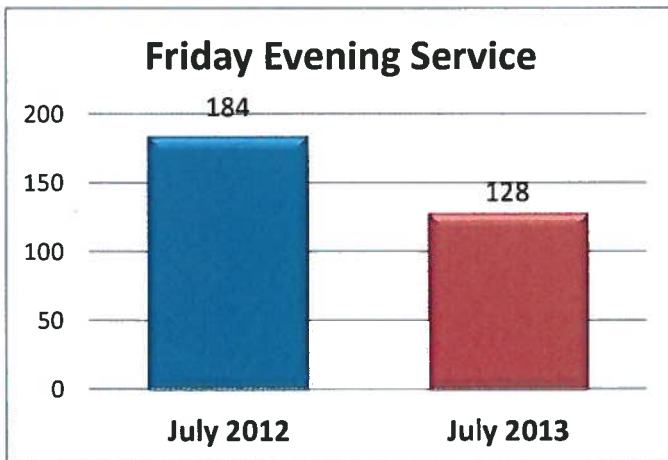
The daily average for A-train ridership during the month of July was 1,704 passengers, an increase of 31% over July 2012.



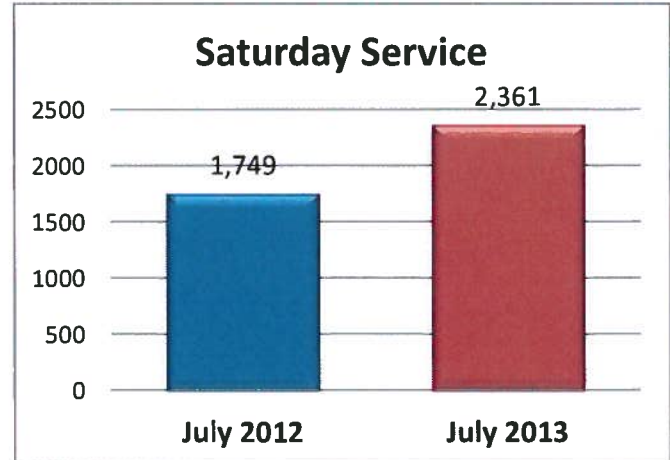
Morning commute ridership increased by 27% for northbound and 3% for southbound, compared to July 2012.



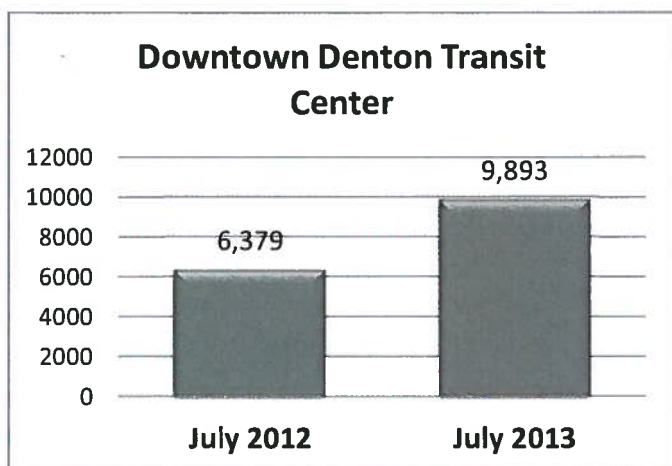
Evening commute ridership increased by 21% for northbound and 13% for southbound, compared to July 2012.



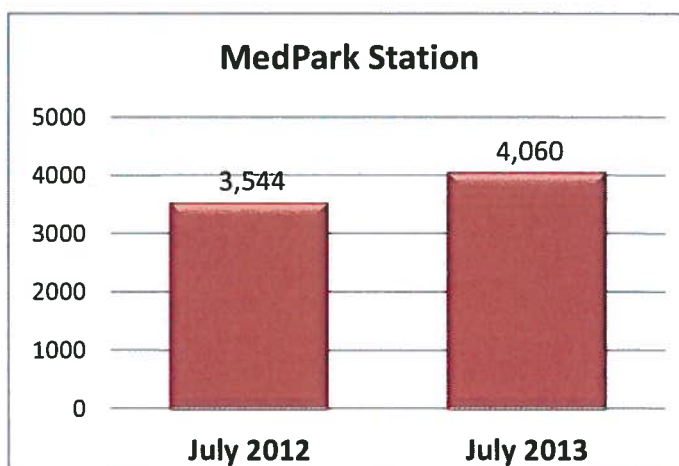
Friday evening service experienced a decrease of 30% in ridership for the month of July 2013, compared to July 2012.



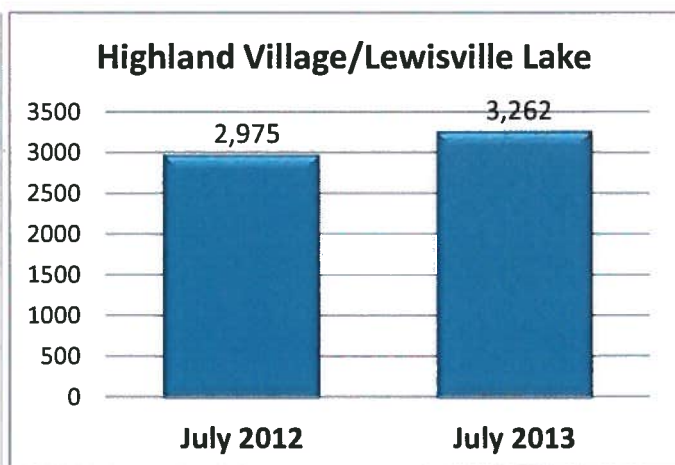
Saturday ridership increased by 35% for the month of July 2013, compared to the July 2012.



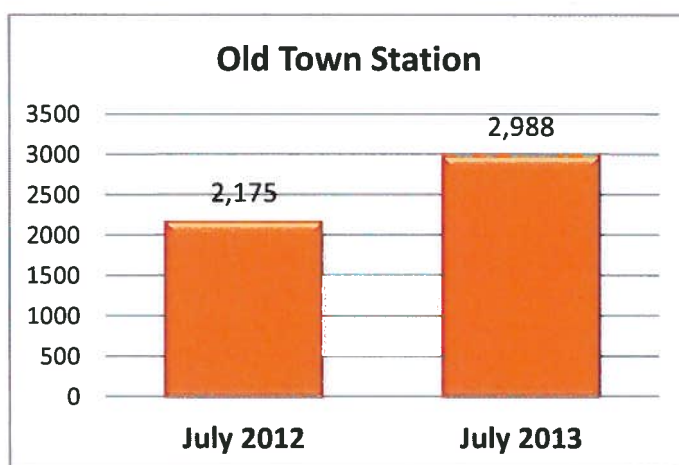
DDTC A-train ridership increased by 55%.



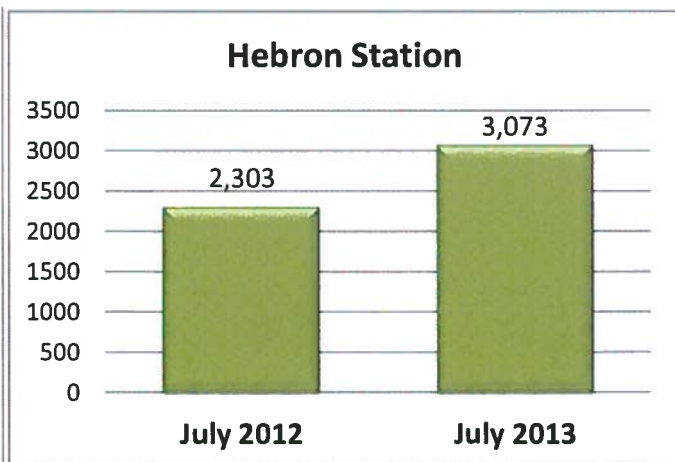
MedPark A-train ridership increased by 15%.



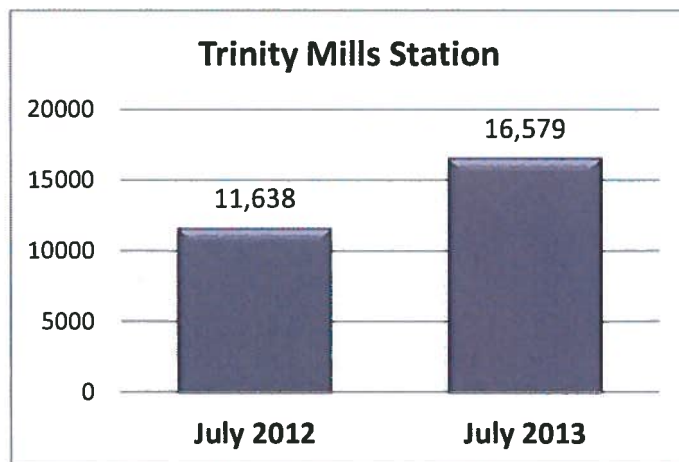
Highland Village/Lewisville Lake A-train ridership increased by 10%.



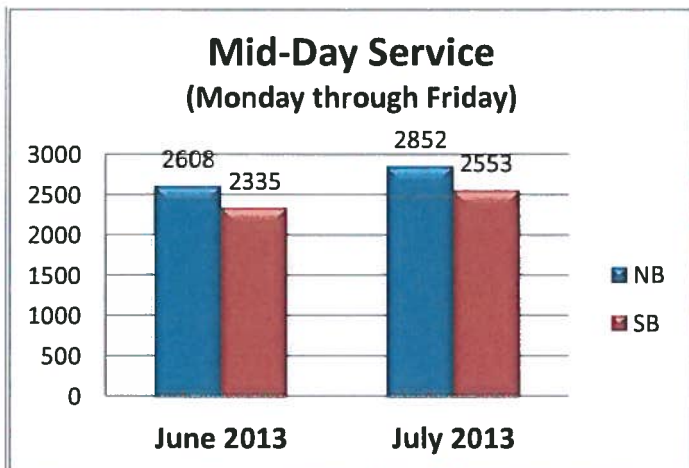
Old Town A-train ridership increased by 37%.



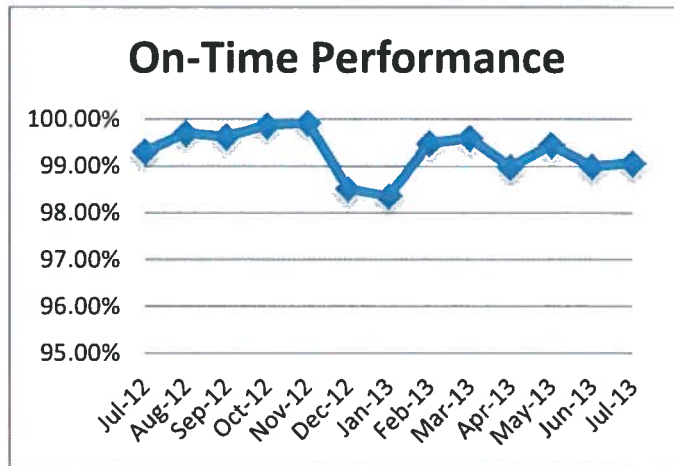
Hebron A-train ridership increased by 33%.



Trinity Mills A-train ridership increased by 42%.



Mid-Day Service ridership saw an increase of 9% for both northbound and southbound trips in July 2013, compared to June 2013.



A-train On-Time Performance (OTP) is a direct reflection of service and equipment reliability.

BUS OPERATIONS PERFORMANCE INDICATORS

Ridership

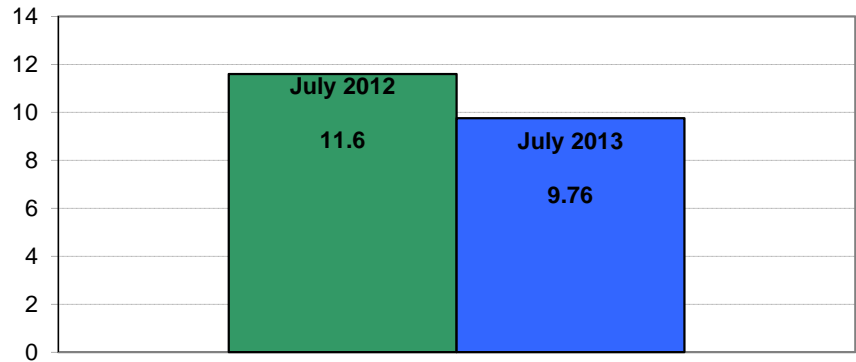
Ridership

July 2012 & July 2013

Performance Measures

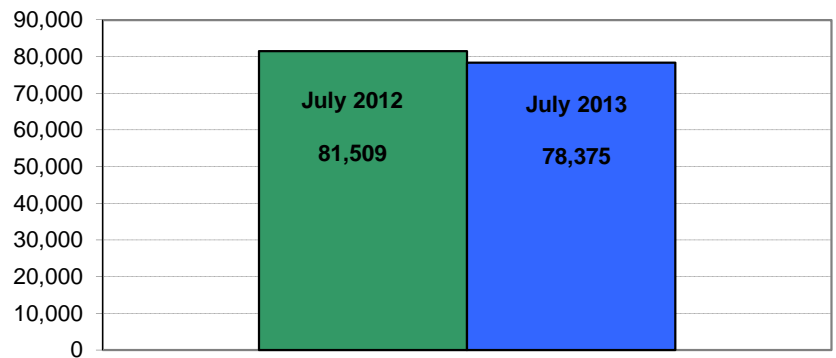
Passengers per Revenue Hour

Total passengers per revenue hour in July 2013 dropped by 16 percent relative to July 2012.



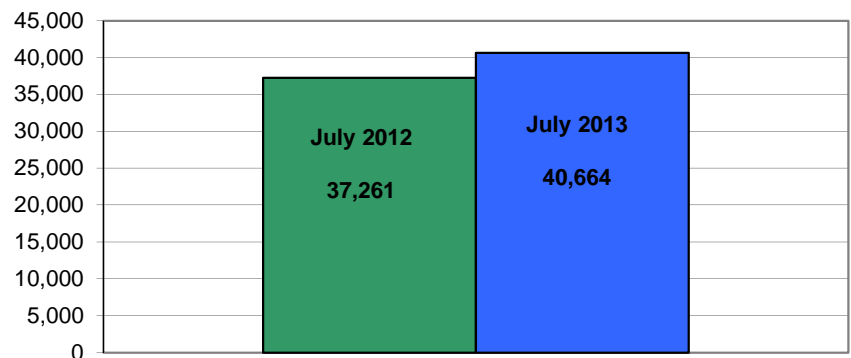
Bus System Ridership

Overall bus system ridership decreased by about 4 percent in comparison to July 2012.



