



*Denton County Transportation Authority*

**1955 Lakeway Dr., # 260**

**Lewisville, Texas 75057**

*(972) 221-4600*

*RideDCTA.net*

**Board of Directors**

**Work Session**

**September 24, 2015**

**1:30 p.m.**

1. Routine Briefing Items
  - a. Financial Reports
    - i. Financial Statements
    - ii. Capital Projects Report
    - iii. Sales Tax Report
    - iv. Procurement Report
  - b. Strategic Planning / Development
    - i. Priority Projects Update
    - ii. Outreach Efforts
  - c. Marketing and Communications
    - i. Marketing and Communications Initiatives
    - ii. Marketing and Communications Metrics
    - iii. Customer Service Metrics
  - d. Capital Projects Update
    - i. Signal System Enhancements
    - ii. Positive Train Control (PTC)
    - iii. Flood Repairs/FEMA
    - iv. Transit Enhancements
    - v. Lewisville Bike Trail - Complete
    - vi. Rail Facility Drainage – Complete
  - e. Transit Operations
    - i. Rail Operations
    - ii. Bus Operations
2. Items for Discussion
  - a. Rail Operations and Maintenance Interlocal Agreement
3. Discussion of Regular Board Meeting Agenda Items (September 2015)

4. Convene Executive Session
  - a. As Authorized by Section 551.071(2) of the Texas Government Code, the Work Session or the Regular Board Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein.
  - b. As authorized by Texas Government Code section 551.071 consultation with General Counsel regarding pending litigation Cause No 2011-30066-211; URS Corporation v. Denton County Transportation Authority; 211th District Court, Denton County, Texas.
  - c. As Authorized by Texas Government Code Section 551.072 Deliberation regarding Real Property: Discuss acquisition, sale or lease of real property related to long-range service plan within the cities of Denton, Lewisville, or Highland Village.
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

**Board of Directors**  
**Regular Meeting**  
September 24, 2015  
3:00 p.m.\*

*\*or immediately following Board Work Session*

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS

INVOCATION

WELCOME AND INTRODUCTION OF VISITORS

1. CONSENT AGENDA
  - a. Approval of Minutes Board Meeting August 27, 2015
  - b. Acceptance of Financial Reports – August
  - c. Approval of Resolution 15-11 updating the Public Information Officer and the Records Manager for DCTA
2. REGULAR AGENDA
  - a. Discussion / Approval of Resolution 15-10 adopting:
    - i. Fiscal Year 2016 Capital & Operating Budget
    - ii. Contingency Plan
    - iii. Cash Flow Model

- b. Discussion / Approval of Interlocal Agreement with Dallas Area Rapid Transit (DART) and the Fort Worth Transportation Authority (The T) associated with transit operations
  - c. Discussion/Approval of Interlocal Agreement with the Fort Worth Transportation Authority (The T) for Ticket Vending Machine maintenance
  - d. Discussion/Award of Enhanced Automatic Train Control, E-ATC Rail Safety Enhancements
3. CHAIR REPORT
- a. Discussion of Regional Transportation Issues
  - b. Discussion Legislative Issues
    - i. Regional
    - ii. State
    - iii. Federal
4. PRESIDENT'S REPORT
- a. Budget Transfers
  - b. Regional Transportation Issues
5. REPORT ON ITEMS OF COMMUNITY INTEREST
- a. Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.
6. ADJOURN

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

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

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

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

This notice was posted on 9/17/2015 at 5:06 PM.

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Rusty Comer, Public Information Coordinator



## Board of Directors Memo

September 24, 2015

### Subject: Monthly Financial Reports

#### Background

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

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

#### Statement of Changes in Net Assets:

- **Note A:** Passenger Revenues – YTD unfavorable by (\$19k). YTD actual rail ridership of 501k is 6% below budgeted ridership of 535k, partially offset by higher than budgeted bus ridership.
- **Note B:** Contract Service Revenue – YTD unfavorable by (\$292k) due to an invoice adjustment for UNT services and because actual fuel usage and price are lower than budgeted. Billed usage was 146k gallons compared to budgeted 151k gallons, down 3%.
- **Note C:** Sales Tax Revenue – August sales tax revenue is not yet received and is accrued for the month based on budget. Sales tax generated in August will be received in October. The Sales Tax Report included in this agenda packet provides a more detailed Budget to Actual comparison of FY15 sales tax receipts collected through September.
- **Note D:** Federal/State Grants-Capital – YTD unfavorable by (\$1.1 million) because the project cost for the Lewisville Hike & Bike Trail was less than budgeted. The revenue variance is offset by the corresponding variance in expenses for the project.
- **Note E:** Federal/State Grants-Operating – YTD favorable by \$473k is attributable to additional grant funds available from FY2013 and FY2014 for Bus Access/ADA Service.
- **Note F:** Salary, Wages & Benefits – YTD favorable by \$720k primarily due to savings in salaries (\$177k) and health insurance costs (\$399k) as compared to the projected budget.
- **Note G:** Services – YTD favorable by \$632k due to delays in expenses for legal fees (\$81k), advertising (\$101k), finance and HR consulting (\$114k), transit planning support (\$25k), marketing professional services and printing (\$242k), and bandwidth and network infrastructure upgrades (\$65k). These expenses will be incurred in the coming months.
- **Note H:** Materials and Supplies – YTD favorable by \$1.2 million mainly due to a delay in expenses for bandwidth, phone system, and content management supplies (\$78k) and bus maintenance parts and tires (\$100k). Bus operations fuel is \$657k under budget primarily because YTD fuel prices averaged \$2.25/gallon compared to \$4.00/gallon budgeted. Rail operations fuel is \$270k under budget as YTD fuel prices averaged \$2.06/gallon.

#### Capital Projects Fund

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

**Identified Need**

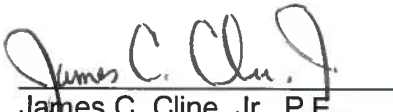
Provides the Board a review of DCTA's financial position and performance to budget.

**Recommendation**

Staff recommends acceptance.

Submitted by: Marisa Perry, CPA   
Controller

Final Review:   
Anna Mosqueda,  
CFO

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

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

Item 1(a)i

Description	Month Ended August 31, 2015			Year to Date August 31, 2015			Annual Budget	
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Revenue and Other Income</b>								
Passenger Revenues	122,460	129,100	(6,640)	1,347,311	1,366,268	(18,957)	1,515,377	Note A
Contract Service Revenue	232,711	168,761	63,950	2,574,575	2,866,504	(291,929)	3,259,635	Note B
Sales Tax Revenue	1,931,434	1,793,480	137,954	20,813,103	20,182,806	630,297	22,180,196	Note C
Federal/State Grants - Capital	45,496	386,764	(341,268)	2,555,014	3,632,150	(1,077,136)	5,355,112	Note D
Federal/State Grants - Operating	285,624	260,000	25,624	4,687,934	4,214,680	473,254	4,653,518	Note E
<b>Total Revenue and Other Income</b>	<b>2,617,725</b>	<b>2,738,105</b>	<b>(120,380)</b>	<b>31,977,936</b>	<b>32,262,408</b>	<b>(284,472)</b>	<b>36,963,838</b>	
<b>Operating Expenses</b>								
Salary, Wages and Benefits	630,796	721,527	90,731	7,587,805	8,307,779	719,974	9,119,994	Note F
Services	223,649	192,064	(31,585)	1,405,646	2,037,239	631,594	2,188,534	Note G
Materials and Supplies	201,259	302,891	101,632	2,357,742	3,531,924	1,174,182	3,888,524	Note H
Utilities	30,820	37,112	6,292	389,250	415,037	25,787	452,149	
Insurance, Casualties and Losses	65,579	65,549	(30)	710,156	712,473	2,317	778,013	
Purchased Transportation Services	860,842	832,558	(28,284)	9,060,662	9,131,030	70,368	9,963,588	
Miscellaneous	17,464	17,103	(361)	166,451	242,503	76,053	255,476	
Leases and Rentals	10,068	8,934	(1,135)	123,326	198,271	74,945	207,205	
Depreciation	760,400	789,805	29,405	8,529,347	8,713,635	184,288	9,503,440	
<b>Total Operating Expenses</b>	<b>2,800,878</b>	<b>2,967,543</b>	<b>166,665</b>	<b>30,330,384</b>	<b>33,289,891</b>	<b>2,959,507</b>	<b>36,356,923</b>	
<b>Income Before Non-operating Revenue and Expense</b>	<b>(183,152)</b>	<b>(229,438)</b>	<b>46,285</b>	<b>1,647,552</b>	<b>(1,027,483)</b>	<b>2,675,035</b>	<b>606,915</b>	
<b>Non-Operating Revenues / (Expense)</b>								
Investment Income	2,512	2,750	(238)	22,293	30,250	(7,957)	33,000	
Gain (Loss) Disposal of Assets	90	-	90	(51,815)	-	(51,815)	-	
Fare Evasion Fee	75	525	(450)	1,275	5,775	(4,500)	6,300	
Other Income - Miscellaneous	54,866	-	54,866	189,092	-	189,092	-	
Long Term Debt Interest/Expense	(100,992)	(100,992)	0	(1,113,564)	(1,110,907)	(2,657)	(2,721,899)	
<b>Total Non-Operating Revenue / (Expense)</b>	<b>(43,449)</b>	<b>(97,717)</b>	<b>54,268</b>	<b>(952,719)</b>	<b>(1,074,882)</b>	<b>122,163</b>	<b>(2,682,599)</b>	
<b>Change in Net Assets</b>	<b>(226,601)</b>	<b>(327,154)</b>	<b>100,553</b>	<b>694,833</b>	<b>(2,102,365)</b>	<b>2,797,198</b>	<b>(2,075,684)</b>	

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

	<u>August 31, 2015</u>	<u>July 31, 2015</u>	<u>Change</u>
<b>Current Assets</b>			
Cash & Cash Equivalents	8,343,617	7,848,486	495,131
Investments	9,068,685	9,083,345	(14,661)
Accounts & Notes Receivable	5,700,294	5,615,623	84,671
Prepaid Expenses	391,039	454,118	(63,079)
Inventory	16,652	16,050	601
Restricted Asset-Cash and Equivalents	5,464,140	5,463,281	859
<b>Total Current Assets</b>	<u>28,984,426</u>	<u>28,480,904</u>	<u>503,522</u>
<b>Property, Plant and Equipment</b>			
Land	16,228,337	16,228,337	-
Land Improvements	6,458,821	5,706,114	752,707
Machinery & Equipment	2,030,358	1,909,358	121,000
Leasehold Improvements	55,506	55,506	-
Vehicles	88,631,212	88,480,238	150,974
Computers & Software	1,180,676	257,804	922,872
Accumulated Depreciation	(37,337,405)	(36,577,008)	(760,397)
<b>Total Property, Plant and Equipment</b>	<u>77,247,506</u>	<u>76,060,349</u>	<u>1,187,156</u>
<b>Capital Assets</b>			
Intangible Assets	16,997,155	16,997,155	-
Other Capital Assets, Net	230,821,306	230,821,306	-
Construction in Progress	9,576,611	11,456,574	(1,879,964)
<b>Total Capital Assets</b>	<u>257,395,071</u>	<u>259,275,035</u>	<u>(1,879,964)</u>
<b>Total Assets</b>	<u>363,627,002</u>	<u>363,816,288</u>	<u>(189,286)</u>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	152,634	117,971	34,662
Salary, Wages, and Benefits Payable	512,604	492,474	20,130
Accrued Expenses Payable	3,070,743	3,226,616	(155,872)
Deferred Revenues	98,743	61,373	37,370
Interest Payable	504,958	403,966	100,992
<b>Total Current Liabilities</b>	<u>4,339,682</u>	<u>4,302,401</u>	<u>37,281</u>
<b>Non-Current Liabilities</b>			
Rail Easement Payable	1,400,000	1,400,000	-
Retainage Payable	1,527,541	1,527,506	35
Bonds Payable	33,475,000	33,475,000	-
<b>Total Non-Current Liabilities</b>	<u>36,402,541</u>	<u>36,402,506</u>	<u>35</u>
<b>Total Liabilities</b>	<u>40,742,222</u>	<u>40,704,907</u>	<u>37,316</u>
<b>Net Assets</b>			
Invested in Capital Assets	304,221,470	304,221,470	-
Unrestricted Retained Earnings	17,968,477	17,968,477	-
Change in Net Assets	694,833	921,434	<b>(226,601)</b>
<b>Total Equity</b>	<u>322,884,780</u>	<u>323,111,381</u>	<u>(226,601)</u>
<b>Total Liabilities and Equity</b>	<u>363,627,002</u>	<u>363,816,288</u>	<u>(189,286)</u>