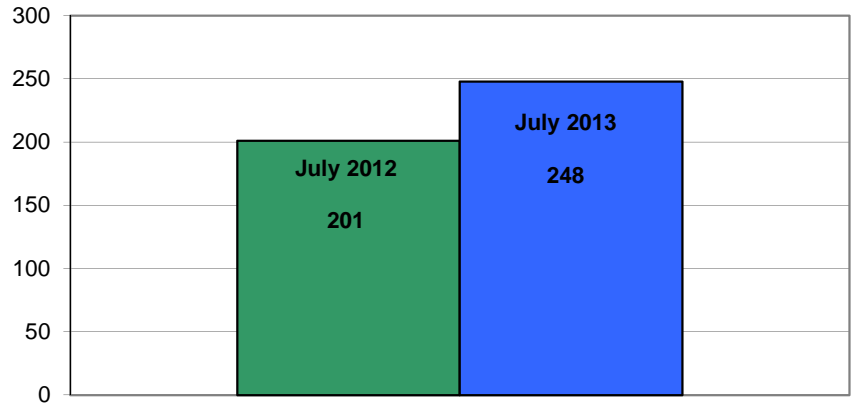
Connect Ridership

Connect ridership continues to show improvement, having grown by about 9 percent.



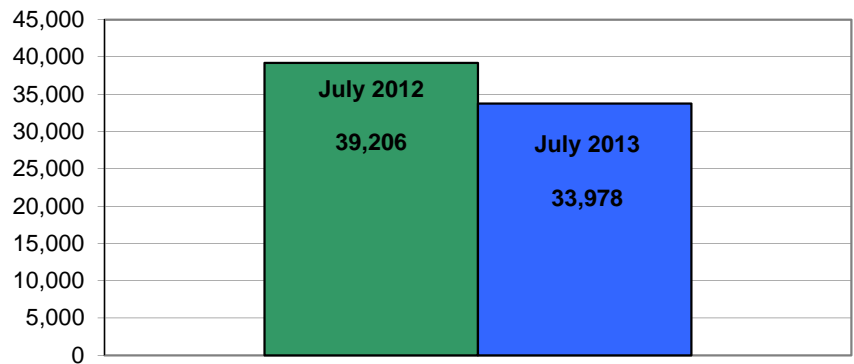
RSVP Ridership

RSVP ridership increased about 23% from July 2012.



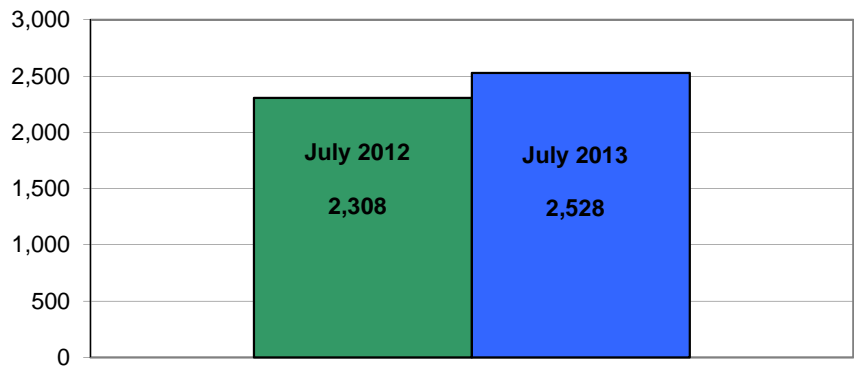
UNT Ridership

July UNT ridership fell by about 15% from last year's figure.



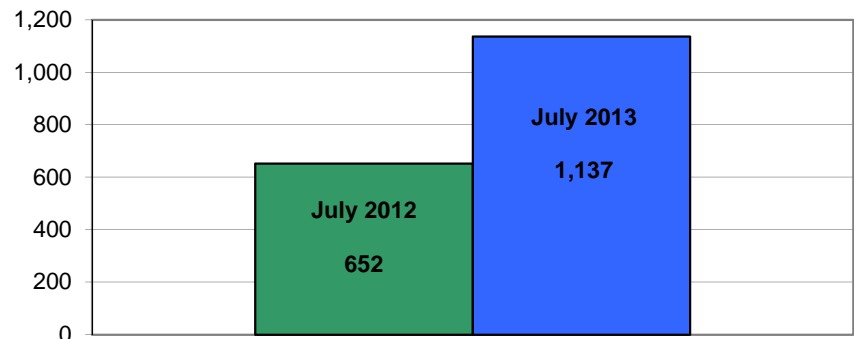
Access Ridership

Access ridership grew nearly 10 percent.



NCTC Ridership

Ridership for NCTC continues to improve. Ridership for July 2013 showed an improvement of about 74% in comparison to July 2012.



Customer Satisfaction

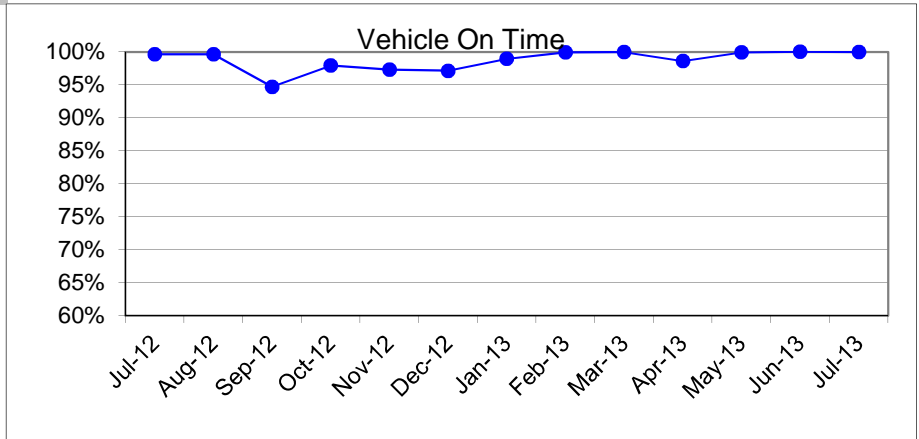
Systemwide Performance

July 2012 & July 2013

Systemwide On-Time Performance

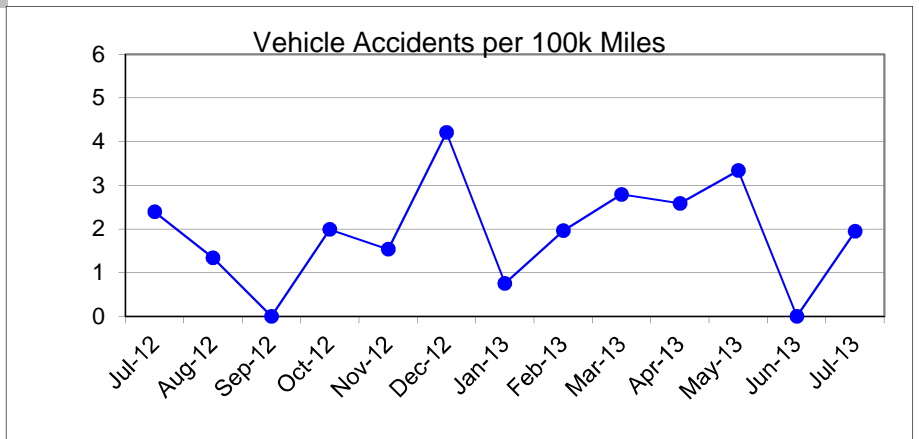
Systemwide on-time performance continues to stay well above the 95% metric.

Performance Measures



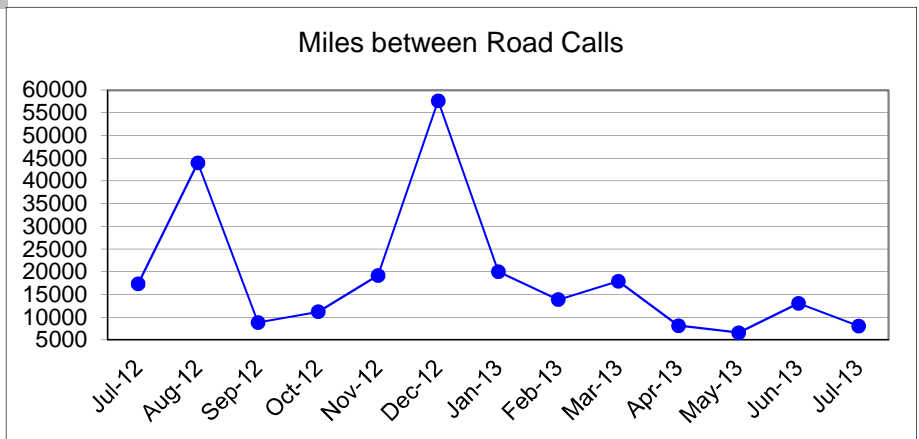
Systemwide Accidents per 100k Miles

Vehicle accidents remained low in July 2013.



Miles Between Road Calls

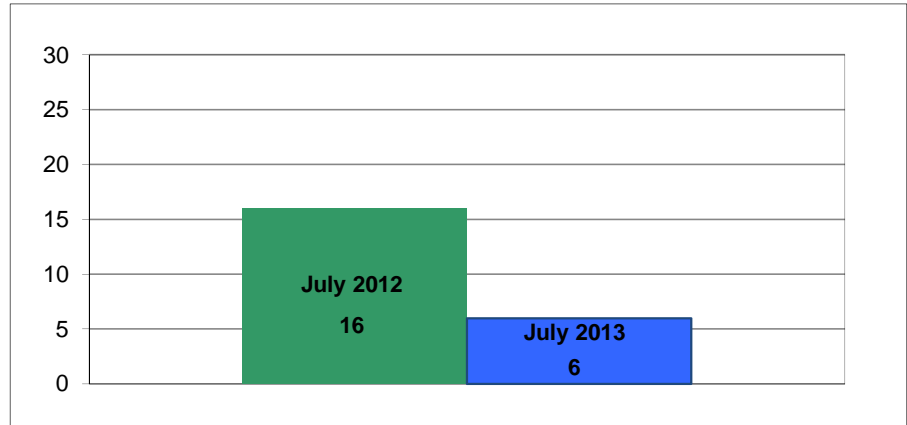
Miles between road calls decreased as the number of road calls grew to 16.



Performance Measures

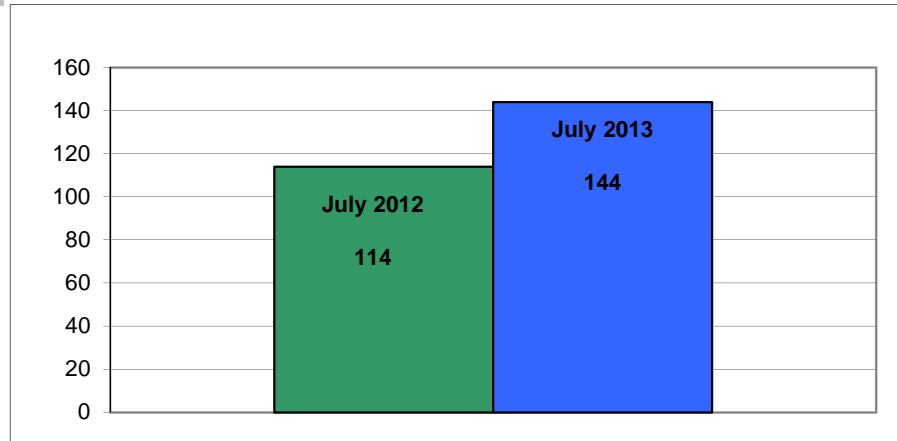
Trip Denials

There was a 63% decrease in trip denials.



No-Shows

No-shows increased by about 26% as TMDC staff continue to work with Access customers in scheduling and cancelling appointments to avoid no-shows.





Board of Directors Memo

August 22, 2013

Item: 2(a) Finance Committee Chair Report

The Finance Committee meeting and Special called Board of Directors meeting was held at 1:00 p.m., Monday, July 29, 2013 at 1660 S. Stemmons, Suite 250 Conference Room in Lewisville, TX

In attendance were:

Committee Chair: Dave Kovatch

Committee Members: Allan Harris, George Campbell, Richard Huckaby

Board Members: Charles Emery, Carter Wilson

DCTA Staff: Jim Cline, Anna Mosqueda, Amanda Riddle, Kristina Brevard, Dee Leggett, Shanna O'Gilvie, Michael Chinn, Leslee Bachus and representatives of Holmes-Murphy, DCTA's employee benefits consultant, Morgan Young and Julie Rickman

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

Employee Health Care Benefits

In order to provide background information and address any questions regarding DCTA and TMDC employee benefits, Morgan Young and Julie Rickman with Holmes Murphy, Inc. provided an overview of current benefits, healthcare reform and the 2014 Plan Year renewal strategic plan. A copy of the Holmes-Murphy presentation is included in Exhibit A.

- Based on current trends, Holmes Murphy, Inc and staff are anticipating a 10% increase in DCTA benefits and a 15% increase in TMDC benefits.
- Healthcare reform fees account for 4-5% of the anticipated increase to benefits across the board.
- Holmes Murphy, Inc. will receive the benefit renewals in early October for each line of coverage and plan to negotiate first with the current carriers.

Discussion of Proposed Fiscal Year 2014 Budget

Operating & Capital Expenditures:

- The Finance Committee reviewed and discussed changes made to the Proposed FY14 operating and capital in response to the July 16 Finance Committee meeting. The following items were discussed:
 - Increased the TMDC benefits assumption from 10% to 15%
 - In response to the Finance Committee and Program Services Committee that met in July, the Denton bus service expansion project for Routes 1 and 6 was added to the Proposed FY14 operating budget. This service adjustment will take the headways from 1.5 hours to approximately 45 minutes for these two routes.

- Addition of the changes to Routes 1 & 6 required an additional bus which was added to the capital budget along with the offsetting grant revenue.
- Based on recommendation of the Finance Committee, staff increased the capital budget for the PTC project to \$22.9M based on the most current estimate for DCTA's share of the cost. Staff also adjusted the debt issuance from \$4M to \$5.5M to cover the additional cost increase and based on the remaining balance required after accounting for the \$12.5 million allocation for PTC from the NCTCOG Regional Transportation Committee (RTC).

Discussion of FY14 Revenue Projections

- Review and discussion of projected FY14 sales tax projections. The FY13 sales tax projection has been revised to reflect an assumption of a 6% increase over FY2011-12 actual receipts. This amount then escalates at 3% each year for FY14 and FY15. Beginning in FY16, the cash flow model projects sales tax escalation at 4% per year. The 3% & 4% sales tax projection assumptions are consistent with DCTA's past budgeting practices.

Review Cash Flow Model

- Reviewed the cash flow model that incorporates the changes to the Proposed FY14 operating and capital budget. The 1.25 X debt coverage ratio is maintained and reserves are also maintained as outlined in the Board financial policies.
- Based on current trends, it is anticipated that FY13 will meet the revised sales tax projection of \$20.1 million. However staff will continue to monitor sales tax revenue closely and should a downturn be noted and those revenues not achieved, the expanded level rail and bus service hour included in the proposed FY14 budget will be evaluated and re-prioritized in October and November prior to implementation of the increased service hours in January.

The Finance Committee recommended the Proposed FY14 Operating and Capital Budget be forwarded to the Board for review and for public hearing at the August board meeting.

Meeting adjourned at 2:08pm

Finance Committee
Chair – Dave Kovatch
Members –George Campbell, Allan Harris, Richard Huckaby, Jim Robertson
Staff Liaison – Anna Mosqueda – CFO



Finance Committee
of the DCTA Board of Directors
1:00 p.m., July 29, 2013
1660 S. Stemmons, Suite 250 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) **ACCEPT MINUTES**
 - a. June 17, 2013
 - b. July 16, 2013

- 2) **ITEMS FOR DISCUSSION**
 - a. Employee Health Care Benefits

 - b. Discussion of Fiscal Year 2014 Budget
 - i. Operating & Capital Expenditures
 - ii. Revenue Projections
 - iii. Review Cash Flow Model

- 3) **FORWARD TO BOARD**
 - a. Recommendation for Fiscal Year 2014 Operating and Capital Budget

- 4) **ADJOURN**

Finance Committee
Chair – Dave Kovatch
Members – George Campbell, Allan Harris Richard Huckaby, 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 or calling Leslee Bachus at 972-221-4600.



Denton County Transportation Authority
Finance Committee and
Special Called Board Meeting
Minutes

The Board Finance Committee of the Denton County Transportation Authority convened with Dave Kovatch presiding July 16, 2013 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

MEMBERS PRESENT: Finance Committee Chairman Dave Kovatch,
Committee Members: Allen Harris, George Campbell, Richard Huckaby
Board Members: Paul Pomeroy, Charles Emery, Carter Wilson

ALSO PRESENT: CFO Anna Mosqueda, President Jim Cline, Program Development Vice President Dee Leggett, Interim Communications and Marketing Vice President Kristina Brevard, Budget Analyst Amanda Riddle, Operations Manager Donna Bowers, Bus Operations Manager Michael Chinn

Committee called to Order 1:05 p.m. - Committee Chair Dave Kovatch
Convene Board Meeting 1:05 p.m. – Board Chair Charles Emery

Welcome and Introductions

- 1) **APPROVE MINUTES** – Minutes will be presented at the July 29, 2013 Finance Committee Meeting
 - a. June 17, 2013

- 2) **ITEMS FOR DISCUSSION** – The Committee discussed the following topics
 1. Discussion of Fiscal Year 2014 Budget
 2. Operating & Capital Expenditures
 3. Revenue Projections
 4. Review Cash Flow Model

- 3) **ADJOURN** 2:43 pm

Leslee Bachus
Recording Secretary



Denton County Transportation Authority
Finance Committee and
Special Called Board Meeting
Minutes

The Board Finance Committee of the Denton County Transportation Authority convened with Dave Kovatch presiding June 17, 2013 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

MEMBERS PRESENT: Finance Committee Chairman Dave Kovatch,
Committee Members: Allen Harris, George Campbell
Board Members: Paul Pomeroy, Charles Emery, Carter Wilson

ALSO PRESENT: CFO Anna Mosqueda, President Jim Cline, Transit Operations
Vice President Jarod Varner, Budget Analyst Amanda Riddle, Rail
Project Assistant Donna Bowers, Rail Operations Manager Doug
Daly, Bus Operations Manager Michael Chinn

Committee called to Order 1:02 p.m. - Committee Chair Dave Kovatch
Convene Board Meeting 1:02 p.m. – Board Chair Charles Emery

Welcome and Introductions

- 1) **APPROVE MINUTES** – Committee accepted minutes
 - a. May 21, 2013
- 2) **ITEMS FOR DISCUSSION**
 - a. Discussion of Fiscal Year 2014 Budget
 - i. Operating & Capital Expenditures – Jarod Varner presented information on the following items
 1. Bus
 2. Rail
 - ii. Revenue Projections – Anna Mosqueda and Jarod Varner presented information.
 - iii. Fund Balance Reserves – Discussion led by Anna Mosqueda
 1. Current
 2. Proposed FY14 and forward
- 3) **ADJOURN** 2:37 pm

Leslee Bachus
Recording Secretary



Budget Committee Memo

July 29, 2013

Subject: 1 (a) Employee Health Care Benefits

Background

Holmes Murphy, Inc. acts on behalf of DCTA to research, review, bid and make recommendations to add or make changes annually. As part of the annual budget process they provide information regarding the benefits provided in the employee benefit package.

Identified Need

The Authority desires to provide an employee benefit package that is competitive to similar organizations in the region to attract and retain quality professional staff. These benefits are an important component of the operating budget and make up a large portion of the overall operating expenses.

In order to provide background information and address any questions regarding DCTA and TMDC employee benefits, Morgan Young and Julie Rickman with Holmes Murphy, Inc. will provide an overview of current benefits, healthcare reform and the 2014 Plan Year renewal strategic plans.

Financial Impact

The proposed FY 2014 budget projections have no financial impact at this time. This is for information and discussion purposes only.

Recommendation

This is for discussion purposes.

Submitted by: 
Shanna O'Gilvie, Management Specialist

Final Review: 
Anna Mosqueda, Chief Financial Officer

Approval: 
Jim Cline, President

{ Holmes Murphy & Associates }



We're for you.

DCTA and TMDC

2014 Benefit Renewals

Budget Committee Presentation

July 29, 2013



Des Moines | Cedar Rapids | Dallas | Davenport | Denver | Kansas City
Oklahoma City | Omaha | Peoria | Scottsdale | Sioux Falls | St. Louis

Agenda

- **Plan Experience**
 - Medical / Rx – Loss Ratios
 - Dental / STD / LTD / Life – Loss Ratios
- **2014 Strategic Planning**
 - Benefit Budget Projections
 - 2014 Strategic Planning / Marketing
- **Healthcare Reform Fees**
- **Wellness Update**



Medical/Rx Plan Experience

□ **DCTA** current loss ratio for **2013 is 76.7%** (Jan. 2013 – June 2013).
In 2012, the loss ratio was **76.9%**.

We have had 3 large claims months this year. The next 2 months of data will be a key factor in the TML renewal.

□ **TMDC** current loss ratio for **2013 is 44.8%** (Jan. 2013 – June 2013).
In 2012, the loss ratio was **124.2%**.

We have had 7 large claim months in the last rolling 12 months. It appears as if a majority of these high dollar claims are not ongoing into 2013. The next 2 months of data will be an important factor in the BCBS renewal.



DCTA Ancillary Loss Ratios

(Current Period - May 2012 – April 2013)

- DCTA Dental loss ratio - **94.39%**
- DCTA Life loss ratio - **0%**
- DCTA STD loss ratio – **62.63%**
- DCTA LTD loss ratio – **0%**

We will receive the renewal in early October for each line of coverage and negotiate with the current carrier.

In addition, we will work with TML to obtain a bid for their dental services.




TMDC Ancillary Loss Ratios

(Current Period - May 2012 – April 2013)

- TMDC Dental loss ratio – **51.85%**
- TMDC Life loss ratio – **1,262.34%**
- TMDC STD loss ratio – **26.76%**
- TMDC LTD loss ratio – **0%**

We will obtain the renewal in early October and negotiate with the current carrier.




2014 Strategic Planning

<p>DCTA</p> <ul style="list-style-type: none"> <input type="checkbox"/> Negotiate with current carrier <ul style="list-style-type: none"> • Medical/Rx • Life, STD and LTD • FSA/COBRA <input type="checkbox"/> Obtain bid for Dental from TML 	<p>TMDC</p> <ul style="list-style-type: none"> <input type="checkbox"/> Negotiate with current carrier <ul style="list-style-type: none"> • Medical/Rx and Dental • Life, STD and LTD • FSA/COBRA
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Budget Projection

- DCTA – Projecting a 10% renewal increase
- TMDC – Projecting a 15% renewal increase

NOTE – Healthcare Reform fees add an additional 4%-5% to all renewals



Healthcare Reform Fees and Activities in 2014

- 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.
\$1.00 Per Member Per Year in 2013 / \$2.00 Per Member Per Year in 2014
- 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.
\$5.25 Per Member Per Month or \$63 Per Member Per Year (approximately 1.5%)
- Exchange Notification** - ACA requires employers to provide all new hires and current employees with a written notice about the Exchanges by October 1, 2013.
- 2014 Board Retreat** - DCTA/TMDC Roadmap to HealthCare Reform presentation will be provided during the 2014 Board Retreat.



DCTA and TMDC Wellness

DCTA Wellness

Get Up &



DCTA Wellness Program

TMDC Wellness



TMDC Wellness



DCTA and TMDC Wellness Programs

DCTA

- Wellness committee formed
- Mission – Get Up & Go
- Biometric Screenings at your PCP and administered through TML - \$150 incentive
- "Jog our way to Jarod" – 4 week exercise program.
- Employee Recognition



TMDC

- Wellness Committee formed
- Mission - Establish and maintain a workplace that encourages environmental and social support for a healthy lifestyle.
- Biometric Screenings through Catapult in October
- "5k a week" – 4 -6 week exercise program
- Employee Recognition



Next Steps

- Holmes Murphy will obtain renewals for DCTA and TMDC in October and negotiate with current carriers
- Holmes Murphy will provide renewal and negotiation results to DCTA/TMDC in October
- DCTA/TMDC finalize renewal decisions
- Confirm Open Enrollment Dates
- Schedule Open Enrollment Meetings





Finance Committee Memo

July 29, 2013

Subject: Discussion of Fiscal Year 2014 Budget

Background

Changes included in the attached FY14 Proposed Budget based on discussion at the July 16 Finance Committee include:

- Increase PTC capital project to newest estimate of \$22.9 million
- Adjust DCTA debt issuance for PTC to address remaining balance after other available funding sources
- Adjust Bus Operations (TMDC) health benefits based on recommendation of health benefits consultant from 10% to 15% increase (\$47K increase)

In addition to the discussion on PTC costs and health care costs, Finance Committee discussed input needed from Program Development Committee. A Program Development Committee meeting was held and committee emphasized the need to address gaps in Denton Route 1 and 6. The changes to the proposed FY14 Budget to address the addition of bus service and additional bus required include:

- Review sales tax projections for FY13 and out years
- Addition of expanded level request for Denton Route 1 & 6 (\$198K) with associated impact to salaries/wages/benefits and fuel.
- Addition of bus purchase for Route 1 & 6 service and associated grant revenue.

An updated copy of the Cash Flow Model is also attached with incorporates these changes. As a reference the last adopted Cash Flow Model (9/30/2012 adopted with the FY13 Budget) is included.

Financial Impact

For discussion only.

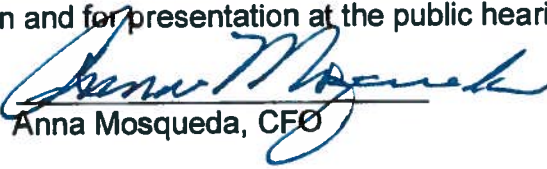
Committee Review

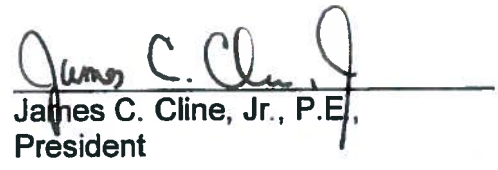
The Finance committee held meetings in June and July to discuss various components of the FY14 Operating and Capital Budget.

In addition, the Program Development Committee held a meeting on Tuesday, July 23 to discuss service delivery priorities consistent with the performance measures adopted by the Board as part of the Long-Range Service Plan and provided feedback regarding service priorities.

Recommendation

The Board of Directors is scheduled to review the Proposed FY14 Operating and Capital Budget and hold a public hearing at its August 22 Board meeting. The recommendation of the Finance Committee will be forwarded to the Board for review and discussion and for presentation at the public hearing.

Submitted by: 
Anna Mosqueda, CFO

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

**DENTON COUNTY TRANSPORTATION AUTHORITY
(DCTA)**

**FINANCE COMMITTEE
July 29, 2013**

**Chairman: Dave Kovatch
Members: George Campbell, Allan Harris, Richard Huckaby, Jim Robertson**

TODAY'S AGENDA

- FY14 Proposed Budget
 - Changes from last meeting
 - Program Services Committee Recommendation

- Cash Flow Model Review

7/16/2013

2

PROPOSED FY14 BUDGET-IN-BRIEF: Base-line Assumptions

- Health Care Costs (10%-DCTA; **TMDC 15%**)
 - DCTA - \$22k
 - **TMDC - \$94.1**

7/16/2013

3

PROPOSED FY14 BUDGET-IN-BRIEF: Expanded Level Projects (ELP)

- Rail Services – Additional Mid-day 2 trains/weekday
 - 4% service increase (272 trips/week to 282 trips/week)
 - 1.7% increase in cost (\$153,000)
- Bus Services – Lewisville Connect Mid-day improvements
Route 21, 22, 23
 - 34% service increase (service hours from 47,749 to 64,084)
 - 1.9% increase in cost (\$161,606)
- **Bus Services – Route 1 & 6 - \$198,900**
Staffing/Fuel/Materials/Supplies
- **Bus Capital**
 - **Additional Bus for Rt 1 & 6 - \$370,000**
- **Increase Debt Service for PTC to \$22.9 million**
Debt Issuance revised to \$5.5million

7/16/2013

4

PROPOSED FY14 BUDGET-IN-BRIEF: Sales Tax

- Sales Tax Assumptions
 - FY13 projection revised to 6% of 2011-2102 actual receipts
 - Escalate FY14 and FY15 at 3%
 - Escalate FY16 -forward at 4%

7/16/2013

5

PROPOSED FY14 BUDGET-IN-BRIEF: Sales Tax Projection

Denton County Transportation Authority (DCTA)
Sales Tax Report
Budget to Actual and Prev. Yr. Comparison

Received in month of	2012-2013 Year Budget	2012-2013 Year Actual	Variance Actual to Budget	CY Actual to CY Budget % Variance	2011-2012 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual Variance
December	\$ 1,385,756.30	\$ 1,637,699.04	\$ 251,932.74	18.18%	\$ 1,345,394.47	\$ 292,294.57	21.73%
January	\$ 1,467,487.19	\$ 1,437,883.91	\$ (29,613.28)	-2.02%	\$ 1,424,754.55	\$ 13,129.36	0.92%
February	\$ 2,107,957.25	\$ 2,128,329.19	\$ 20,371.94	0.97%	\$ 2,046,560.44	\$ 81,768.75	4.00%
March	\$ 1,394,605.60	\$ 1,501,720.29	\$ 107,114.69	7.69%	\$ 1,353,985.02	\$ 147,734.27	10.91%
April	\$ 1,421,825.33	\$ 1,494,663.46	\$ 72,838.13	5.12%	\$ 1,353,985.02	\$ 140,677.44	10.39%
May	\$ 1,922,042.18	\$ 1,785,089.94	\$ (136,952.24)	-7.13%	\$ 1,866,050.37	\$ (60,970.43)	-4.34%
June	\$ 1,526,010.87	\$ 1,587,871.03	\$ 61,860.16	4.05%	\$ 1,481,563.95	\$ 106,307.08	7.18%
July	\$ 1,613,898.76	\$ 1,641,703.33	\$ 27,804.57	1.72%	\$ 1,566,892.01	\$ 74,811.32	4.77%
August	\$ 1,687,584.24				\$ 1,762,132.21		
September	\$ 1,349,344.92				\$ 1,540,038.75		
October	\$ 1,350,487.61				\$ 1,533,237.85		
November	\$ 1,548,380.37				\$ 1,708,102.34		
	\$ 18,775,390.51	\$ 13,214,950.19	\$ 375,356.71	2.92%	\$ 18,982,708.98	\$ 775,752.36	6.24%
					\$ 20,121,671.52		