**Capital Projects Fund - DCTA**  
**Budget vs. Actual**  
As of August 31, 2015  
(Cash Basis)

Work Session 1a1i

**ASSETS**

Fixed Assets

1660 - Construction Work in Progress

	Original Budget	Revised Budget	August 2015 Expenses Booked	Life To Date	\$ Under/(Over) Budget	% of Budget (As of August 2015 Close)
<b>1 - G&amp;A Capital Projects</b>						
Total 10401 - Cloud Hybrid Backup Solution	35,000	35,000	-	-	35,000	0%
Total 10601 - COGNOS Report Application	200,000	200,000	-	-	200,000	0%
Total 10602 - Comprehensive Service Analysis	567,414	567,414	1,610	52,032	515,382	9%
Total 10603 - Legal Support	226,753	226,753	(468)	10,874	215,880	5%
<b>Total 1 - G&amp;A Capital Projects</b>	<b>1,029,167</b>	<b>1,029,167</b>	<b>1,143</b>	<b>62,906</b>	<b>966,261</b>	<b>6%</b>
<b>5 - Bus Capital Projects</b>						
Total 50203 - Passenger Amenities (2015)	53,483	53,483	819	819	52,664	2%
Total 50204 - Transit Enhancements (2015-16)	165,000	165,000	-	-	165,000	0%
Total 50301 - Bus O&M Facility	8,142,667	11,497,555	-	11,329,269	168,286	99%
Total 50303 - DDTC	373,282	373,282	3,314	21,797	351,485	6%
Total 50505 - Fleet Replacement (2015)	395,000	1,634,000	-	62,000	1,572,000	4%
Total 50408 - Bus Radios	137,457	120,870	-	74,868	46,002	62%
Total 50601 - Scheduling Software (Bus)	250,000	250,000	-	-	250,000	0%
<b>Total 5 - Bus Capital Projects</b>	<b>9,516,889</b>	<b>14,094,190</b>	<b>4,133</b>	<b>11,488,754</b>	<b>2,605,436</b>	<b>82%</b>
<b>6 - Rail Construction</b>						
Total 61401 - Fare Collection Systems	569,000	733,104	-	663,943	69,161	91%
Total 61406 - Positive Train Control	16,997,441	22,902,951	18,716	1,338,075	21,564,876	6%
Total 61708 - Lewisville Bike Trail	3,099,856	3,099,856	3,940	1,767,279	1,332,577	57%
Total 60701 - Passenger Information	56,214	96,821	-	61,411	35,410	63%
Total 61712 - Rail MOE	585,000	1,302,627	93,333	815,611	487,016	63%
Total 61503 - Rail Single Car Operations	101,800	101,800	-	26,221	75,579	26%
Total 61505 - GTW Wheel Work	915,041	915,041	-	-	915,041	0%
Total 61604 - Rail Mobilization (2015)	2,119,517	2,119,517	-	-	2,119,517	0%
Total 61209 - Trinity Mills Crew Facility	250,000	250,000	359	32,528	217,472	13%
Total 61210 - Station Landscaping	75,000	485,000	19,904	19,904	465,096	4%
Total 61407 - Shunt Enhancement	141,000	141,000	-	-	141,000	0%
Total 61104 - Rail Drainage Improvement	250,000	500,000	2,584	82,805	417,195	17%
Total 61713 - Disaster Recovery - 2015 Floods	1,000,000	1,000,000	-	209,729	790,271	21%
<b>Total Rail Construction Projects</b>	<b>26,159,869</b>	<b>33,647,717</b>	<b>138,836</b>	<b>5,017,506</b>	<b>28,630,211</b>	<b>15%</b>
<b>Total 1660 - Construction Work in Progress</b>	<b>36,705,925</b>	<b>48,771,074</b>	<b>144,112</b>	<b>16,569,165</b>	<b>32,201,909</b>	<b>34%</b>





## Board of Directors Memo

September 24, 2015

### Subject: Sales Tax Report

#### Background

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

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

- Sales tax for sales generated at retail in the month of July and received in September was \$1,825,969.63.
- This represents an increase of 8.17% or \$137,954 compared to budget for the month.
- Receipts are favorable 3.43% year-to-date compared to revised budget.
  - This month reflects the FY15 revised sales tax budget which recognized actual increases thru the months of October-February receipts.
- Compared to the same month last year, sales tax receipts were \$106,807 or 6.21% more than budgeted.
- Member city collections for the month compared to prior year are as follows:
  - City of Lewisville up 2.39%
  - City of Denton up 17.50%
  - Highland Village up 1.83%

#### Need

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

#### Recommendation

For information only. No action required.

#### Final Review:

  
 Anna Mosqueda,  
 CFO

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

Sales Generated in Month of:	Received in Month of:	2014-2015 Year Budget	2014-2015 Year Actual	Variance Actual to Budget	CY Actual to CY Budget % Variance	2013-2014 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 1,945,700	\$ 1,945,700	\$0	0.00%	\$ 1,646,959	\$ 298,741	18.14%
November	January	\$ 1,765,520	\$ 1,765,520	\$0	0.00%	\$ 1,582,022	\$ 183,498	11.60%
December	February	\$ 2,433,456	\$ 2,433,456	\$0	0.00%	\$ 2,173,929	\$ 259,526	11.94%
January	March	\$ 1,742,381	\$ 1,742,381	\$0	0.00%	\$ 1,570,510	\$ 171,871	10.94%
February	April	\$ 1,566,805	\$ 1,566,805	\$0	0.00%	\$ 1,278,211	\$ 288,594	22.58%
March	May	\$ 1,891,517	\$ 2,074,176	\$ 182,659	9.66%	\$ 1,957,442	\$ 116,734	5.96%
April	June	\$ 1,683,191	\$ 1,803,955	\$ 120,764	7.17%	\$ 1,777,141	\$ 26,814	1.51%
May	July	\$ 1,740,055	\$ 1,757,537	\$ 17,482	1.00%	\$ 1,756,564	\$ 973	0.06%
June	August	\$ 1,932,685	\$ 2,104,123	\$ 171,438	8.87%	\$ 2,008,175	\$ 95,948	4.78%
July	September	\$ 1,688,016	\$ 1,825,970	\$ 137,954	8.17%	\$ 1,719,163	\$ 106,807	6.21%
August	October	\$ 1,793,480				\$ 1,838,588		
September	November	\$ 1,997,389				\$ 2,058,382		
<b>YTD Total</b>		<b>\$ 22,180,195</b>	<b>\$ 19,019,623</b>	<b>\$ 630,297</b>	<b>3.43%</b>	<b>\$ 21,367,086</b>	<b>\$ 1,549,507</b>	<b>8.87%</b>

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department  
Prepared By: Denton County Transportation Authority Finance Department  
September 18, 2015

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

City of Lewisville					
Sales Generated in Month of:	Received in Month of:	2013-2014 Year Actual	2014-2015 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 2,412,800	\$ 2,532,839	\$ 120,038	4.98%
November	January	\$ 2,283,269	\$ 2,404,460	\$ 121,191	5.31%
December	February	\$ 3,094,980	\$ 3,407,084	\$ 312,104	10.08%
January	March	\$ 2,250,821	\$ 2,479,995	\$ 229,174	10.18%
February	April	\$ 1,476,738	\$ 2,194,340	\$ 717,603	48.59%
March	May	\$ 2,828,191	\$ 2,920,317	\$ 92,126	3.26%
April	June	\$ 2,569,274	\$ 2,570,323	\$ 1,049	0.04%
May	July	\$ 2,570,909	\$ 2,441,318	\$ (129,590)	-5.04%
June	August	\$ 2,797,425	\$ 2,867,226	\$ 69,800	2.50%
July	September	\$ 2,472,024	\$ 2,531,076	\$ 59,052	2.39%
August	October	\$ 2,546,174			
September	November	\$ 2,872,745			
<b>YTD Total</b>		<b>\$ 30,175,351</b>	<b>\$ 26,348,978</b>	<b>\$ 1,592,546</b>	<b>6.43%</b>

City of Highland Village					
Sales Generated in Month of:	Received in Month of:	2013-2014 Year Actual	2014-2015 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 242,975	\$ 268,275	\$ 25,299	10.41%
November	January	\$ 271,909	\$ 283,432	\$ 11,523	4.24%
December	February	\$ 415,312	\$ 441,441	\$ 26,130	6.29%
January	March	\$ 240,189	\$ 249,723	\$ 9,534	3.97%
February	April	\$ 231,225	\$ 220,832	\$ (10,393)	-4.49%
March	May	\$ 323,839	\$ 319,961	\$ (3,879)	-1.20%
April	June	\$ 269,705	\$ 275,169	\$ 5,464	2.03%
May	July	\$ 288,253	\$ 317,874	\$ 29,621	10.28%
June	August	\$ 356,088	\$ 330,952	\$ (25,136)	-7.06%
July	September	\$ 271,361	\$ 276,336	\$ 4,975	1.83%
August	October	\$ 261,084			
September	November	\$ 342,547			
<b>YTD Total</b>		<b>\$ 3,514,486</b>	<b>\$ 2,983,995</b>	<b>\$ 73,140</b>	<b>2.51%</b>

City of Denton					
Sales Generated in Month of:	Received in Month of:	2013-2014 Year Actual	2014-2015 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual % Variance
October	December	\$ 1,858,283	\$ 2,345,573	\$ 487,290	26.22%
November	January	\$ 1,802,476	\$ 2,197,657	\$ 395,181	21.92%
December	February	\$ 2,657,999	\$ 3,020,338	\$ 362,339	13.63%
January	March	\$ 1,877,525	\$ 2,109,216	\$ 231,691	12.34%
February	April	\$ 1,940,004	\$ 1,852,968	\$ (87,036)	-4.49%
March	May	\$ 2,488,428	\$ 2,678,550	\$ 190,122	7.64%
April	June	\$ 2,077,345	\$ 2,152,181	\$ 74,836	3.60%
May	July	\$ 2,003,488	\$ 2,107,901	\$ 104,413	5.21%
June	August	\$ 2,482,262	\$ 2,682,604	\$ 200,342	8.07%
July	September	\$ 1,922,509	\$ 2,259,012	\$ 336,503	17.50%
August	October	\$ 2,317,928			
September	November	\$ 2,634,728			
<b>YTD Total</b>		<b>\$ 26,062,974</b>	<b>\$ 23,405,999</b>	<b>\$ 2,295,681</b>	<b>10.87%</b>

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department  
Prepared By: Denton County Transportation Authority Finance Department  
September 18, 2015

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

Transit	Current Rate	Net Payment This Period	Comparable Payment Prior Year	% Change	2015 Payments To Date	2014 Payments To Date	% Change
Houston MTA	1.00%	\$ 56,803,035.99	\$ 56,756,991.78	0.08%	\$ 542,224,771.84	\$ 518,132,223.00	4.65%
Dallas MTA	1.00%	\$ 39,332,197.66	\$ 39,674,289.53	-0.86%	\$ 389,685,898.85	\$ 362,374,867.53	7.54%
Austin MTA	1.00%	\$ 16,844,833.23	\$ 15,818,992.32	6.48%	\$ 157,826,394.07	\$ 145,839,427.94	8.22%
San Antonio MTA	0.50%	\$ 10,928,560.82	\$ 10,443,430.60	4.65%	\$ 103,044,407.74	\$ 98,777,882.78	4.32%
San Antonio ATD	0.25%	\$ 4,937,766.05	\$ 4,648,568.88	6.22%	\$ 46,424,699.91	\$ 44,661,643.41	3.95%
Fort Worth MTA	0.50%	\$ 5,437,384.64	\$ 5,604,015.79	-2.97%	\$ 48,740,350.36	\$ 47,183,178.13	3.30%
El Paso CTD	0.50%	\$ 3,258,842.59	\$ 3,121,760.20	4.39%	\$ 30,869,998.94	\$ 29,526,175.00	4.55%
Corpus Christi MTA	0.50%	\$ 3,017,547.98	\$ 2,855,531.83	5.67%	\$ 26,377,991.52	\$ 25,668,773.95	2.76%
Denton CTA	0.50%	\$ 1,825,969.63	\$ 1,719,162.95	6.21%	\$ 17,073,922.92	\$ 15,823,157.48	7.90%
Laredo CTD	0.25%	\$ 626,091.52	\$ 623,253.49	0.46%	\$ 6,057,597.03	\$ 5,848,274.35	3.58%
<b>TOTALS</b>		<b>\$ 143,012,230.11</b>	<b>\$ 141,265,997.37</b>	<b>1.24%</b>	<b>\$ 1,368,326,033.18</b>	<b>\$ 1,293,835,603.57</b>	<b>5.76%</b>

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department  
Prepared By: Denton County Transportation Authority Finance Department  
September 18, 2015



## Board of Directors Memo

September 24, 2015

### Subject: Procurement Status Report

#### Automotive Parts

Bids for new and remanufactured automotive parts were received on September 2<sup>nd</sup>. Three (3) bids were received and are currently being evaluated. Award is anticipated at the October meeting.