7/16/2013

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FY14 STMT OF CHANGES IN NET ASSETS

Packet handout

FY14 PRELIMINARY CASH FLOW MODEL




- **REVIEW PRINTED HAND OUT**

7/16/2013

{ 8 }

FY2014 BUDGET CALENDAR

- May 2013
 - FY13 Revised Budget
 - FY13 Accomplishments
 - FY14 Goal/Objectives
- June 2013 – Bus and Rail
 - Operating Expenditures
 - Revenue Assumptions and Projections
- July 2013
 - Operating Assumptions and Expenditures
 - Expanded Level Requests
 - 5 Year Capital Plan and Assumptions
 - Impact to Preliminary Cash Flow Model

7/16/2013

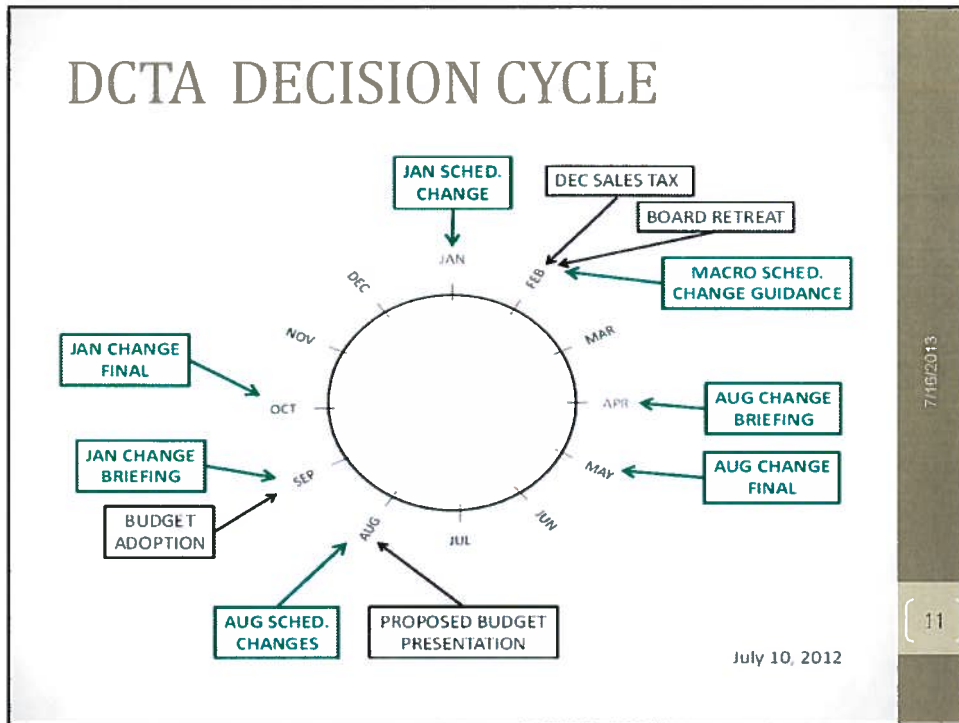
9

FY2014 BUDGET CALENDAR

- August
 - Board Review
 - Proposed FY14 Operating and Capital Budget
 - Accompanying Cash Flow Model Impact
 - Public Hearing
- September
 - Incorporate Public Hearing Feedback
 - Board Action
 - Adoption of FY14 Operating and Capital Budget
 - Accompanying Cash Flow Model

7/16/2013

10



QUESTIONS?

7/16/2013

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Denton County Transportation Authority
Proposed Fiscal Year 2014 Budget

Description	FY12 Actuals	FY13 Original Budget	FY13 Revised Budget	Actuals as of June 30, 2013	FY14 Proposed Budget	\$ Increase / (Decrease)	% Increase / (Decrease)
Revenue & Other Income							
Passenger Revenues (Bus Farebox)	453,887	421,157	421,157	388,301	560,461	139,304	33%
Passenger Revenues (Rail Farebox)	564,628	609,783	609,783	536,234	815,203	205,420	34%
Contract Service Revenue	2,927,362	3,001,040	3,001,040	2,300,937	3,298,781	297,741	10%
Total Revenue & Other Income	3,945,877	4,031,980	4,031,980	3,225,472	4,674,445	642,465	16%
Operating Expenses							
GENERAL & ADMINISTRATIVE							
Salary, Wages and Benefits	1,757,403	1,735,489	1,725,689	1,175,850	1,959,712	234,023	14%
Services	982,524	936,632	1,645,422	785,784	1,318,407	(327,016)	-20%
Materials and Supplies	116,684	74,960	79,285	39,644	107,315	28,030	35%
Utilities	15,268	14,400	14,400	9,436	18,000	3,600	25%
Insurance, Casualties and Losses	6,705	9,588	9,035	6,180	11,420	2,385	26%
Purchased Transportation Services	-	-	-	-	-	-	0%
Miscellaneous	124,610	152,490	144,626	99,537	211,047	66,421	46%
Leases and Rentals	168,465	152,229	152,229	128,754	155,025	2,796	2%
Subtotal - G&A	3,171,658	3,075,788	3,770,686	2,245,185	3,780,925	10,239	0%
BUS SERVICES							
Salary, Wages and Benefits	4,535,797	5,292,312	5,292,312	3,681,247	6,042,884	750,572	14%
Services	321,194	310,820	332,160	275,519	408,125	75,965	23%
Materials and Supplies	1,703,703	1,819,380	2,019,380	1,249,122	2,165,419	146,039	7%
Utilities	80,384	87,940	87,940	43,456	101,900	13,980	16%
Insurance, Casualties and Losses	314,824	301,144	289,588	225,074	272,265	(17,324)	-8%
Purchased Transportation Services	-	-	-	-	-	-	0%
Miscellaneous	1,577	3,000	4,350	3,693	10,050	5,700	131%
Leases and Rentals	120,880	119,101	119,101	84,072	29,590	(89,511)	-75%
Subtotal - Bus Services	7,078,359	7,933,697	8,144,832	5,562,181	9,030,233	885,401	11%
RAIL SERVICES							
Salary, Wages and Benefits	-	183,424	193,224	155,275	276,534	83,310	43%
Services	127,974	141,000	141,000	81,201	139,252	(1,748)	-1%
Materials and Supplies	1,190,195	1,600,000	1,600,000	703,219	1,556,490	(43,510)	-3%
Utilities	300,596	270,400	308,058	219,935	327,915	18,857	8%
Insurance, Casualties and Losses	41,429	234,000	327,167	199,960	514,477	187,310	57%
Purchased Transportation Services	7,605,437	8,430,186	8,430,186	5,562,065	9,331,385	901,179	11%
Miscellaneous	-	-	-	2,811	11,988	11,988	0%
Leases and Rentals	653,815	150,000	266,100	92,880	100,000	(166,100)	-62%
Subtotal - Rail Services	9,919,447	11,009,010	11,265,735	7,017,346	12,258,021	992,286	9%
Total Operating Expenses	20,169,464	22,018,495	23,181,253	14,824,712	25,069,180	1,887,927	8%
Income Before Non-operating Revenue & Exp	(16,223,587)	(17,986,515)	(19,149,273)	(11,599,240)	(20,394,735)		
Non-Operating Revenues / (Expense)							
Investment Income	53,927	38,000	36,000	26,512	33,000	(3,000)	-8%
Non-Operating Revenues / (Expense)	12,327	-	-	35,818	7,125	7,125	N/A
Sales Tax Revenue	19,009,136	18,775,391	18,775,391	13,260,831	20,725,320	1,949,929	10%
Federal Grants & Reimbursements	2,868,582	9,556,174	10,177,611	4,263,846	6,486,142	(3,691,469)	-36%
State Grants & Reimbursements	7,145,953	691,926	803,926	125,539	593,216	(210,710)	-26%
Debt Issuance	-	13,400,000	13,400,000	-	5,500,000	(7,900,000)	N/A
Long Term Debt Interest/Expense	(1,499,025)	(2,168,920)	(2,331,608)	(1,116,815)	(2,423,840)	(92,232)	4%
Total Non-Operating Revenue / (Expense)	27,590,900	40,290,571	40,861,320	16,595,530	30,920,963	(9,940,357)	-24%
Net Available before Transfers	11,367,313	22,304,056	21,712,047	4,996,291	10,526,228		

BUS OPERATIONS

Item	FY14 Project Expense	Included in 5 Year Plan
Fleet Replacement	\$ 847,998.00	√
TMDC Service Vehicle Acquisition (Supervisor Sedans)	\$ 30,000.00	√
Bus Operations & Maintenance Facility	\$ 1,378,177.00	√
Bus Radios	\$ 137,457.00	
TOTAL BUS OPERATIONS CAPITAL		
	\$ 2,393,632.00	

RAIL OPERATIONS

Item	FY14 Project Expense	Included in 5 Year Plan
Maintenance-of-Way		
Bi-Annual Rail Grinding	\$ 192,000.00	√
Rail Scrubber Equipped Hi-Rail Vehicle	\$ 50,000.00	
North Hebron Signal Reinforcement	\$ 100,000.00	√
	\$ 342,000.00	
Maintenance-of-Equipment		
Wheel Turns (11 x 10k each)	\$ 110,000.00	√
COT&S Equipment Exchange Core Kit	\$ 125,000.00	√
COT&S Overhaul Valves (11 cars x 50K each)	\$ 350,000.00	√
	\$ 585,000.00	
Stadler Single Car Operations		
Vehicle Testing	\$ 76,800.00	
Special Tool Traction Motor Holder Cover	\$ 25,000.00	
	\$ 101,800.00	
Lewisville Hike & Bike Trail	\$ 741,520.00	√
Positive Train Control	\$ 6,000,000.00	√
TOTAL RAIL CAPITAL		
	\$ 7,770,320.00	
TOTAL CAPITAL		
	\$ 10,163,952.00	

**Denton County Transportation Authority (DCTA)
Sales Tax Report
Budget to Actual and Prev. Yr. Comparison**

Sales Generated in Month of:	Received in month of:	2012-2013 Year Budget	2012-2013 Year Actual	Variance Actual to Budget	CY Actual to CY Budget % Variance	2011-2012 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual Variance
October	December	\$ 1,385,756.30	\$ 1,637,689.04	\$ 251,932.74	18.18%	\$ 1,345,394.47	\$ 292,294.57	21.73%
November	January	\$ 1,467,497.19	\$ 1,437,883.91	\$ (29,613.28)	-2.02%	\$ 1,424,754.55	\$ 13,129.36	0.92%
December	February	\$ 2,107,957.25	\$ 2,128,329.19	\$ 20,371.94	0.97%	\$ 2,046,560.44	\$ 81,768.75	4.00%
January	March	\$ 1,394,605.60	\$ 1,501,720.29	\$ 107,114.69	7.68%	\$ 1,353,986.02	\$ 147,734.27	10.91%
February	April	\$ 1,421,825.33	\$ 1,494,663.46	\$ 72,838.13	5.12%	\$ 1,353,986.02	\$ 140,677.44	10.39%
March	May	\$ 1,922,042.18	\$ 1,785,089.94	\$ (136,952.24)	-7.13%	\$ 1,866,060.37	\$ (80,970.43)	-4.34%
April	June	\$ 1,526,010.87	\$ 1,587,871.03	\$ 61,860.16	4.05%	\$ 1,481,563.95	\$ 106,307.08	7.18%
May	July	\$ 1,613,898.76	\$ 1,641,703.33	\$ 27,804.57	1.72%	\$ 1,566,892.01	\$ 74,811.32	4.77%
June	August	\$ 1,687,584.24				\$ 1,762,132.21		
July	September	\$ 1,349,344.92				\$ 1,540,038.75		
August	October	\$ 1,350,487.51				\$ 1,533,237.85		
September	November	\$ 1,548,380.37				\$ 1,708,102.34		
Y.T.D Total		\$ 18,775,390.51	\$ 13,214,950.19	\$ 375,356.71	2.92%	\$ 18,982,708.98	\$ 775,752.36	6.24%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
 Prepared By: Denton County Transportation Authority Finance Department
 July 26, 2013