#### Construction Services Miscellaneous Projects

A bid was released on September 14<sup>th</sup> and is due on October 6<sup>th</sup> for miscellaneous construction services related to the installation of bus shelters and benches in Denton and Lewisville. Award is anticipated at the October meeting.

#### Fleet Repair and Painting Services

Staff is developing a procurement for fleet collision repair and painting services for the DCTA fleet. The procurement should be released in September with award anticipated at the October meeting.

#### Specification Writing Workshop

Procurement staff hosted a specification writing workshop on September 10<sup>th</sup> to assist staff in developing specifications and the requirements for procurements. The workshop was led by Beth Fleming, Director of Procurement Services for Denton County. Seventeen staff members including TMDC staff attended the workshop. Additional training activities are in the development stages and will be announced at a later date.

Submitted by:

  
Athena Forrester, Senior Procurement Manager

Final Review:

  
Anna Mosqueda, CFO



**Board of Directors Memo**

September 24, 2015

**Subject: Strategic Planning & Development Update**

**PRIORITY PROJECTS**

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***SERVICE PLANNING: “Shaping Our Future”***

Lewisville & Highland Village Service Review & Analysis

- A Comprehensive Operational Analysis (COA) is being conducted for the Lewisville and Highland Village service area.
- The COA includes; ridership data collection, community outreach, analysis of existing service, Title VI analysis and service gap analysis.
- The COA will result in service recommendations may include; route realignments, interlinings and extensions, revised service hours and frequency, reduction of non-productive service, new routes, innovative last-mile connections, as well as passenger amenity and bus stop improvements.
- Market analysis of Lewisville and Highland Village has been conducted by Nelson-Nygaard.
- On-board surveys as well as boarding and alighting surveys were conducted in June.
- Community meetings and focus groups were conducted in August.
- Preliminary results were shared at DCTA’s regularly scheduled public meetings in September.
- Draft recommendations will be submitted to DCTA in October.

Denton Service Review & Analysis

- A Comprehensive Operational Analysis (COA) will be conducted for Denton will begin in the Fall.
- Nelson-Nygaard will leverage data from UNT’s Parking & Transportation Master Plan
- Market analysis and on-board surveys in Denton will be conducted by Nelson-Nygaard in October.
- Community meetings are scheduled for mid-November.
- Preliminary results are expected to DCTA in March.

Regional Express Corridor Preliminary Planning

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

***DEVELOPMENT***

New Service Delivery Model: On-Demand/Flex Service

- Staff continues discussions regarding the new on-demand/flex service with non-member cities.
- As interest continues to grow, staff continues to further develop the service in preparation for implementation in existing member cities and future contracting non-member cities

Downtown Denton Parking

- In coordination with the Union Pacific Railroad, DCTA is partnering with city staff to implement solutions to address potential parking shortage, downtown aesthetics, noise mitigation and enhance safety measures.
- The Union Pacific Railroad is currently assembling a team to work with the City and DCTA on this project.

**New Funding Mechanisms: TIGER Grant**

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

**New Funding Mechanisms: Congestion Mitigation Air Quality (CMAQ)**

- DCTA staff has identified available CMAQ funding for new service areas
- A proposal will be submitted to NCTCOG requesting CMAQ funds for capital initiatives currently under development by DCTA staff; 35W Regional Express Service, East/West Bus Rail Connector Service, and On-Demand/Flex Fleet Service in Non-Member Cities

**UNT Parking & Transportation Master Plan**

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

**LEGISLATIVE AFFAIRS****Federal Legislation**

- Transportation Long Term Funding continues to be a topic of conversation
- Positive Train Control Deadline is quickly approaching and legislators have been very active on this issue
- Chris Giglio with Capital Edge will provide a legislative update at the November board meeting.

**ADDITIONAL PROJECTS**

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

**OUTREACH EFFORTS**

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**Recent Activities**

- 8/28 Surface Transportation Technical Committee (STTC)
- 9/4 RTC New Member Orientation
- 9/9 City of Frisco
- 9/11 Northwest Metroport Chamber of Commerce Legislative Breakfast
- 9/14 DCTA Public Meeting: Highland Village Open House
- 9/15 DCTA Public Meeting: Lewisville Open House
- 9/23 Denton County Legislative Luncheon

**Upcoming Activities**

- 9/25 Surface Transportation Technical Committee (STTC)
- 10/1-10/2 Technology Vendor Meetings
- 10/3 APTA Annual Conference
- 10/13 NCTCOG TOD Working Group
- 10/25-28 Rail-volution
- 10/28 Regional Day: Multimodal North Texas

Submitted by:



Kristina Brevard, VP, Planning & Development





## Board of Directors Memo

September 24, 2015

### Subject: Marketing & Communications Update

#### **MAIN MESSAGES:**

##### **Creative Overhaul**

- In the process of developing new collateral to support a progressive creative design that includes many of the assets developed within the last couple of years
- The department has been moving forward with the production of much needed materials and is planning to distribute the collateral over the next couple of months as each piece rolls out

##### **State Fair of Texas**

- Campaign will run September 17 – October 11
- The campaign consists of an online banner campaign, print advertisements, advertorials, City of Lewisville billboards, rail cards, wind screens, brochures, seat drops, social media content, dedicated website page, community outreach, and media relations efforts
- The department will also promote DCTA services to the State Fair of Texas at Lewisville Western Days

##### **Public Meeting/Open House Updates**

- Standard Public Meetings
  - o Monday, September 14 – Highland Village
  - o Tuesday, September 15 – Lewisville
  - o Wednesday, September 16 – Denton
  - o Monday, September 21 through October 9 – Online video and feedback form
  - o Report will be provided to the Board at the October meeting
- Comprehensive Operational Analysis Open Houses (Denton Only)
  - o September through October – Onboard surveys
  - o Tuesday, November 17
    - 12 p.m. – 1 p.m. / TWU
    - 6 p.m. – 7 p.m. / DDTC
  - o Promoting these meetings through traditional methods and additional community outreach
- Introduction of My Sidewalk online conversation tool to garner additional feedback from the community
  - o Information now reported in Board report metrics

##### **President's Social Media Presence**

- August 2015 Posts – Back to School Rail Safety Tips
  - o Posted on LinkedIn – 8.12.15
  - o LinkedIn Pulse Analytics – 28 Views and 1 Like
  - o Facebook Analytics – 255 Impressions and 6 Total Engagements
- September 2015 – DCTA FY '16 Budget and Financial Stability
  - o Posted on LinkedIn – 9.9.15 (not yet been a full month)
  - o LinkedIn Pulse Analytics – 35 Views and 4 Likes
  - o Facebook Analytics – 144 Impressions and 3 Total Engagements
  - o Twitter Analytics – 912 Impressions and 3 Total Engagements

##### **Dedicated Finance Webpage on RideDCTA.net**

- Statistics effective June 1, 2015 – August 31, 2015
- Total Pageviews – 386
- Unique Pageviews – 268
- Average Time on Page – 2:26
- About Page with Highest Hits – 270 hits (69% of total hits)
- Year Over Year:

- Increase of Total Pageviews – 34.21%
- Increase of Unique Pageviews – 23.81%
- Increase of Average Time on Page – 263.13%
- Increase of Entrances to Site – 150%
- Decrease in Exit Rate – 28.15%

<b>MARKETING &amp; COMMUNICATIONS INITIATIVES</b>		
<b>Category</b>	<b>Initiative</b>	<b>Important Dates</b>
Brand Planning	Brand Standards Manual	Planning Phase
	RFP for Promotional Item Vendor	Planning Phase
	Comprehensive Brand Study	Planning Phase
	FY '16 Agency Performance Report Redesign	Planning Phase
	Video Production (4 Videos)	Development Phase
Marketing	Commuter Marketing Campaign	Planning Phase – Slated for FY '16
	Updated Web Splash and Social Media Graphics/Templates	Development Phase
	UNT Parent Guide Advertising	Development Phase
	Denton ISD Family Magazine	Development Phase
	GO Request Marketing Campaign	Development Phase
	State Fair of Texas Campaign	Execution Phase
	FY '16 Promotional Items Replacement	Execution Phase
Collateral Development	January 2016 Go Guide Revisions	Planning Phase
	Corporate Pass Program Collateral	Planning Phase
	EnRoute News Content Development (November/December)	Planning Phase
	EnRoute News Redesign	Development Phase
	Travel Training Brochure	Execution Phase
	GO Request Collateral	Execution Phase
	Campus Connections Brochure	Execution Phase
Public/Media Relations	2015 Passenger Satisfaction Survey Results Communications	Development/Review Phase
	Photo and Film Guidelines	Development Phase
	Media Relations/Crisis Communications Procedures	Development Phase
	Award Nominations: Marcom Award Nominations PRSA Fort Worth Worthy Award Nominations 2015 Air North Texas Partner Award Nominations PRSA Dallas Pegasus Award Nomination SWTA Marketing Spotlight Award Nominations	Execution Phase Execution Phase Submitted Submitted Winner – Hit the Spot Award
	Proactive Pitching	Ongoing
	PR Calendar of Activities	Ongoing
	Media Meet and Greet Activities	Ongoing
	Social Media	Social Media Practices Guidelines
Transit Talk Blog Redesign		Execution Phase
Executive Social Media Plan (Jim Cline Posts)		Ongoing
Editorial Calendar Execution (Social and Video)		Ongoing
Internal Communications	Comprehensive Internal Newsletter Project	Planning Phase
	Monthly Messaging Map	Ongoing
	Monthly Staff Meeting Presentation	Ongoing
Community Relations	UNT Shuttle Driver Specialty T-shirts	Development Phase
	Nationstar Mortgage Health Fair (Convergence & Solutionstar)	Development Phase
	TWU Annual Part-time Job Fair	Planning Phase
	AVID Field Trip	Execution Phase
	Member City Involvement	Ongoing
Events	Denton Oktoberfest	Planning Phase
	Denton Holiday Lighting Festival	Planning Phase
	State Fair of Texas	Execution Phase
	Lewisville Western Days Festival	Execution Phase
Public Involvement	Public Meeting Standard Operating Procedures	Development Phase
	Overnight Parking Policy	Development Phase

	COA Public and Stakeholder Meetings: Tuesday, November 17 12 p.m. – 1 p.m. / TWU 6 p.m. – 7 p.m. / DDTC	Development Phase
	MySidewalk.com	Ongoing
Customer Service	Review of Customer Service Initiatives	Planning Phase
	Customer Service Audit	Planning Phase
	Customer Service/Dispatch Rider Alert Manual	Development Phase
	Regular Marketing/Customer Service Strategic Communications	Development Phase
Partnership Development	Keep Denton Beautiful	Development Phase
	Greater Lewisville Newcomer’s Club	Development Phase
	TWU Requested Signage	Development Phase
	UNT Mean Green In-Transit Advertising Project	Development Phase
Program Development	Corporate Sales Pass Program	Research Phase
	In-Transit Advertising Program	Research Phase
	Bulk Pass Program	Research Phase
	Safety Program	Research Phase
Regional Initiatives	Go Pass 2.0	Ongoing
	NCTCOG Casual Carpool Application	Ongoing
	NCTCOG Air North Texas	Ongoing
	NCTCOG MyRideNCT	Ongoing
Administrative	Social Media Intern Position	Hiring Phase
	Flood Assistance Thank You Gatherings/T-shirts	Execution Phase

MARKETING & COMMUNICATIONS METRICS					
Activity	Metric	Annual Goal	Monthly	YTD	Goal Met
<b>Brand Impressions</b>					
Community Brand Impressions*	Confirmed Impressions	300,000	2,030	50,139	
Media Buy Impressions**	Online/Confirmed Impressions	500,000	7,700	1,283,630	✓
	Print/Confirmed Impressions	100,000	147,235	748,645	✓
<b>Media Relations</b>					
Press Coverage	Articles About DCTA	450 Placements	83	430	
Media Impressions^	Articles About DCTA	New Metric/No Goal	16,220,824	87,432,882	N/A
Publicity Value^^	Articles About DCTA	\$460,000	\$277,303	\$1,215,157	✓
Headline Highlights	Public Asked to Weight in on DCTA Bus Services DCTA Train Hits Pickup Truck in Lake Dallas DCTA to Improve Existing Highland Village, Lewisville Bus Service DCTA to Provide Shuttle Service for Balloon Festival				N/A
Major Media Outlets	Dallas Morning News; Denton Record Chronicle; WFAA-TV; KXAS-TV; KRLD News Radio				N/A
<b>Social Media</b>					
Facebook Likes	Total Likes	6,500	643	6,494	
Twitter Followers	Total Followers	3,500	51	3,236	
DCTA Blog	Confirmed Impressions	1,900	285	2,435	✓
	Top Referring Sites	Google, Facebook, Twitter			N/A
<b>Website Results</b>					
Website Impressions	Pageviews	1.4M	143,845	1,272,710	
Top 5 Referring Sites	UNT, TWU Pass Portal, Twitter, TWU, DART				N/A
<b>Go Pass</b>					
New Downloads	Total Count	160,000	14,864	164,338	✓
Tickets Sold	Total Count	16,000	1,800	21,747	✓