CFM - FY14 BUDGET DRAFT - Recommendation to Finance Committee 7/29/2013

OPERATING REVENUES	2012	2013	2014	2015	2016	2017	2018
Beginning Fund Balance:	\$ 32,528,473	\$ 18,326,983	\$ 11,526,943	\$ 11,889,217	\$ 12,849,755	\$ 11,657,490	\$ 13,753,906
Bus Operating Revenue	\$ 3,378,528	\$ 3,422,197	\$ 3,859,241	\$ 4,019,855	\$ 4,128,008	\$ 4,239,282	\$ 4,353,788
Rail Operating Revenue	564,628	609,783	815,203	904,875	913,924	923,063	932,294
NON-OPERATING REVENUES							
Sales Tax Revenue	19,009,136	20,121,670	20,725,320	21,347,080	22,200,983	23,089,001	24,012,561
Formula Grants (Operating)	2,648,125	2,780,235	3,680,022	5,230,167	4,827,575	4,601,870	6,058,756
Interest Income-Non RTRFI Funds	53,927	38,000	33,000	35,668	38,549	34,972	41,262
Misc. Revenue	12,327	-	7,125	152,680	152,680	152,680	152,680
Restricted RTRFI Interest Income	-	-	-	-	-	-	-
Total Revenues	25,666,669	28,989,885	29,119,911	31,690,325	32,061,700	33,040,870	35,551,321
OPERATING EXPENSES							
Bus Operating Expense	7,078,359	8,144,832	9,030,233	9,468,216	9,832,250	10,198,207	10,582,745
Rail Operating Expense	9,919,486	11,265,735	12,258,021	12,612,467	12,990,144	13,366,266	13,757,152
G&A Operating Expense	3,171,658	3,270,686	3,780,925	3,668,925	3,940,160	3,813,618	3,941,714
NON-OPERATING EXPENSES							
Non-Operating (Income) / Expense	(77,873)	-	-	-	-	-	-
Total Expenses	20,081,530	22,681,263	25,069,179	25,749,608	26,762,554	27,378,091	28,281,611
NET INCOME	5,575,139	4,288,632	4,050,731	5,940,717	5,299,146	5,662,778	7,269,710
CAPITAL OUTLAY							
Bus Capital Expenditure	155,044	9,243,225	1,515,634	30,000	18,000	18,000	18,000
Bus Replacement Expense	284,460	540,000	877,998	778,901	258,300	457,500	-
Rail Capital / Construction	1,538,951	158,028	-	-	-	-	-
Professional Services	772,711	1,491,892	-	-	-	-	-
Stadler Fleet (Vehicles)	24,211,258	2,457,354	-	-	-	-	-
Real Estate	-	1,000,000	-	-	-	-	-
Right of Way	-	25,000	-	-	-	-	-
Rail Capital Expenditure (LV Hike & Bike)	-	86,250	741,520	2,800,941	-	-	-
Rail Capital Expenditure (Community Enhancements)	-	739,617	-	-	-	-	-
Rail Capital Expenditure (Rail Grinding)	-	204,000	192,000	-	192,000	-	192,000
HV Parking Expansion	-	250,000	-	-	-	-	-
Rail Station Improvements	-	15,000	-	-	-	-	-
Rail Maintenance-of-Way	-	-	150,000	-	-	-	-
Rail Maintenance-of-Equipment	-	-	585,000	1,623,000	260,000	345,000	5,040,000
Rail Stadler Single Car Operations	-	-	101,800	-	-	-	-
Positive Train Control	548,901	750,000	6,000,000	9,470,000	5,894,878	-	-
Total Capital Outlay	27,509,324	16,958,366	10,163,952	14,500,842	6,623,178	820,500	5,250,000
CAPITAL SOURCES							
New Money (Debt Issuance)	-	-	5,500,000	-	-	-	-
RTRFI/RTC Funds	6,184,749	-	-	9,470,000	3,030,000	-	-
Formula Grants (Capital)	1,477,272	8,201,302	3,399,336	3,155,413	221,040	380,400	14,400
Total Capital Sources	7,662,021	8,201,302	8,899,336	12,625,413	3,251,040	380,400	14,400
DEBT SERVICE							
2008 Issue (ST) Debt Service	-	-	-	-	-	-	-
2009 Refunding (ST) Debt Service	833,511	1,876,857	1,718,200	1,716,492	1,718,387	1,713,687	1,717,590
2011 Contractual Obligations (Vehicles)	339,447	341,287	336,945	751,945	763,955	770,183	775,785
2011 Contractual Obligations (PTC)	113,463	113,463	113,463	253,463	254,081	259,542	264,691
2014 Contractual Obligations (PTC)	-	-	255,233	382,850	382,850	382,850	602,850
Total Debt Service	1,286,421	2,331,607	2,423,841	3,104,750	3,119,273	3,126,262	3,360,916
Gross Sales Tax Coverage:	14.78	8.63	8.55	6.88	7.12	7.39	7.14
Internal Debt Service Coverage:	4.33	1.84	1.67	1.91	1.70	1.81	2.16
Year End Audit Adjustment	\$ 1,357,095	-	-	-	-	-	-
Ending Fund Balance:	18,326,983	11,526,943	11,889,217	12,849,755	11,657,490	13,753,906	12,427,101
Less Restricted RTRFI Interest Income	-	-	-	-	-	-	-
Less Required Fund Balance (O&M Reserve Policy)	4,867,975	5,670,313	6,267,295	6,437,402	6,690,639	6,844,523	7,070,403
Less Sales Tax Stabilization Fund	-	550,000	621,760	640,412	666,029	692,670	720,377
Less Fuel Stabilization Fund	-	100,000	50,000	50,000	50,000	50,000	50,000
Less Capital/Infrastructure	-	1,296,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Net Available Cash	13,459,008	3,910,630	2,950,163	3,721,941	2,250,822	4,166,713	2,586,321

Cash Flow Model (Adopted FY13 Budget)

	2012	2013	2014	2015	2016	2017	2018
OPERATING REVENUES							
Bus Operating Revenue	\$ 3,328,827	\$ 3,422,197	\$ 3,516,440	\$ 3,655,982	\$ 3,756,198	\$ 3,859,346	\$ 3,965,494
Rail Operating Revenue	574,015	609,783	640,272	710,702	717,809	724,987	732,237
NON-OPERATING REVENUES							
Sales Tax Revenue	17,913,422	18,775,391	19,528,407	20,307,463	21,119,781	21,984,552	22,843,134
Formula Grants (Operating)	3,131,399	2,780,235	3,595,978	3,209,808	2,851,328	2,908,355	4,254,388
Interest Income-Non RTRFI Funds	48,000	38,000	99,671	103,250	125,160	159,955	198,119
Misc. Revenue	62,000	-	155,332	152,680	152,680	152,680	152,680
Restricted RTRFI Interest Income	878,182	-	-	-	-	-	-
Total Revenues	26,733,846	26,823,606	27,534,099	28,139,863	28,722,936	29,789,876	32,146,052
OPERATING EXPENSES							
Bus Operating Expense	7,824,760	7,933,698	8,274,538	8,531,639	8,885,129	9,199,788	9,551,805
Rail Operating Expense	10,547,785	11,009,010	11,348,195	11,828,222	11,980,481	12,404,636	12,767,975
G&A Operating Expense	3,038,287	3,075,789	3,165,511	3,272,789	3,384,094	3,499,588	3,619,493
NON-OPERATING EXPENSES							
Non-Operating (Income) / Expense							
Total Expenses	21,410,842	22,018,497	22,786,242	23,432,630	24,229,703	25,104,011	25,939,274
NET INCOME	4,322,802	3,605,109	4,747,857	4,707,233	4,493,233	4,685,865	6,206,778
CAPITAL OUTLAY							
Bus Capital Expenditure	309,228	9,104,464	1,378,177	-	-	-	-
Bus Replacement Expense	549,881	-	-	1,973,773	-	-	-
CM/GC Construction Phase	2,088,339	-	-	-	-	-	-
Professional Services	1,024,110	967,985	-	-	-	-	-
Stadler Fleet (Vehicles)	26,268,745	-	-	-	-	-	-
Real Estate	-	1,000,000	-	-	-	-	-
Right of Way	-	25,000	-	-	-	-	-
Rail Capital Expenditure (LV Hike & Bike)	-	86,250	741,520	2,600,941	-	-	-
Rail Capital Expenditure (Community Enhancements)	140,000	599,617	-	-	-	-	-
Rail Capital Expenditure (Rail Grinding)	-	204,000	-	204,000	-	204,000	-
Positive Train Control	3,002,070	9,608,768	4,247,441	-	-	-	-
Total Capital Outlay	33,382,363	21,498,074	6,367,138	4,778,714	-	204,000	-
CAPITAL SOURCES							
New Money (Debt Issuance)	-	13,400,000	-	-	-	-	-
RTRFI Funds	6,184,749	-	-	-	-	-	-
Formula Grants (Capital)	3,281,104	7,467,865	2,511,738	3,756,071	96,300	98,300	96,300
Total Capital Sources	9,465,853	20,867,865	2,511,738	3,756,071	96,300	98,300	96,300
DEBT SERVICE							
2008 Issue (ST) Debt Service	-	-	-	-	-	-	-
2009 Refunding (ST) Debt Service	833,511	1,718,511	1,718,200	1,716,492	1,718,387	1,713,687	1,717,590
2011 Contractual Obligations (Vehicles)	336,945	336,945	336,945	751,945	763,955	770,183	775,785
2011 Contractual Obligations (PTC)	113,463	113,463	113,463	253,463	254,081	259,542	264,891
2013 Contractual Obligations (PTC)	-	-	857,700	857,700	857,700	857,700	1,412,700
Total Debt Service	1,283,919	2,168,919	3,026,308	3,679,800	3,594,123	3,601,112	4,170,766
Gross Sales Tax Coverage:	13.95	8.68	8.45	5.87	5.88	6.10	5.48
Internal Debt Service Coverage:	3.37	1.66	1.57	1.32	1.25	1.30	1.49
Beginning Fund Balance:	\$ 32,528,473	\$ 11,850,856	\$ 12,458,838	\$ 10,324,987	\$ 10,429,977	\$ 11,425,387	\$ 12,382,440
Year End Audit Adjustment	-	-	-	-	-	-	-
Ending Fund Balance:	11,650,856	12,458,838	10,324,987	10,429,977	11,425,387	12,382,440	14,514,753
Less Restricted RTRFI Interest Income	-	-	-	-	-	-	-
Less Required Fund Balance (O&M Reserve Policy)	5,197,803	5,504,624	5,696,561	5,858,158	6,057,428	6,276,003	6,484,818
Less Sales Tax Stabilization Fund	-	550,000	585,792.20	609,223.89	633,592.84	658,936.56	685,294.02
Less Fuel Stabilization Fund	-	100,000	100,000	100,000	100,000	100,000	100,000
Less Capital/Infrastructure	-	1,796,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Net Available Cash	6,453,053	4,508,214	1,942,634	1,862,598	2,634,368	3,347,501	5,244,840



1660 S. Stemmons., Suite 250
Lewisville, Texas 75067
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 with Chairman Charles Emery presiding at 1:30 p.m. July 25, 2013 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

Attendance

Small Cities

Bill Walker (2:00)
Skip Kalb

Large Cities

Charles Emery, Lewisville, *Chairman*
Paul Pomeroy, Highland Village, *Vice-Chair*
Richard Huckaby, Denton, *Secretary*
Carter Wilson, Frisco
Doug Peach, Little Elm
Allen Harris, The Colony

Denton County at Large

Dave Kovatch, *Treasurer*

Denton County Unincorporated

George A. Campbell

Board Members Absent

Jim Robertson, Flower Mound
Daniel Peugh, Corinth
Don Hartman

DCTA Staff

James C. Cline, Jr., P.E.
Dee Leggett, Chief Operating Officer
Anna Mosqueda, CFO / VP Finance
Kristina Brevard, VP Marketing
Communications

Legal Counsel

Pete Smith, General Counsel

Others in Attendance

Steve Bacchus, City of Lewisville
Michael Chinn, TMDC
Jim Owen, ATU 1338
Don Leverty

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

1. Routine Briefing Items
 - a. Financial Reports - Anna Mosqueda presented financial information
 - i. Financial Statements
 - ii. Capital Projects Fund
 - iii. Sales Tax Report

- iv. Quarterly Investment Report
 - v. Procurement Report
 - b. Capital Projects Update - Dee Leggett presented information on the following topics
 - i. GTW Integration
 - ii. Where's My Ride
 - iii. Bus Radio System
 - iv. Bus Operations and Maintenance Facility (O&M)
 - v. Community Enhancements
 - vi. Lewisville Bike Trail
 - vii. Positive Train Control (PTC)
 - viii. Passenger Amenities
 - ix. Station Improvements
 - c. Communications and Planning – Kristina Brevard reported on these items
 - i. Marketing and Communications Initiatives
 - ii. Media Coverage
 - iii. Customer Service
 - d. Transit Operations – Dee Leggett provided an update
 - i. Rail Operations
 - ii. Bus Operations
2. Committee Reports
- a. Finance Committee – Dave Kovatch reported information from the Finance Committee
 - b. Program Services – Paul Pomeroy reported on information from the Program Services Committee
3. Discussion of Regular Board Meeting Agenda Items (July 25, 2013)
4. 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 deliberate purchase, exchange, lease or value of real property owned by DCTA and described as Lot 2, Block A, DCTA Maintenance Facility Addition, an addition to the City of Lewisville, Denton County, Texas.
5. Reconvene Open Session
- a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
6. Discussion of Future Agenda Items

a. Board Member Requests

<Break 2:37 p.m. – 2:46 p.m.>



1660 S. Stemmons., Suite 250
Lewisville, Texas 75067

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

Board Meeting Minutes

The Board of Directors of the Denton County Transportation Authority convened with Chairman Charles Emery presiding at 2:46 p.m. July 25, 2013 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

Attendance

Small Cities

Bill Walker (2:00)
Skip Kalb

Large Cities

Charles Emery, Lewisville, *Chairman*
Paul Pomeroy, Highland Village, *Vice-Chair*
Richard Huckaby, Denton, *Secretary*
Carter Wilson, Frisco
Doug Peach, Little Elm
Allen Harris, The Colony

Denton County at Large

Dave Kovatch, *Treasurer*

Denton County Unincorporated

George A. Campbell

Board Members Absent

Jim Robertson, Flower Mound
Daniel Peugh, Corinth
Don Hartman

DCTA Staff

James C. Cline, Jr., P.E.
Dee Leggett, Chief Operating Officer
Anna Mosqueda, CFO / VP Finance
Kristina Brevard, VP Marketing
Communications

Legal Counsel

Pete Smith, General Counsel

Others in Attendance

Steve Bacchus, City of Lewisville
Michael Chinn, TMDC
Jim Owen, ATU 1338
Don Levery

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 – Charles Emery

INVOCATION – Skip Kalb

WELCOME AND INTRODUCTION OF VISITORS: Anna Mosqueda introduced new DCTA employee Whitney Trayler, Accounts Payable / Accounts Receivable

1. CONSENT AGENDA

- a. Approval of Minutes - Board Meeting June 27, 2013
- b. Acceptance of Financial Reports
- c. Acceptance of Quarterly Investment Report
 - Motion to approve Consent Agenda items 1a-c made by Skip Kalb, 2nd by Dave Kovatch. -Motion carried unanimously.

2. REGULAR AGENDA

- a. Discussion / Approval of Award of Contract for Investment Advisory Services - Jim Cline presented information.
 - Motion to approve award of contract for investment advisory services made by Dave Kovatch. 2nd by Doug Peach. Motion carried unanimously.
- b. Discussion / Approval of Award to Purchase Bus Engines.
 - Item considered together with Item 2c.
- c. Discussion / Approval of Award to Purchase Bus Transmissions
 - Motion to approve award to purchase of bus engines and bus transmissions made by Richard Huckaby. 2nd by George Campbell. Motion carried unanimously

3. CHAIR REPORT – Charles Emery gave an update on these issues

- a. Discussion of Regional Transportation Issues
- b. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal

4. PRESIDENT'S REPORT – Jim Cline provided information

- a. DCTA Staffing

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. CONVENE EXECUTIVE SESSION - None

- a. As Authorized by Section 551.071(2) of the Texas Government Code, the 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.

7. RECONVENE OPEN SESSION – n/a
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.

8. ADJOURN 3:00 p.m.

The minutes of the July 25, 2013 meeting of the Board of Directors were passed, and approved by a vote on this 22nd day of August, 2013.