CUSTOMER SERVICE					
Activity	Metric	Annual Goal	Monthly	YTD	Goal Met
Provide Excellent Customer Service	Calls Answered	>95%	97%	98%	✓
	Abandoned Calls	<5%	3%	2%	✓

Where's My Ride	Total Hits***	100,000	35,356	285,025	✓
	SMS (Texts)	10,000	5,952	29,383	✓
	Calls	2,000	1,702	8,223	✓
Go Request	Avg. Days/Closeout	<3.5	1.92	3.07	✓
	Total Entries/10K	>3	2.59	2.21	
	Complaints/10K	<5	1.42	1.34	✓
	Types of Submittals	Complaint – 23; Compliment – 3; Problem – 5; Question – 17; Suggestion – 3			N/A
MySidewalk.com	Views	N/A	4,562	4,562	N/A
	Responses	N/A	19	19	N/A
	Interactions	N/A	19	19	N/A

**Footnote:**

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

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

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

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

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

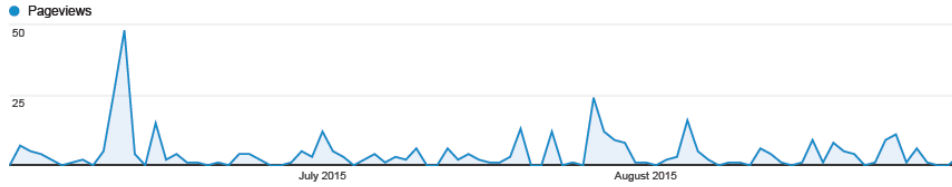
Financial Webpage Statistics from RideDCTA.net

Jun 1, 2015 - Aug 31, 2015

Pages

All Sessions  
100.00%

Explorer



This data was filtered with the following filter expression: financial-information

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>386</b> % of Total: 0.11% (349,401)	<b>268</b> % of Total: 0.10% (256,319)	<b>00:02:26</b> Avg for View: 00:01:23 (76.29%)	<b>25</b> % of Total: 0.02% (103,653)	<b>20.00%</b> Avg for View: 38.23% (-47.68%)	<b>22.80%</b> Avg for View: 29.67% (-23.15%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /about-dcta/financial-information	<b>270</b> (69.95%)	<b>181</b> (67.54%)	<b>00:01:49</b>	<b>16</b> (64.00%)	<b>18.75%</b>	<b>18.52%</b>	<b>\$0.00</b> (0.00%)
2. /about-dcta/financial-information/dcta-budget	<b>47</b> (12.18%)	<b>36</b> (13.43%)	<b>00:03:05</b>	<b>7</b> (28.00%)	<b>14.29%</b>	<b>36.17%</b>	<b>\$0.00</b> (0.00%)
3. /about-dcta/financial-information/financial-charts	<b>35</b> (9.07%)	<b>25</b> (9.33%)	<b>00:04:57</b>	<b>1</b> (4.00%)	<b>0.00%</b>	<b>28.57%</b>	<b>\$0.00</b> (0.00%)
4. /about-dcta/financial-information/cafr	<b>34</b> (8.81%)	<b>26</b> (9.70%)	<b>00:04:49</b>	<b>1</b> (4.00%)	<b>100.00%</b>	<b>32.35%</b>	<b>\$0.00</b> (0.00%)

Rows 1 - 4 of 4

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>25.55%</b> ↓ 102 vs 137	<b>22.77%</b> ↓ 78 vs 101	<b>11.99%</b> ↓ 00:02:12 vs 00:02:30	<b>61.54%</b> ↓ 5 vs 13	<b>13.33%</b> ↑ 20.00% vs 23.08%	<b>25.05%</b> ↑ 26.47% vs 21.17%	<b>0.00%</b> \$0.00 vs \$0.00
1. /about-dcta/financial-information							
Aug 1, 2015 - Aug 31, 2015	<b>73</b> (71.57%)	<b>59</b> (75.64%)	<b>00:01:02</b>	<b>5</b> (100.00%)	<b>20.00%</b>	<b>19.18%</b>	<b>\$0.00</b> (0.00%)
Jul 1, 2015 - Jul 31, 2015	<b>83</b> (60.58%)	<b>58</b> (57.43%)	<b>00:01:12</b>	<b>7</b> (53.85%)	<b>28.57%</b>	<b>14.46%</b>	<b>\$0.00</b> (0.00%)
% Change	<b>-12.05%</b>	<b>1.72%</b>	<b>-13.42%</b>	<b>-28.57%</b>	<b>-30.00%</b>	<b>32.65%</b>	<b>0.00%</b>
2. /about-dcta/financial-information/financial-charts							
Aug 1, 2015 - Aug 31, 2015	<b>15</b> (14.71%)	<b>7</b> (8.97%)	<b>00:09:20</b>	<b>0</b> (0.00%)	<b>0.00%</b>	<b>33.33%</b>	<b>\$0.00</b> (0.00%)
Jul 1, 2015 - Jul 31, 2015	<b>9</b> (6.57%)	<b>8</b> (7.92%)	<b>00:02:18</b>	<b>1</b> (7.69%)	<b>0.00%</b>	<b>11.11%</b>	<b>\$0.00</b> (0.00%)
% Change	<b>66.67%</b>	<b>-12.50%</b>	<b>307.27%</b>	<b>-100.00%</b>	<b>0.00%</b>	<b>200.00%</b>	<b>0.00%</b>
3. /about-dcta/financial-information/cafr							
Aug 1, 2015 - Aug 31, 2015	<b>9</b> (8.82%)	<b>7</b> (8.97%)	<b>00:03:23</b>	<b>0</b> (0.00%)	<b>0.00%</b>	<b>66.67%</b>	<b>\$0.00</b> (0.00%)
Jul 1, 2015 - Jul 31, 2015	<b>17</b> (12.41%)	<b>13</b> (12.87%)	<b>00:06:49</b>	<b>1</b> (7.69%)	<b>100.00%</b>	<b>23.53%</b>	<b>\$0.00</b> (0.00%)
% Change	<b>-47.06%</b>	<b>-46.15%</b>	<b>-50.33%</b>	<b>-100.00%</b>	<b>-100.00%</b>	<b>183.33%</b>	<b>0.00%</b>
4. /about-dcta/financial-information/dcta-budget							
Aug 1, 2015 - Aug 31, 2015	<b>5</b> (4.90%)	<b>5</b> (6.41%)	<b>00:00:11</b>	<b>0</b> (0.00%)	<b>0.00%</b>	<b>40.00%</b>	<b>\$0.00</b> (0.00%)
Jul 1, 2015 - Jul 31, 2015	<b>28</b> (20.44%)	<b>22</b> (21.78%)	<b>00:04:53</b>	<b>4</b> (30.77%)	<b>0.00%</b>	<b>42.86%</b>	<b>\$0.00</b> (0.00%)
% Change	<b>-82.14%</b>	<b>-77.27%</b>	<b>-96.14%</b>	<b>-100.00%</b>	<b>0.00%</b>	<b>-6.67%</b>	<b>0.00%</b>

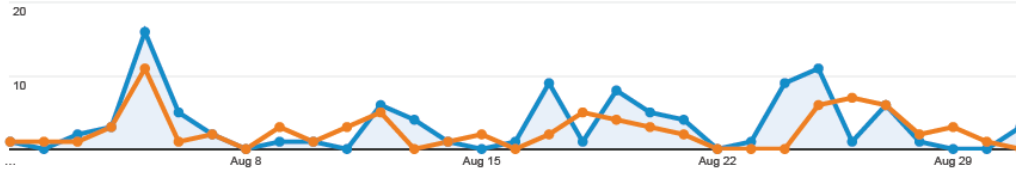
Pages

Aug 1, 2015 - Aug 31, 2015  
Compare to: Aug 1, 2014 - Aug 31, 2014

All Sessions  
+0.00%

Explorer

Aug 1, 2015 - Aug 31, 2015: ● Pageviews  
Aug 1, 2014 - Aug 31, 2014: ● Pageviews



This data was filtered with the following filter expression: financial-information

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	34.21% <span style="color: green;">▲</span> 102 vs 78	23.81% <span style="color: green;">▲</span> 78 vs 63	263.13% <span style="color: green;">▲</span> 00:02:12 vs 00:00:38	150.00% <span style="color: green;">▲</span> 5 vs 2	60.00% <span style="color: green;">▲</span> 20.00% vs 50.00%	28.15% <span style="color: red;">▼</span> 28.47% vs 36.84%	0.00% \$0.00 vs \$0.00
1. /about-dcta/financial-information							
Aug 1, 2015 - Aug 31, 2015	73 (71.57%)	59 (75.64%)	00:01:02	5 (100.00%)	20.00%	19.18%	\$0.00 (0.00%)
Aug 1, 2014 - Aug 31, 2014	74 (97.37%)	61 (96.83%)	00:00:36	0 (0.00%)	0.00%	36.49%	\$0.00 (0.00%)
% Change	-1.35%	-3.28%	72.58%	∞%	∞%	-47.44%	0.00%
2. /about-dcta/financial-information/financial-charts							
Aug 1, 2015 - Aug 31, 2015	15 (14.71%)	7 (8.97%)	00:09:20	0 (0.00%)	0.00%	33.33%	\$0.00 (0.00%)
Aug 1, 2014 - Aug 31, 2014	0 (0.00%)	0 (0.00%)	00:00:00	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
% Change	∞%	∞%	∞%	0.00%	0.00%	∞%	0.00%
3. /about-dcta/financial-information/cafr							
Aug 1, 2015 - Aug 31, 2015	9 (8.82%)	7 (8.97%)	00:03:23	0 (0.00%)	0.00%	66.67%	\$0.00 (0.00%)
Aug 1, 2014 - Aug 31, 2014	0 (0.00%)	0 (0.00%)	00:00:00	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
% Change	∞%	∞%	∞%	0.00%	0.00%	∞%	0.00%
4. /about-dcta/financial-information/dcta-budget							
Aug 1, 2015 - Aug 31, 2015	5 (4.90%)	5 (6.41%)	00:00:11	0 (0.00%)	0.00%	40.00%	\$0.00 (0.00%)
Aug 1, 2014 - Aug 31, 2014	0 (0.00%)	0 (0.00%)	00:00:00	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
% Change	∞%	∞%	∞%	0.00%	0.00%	∞%	0.00%
5. /financial-information/financial-information/menu-id-156.html							
Aug 1, 2015 - Aug 31, 2015	0 (0.00%)	0 (0.00%)	00:00:00	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
Aug 1, 2014 - Aug 31, 2014	2 (2.63%)	2 (3.17%)	00:00:57	2 (100.00%)	50.00%	50.00%	\$0.00 (0.00%)
% Change	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	0.00%

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

# AUGUST 2015 EXECUTIVE REPORT

DENTON COUNTY TRANSPORTATION  
AUTHORITY

# AUGUST 2015 EXECUTIVE REPORT

DENTON COUNTY TRANSPORTATION AUTHORITY



TOTAL MENTIONS:

81



TOTAL REACH:

16,220,824



TOTAL PUBLICITY VALUE:

\$277,302.60





TOTAL INTERNET REACH:

13,823,379

TOP STORIES: INTERNET

1

Public asked to weigh in on DCTA bus services

OUTLET: Dallas Morning News Online

REACH: 3,772,188

2

Pickup driver dies after crash with Denton A-train in Lake Dallas

OUTLET: Dallas Morning News Online

REACH: 3,772,188

3

Pickup collides with train in Lake Dallas; 1 critical

OUTLET: WFAA-TV Online

REACH: 1,781,974

4

DCTA Train Hits Pickup Truck In Lake Dallas

OUTLET: KRLD NewsRadio 1080

REACH: 1,003,212

5

Car, Commuter Train Collide in Denton

OUTLET: KXAS-TV Online

REACH: 896,891

# AUGUST 2015 EXECUTIVE REPORT

DENTON COUNTY TRANSPORTATION AUTHORITY



TOTAL BROADCAST REACH:

# 969,805

## TOP STORIES: BROADCAST

- 1** NBC5 News at 5pm  
 OUTLET: KXAS-TV REACH: 119,330
- 2** KSAT 12 6 O'Clock News  
 OUTLET: KSAT-TV REACH: 103,345
- 3** Midday News  
 OUTLET: WFAA-TV REACH: 90,957
- 4** NBC5 First at Four  
 OUTLET: KXAS-TV REACH: 86,532
- 5** NBC5 First at Four  
 OUTLET: KXAS-TV REACH: 86,532



TOTAL PRINT REACH:

1,427,640

TOP STORIES: PRINT

1

Denton County

OUTLET: Dallas Morning News

REACH: 413,480

2

Denton County

OUTLET: Dallas Morning News

REACH: 413,480

3

Denton County

OUTLET: Dallas Morning News

REACH: 413,480

4

DCTA to provide shuttle service for balloon festival

OUTLET: Lewisville Leader (Texas)

REACH: 63,000

5

DCTA to improve existing Highland Village, Lewisville bus service

OUTLET: Lewisville Leader (Texas)





REACH: 63,000

# AUGUST 2015 EXECUTIVE REPORT

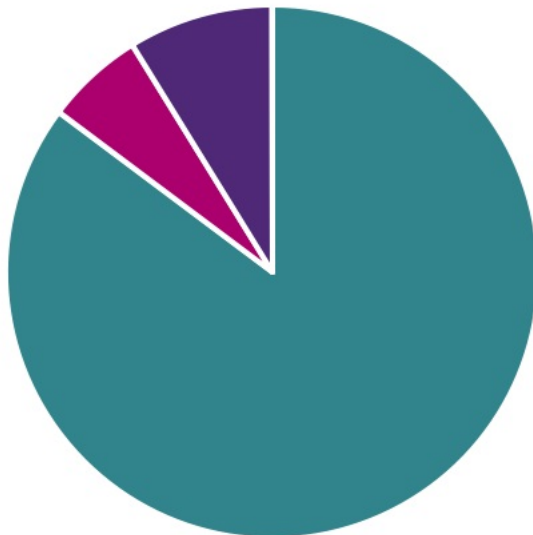
DENTON COUNTY TRANSPORTATION AUTHORITY





## NUMBER OF MENTIONS BY MEDIA GROUP



	Internet <b>33</b>	<b>41%</b>
	Broadcast <b>40</b>	<b>49%</b>
	Print <b>8</b>	<b>10%</b>
	Other <b>0</b>	<b>0%</b>

## REACH BY MEDIA GROUP

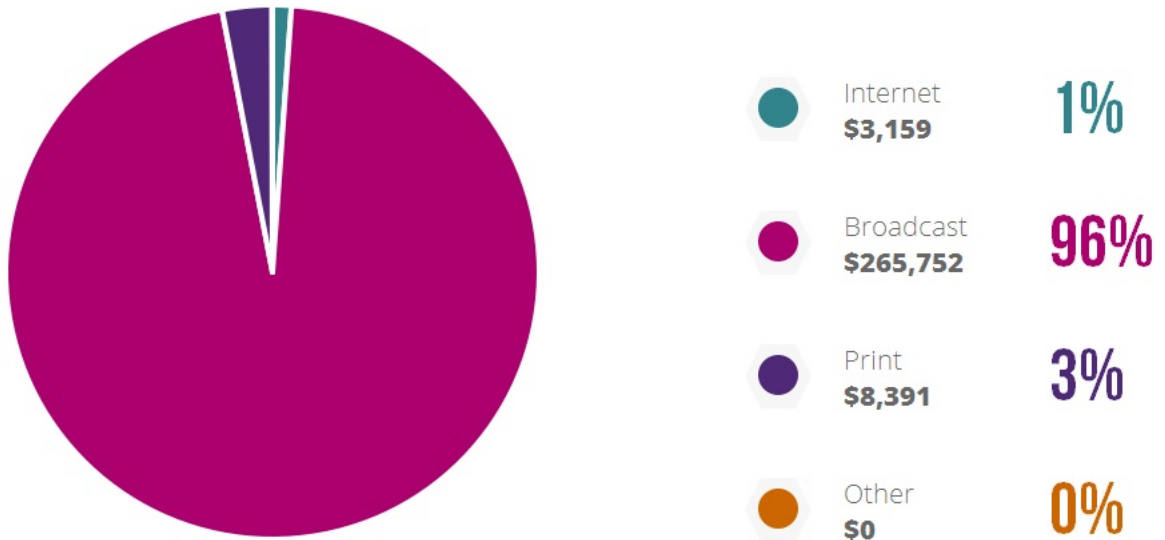


	Internet <b>13,823,379</b>	<b>85%</b>
	Broadcast <b>969,805</b>	<b>6%</b>
	Print <b>1,427,640</b>	<b>9%</b>
	Other <b>0</b>	<b>0%</b>

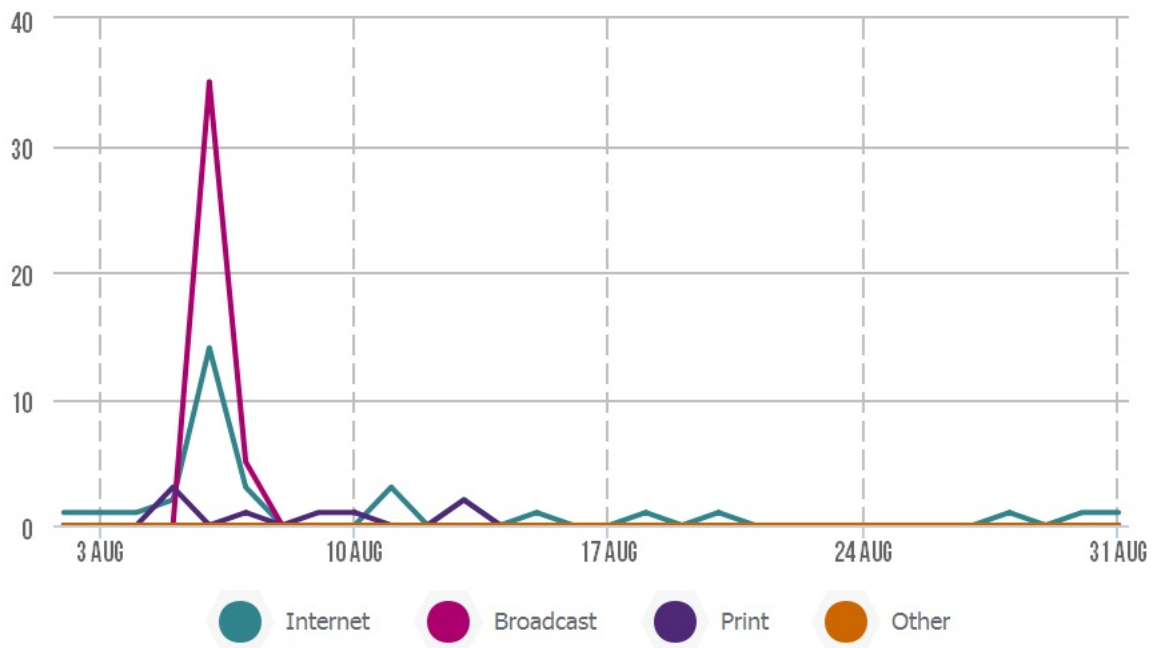
# AUGUST 2015 EXECUTIVE REPORT

DENTON COUNTY TRANSPORTATION AUTHORITY

## PUBLICITY VALUE BY MEDIA GROUP



## FREQUENCY OF MENTIONS OVER TIME

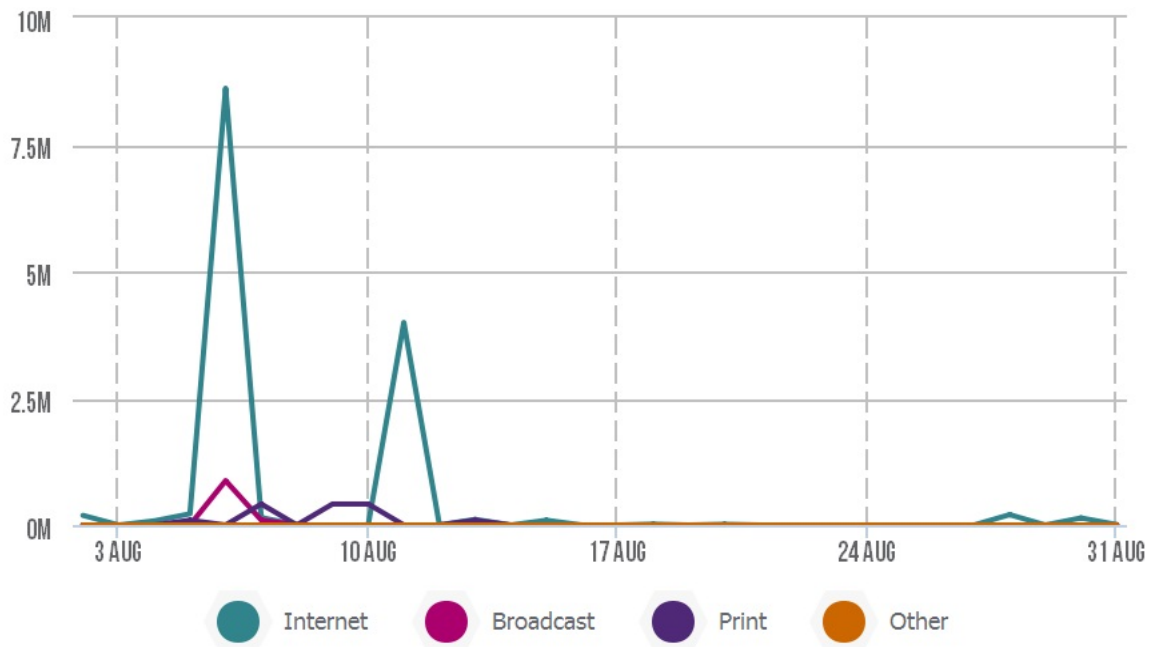


# AUGUST 2015 EXECUTIVE REPORT

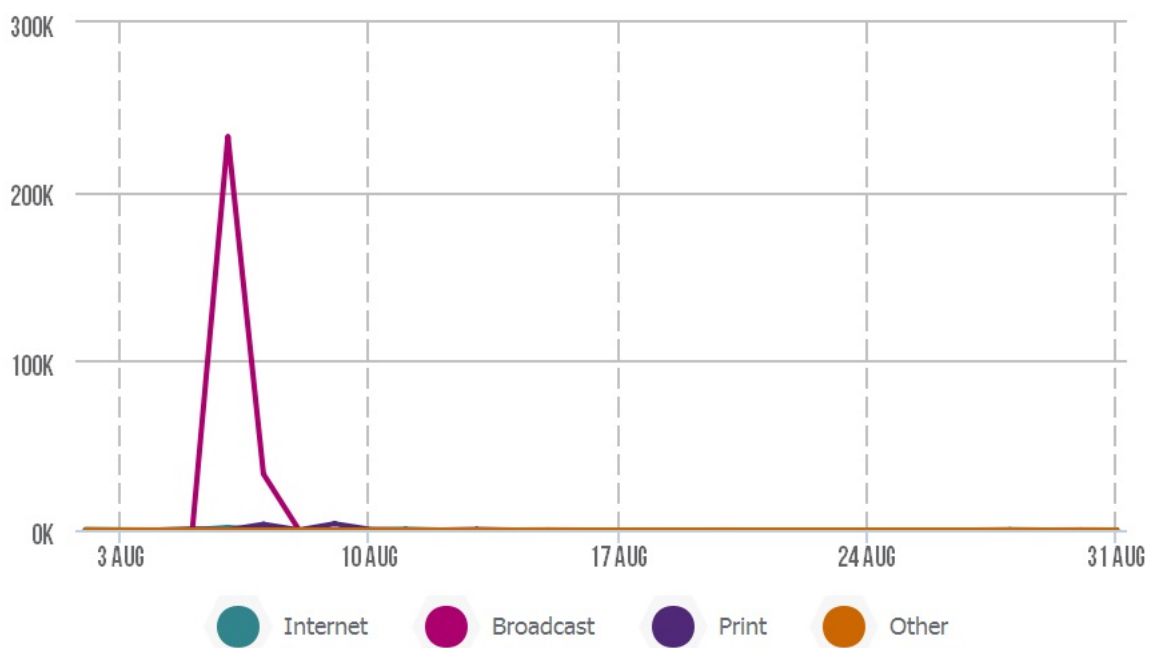
DENTON COUNTY TRANSPORTATION AUTHORITY



## REACH OVER TIME



## PUBLICITY VALUE OVER TIME



## AUGUST 2015 EXECUTIVE REPORT

DENTON COUNTY TRANSPORTATION AUTHORITY

## SUMMARY FOR 8/2/2015 – 8/31/2015

	MENTIONS	REACH	PUBLICITY VALUE
<b>INTERNET</b>	<b>33</b>	<b>13,823,379</b>	<b>\$3,159.39</b>
Online Print Version	16	8,945,270	\$2,317.60
Online Broadcast Version	5	3,944,991	\$452.23
Blogs	6	823,776	\$305.56
News Web Sites	6	109,342	\$84.00
<b>BROADCAST</b>	<b>40</b>	<b>969,805</b>	<b>\$265,752.05</b>
Television Station Show	16	969,805	\$260,758.07
AM Radio Station Show	18		\$3,703.89
Radio Network Show	6		\$1,290.09
<b>PRINT</b>	<b>8</b>	<b>1,427,640</b>	<b>\$8,391.16</b>
Daily Newspaper	8	1,427,640	\$8,391.16
<b>TOTAL</b>	<b>81</b>	<b>16,220,824</b>	<b>\$277,302.60</b>



## Board of Directors Memo

September 24, 2015

### Subject: Capital Projects Update

#### Signal System Enhancements

- The contractor has requested a 2 month extension to the project plan for completion of the real-time circuit monitoring system to allow for the implementation of fiber optics connections along the corridor. Fiber connections are necessary for:
  - Real-time monitoring;
  - Active real-time detection of shunt levels;
  - Active signal control;
  - Prerequisite to PTC.

#### Positive Train Control (PTC)

- Staff is recommending an award of contract for Enhanced Automatic Train Control (E-ATC) system.

#### Flood Damage repairs

- FEMA officials inspected the damage in early September. We have fulfilled the 60 day requirement and have notified FEMA of all potential claims. Staff is working with FEMA to assemble the Project Work Sheets.

#### Transit Enhancements

- Shelters and benches were delivered 9/5.
- An RFP for transit construction services to provide for as-needed installation of shelters, benches, accessible pads and lighting is in progress.
- Installation of the first four locations will begin in the City of Denton in October.

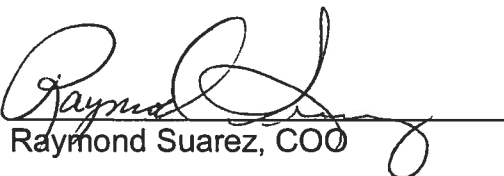
#### Lewisville Hike/Bike Trail

- The trail is substantially complete and can be used by the public at this time.

#### Rail OMF Drainage

- The project is substantially complete.

Final Review:

  
Raymond Suarez, COO



**Board of Directors Memo**

September 24, 2015

**Subject: Transit Operations Report**

**SYSTEM ON-TIME PERFORMANCE**

- FY 2015 YTD, “On Time Performance” (OTP) for the A-train was 97.72%
- FY 2015 YTD “On Time Performance” (OTP) for Connect service was 92.96%.

**RIDERSHIP PERFORMANCE**

**Year to date change in ridership by service type**

Service	% Change FY 2014 to FY 2015	Color Indicator	Notation No.
All Bus & Rail	6.64%	Green	1
Rail	-1.27%	Yellow	2
All Bus	9.27%	Green	1
Connect	1.63%	Green	
UNT	11.30%	Green	3
NCTC	26.45%	Green	4
Access	2.55%	Green	
Connect RSVP	-25.85%	Red	5

1. YTD ridership is up over last year primarily due to continued growth in UNT. In addition, extra bus service (special movements) increased ridership in June and July.
2. In June, heavy rains and flooding impacted rail service which temporarily suspended service.
3. YTD UNT ridership continues to trend upward.
4. NCTC overall growth is attributed to the expansion of NCTC service in September 2014.
5. Connect RSVP continues to decline which is likely due to additional parking available at HV/LL station, and the inability to make same day reservations.

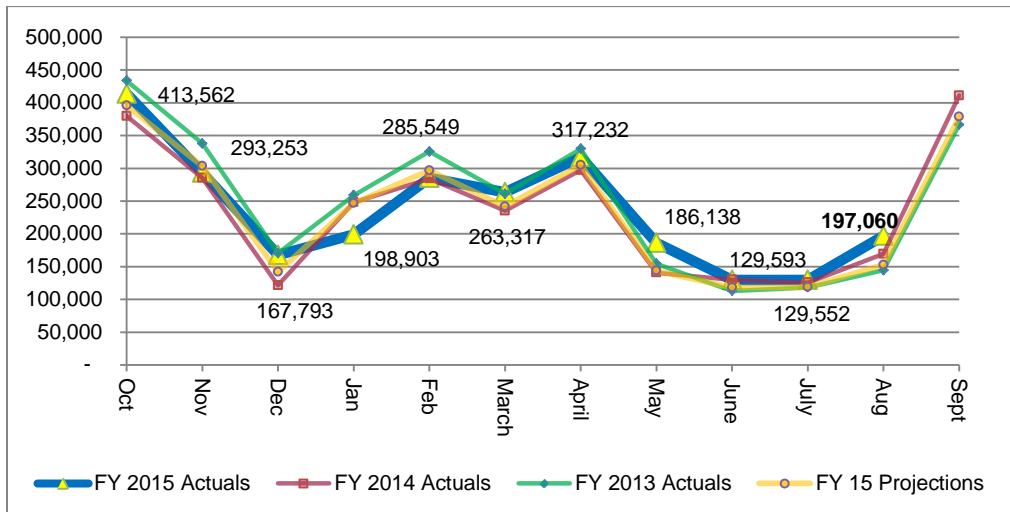
**Color Key**

**Green** indicates positive performance

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

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

### Rail and All Bus: Total Boardings

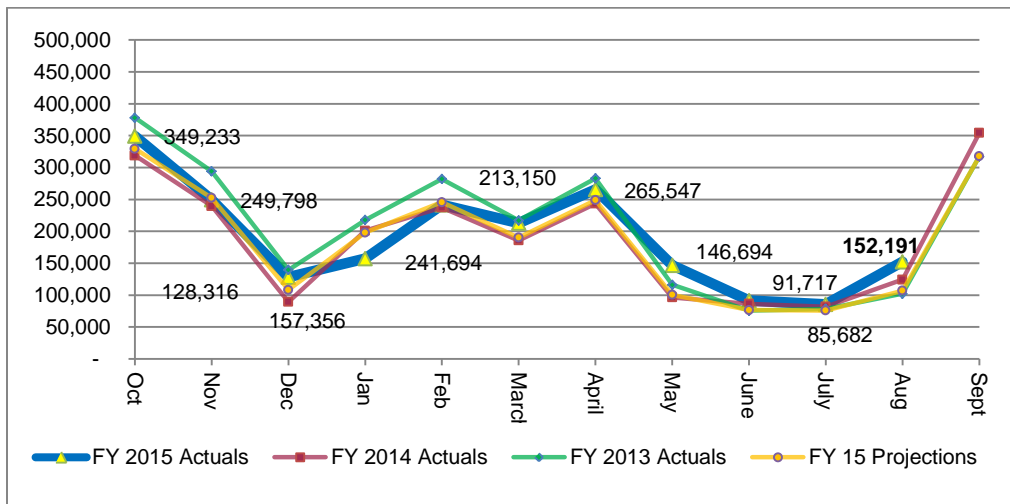


Note: Statistics include A-train, Connect, UNT, NCTC, Access, Connect RSVP, and special movement services.

#### Rail and All Bus: Total Boardings

- YTD ridership continues to trend upward compared to the same period in FYs 2013 and 2014.
- YTD actual ridership is 4.77% higher (or 117,435 boardings) than FY 2015 projections.

### All Bus: Total Boardings

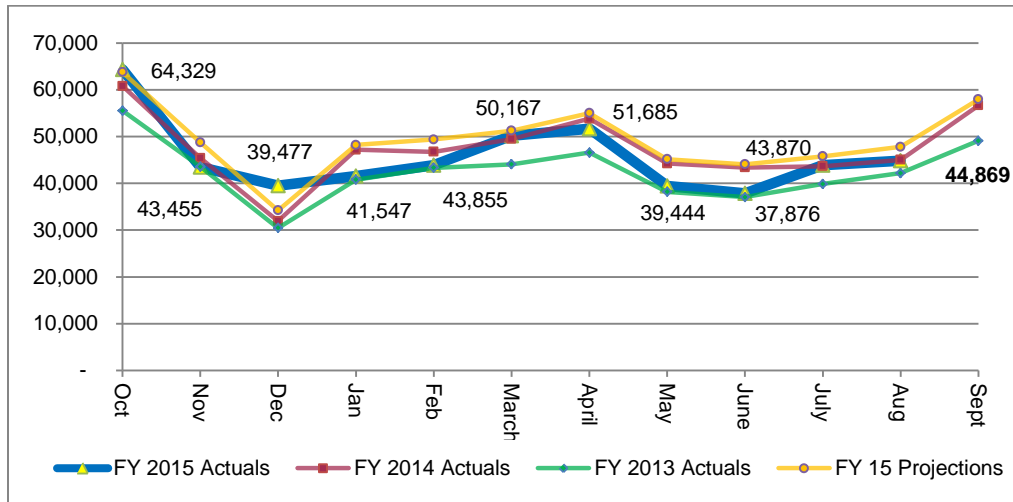


Note: Statistics include Connect, UNT, NCTC, Access, Connect RSVP, and special movement services.

#### All Bus: Total Boardings

- Growth in UNT ridership is the primary driver of total bus growth. YTD, UNT ridership makes up 71% of total bus ridership.
- YTD UNT average ridership on regular class days is 11% higher (or 1,031 boardings per regular class day) compared to the same period in FY 2014.
- YTD actual ridership is 7.62% higher (or 147,451 boardings) than FY 2015 projections.

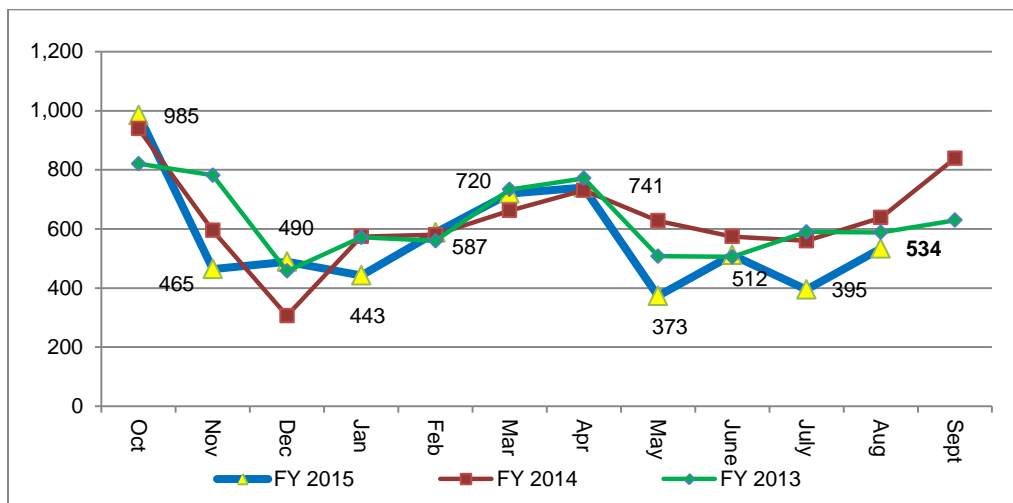
### Rail: Total Boardings



#### Rail: Total Boardings

- YTD overall boardings are still recovering from service disruptions in June and also inclement weather earlier this calendar year.