Charles Emery, Chairman

ATTEST

Richard Huckaby, Secretary



Denton County Transportation Authority
Finance Committee
Minutes

The Finance Committee of the Denton County Transportation Authority convened with Dave Kovatch presiding May 21, 2013 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

MEMBERS PRESENT: Finance Committee Chairman Dave Kovatch, Jim Robertson, Allen Harris, Richard Huckaby, Paul Pomeroy

ALSO PRESENT: CFO Anna Mosqueda, President Jim Cline, Vice President Program Development Dee Leggett, Budget Analyst Amanda Riddle

Committee called to Order 1:06 p.m. - Committee Chair Dave Kovatch
Convene Board Meeting 1:06 p.m. - Vice-Chair Paul Pomeroy

Welcome and Introductions

1) ITEMS FOR DISCUSSION / FORWARD FOR BOARD CONSIDERATION

- a. Review Fiscal Year 2013 Revised Budget – Anna Mosqueda

2) ITEMS FOR DISCUSSION

- a. Discussion of Finance Committee Meeting Schedule – Amanda Riddle reviewed the proposed schedule and noted changes.
- b. Review Budget Contingency Plan – Anna Mosqueda reviewed triggers and precautionary actions.
- c. Overview of Fiscal Year 2014 Budget process – Anna Mosqueda and Jim Cline presented information
- d. Discuss Fiscal Year 2014 Budget
 - i. Review Goals and Objectives – Amanda Riddle and Jim Cline reviewed information

3) ADJOURN 2:30 pm

Leslee Bachus
Recording Secretary



Denton County Transportation Authority
Finance Committee and
Special Called Board Meeting
Minutes

The Finance Committee of the Denton County Transportation Authority convened with Dave Kovatch presiding June 17, 2013 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

MEMBERS PRESENT: Finance Committee Chairman Dave Kovatch,
Committee Members: Allen Harris, George Campbell
Board Members: Paul Pomeroy, Charles Emery, Carter Wilson

ALSO PRESENT: CFO Anna Mosqueda, President Jim Cline, Transit Operations Vice President Jarod Varner, Budget Analyst Amanda Riddle, Rail Project Assistant Donna Bowers, Rail Operations Manager Doug Daly, Bus Operations Manager Michael Chinn

Committee called to Order 1:02 p.m. - Committee Chair Dave Kovatch
Convene Board Meeting 1:02 p.m. – Board Chair Charles Emery

Welcome and Introductions

- 1) APPROVE MINUTES – Committee accepted minutes
 - a. May 21, 2013
- 2) ITEMS FOR DISCUSSION
 - a. Discussion of Fiscal Year 2014 Budget
 - i. Operating & Capital Expenditures – Jarod Varner presented information on the following items
 1. Bus
 2. Rail
 - ii. Revenue Projections – Anna Mosqueda and Jarod Varner presented information.
 - iii. Fund Balance Reserves – Discussion led by Anna Mosqueda
 1. Current
 2. Proposed FY14 and forward
- 3) ADJOURN 2:37 pm

Leslee Bachus
Recording Secretary



Denton County Transportation Authority
Finance Committee and
Special Called Board Meeting
Minutes

The Finance Committee of the Denton County Transportation Authority convened with Dave Kovatch presiding July 16, 2013 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

MEMBERS PRESENT: Finance Committee Chairman Dave Kovatch,
Committee Members: Allen Harris, George Campbell, Richard Huckaby
Board Members: Paul Pomeroy, Charles Emery, Carter Wilson

ALSO PRESENT: CFO Anna Mosqueda, President Jim Cline, Program Development Vice President Dee Leggett, Interim Communications and Marketing Vice President Kristina Brevard, Budget Analyst Amanda Riddle, Operations Manager Donna Bowers, Bus Operations Manager Michael Chinn

Committee called to Order 1:05 p.m. - Committee Chair Dave Kovatch
Convene Board Meeting 1:05 p.m. – Board Chair Charles Emery

Welcome and Introductions

- 1) **APPROVE MINUTES** – Minutes will be presented at the July 29, 2013 Finance Committee Meeting
 - a. June 17, 2013

- 2) **ITEMS FOR DISCUSSION** – The Committee discussed the following topics
 1. Discussion of Fiscal Year 2014 Budget
 2. Operating & Capital Expenditures
 3. Revenue Projections
 4. Review Cash Flow Model

- 3) **ADJOURN** 2:43 pm

Leslee Bachus
Recording Secretary



Denton County Transportation Authority
Finance Committee and
Special Called Board Meeting
Minutes

The Finance Committee of the Denton County Transportation Authority convened with Dave Kovatch presiding July 29, 2013 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

MEMBERS PRESENT: Finance Committee Chairman Dave Kovatch,
Committee Members: Allen Harris, George Campbell, Richard Huckaby
Board Members: Charles Emery, Carter Wilson

ALSO PRESENT: CFO Anna Mosqueda, President Jim Cline, Program Development Vice President Dee Leggett, Interim Communications and Marketing Vice President Kristina Brevard, Budget Analyst Amanda Riddle, Operations Manager Donna Bowers, Bus Operations Manager Michael Chinn

GUESTS: Holmes Murphy representatives: Morgan Young, Julie Rickman

Committee called to Order 1:02 p.m. - Committee Chair Dave Kovatch
Convene Board Meeting 1:02 p.m. – Board Chair Charles Emery

Welcome and Introductions

- 1) **ACCEPT MINUTES** – Board Meeting Minutes will be forwarded to the full Board for approval.
 - a. June 17, 2013
 - b. July 16, 2013
 - Motion to accept Committee minutes made by Allen Harris. 2nd by George Campbell. Motion carried unanimously.

- 2) **ITEMS FOR DISCUSSION**
 - a. Employee Health Care Benefits – Morgan Young and Julie Rickman, representatives of Holmes Murphy presented information on employee health care benefits.

 - b. Discussion of Fiscal Year 2014 Budget – Anna Mosqueda and Amanda Riddle presented information on the following items:
 - i. Operating & Capital Expenditures
 - ii. Revenue Projections
 - iii. Review Cash Flow Model

- 3) **FORWARD TO BOARD**
 - a. Recommendation for Fiscal Year 2014 Operating and Capital Budget

-Motion to forward Fiscal Year 2014 Operating and Capital Budget to the Board of Directors for consideration and approval made by Allen Harris. 2nd by Richard Huckaby. Motion carried unanimously.

4) ADJOURN 2:08 pm

Leslee Bachus
Recording Secretary



Denton County Transportation Authority
Program Services Committee
Minutes

The Program Services Committee of the Denton County Transportation Authority convened with Paul Pomeroy presiding July 23, 2013 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

MEMBERS PRESENT: Committee Chairman Paul Pomeroy,
Committee Members: Doug Peach, Carter Wilson, Bill Walker,
Charles Emery

ALSO PRESENT: Chief Operating Officer Dee Leggett, CFO Anna Mosqueda,
President Jim Cline, Budget Analyst Amanda Riddle

Committee called to Order 10:02 a.m. - Committee Chair Paul Pomeroy
Convene Board Meeting 10:02 a.m. – Board Chair Charles Emery

Welcome and Introductions

1) ITEMS FOR INFORMATION / DISCUSSION – Committee discussed the following topics:

- a) Service and Capital Priorities
 - i) Fiscal Year 2014
 - ii) Five Year Plan
- b) University Pass Program
- c) Ticket Vending Machine Maintenance Contract

2) ADJOURN 11:25 a.m.

Leslee Bachus
Recording Secretary



Board of Directors Memo

August 22, 2013

Subject: 2(a) Approval of Task Order Number 3 with Jacobs Engineering Group for Design of Lewisville Hike and Bike Trail

Background

During the development and funding of the A-train, DCTA and its member cities outlined the need for a complementary bicycle/pedestrian component. This trail, which ultimately will connect all five stations, is part of the regional bicycle/pedestrian veloweb. Eight miles between the Downtown Denton Transit Center and Swisher Road in Corinth was constructed during the construction of the A-train. The remaining sections have been divided into three segments: Lake Cities trail, Lake trail, and Lewisville trail.

Jacobs Engineering Group was hired last spring to develop the scope and design schematic for the Lewisville portion of the A-train Rail Trail. The scope has been determined and the project is ready to advance into design.

Identified Need

A scope of services and fees have been negotiated with Jacobs Engineering Group to provide services related to design and construction documents for the Lewisville Hike and Bike trail project.

Financial Impact

The fee for the services is \$632,662.80. The Lewisville Trail project budget in the amount of \$3.5 million has been approved by the Board and is included in the current Capital Projects. This project is funded 80/20 by a grant from TxDOT.

Recommendation

Staff recommends the Board of Directors authorize the President to execute the task order with Jacobs Engineering Group in an amount not to exceed \$632,662.80

Submitted by:

Athena Forrester
Purchasing Manager

Final Review:

Dee Leggett
Chief Operations Officer

Approval:

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



Board of Directors Memo

August 22, 2013

Subject: 2(b) Approval of Task Order Number 2 with Huitt Zollars for Design of City of Lewisville Recreational Parking Area at Garden Ridge and I35E

Background

DCTA is designing a recreational parking lot on behalf of the City of Lewisville. This parking lot will serve as trailhead parking for the A-train Rail Trail and provide parking for other nearby recreational uses.

Identified Need

A scope of services and fees have been negotiated with Huitt-Zollars to provide services for preliminary design for a parking lot to support recreational facilities near the Highland Village/Lewisville Lake Station.

Financial Impact

The fee for the services is \$34,600.00. The budget for this project in the amount of \$250,000 for engineering / design and construction has been approved by the Board and is included in the current DCTA Capital Projects.

Recommendation

Staff recommends the Board of Directors authorize the President to execute the task order with Huitt-Zollars in an amount not to exceed \$34,600

Submitted by:

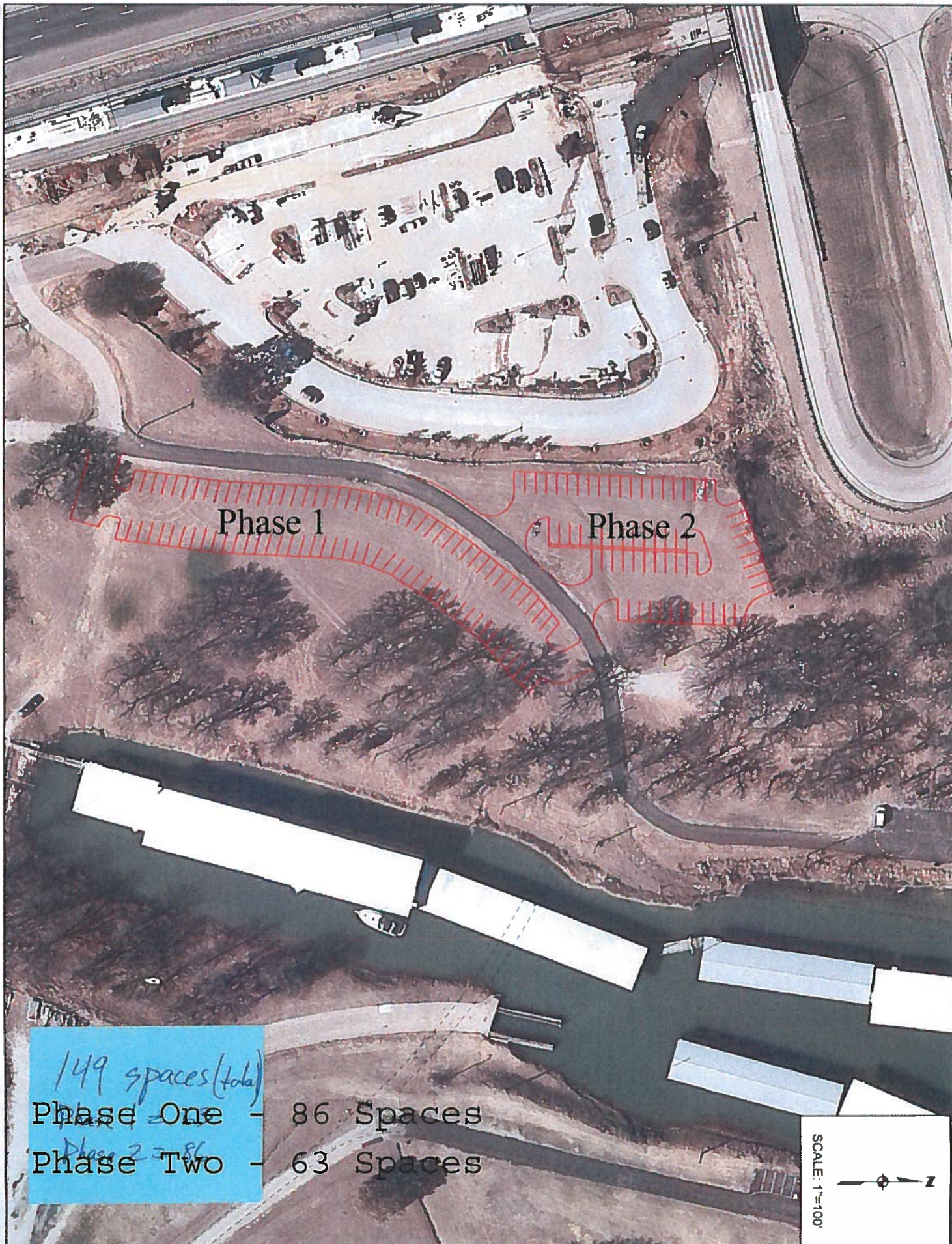
Athena Forrester
Purchasing Manager

Final Review:

Dee Leggett
Chief Operations Officer

Approval:

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



Phase 1

Phase 2

149 spaces (total)
 Phase One - 86 Spaces
 Phase Two - 63 Spaces

SCALE: 1"=100'
 N



Board of Directors Memo

August 22, 2013

Subject: 2(c) Approval of Interlocal Agreement between Denton County Transportation Authority and the City of Lewisville for Design and Construction of City of Lewisville Recreational Parking.

Background

DCTA is designing and constructing a recreational parking lot on behalf of the City of Lewisville. This parking lot will serve as trailhead parking for the A-train Rail Trail and provide parking for other nearby recreational uses. The property is owned by the U.S. Army Corps of Engineers and leased by the City of Lewisville. The U.S. Army Corps of Engineers notified the City of Lewisville in July that the site was approved for recreational parking.

Identified Need

Since the City of Lewisville leases the property from the U.S. Army Corps of Engineers, an interlocal agreement between DCTA and Lewisville is needed to authorize DCTA to facilitate design and construction of the recreational parking lot on behalf of the city.

Financial Impact


The city has waived any associated fees for the design and construction of this facility. There is no cost associated with this agreement. The design and construction costs of the recreational parking lot are included in the capital budget.

Recommendation

Staff recommends the Board of Directors authorize the President to enter into an Interlocal Agreement with the City of Lewisville.

Submitted by: 
 Dee Leggett
 Chief Operations Officer

Final Review: 
 Dee Leggett
 Chief Operations Officer

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

Board of Directors Memo

August 22, 2013

Subject: 2(d) Proposed Fiscal Year 2014 Budget Presentation

Background

The Texas Transportation Code Chapter 460 requires the preparation of an annual budget for DCTA. The DCTA Board has adopted annual budget development and budget amendment procedures.

The proposed FY 2014 budget presented combines information and feedback from several month of review by the Finance Committee. DCTA staff has prepared a balanced budget, where operating expenses and capital expenditures do not exceed current year revenues and reserve balances. It is submitted to the Board of Directors, in accordance with requirements under Chapter 460 of the Texas Transportation Code and DCTA policy and procedures, for Board review and comment as well as citizen input.

Staff has been working very closely over the past months with the Finance Committee in the preparation of the FY14 Budget and in detail review of the many components of the budget. Staff presented the FY2014 goals along with the FY13 Revised Budget at the Finance Committee meeting in May. Bus and rail operations budgets, revenue projections and associated capital projects were presented to the Finance Committee in June. In July the total operating and capital budgets were presented to the Finance Committee for review and comment along with a benefits overview. In addition, the review of the proposed FY14 Budget included the impact adoption of the budget as proposed will have on the adopted cash flow model. The Finance Committee also reviewed the budget contingency plan that incorporates steps to address not only decreases in sales tax revenue but increases as well.

The Finance Committee is forwarding the proposed FY14 Budget to the Board of Directors for review and comment. The Board will also hold a public hearing on the budget to allow for citizen input. Once information from both the Board and the public has been received, the FY 14 Budget will be presented for final review and adoption by the Board at the September 26, 2013 Board meeting.