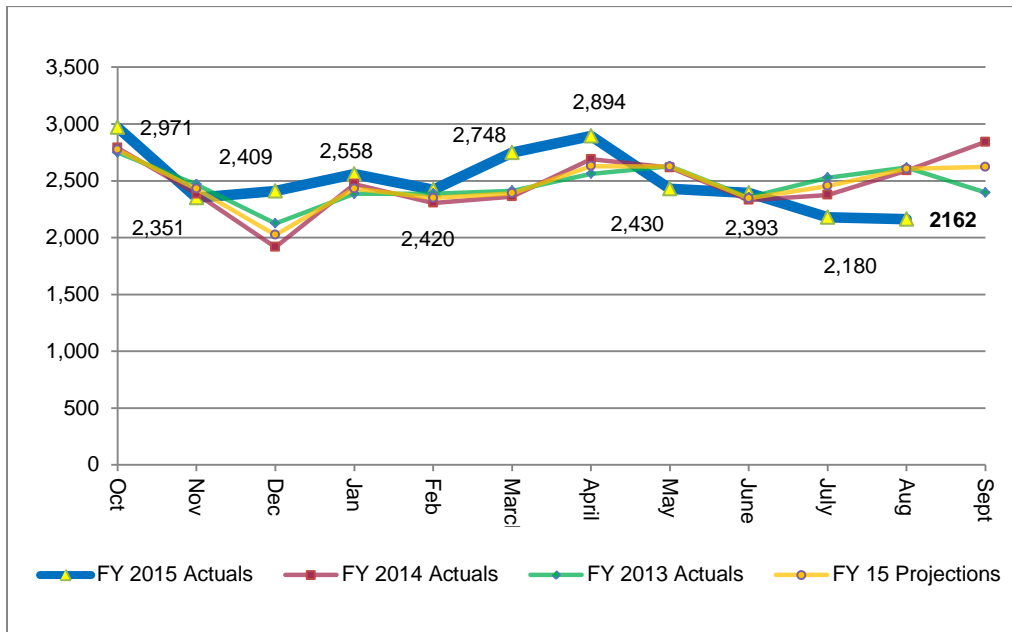
### Rail: Saturday Average Boardings



#### Rail: Saturday Average Boardings

- YTD overall boardings are still recovering from service disruptions in June and also inclement weather earlier this calendar year.

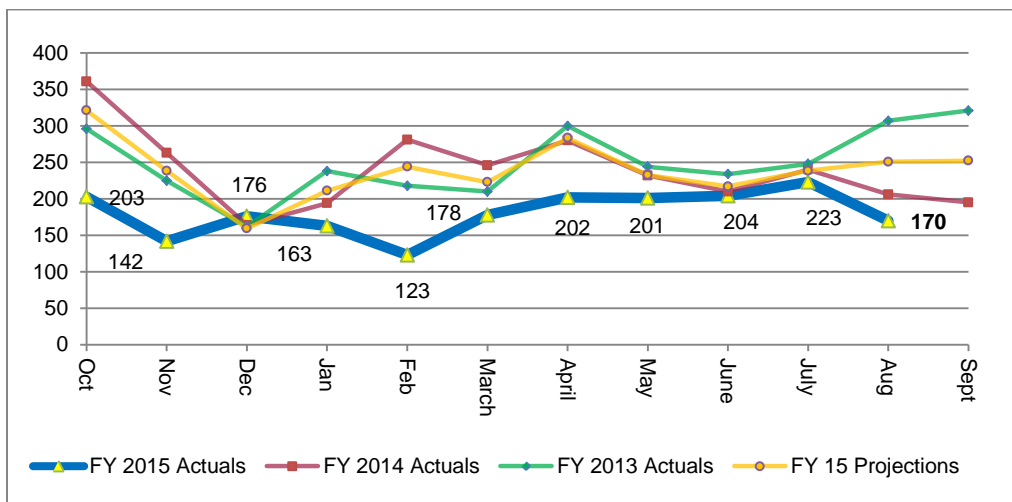
### Access: Total Boardings



#### Access: Total Boardings

- In July, access boardings declined for the first time in this fiscal year. Hot weather and vacations in July may explained reversal.

### Connect RSVP: Total Boardings



#### Connect RSVP: Total Boardings

- Connect RSVP continues to underperform (-25.85% YTD) likely due to more parking availability at HV/LL station, and the inability to make same day reservations. This service is being evaluated as part of the comprehensive planning currently underway for HV/Lewisville routes.

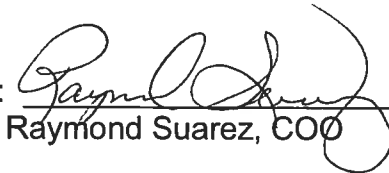
**SAFETY/SECURITY**

- DCTA Rail Operations Injury-Free Workdays: 1,211
- DCTA Bus Operations Injury-Free Workdays: 7
- On August 6, 2015, 2015, DCTA 5922 was involved in a motor vehicle collision, resulting in one fatality and the train derailing. Damages are expected to exceed \$500,000.

**MAINTENANCE**

- **Right of Way:** Routine daily inspections are being performed by the contractor.
- **Signal/Communications:** There were no issues in the month of August.
- **Stations:** DCTA contract operations (HTSI) continues to perform weekly safety inspections, which have not identified any major issues.
- **Rail Mechanical:** DCTA contract operations (HTSI) reported one mechanical failure in August. On August 29, 2015 DCTA 5926 was delayed due to a fire alarm sensor malfunction. The issue is being resolved with the vehicle manufacturer.

Final Review:

  
Raymond Suarez, COO



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

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

## Work Session Minutes

The Board of Directors of the Denton County Transportation Authority convened the work session of the Board of Directors with Chairman Charles Emery presiding at 1:35 p.m. August 27, 2015 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

### Attendance

#### Small Cities

Connie White, Trophy Club

#### Large Cities

Charles Emery, Lewisville, Chairman  
 Paul Pomeroy, Highland Village, Vice-Chair  
 Richard Huckaby, Denton, Secretary  
 Carter Wilson, Frisco  
 Daniel Peugh, Corinth (arrived 2:53 p.m.)  
 Jim Robertson, Flower Mound

#### Denton County Unincorporated

Don Hartman  
 George A. Campbell

#### Board Members Absent

Allen Harris, The Colony  
 Doug Peach, Little Elm  
 Dave Kovatch, Denton County at Large

#### Legal Counsel

Pete Smith, General Counsel

#### DCTA Staff

Jim Cline, President  
 Raymond Suarez, Chief Operating Officer  
 Kristina Brevard, Vice President, Planning and Development  
 Nicole Recker, Vice President of Marketing and Communications  
 Anna Mosqueda, Chief Financial Officer

#### Others in Attendance

Amanda Riddle – Budget Manager  
 Marisa Perry – Controller  
 Alison Meshnick – Transit Management of Denton County  
 Chrissy Nguyen – Senior Accountant

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 items i – iii and v-vi. Amanda Riddle briefed the board on the Platinum level Texas Comptroller’s Leadership Circle Transparency Award the agency recently received.
  - i. Financial Statements
  - ii. Capital Projects Report
  - iii. Sales Tax Report
  - iv. TX Comptroller’s Leadership Circle Transparency Award

- v. Procurement Report
  - vi. Triennial Review Update
- b. Marketing and Communications – Nicole Recker reported on these items
    - i. Marketing and Communications Initiatives
    - ii. Marketing and Communications Metrics
    - iii. Customer Service Metrics
    - iv. Public Meeting Update
  - c. Capital Projects Update – Raymond Suarez presented information on the following topics
    - i. GTW Integration
    - ii. Lewisville Bike Trail
    - iii. Positive Train Control (PTC)
    - iv. Station Improvements
    - v. Rail Facility Drainage
  - d. Transit Operations – Raymond Suarez provided an update
    - i. Rail Operations
    - ii. Bus Operations
  - e. Strategic Planning / Development – Kristina Brevard provided an update
    - i. Priority Projects Update
    - ii. Outreach Efforts
2. Items for Discussion
- a. Rail Operations and Maintenance Interlocal Agreement
    - Jim Cline briefed the board on the current status of the interlocal agreement with DART.
  - b. Legislative Update
    - Jim Cline gave a legislative update on positive train control (PTC) and other current legislative items.
  - c. Review Agency Performance Report Metrics
    - i. Jim Cline asked the board to review the Agency Performance Report and come back with any suggested updates
3. Committee Chair Reports
- a. Finance Committee (08/17/2015) Dave Kovatch, chair
    - George A. Campbell gave an overview of the Finance Committee Meeting
  - b. Program Services Committee (08/18/2015) Paul Pomeroy, chair
    - Paul Pomeroy gave an overview of the Program Services Committee Meeting
4. Discussion of Regular Board Meeting Agenda Items (August 2015)
- There were no comments on this item
5. Convene Executive Session – 3:09 p.m. – 4:31 p.m.
- a. As Authorized by Texas Government Code Section 551.072 Deliberation regarding Real Property: Discuss acquisition, sale or lease of real

property related to long-range service plan within the cities of Denton, Lewisville, or Highland Village.

- b. As Authorized by Section 551.074 the Texas Government Code Deliberation of Personnel of Discussion regarding Annual President's Performance Review.

6. Reconvene Open Session – 4:31 p.m.

- a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
  - Motion to amend the employment contract with Jim Cline, President to include extension of contract through September 30, 2017, annual salary increase to \$200,000, increase cell phone allowance to \$150 per month, and increase the reimbursement for annual physical to \$1,000. Motion made by George A. Campbell. 2nd by Richard Huckaby Motion carried unanimously.

7. Discussion of Future Agenda Items

- a. Board Member Requests – none

Work session was adjourned at 3:32 p.m.



1955 Lakeway Drive, Suite 260  
Lewisville, Texas 75057

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

**Board Meeting Minutes**

The regular meeting of the Board of Directors of the Denton County Transportation Authority was convened with Chairman Charles Emery presiding at 4:33 p.m. August 27, 2015 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057. A quorum was present.

**Attendance**

**Small Cities**

Connie White, Trophy Club

**Large Cities**

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

**Denton County Unincorporated**

Don Hartman  
George A. Campbell

**Board Members Absent**

Allen Harris, The Colony  
Doug Peach, Little Elm  
Dave Kovatch, Denton County at Large

**Legal Counsel**

Pete Smith, General Counsel



**DCTA Staff**

Jim Cline, President  
 Raymond Suarez, Chief Operating Officer  
 Kristina Brevard, Vice President, Planning  
 and Development  
 Nicole Recker, Vice President of Marketing  
 and Communications  
 Anna Mosqueda, Chief Financial Officer

**Others in Attendance**

Amanda Riddle – Budget Manager  
 Marisa Perry – Controller  
 Alison Meshnick – Transit Management of  
 Denton County  
 Chrissy Nguyen – Senior Accountant

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 – Jim Robertson

INVOCATION – Paul Pomeroy

WELCOME AND INTRODUCTION OF VISITORS – Anna Mosqueda introduced Marco Arancibia, Data & Business Systems Analyst. Nicole Recker introduced Sarah Munson, Senior Marketing Specialist.

1. CONSENT AGENDA

- a. Approval of Minutes Board Meeting July 23, 2015
- b. Acceptance of Financial Reports – July
- c. Approve Resolution 15-09 updating ICMA-RC Primary Contact
- d. Award of Purchase and Installation of Generator
- e. Approve Task Order No. 8 to HNTB for Surveying Services
- f. Award of Signal System Enhancements
- g. Award of Agreement for Sales and Use Tax Review
  - Motion to approve Consent Agenda Items 1a-g made by Jim Robertson. 2<sup>nd</sup> by Paul Pomeroy. Motion carried unanimously.

2. REGULAR AGENDA

- a. Presentation and Discussion of Proposed FY2016 Capital & Operating Budget
  - Anna Mosqueda walked the board through a presentation on the proposed FY2016 Capital & Operating Budget.
- b. Conduct Public Hearing on Proposed FY2016 Capital & Operating Budget
  - Public Hearing was opened at 5:17 p.m. by Charles Emery. There were no comments. Hearing was closed by Charles Emery at 5:18 p.m. Voting on this item will take place in the September Board Meeting.

1. CHAIR REPORT – Charles Emery gave an update on these issues as well as the reminding members that committee assignments for next year will be soon.

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

2. PRESIDENT'S REPORT – Jim Cline provided information on the following items
  - a. Budget Transfers – none were required
  - b. Regional Transportation Issues
  
3. REPORT ON ITEMS OF COMMUNITY INTEREST
  - a. Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.
    - Jim Cline updated the board on the requirements to Video Tape board meetings.
  
4. ADJOURN 5:27 p.m.
  - Motion to adjourn made by Daniel Peugh. 2nd by Jim Robertson. Motion carried unanimously.

The minutes of the August 27, 2015 meeting of the Board of Directors were passed, and approved by a vote on this 24<sup>th</sup> day of September, 2015.

---

Charles Emery, Chairman

ATTEST

---

Richard Huckaby, Secretary



## Board of Directors Memo

September 24, 2015

**Subject:** 2(a) Discussion / Approval of Resolution #15-10 Adopting the FY16 Operating & Capital Budget

### 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 2016 budget presented combines information and feedback from several months 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. Notice of the public hearing was published in the Denton Record Chronicle on August 20<sup>th</sup>, 2015.