The proposed Budget contains revenue and expenditure assumptions for FY14, which include capital expenditures as well as increased bus and rail service effective January 2014. Included as agenda back-up are the following exhibits:

- Exhibit A: Operating Revenues and Expenditures for proposed FY14 as compared to the FY13 Revised Budget.
- Exhibit B: Capital Improvement Plan
- Exhibit C: Draft summary of the 5-year cash flow model. It incorporates the FY14 budget as proposed and provides the Board a view of the impact of the proposed FY14 budget on the long range cash flow model.

Identified Need

Review and discuss the proposed FY 2014 budget.

Committee Review

In addition to meetings in May, June, and July, the Finance Committee, reported its activities and discussions at the regular Board meetings by way of the "Finance Committee Chair – Report to the Board". The Finance Committee included Board members Richard Huckaby, George Campbell, Allan Harris, Jim Robertson and Dave Kovatch serving as Committee Chair.


Financial Impact

This item is for comment and discussion and has no financial impact at this time.

Recommendation

Item is for discussion only. After presentation of the proposed budget and discussion by the Board, the Board will hold a public hearing to receive public input on the proposed budget.

Final Review:


Anna Mosqueda, CFO

Approval:


Jim Cline, President

FY14 Revenue Projections

2di - Exhibit A-1

Bus Operations				
Revenue Source	Actual FY 2012 Oct 11 - Sept 12	Budget FY 2013 Oct 12 - Sept 13	Actuals as of June 30, 2013	Proposed FY14 Oct 13 - Sept 14
Passenger Revenues				
Connect	372,368	338,681	323,543	477,986
Access	81,497	82,475	64,748	82,475
Commuter Express	-	-	-	-
NCTC	21	-	10	-
Total Passenger Revenues	453,887	421,156	388,301	560,461
Contract Services				
Connect	19,167	49,000	-	52,420
UNT	2,801,769	2,809,085	2,231,713	3,101,788
Access	-	-	-	-
NCTC	106,426	142,956	69,224	144,573
Total Contract Services	2,927,362	3,001,041	2,300,937	3,298,781
Total	\$ 3,381,248	\$ 3,422,197	\$ 2,689,239	\$ 3,859,242
Rail Operations				
Revenue Source	Actual FY 2012 Oct 11 - Sept 12	Budget FY 2013 Oct 12 - Sept 13	Actuals as of June 30, 2013	Proposed FY14 Oct 13 - Sept 14
Rail Farebox	\$ 564,628	\$ 609,783	\$ 536,234	\$ 815,203
Total	\$ 564,628	\$ 609,783	\$ 536,234	\$ 815,203
G&A				
Revenue Source	Actual FY 2012 Oct 11 - Sept 12	Budget FY 2013 Oct 12 - Sept 13	Actuals as of June 30, 2013	Proposed FY14 Oct 13 - Sept 14
Interest Income	\$ 53,927	\$ 36,000	\$ 26,512	\$ 33,000
Misc Income	\$ 12,327	\$ -	\$ 35,818	\$ 7,125
Sales Tax	\$ 19,009,136	\$ 18,775,391	\$ 13,260,831	\$ 20,725,320
Federal Operating Grants	\$ 2,333,650	\$ 2,665,503	\$ 2,303,248	\$ 3,680,022
Federal Capital Grants	\$ 534,932	\$ 7,512,108	\$ 1,960,398	\$ 2,806,120
State Operating Grants	\$ 87,547	\$ 114,732	\$ 34,032	
State Capital Grants	\$ 7,058,406	\$ 689,194	\$ 91,507	\$ 593,216
Debt Issuance	\$ -	\$ 13,400,000	\$ -	\$ 5,500,000
Total	\$ 29,089,925	\$ 43,192,928	\$ 17,712,345	\$ 33,344,803
TOTAL REVENUES	\$ 33,035,801	\$ 47,224,908	\$ 20,937,818	\$ 38,019,248

Ridership				
Bus	2,564,852	2,292,665	1,928,762	2,633,123
Rail	387,478	398,550	342,529	586,477

8/15/2013

**Denton County Transportation Authority
Proposed Fiscal Year 2014 Budget
(DOES NOT INCLUDE DEPRECIATION)**

Description	FY12 Actuals	FY13 Original Budget	FY13 Revised Budget	Actuals as of June 30, 2013	FY14 Proposed Budget	\$ Increase / (Decrease)	% Increase / (Decrease)	Notes
Comparison is between the FY13 Revised Budget and the FY14 Proposed Budget								
Revenue & Other Income								
Passenger Revenues (Bus Farebox)	453,887	421,157	421,157	388,301	560,461	139,304	33%	
Passenger Revenues (Rail Farebox)	564,628	609,783	609,783	536,234	815,203	205,420	34%	Based on ridership trends
Contract Service Revenue	2,927,362	3,001,040	3,001,040	2,300,937	3,298,781	297,741	10%	UNT contract rate increased from \$44 to \$49/hour
Total Revenue & Other Income	3,945,877	4,031,980	4,031,980	3,225,472	4,674,445	642,465	16%	
Operating Expenses								
GENERAL & ADMINISTRATIVE								
Salary, Wages and Benefits	1,757,403	1,735,489	1,725,689	1,175,850	1,959,712	234,023	14%	Increase includes ave. 3.5% performance-based merit pay; 10% benefits increase; \$25K for pay plan adjustment; adjustment to State Unemployment Tax to 3.70 based on actual history; 1X lump sum payment related to the TCDRS; salary adjustments related to the July 2013 re-organization, one new position for IT Technician
Services	982,524	936,632	1,645,422	785,784	1,318,407	(327,016)	-20%	Net change due to reduction in legal fees budgeted in FY13; Addition of a Grant Compliance Software (\$40K) and an I-35 Construction Campaign (\$91k)
Materials and Supplies	116,684	74,960	79,285	39,644	107,315	28,030	35%	Increase in marketing promotional supplies
Utilities	15,268	14,400	14,400	9,436	18,000	3,600	25%	
Insurance, Casualties and Losses	6,705	9,588	9,035	6,180	11,420	2,385	26%	
Purchased Transportation Services	-	-	-	-	-	-	0%	
Miscellaneous	124,610	152,490	144,626	99,537	211,047	66,421	46%	Addition of Employee Wellness Program in (\$30k) and Unity Recognition Program (\$10k)
Leases and Rentals	168,465	152,229	152,229	128,754	155,025	2,786	2%	
Subtotal - G&A	3,171,658	3,075,788	3,770,686	2,245,185	3,780,925	10,239	0%	
BUS SERVICES								
Salary, Wages and Benefits	4,535,797	5,292,312	5,292,312	3,681,247	6,042,884	750,572	14%	Includes a 3% merit & 3% cost of living increase for non-union employees; Operators salaries are based on Union contract - avg hourly rate at \$15.00/hour from \$14.85 in FY13. Health benefits are assumed with a 15% increase. Also assumes additional expense related to the Lewisville & Denton Connect service expansion Expanded Level Project as well to add 1 additional Customer Service Representative and 1 Bus Operations Supervisor
Services	321,194	310,820	332,160	275,519	408,125	75,985	23%	Bus O&M Facility will require security services (\$45k); slight increase in general services based on actuals
Materials and Supplies	1,703,703	1,819,380	2,019,380	1,249,122	2,165,419	146,039	7%	Fuel rate \$4.15/gallon for FY14 budget compared to \$4.00 in FY13; \$20k for replacement of RouteMatch computers; Increase of \$72k for tires in FY14 due to large one time rebate received in FY13 and increase in tire costs; Additional fuel also assumed for bus service expansions anticipated for January 2014.
Utilities	80,384	87,940	87,940	43,456	101,900	13,980	16%	
Insurance, Casualties and Losses	314,824	301,144	289,588	225,074	272,265	(17,324)	-6%	Addition of the Bus O&M facility and fuel storage tanks
Purchased Transportation Services	-	-	-	-	-	-	0%	
Miscellaneous	1,577	3,000	4,350	3,693	10,050	5,700	131%	
Leases and Rentals	120,880	119,101	119,101	84,072	29,590	(89,511)	-75%	Bus O&M Facility is scheduled to be complete in FY14 with relocation by Jan; 4 months leases for FY14
Subtotal - Bus Services	7,078,359	7,933,697	8,144,832	5,562,181	9,030,233	885,401	11%	
RAIL SERVICES								
Salary, Wages and Benefits	-	183,424	193,224	155,275	276,534	83,310	43%	Increase in State Unemployment Tax to 3.70 based on actuals; Includes 3.5% for merit and 10% increase in benefits.
Services	127,974	141,000	141,000	81,201	139,252	(1,748)	-1%	
Materials and Supplies	1,190,195	1,600,000	1,600,000	703,219	1,556,490	(43,510)	-3%	
Utilities	300,596	270,400	308,058	219,935	327,915	19,857	6%	
Insurance, Casualties and Losses	41,429	234,000	327,167	199,960	514,477	187,310	57%	FY14 reflects the first full year of rail vehicle insurance
Purchased Transportation Services	7,605,437	8,430,186	8,430,186	5,562,065	9,331,365	901,179	11%	Includes a 3% standard contract increase; Additional expense for rail scrubbing; \$60k additional for MOE; \$25k additional in MOW. Also assumes \$153k for an Expanded Level Project for additional mid-day service
Miscellaneous	-	-	-	2,811	11,988	11,988	0%	
Leases and Rentals	653,815	150,000	266,100	92,880	100,000	(166,100)	-82%	Decrease due to the RDC lease ending in FY13
Subtotal - Rail Services	9,919,447	11,009,010	11,265,735	7,017,346	12,258,021	992,286	9%	
Total Operating Expenses	20,169,464	22,018,495	23,181,253	14,824,712	25,069,180	1,887,927	8%	
Income Before Non-operating Revenue & Exp	(16,223,587)	(17,986,515)	(19,149,273)	(11,599,240)	(20,394,735)			
Non-Operating Revenues / (Expense)								
Investment Income	53,927	36,000	36,000	26,512	33,000	(3,000)	-8%	
Non-Operating Revenues / (Expense)	12,327	-	-	35,818	7,125	7,125	N/A	
Sales Tax Revenue	19,009,136	18,775,391	18,775,391	13,260,831	20,725,320	1,949,929	10%	Assumes a 3% increase in FY14 based on an FY13 projection that assumes a 6% increase over FY12 actuals
Federal Grants & Reimbursements	2,868,582	9,556,174	10,177,611	4,263,646	6,486,142	(3,691,469)	-36%	Based on current planned capital projects
State Grants & Reimbursements	7,145,953	691,926	803,926	125,539	593,216	(210,710)	-26%	Based on current planned capital projects
Debt Issuance	-	13,400,000	13,400,000	-	5,500,000	(7,900,000)	N/A	
Long Term Debt Interest/Expense	(1,499,025)	(2,168,920)	(2,331,608)	(1,116,815)	(2,423,840)	(92,232)	4%	
Total Non-Operating Revenue / (Expense)	27,590,900	40,290,571	40,861,320	16,595,530	30,920,963	(9,940,357)	-24%	
Net Available before Transfers	11,367,313	22,304,056	21,712,047	4,996,291	10,526,228			

Denton County Transportation Authority
Proposed Fiscal Year 2014 Budget
(DOES INCLUDE DEPRECIATION)

Description	FY12 Actuals	FY13 Original Budget	FY13 Revised Budget	Actuals as of June 30, 2013	FY14 Proposed Budget	% Increase / (Decrease)
Total Revenue & Other Income	3,945,877	4,031,980	4,031,980	3,225,472	4,674,445	16%
Operating Expenses						
General & Administrative	3,171,658	3,075,788	3,770,686	2,245,185	3,780,925	0%
Bus Services	7,078,359	7,933,697	8,144,832	5,562,181	9,030,233	11%
Rail Services	9,919,447	11,009,010	11,265,735	7,017,346	12,258,021	9%
<i>Depreciation*</i>	6,901,759	9,320,443	9,320,443	5,361,999	8,997,293	-3%
Total Operating Expenses	27,071,223	31,338,938	32,501,696	20,186,711	34,066,473	5%
Income Before Non-operating Revenue & Exp	(23,125,346)	(27,306,958)	(28,469,716)	(16,961,239)	(29,392,028)	
Total Non-Operating Revenue / (Expense)	27,590,900	40,290,571	40,861,320	16,595,530	30,920,963	-24%
Net Available before Transfers	4,465,554	12,983,613	12,391,604	(365,708)	1,528,935	

Capital Improvement Plan

Project Name	Project Number	Adopted Project Budget	Project LTD thru FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Anticipated Project Total (Thru 2018)	Total Proposed Project Budget
Bus Services											
Passenger Amenities-Phase 2	50202	229,326	138,223	91,103	-	-	-	-	-	229,326	229,326
Bus Operations & Maintenance Facility	50301	11,720,717	2,073,478	8,269,062	1,378,177	-	-	-	-	11,720,717	11,720,717
Bus Maintenance Equipment	50302	500,000	78,777	421,223	-	-	-	-	-	500,000	500,000
Fleet Replacement	50502	3,411,592	2,871,592	540,000	877,998	776,901	258,300	457,500	-	5,782,291	4,289,590
DDTC	50303	373,282	-	373,282	-	-	-	-	-	373,282	373,282
Where's My Ride	50406	940,485	-	940,485	-	-	-	-	-	940,485	940,485
Bus Operations Safety & Security Equipment	50407	88,555	-	88,555	-	-	-	-	-	88,555	88,555
Bus Radios	NEW	-	-	-	137,457	-	-	-	-	137,457	137,457
Rail Services											
Passenger Information	60701	56,214	4,807	51,407	-	-	-	-	-	56,214	56,214
Rail Grinding	61102	204,000	-	204,000	192,000	-	192,000	-	192,000	780,000	396,000
MedPark Extension	61206	1,000,000	-	1,000,000	-	-	-	-	-	1,000,000	1,000,000
Fare Collection Systems	61401	733,104	633,129	14,405	-	-	-	-	-	647,534	733,104
Traffic Signals	61403	3,046,178	2,654,554	141,623	-	-	-	-	-	2,796,177	2,796,177
Positive Train Control	61406	16,997,441	788,073	750,000	6,000,000	9,470,000	5,894,878	-	-	22,902,951	22,902,951
Rail Cars	61501	79,795,524	77,755,654	2,039,870	-	-	-	-	-	79,795,524	79,795,524
Stadler Cars Implementation	61502	895,803	478,319	417,484	-	-	-	-	-	895,803	895,803
Community Enhancements	61707	752,708	13,091	739,617	-	-	-	-	-	752,708	752,708
Lewisville Bike Trail	61708	3,489,396	60,685	86,250	741,520	2,600,941	-	-	-	3,489,396	3,489,396
ROW Fencing	61709	25,000	-	25,000	-	-	-	-	-	25,000	25,000
Rail Station Improvements	61208	15,000	-	15,000	-	-	-	-	-	15,000	15,000
HV Parking Expansion	61710	250,000	-	250,000	-	-	-	-	-	250,000	250,000
Rail Maintenance of Way	NEW	-	-	-	150,000	-	-	-	-	150,000	150,000
Rail Maintenance of Equipment	NEW	-	-	-	585,000	1,623,000	260,000	345,000	5,040,000	7,853,000	585,000
Rail Single Car Operations	NEW	-	-	-	101,800	-	-	-	-	101,800	101,800
TOTAL		\$ 124,524,325	\$ 87,550,382	\$ 16,458,366	\$ 10,163,952	\$ 14,470,842	\$ 6,605,178	\$ 802,500	\$ 5,232,000	\$ 141,283,220	\$ 132,224,089
Sources of Funding											
Federal / State Grants					\$ 3,399,336	\$ 3,131,413	\$ 206,640	\$ 366,000	\$ -		
New Debt Issuance (PTC 2014)					\$ 5,500,000	\$ -	\$ -	\$ -	\$ -		
RTC Funds					\$ -	\$ 9,470,000	\$ 3,030,000	\$ -	\$ -		
DCTA Funding					\$ 1,264,616	\$ 1,869,429	\$ 3,368,538	\$ 436,500	\$ 5,232,000		
TOTAL					\$ 10,163,952	\$ 14,470,842	\$ 6,605,178	\$ 802,500	\$ 5,232,000		

OPERATING REVENUES	2013	2014	2015	2016	2017	2018
Beginning Fund Balance:	\$ 18,328,983	\$ 11,526,943	\$ 11,889,217	\$ 12,849,755	\$ 11,657,490	\$ 13,753,906
Bus Operating Revenue	\$ 3,422,197	\$ 3,859,241	\$ 4,019,855	\$ 4,128,008	\$ 4,239,282	\$ 4,353,768
Rail Operating Revenue	609,783	815,203	904,875	913,924	923,063	932,294
NON-OPERATING REVENUES						
Sales Tax Revenue	20,121,670	20,725,320	21,347,080	22,200,963	23,089,001	24,012,561
Formula Grants (Operating)	2,780,235	3,680,022	5,230,167	4,627,575	4,601,870	6,058,756
Interest Income-Non RTRFI Funds	36,000	33,000	35,668	38,549	34,972	41,262
Misc. Revenue	-	7,125	152,680	152,680	152,680	152,680
Restricted RTRFI Interest Income						
Total Revenues	26,969,885	29,119,911	31,690,325	32,061,700	33,040,870	35,551,321
OPERATING EXPENSES						
Bus Operating Expense	8,144,832	9,030,233	9,468,216	9,832,250	10,198,207	10,582,745
Rail Operating Expense	11,265,735	12,258,021	12,612,467	12,990,144	13,366,266	13,757,152
G&A Operating Expense	3,270,686	3,780,925	3,668,925	3,940,160	3,813,618	3,941,714
NON-OPERATING EXPENSES						
Non-Operating (Income) / Expense						
Total Expenses	22,681,253	25,069,179	25,749,608	26,762,554	27,378,091	28,281,611
NET INCOME	4,288,632	4,050,731	5,940,717	5,299,146	5,662,778	7,269,710
CAPITAL OUTLAY						
Bus Capital Expenditure	9,243,225	1,515,634	30,000	18,000	18,000	18,000
Bus Replacement Expense	540,000	877,998	776,901	258,300	457,500	-
Rail Capital / Construction	156,028	-	-	-	-	-
Professional Services	1,491,892	-	-	-	-	-
Stadler Fleet (Vehicles)	2,457,354	-	-	-	-	-
Real Estate	1,000,000	-	-	-	-	-
Right of Way	25,000	-	-	-	-	-
Rail Capital Expenditure (LV Hike & Bike)	86,250	741,520	2,600,941	-	-	-
Rail Capital Expenditure (Community Enhancements)	739,617	-	-	-	-	-
Rail Capital Expenditure (Rail Grinding)	204,000	192,000	-	192,000	-	192,000
HV Parking Expansion	250,000	-	-	-	-	-
Rail Station Improvements	15,000	-	-	-	-	-
Rail Maintenance-of-Way	-	150,000	-	-	-	-
Rail Maintenance-of-Equipment	-	585,000	1,623,000	260,000	345,000	5,040,000
Rail Stadler Single Car Operations	-	101,800	-	-	-	-
Positive Train Control	750,000	6,000,000	9,470,000	5,894,878	-	-
Total Capital Outlay	16,958,366	10,163,952	14,500,842	6,623,178	820,500	5,250,000
CAPITAL SOURCES						
New Money (Debt Issuance)	-	5,500,000	-	-	-	-
RTRFI/RTC Funds	-	-	9,470,000	3,030,000	-	-
Formula Grants (Capital)	8,201,302	3,399,336	3,155,413	221,040	380,400	14,400
Total Capital Sources	8,201,302	8,899,336	12,625,413	3,251,040	380,400	14,400
DEBT SERVICE						
2008 Issue (ST) Debt Service	-	-	-	-	-	-
2009 Refunding (ST) Debt Service	1,876,857	1,718,200	1,716,492	1,718,387	1,713,687	1,717,590
2011 Contractual Obligations (Vehicles)	341,287	336,945	751,945	763,955	770,183	775,785
2011 Contractual Obligations (PTC)	113,463	113,463	253,463	254,081	259,542	264,691
2014 Contractual Obligations (PTC)	-	255,233	382,850	382,850	382,850	602,850
Total Debt Service	2,331,607	2,423,841	3,104,750	3,119,273	3,126,262	3,360,916
Gross Sales Tax Coverage:	8.63	8.55	6.88	7.12	7.39	7.14
Internal Debt Service Coverage:	1.84	1.67	1.91	1.70	1.81	2.16
Year End Audit Adjustment						
Ending Fund Balance:	11,526,943	11,889,217	12,849,755	11,657,490	13,753,906	12,427,101
Less Restricted RTRFI Interest Income	-	-	-	-	-	-
Less Required Fund Balance (O&M Reserve Policy):	5,670,313	6,267,295	6,437,402	6,690,639	6,844,523	7,070,403
Less Sales Tax Stabilization Fund	550,000	621,760	640,412	666,029	692,670	720,377
Less Fuel Stabilization Fund	100,000	50,000	50,000	50,000	50,000	50,000
Less Capital/Infrastructure	1,296,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Net Available Cash	3,910,630	2,950,163	3,721,941	2,250,822	4,166,713	2,586,321

Cash Flow Model (Adopted FY13 Budget)

	2012	2013	2014	2015	2016	2017	2018
OPERATING REVENUES							
Bus Operating Revenue	\$ 3,326,627	\$ 3,422,197	\$ 3,516,440	\$ 3,655,962	\$ 3,756,198	\$ 3,859,346	\$ 3,965,494
Rail Operating Revenue	574,015	609,783	640,272	710,702	717,809	724,987	732,237
NON-OPERATING REVENUES							
Sales Tax Revenue	17,913,422	18,775,391	19,526,407	20,307,463	21,119,761	21,964,552	22,843,134
Formula Grants (Operating)	3,131,399	2,780,235	3,595,978	3,209,806	2,851,328	2,908,355	4,254,388
Interest Income-Non RTRFI Funds	48,000	36,000	99,671	103,250	125,160	159,955	198,119
Misc. Revenue	62,000	-	155,332	152,680	152,680	152,680	152,680
Restricted RTRFI Interest Income	678,182	-	-	-	-	-	-
Total Revenues	25,733,645	25,623,606	27,534,099	28,139,863	28,722,936	29,769,876	32,146,052
OPERATING EXPENSES							
Bus Operating Expense	7,824,760	7,933,698	8,274,536	8,531,639	8,865,129	9,199,786	9,551,805
Rail Operating Expense	10,547,785	11,009,010	11,346,195	11,628,222	11,980,481	12,404,636	12,767,975
G&A Operating Expense	3,038,297	3,075,789	3,165,511	3,272,769	3,384,094	3,499,588	3,619,493
NON-OPERATING EXPENSES							
Non-Operating (Income) / Expense							
Total Expenses	21,410,842	22,018,497	22,786,242	23,432,630	24,229,703	25,104,011	25,939,274
NET INCOME	4,322,802	3,605,109	4,747,857	4,707,233	4,493,233	4,665,865	6,206,778
CAPITAL OUTLAY							
Bus Capital Expenditure	309,228	9,104,464	1,378,177	-	-	-	-
Bus Replacement Expense	549,861	-	-	1,973,773	-	-	-
CM/GC Construction Phase	2,088,339	-	-	-	-	-	-
Professional Services	1,024,110	967,985	-	-	-	-	-
Stadler Fleet (Vehicles)	26,268,745	-	-	-	-	-	-
Real Estate	-	1,000,000	-	-	-	-	-
Right of Way	-	25,000	-	-	-	-	-
Rail Capital Expenditure (LV Hike & Bike)	-	86,250	741,520	2,600,941	-	-	-
Rail Capital Expenditure (Community Enhancements)	140,000	599,617	-	-	-	-	-
Rail Capital Expenditure (Rail Grinding)	-	204,000	-	204,000	-	204,000	-
Positive Train Control	3,002,070	9,508,758	4,247,441	-	-	-	-
Total Capital Outlay	33,382,353	21,496,074	6,367,138	4,778,714	-	204,000	-
CAPITAL SOURCES							
New Money (Debt Issuance)	-	13,400,000	-	-	-	-	-
RTRFI Funds	6,184,749	-	-	-	-	-	-
Formula Grants (Capital)	3,281,104	7,467,865	2,511,738	3,756,071	96,300	96,300	96,300
Total Capital Sources	9,465,853	20,867,865	2,511,738	3,756,071	96,300	96,300	96,300
DEBT SERVICE							
2008 Issue (ST) Debt Service	-	-	-	-	-	-	-
2009 Refunding (ST) Debt Service	833,511	1,718,511	1,718,200	1,716,492	1,718,387	1,713,687	1,717,590
2011 Contractual Obligations (Vehicles)	336,945	336,945	336,945	751,945	763,955	770,183	775,785
2011 Contractual Obligations (PTC)	113,463	113,463	113,463	253,463	254,081	259,542	264,691
2013 Contractual Obligations (PTC)	-	-	857,700	857,700	857,700	857,700	1,412,700
Total Debt Service	1,283,919	2,168,919	3,026,308	3,579,600	3,594,123	3,601,112	4,170,768
Gross Sales Tax Coverage:	13.95	8.66	6.45	5.67	5.88	6.10	5.48
Internal Debt Service Coverage:	3.37	1.66	1.57	1.32	1.25	1.30	1.49
Beginning Fund Balance:	\$ 32,528,473	\$ 11,650,856	\$ 12,458,838	\$ 10,324,987	\$ 10,429,977	\$ 11,425,387	\$ 12,382,440
Year End Audit Adjustment	-	-	-	-	-	-	-
Ending Fund Balance:	11,650,856	12,458,838	10,324,987	10,429,977	11,425,387	12,382,440	14,514,753
Less Restricted RTRFI Interest Income	-	-	-	-	-	-	-
Less Required Fund Balance (O&M Reserve Policy):	5,197,803	5,504,624	5,696,561	5,858,158	6,057,426	6,276,003	6,484,818
Less Sales Tax Stabilization Fund	-	550,000	585,792.20	609,223.89	633,592.84	658,936.56	685,294.02
Less Fuel Stabilization Fund	-	100,000	100,000	100,000	100,000	100,000	100,000
Less Capital/Infrastructure	-	1,796,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Net Available Cash	6,453,053	4,508,214	1,942,634	1,862,596	2,634,368	3,347,501	5,244,640

DCTA Budget Contingency Plan FY2014

The fiscal year budget includes revenue streams based on historical trends and projections of future activity. The largest revenue stream is sales tax. A contingency plan is recommended should the budgeted increase in sales tax not materialize or, if there is a need for service enhancements not planned in the fiscal year budget and it is determined that sales tax revenue has increased sufficiently to support sustainable service.

Section I: Sales Tax Revenue Shortfall

The following precautionary actions will be initiated immediately if a sales tax revenue shortfall is anticipated:

Initial Precautionary Action

- Freeze all new hire positions and vacant positions except with necessity review by the Budget Assessment Team.
- Identify any non-traditional revenue sources.
- Re-justify all planned capital outlay over \$10,000 to the Budget Assessment Team prior to expenditures.
- Re-justify all vehicle replacement/purchase schedules to the Budget Assessment Team.
- Re-justify all travel related expenditures to the Budget Assessment Team.
- Re-justify expenditures related to the service and materials & supplies category including, but not limited to:
 - Technology
 - Professional Services
 - Consulting Fees

Initiate the following expenditure reductions and measures if a cumulative unanticipated shortfall in sales tax revenue is equal to:

2% Reduction (\$414,506)

- Realized savings will not be transferred between categories.
- Prohibit unbudgeted expenditures including supplies and maintenance accounts.

- The Management Team will be required to review, monitor and control planned expenditures greater than \$5,000.
- Supplemental appropriations will not be made from budgeted savings or unappropriated fund balance.
- All carry forward requests will be carefully reviewed and approved by Finance.
- Any overtime must be pre-approved by department heads.
- Determination made and plan developed regarding utilization of sales tax stabilization fund. Utilization of sales tax stabilization funds will require Board Approval prior to implementation.

3% Reduction (\$621,760)

- Freeze all travel and training requests except with necessity review by the Budget Assessment Team.
- Reduce expenditures in operations and maintenance accounts in each functional area. Amount of reduction to be determined by Budget Assessment Team.
- Freeze capital outlay except with necessity review by the Budget Assessment Team.
- Indefinitely freeze all vacant positions except with necessity review by the Budget Assessment Team.

4% Reduction (\$829,013)

- Will require Board policy decisions regarding service delivery and fund balance reserves.
- Re-evaluate any budgeted transfer to Capital Projects which is not a grant match requirement.
- The Budget Assessment Team will review service level reductions, passenger fare increases, elimination of specific programs, and reduction in work force. This would require implementation of the Service Reduction Policy.
- Evaluate the 90-day Operating Fund Balance Reserve Policy and consider options for fund balance utilization or utilization of other reserve funds. Board action will be required for utilization of reserve funds.

Section II: Sales Tax Revenue Sustainable Increase

The following steps will be followed when it is determined that additional mid-year service level enhancements are necessary (above those already programmed in the annual budget) and sales tax revenue exceeds budget and prior year's actual for at least 4 consecutive months and a determination is made that sales tax revenue increase is sufficient to support sustainable service levels.

For planning purposes recommended service level increases will be less than/ or equal to the available sales tax stabilization fund.

Increases in sales tax revenue may be utilized to fund:

- Direct service enhancements
- System support
- Capital Infrastructure and maintenance reserve

Recommended service levels enhancements will be evaluated and prioritized based on:

- System performance and,
- Board adopted service standards and service plan

Service Level considerations are not limited to additional transit service hours but may include other agency or transit system support requirements.

Service Level enhancement decisions will follow annual Decision Cycle framework

Prior to implementation and adoption by Board, additional service level enhancements will be incorporated into long-range cash flow model to identify impact of current enhancement in future years.

Implementation of Service Level Enhancements Contingency Budget item will require Board action and revision of annual budget.