Staff has been working very closely over the past months with the Finance Committee in the preparation of the FY16 Budget and in detail review of the many components of the budget. Staff presented the FY2016 goals along with the proposed revenue projections at the Finance Committee meeting in June. In July, the total operating and capital budget as well as the cash flow model impact of the FY16 Proposed Budget were presented to the Finance Committee for review and comment. A benefits presentation was also completed for the committee in July. Finally, in August, the committee reviewed the overall FY16 budget which incorporated previous Finance Committee requests into the budget.

The proposed Budget contains revenue and expenditure assumptions for FY16, which include capital expenditures. Included as agenda back-up are the following exhibits:

- Exhibit A: Operating Revenues and Expenditures for proposed FY16 as compared to the FY15 Revised Budget.
- Exhibit B: Capital Improvement Plan
- Exhibit C: The 5-year cash flow model. It incorporates the FY16 budget as proposed and provides the Board a view of the impact of the proposed FY16 budget on the long range cash flow model.
- Exhibit D: Fiscal Year 2016 Budget Contingency Plan

### Identified Need

Approval of Resolution #15-10, adopting the FY16 Operating and Capital Budget is required to establish budget for the 2016 fiscal year which will begin October 1, 2015.

**Committee Review**

In addition to meetings in June, July and August, 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, Daniel Peugh and Dave Kovatch serving as Committee Chair.


**Financial Impact**

This item will determine the budget for FY16 and will begin October 1, 2015.

**Recommendation**

Staff recommends the approval of Resolution #15-10, adopting the FY2015-16 Operating & Capital Budget, Budget Contingency Plan and Cash Flow Model.

Final Review:   
\_\_\_\_\_  
Anna Mosqueda, CFO

Approval:   
\_\_\_\_\_  
Jim Cline, President

**DENTON COUNTY TRANSPORTATION AUTHORITY  
RESOLUTION NO. 15-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (“DCTA”) PROVIDING FOR ADOPTION OF THE DENTON COUNTY TRANSPORTATION AUTHORITY OPERATING AND CAPITAL BUDGET FOR FISCAL YEAR 2015-2016, BEGINNING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH THE BUDGET AS ADOPTED; ADOPTING THE BUDGET CONTINGENCY PLAN FOR FISCAL YEAR 2015-2016; ADOPTING THE DCTA CASH FLOW MODEL; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 460.403 of the Texas Transportation Code requires the Denton County Transportation Authority (“DCTA”) to prepare an annual budget; and

**WHEREAS**, the prepared budget, budget contingency plan, and cash flow model have been presented to the public for review and comment; and

**WHEREAS**, the budget, budget contingency plan, and cash flow model have been presented to the DCTA Board of Directors for review and comment; and

**WHEREAS**, after consideration, it is the consensus of the DCTA Board of Directors that the proposed FY 2015–2016 budget as hereinafter set forth, meets the legal and practical requirements of the DCTA for the proper and sustained operation of DCTA services and capital expenditures and should be approved as presented;

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

**SECTION 1.** The DCTA Operating and Capital Budgets for FY 2015-2016, the Budget Contingency Plan FY 2015-2016, and the DCTA Cash Flow Model, attached as Exhibits “A” through “D”, be adopted and approved in all respects, and that the sums of money indicated in the proposed budget be approved as listed, and that the estimate of income and financial support as shown be accepted as proper and sufficient to pay such expenditures for both the operating and capital portions of the Budget.

**SECTION 2.** That all Budget amendments and transfers of appropriations budgeted from one account or activity to another within any individual activity for the fiscal year 2014-2015 are hereby ratified, and the budget for fiscal year 2014-2015, heretofore adopted by resolution of the DCTA Board of Directors, be and the same is hereby, amended to the extent of such transfers and amendments for all purposes.

**SECTION 3.** That all provisions of the resolutions of the DCTA Board of Directors in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this Resolution shall remain in full force and effect.

**SECTION 4.** That this Resolution shall take effect immediately from and after its passage, and it is, accordingly, so resolved.

**DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THE 24<sup>TH</sup> DAY OF SEPTEMBER, 2015.**

**APPROVED:**

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Charles Emery, Chairman

**ATTEST:**

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Richard Huckaby, Secretary

**APPROVED AS TO FORM:**



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Peter G. Smith, General Counsel  
(PGS:09-11-15:TM 73262)

# FY16 Budget Revenue Projections

Regular Meeting 2a - Exhibit A

<i>Bus Operations</i>				
Revenue Source	FY14 Actuals	FY15 Budget	Actuals as of June 30, 2015	Proposed FY16
<b>Passenger Revenues</b>				
Connect	\$ 532,120	\$ 554,147	\$ 412,351	\$ 591,052
Access	87,309	81,369	65,601	77,179
UNT	4,189	-	30,918	-
NCTC	20	-	-	-
<b>Total Passenger Revenues</b>	<b>623,637</b>	<b>635,516</b>	<b>508,871</b>	<b>668,232</b>
<b>Contract Services</b>				
Connect	\$ 49,000	\$ 57,000	\$ 8,000	\$ 49,000
UNT	2,424,306	2,437,919	1,948,458	2,473,267
<i>UNT Fuel (Direct Pass Thru)</i>	<i>480,030</i>	<i>624,124</i>	<i>279,992</i>	<i>524,822</i>
NCTC	87,222	79,317	118,417	162,956
<i>NCTC Fuel (Direct Pass Thru)</i>	<i>20,831</i>	<i>61,276</i>	<i>16,013</i>	<i>53,642</i>
<b>Total Contract Services</b>	<b>3,061,389</b>	<b>3,259,636</b>	<b>2,370,879</b>	<b>3,263,687</b>
<b>Total</b>	<b>\$ 3,685,026</b>	<b>\$ 3,895,152</b>	<b>\$ 2,879,750</b>	<b>\$ 3,931,919</b>
<i>Rail Operations</i>				
Revenue Source	FY14 Actuals	FY15 Budget	Actuals as of June 30, 2015	Proposed FY16
Rail Farebox	\$ 831,113	\$ 879,861	\$ 603,786	\$ 874,678
<b>Total</b>	<b>\$ 831,113</b>	<b>\$ 879,861</b>	<b>\$ 603,786</b>	<b>\$ 874,678</b>
<i>G&amp;A</i>				
Revenue Source	FY14 Actuals	FY15 Budget	Actuals as of June 30, 2015	Proposed FY16
Interest Income	\$ 21,100	\$ 33,000	\$ 17,687	\$ 20,000
Fare Evasion Fee	3,750	6,300	1,200	1,500
Sales Tax	21,367,086	22,180,196	17,022,215	23,067,404
Federal Operating Grants	3,410,607	4,653,518	4,080,751	4,643,442
Federal Capital Grants	3,614,583	2,939,149	1,135,904	6,109,915
State Operating Grants	-	-	43,600	-
State Capital Grants	648,939	2,415,963	1,101,675	-
Debt Issuance	-	-	-	-
<b>Total</b>	<b>\$ 29,066,065</b>	<b>\$ 32,228,126</b>	<b>\$ 23,403,032</b>	<b>\$ 33,842,261</b>
<b>TOTAL REVENUES</b>	<b>\$ 33,582,204</b>	<b>\$ 37,003,139</b>	<b>\$ 26,886,567</b>	<b>\$ 38,648,858</b>

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

**Denton County Transportation Authority**  
**Proposed Fiscal Year 2016 Budget**  
*(Including Depreciation)*

Description	FY14 Actuals	FY15 Original Budget	FY15 Revised Budget	Actuals as of June 30, 2015	FY16 Proposed Budget	\$ Increase / (Decrease)	% Increase / (Decrease)
<b>Revenue &amp; Other Income</b>							
Passenger Revenues (Bus Farebox)	623,638	635,516	635,516	508,871	668,231	32,715	5%
Passenger Revenues (Rail Farebox)	831,113	879,860	879,860	603,786	874,678	(5,182)	-1%
Contract Service Revenue	3,061,389	3,259,635	3,259,635	2,370,879	3,263,687	4,052	0%
						-	
<b>Total Revenue &amp; Other Income</b>	<b>4,516,140</b>	<b>4,775,011</b>	<b>4,775,011</b>	<b>3,483,535</b>	<b>4,806,596</b>	<b>31,585</b>	<b>1%</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>							
Salary, Wages and Benefits	1,866,671	2,197,088	2,138,360	1,590,526	2,643,498	505,138	24%
Services	1,279,218	1,497,029	1,444,613	520,447	1,412,474	(32,139)	-2%
Materials and Supplies	100,781	216,864	246,313	100,072	239,700	(6,613)	-3%
Utilities	12,888	60,353	60,353	20,485	54,240	(6,113)	-10%
Insurance, Casualties and Losses	11,271	11,309	11,309	8,875	11,626	317	3%
Purchased Transportation Services	-	-	159,175	115,950	206,550	47,375	30%
Miscellaneous	110,764	203,667	213,667	76,254	219,694	6,027	3%
Leases and Rentals	311,708	102,777	102,777	96,636	107,976	5,199	5%
Depreciation	(1,778)	-	-	-	33,333	33,333	
Subtotal - G&A	3,691,522	4,289,087	4,376,567	2,529,246	4,929,092	552,525	13%
<b>BUS SERVICES</b>							
Salary, Wages and Benefits	5,531,281	6,701,745	6,701,745	4,501,961	6,463,161	(238,584)	-4%
Services	400,697	546,831	546,831	390,281	714,150	167,319	31%
Materials and Supplies	1,627,759	2,352,874	2,352,874	1,084,541	2,242,584	(110,290)	-5%
Utilities	124,094	112,520	112,520	99,531	176,732	64,212	57%
Insurance, Casualties and Losses	267,847	272,618	272,618	209,448	289,255	16,637	6%
Purchased Transportation Services	-	-	-	-	-	-	0%
Miscellaneous	7,337	35,370	35,370	14,705	47,960	12,590	36%
Leases and Rentals	39,667	2,220	2,220	4,517	6,000	3,780	170%
Depreciation	1,240,087	1,783,882	1,783,882	1,223,731	1,917,896	134,014	8%
Subtotal - Bus Services	9,238,770	11,808,060	11,808,060	7,528,714	11,857,738	49,678	0%
<b>RAIL SERVICES</b>							
Salary, Wages and Benefits	260,617	275,024	279,891	211,532	287,591	7,700	3%
Services	257,527	145,391	169,091	104,157	298,160	129,069	76%
Materials and Supplies	1,163,199	1,591,037	1,317,337	753,054	1,301,000	(16,337)	-1%
Utilities	279,836	279,276	279,276	171,843	280,389	1,113	0%
Insurance, Casualties and Losses	496,869	494,089	494,089	362,676	499,334	5,245	1%
Purchased Transportation Services	9,632,780	9,853,076	9,804,412	7,252,134	11,427,074	1,622,662	17%
Miscellaneous	5,504	6,438	6,438	13,317	13,693	7,255	113%
Leases and Rentals	1,104	102,207	102,207	1,655	102,207	-	0%
Depreciation	7,637,028	7,719,558	7,719,558	5,784,815	8,029,976	310,418	4%
Subtotal - Rail Services	19,734,464	20,466,096	20,172,299	14,655,183	22,239,424	2,067,125	10%
						-	
<b>Total Operating Expenses</b>	<b>32,664,756</b>	<b>36,563,243</b>	<b>36,356,926</b>	<b>24,713,143</b>	<b>39,026,254</b>	<b>2,669,328</b>	<b>7%</b>
<b>Income Before Non-operating Revenue &amp; Exp</b>	<b>(28,148,617)</b>	<b>(31,788,232)</b>	<b>(31,581,915)</b>	<b>(21,229,608)</b>	<b>(34,219,658)</b>		
<b>Non-Operating Revenues / (Expense)</b>							
Investment Income	21,100	33,000	33,000	17,687	20,000	(13,000)	-39%
Non-Operating Revenues / (Expense)	81,520	6,300	6,300	79,968	1,500	(4,800)	-76%
Sales Tax Revenue	21,367,086	21,347,080	22,180,196	17,022,215	23,067,404	887,208	4%
Federal Grants & Reimbursements	7,025,190	16,617,500	7,592,667	4,903,768	10,753,357	3,160,690	42%
State Grants & Reimbursements	648,939	2,358,300	2,415,963	1,145,275	-	(2,415,963)	-100%
Debt Issuance	-	5,500,000	-	-	-	-	
Long Term Debt Interest/Expense	(1,451,364)	(2,721,899)	(2,721,899)	(910,175)	(1,156,422)	1,565,477	-58%
<b>Total Non-Operating Revenue / (Expense)</b>	<b>27,692,472</b>	<b>43,140,281</b>	<b>29,506,227</b>	<b>22,258,738</b>	<b>32,685,839</b>	<b>3,179,612</b>	<b>11%</b>
<b>Change in Net Position</b>	<b>(456,145)</b>	<b>11,352,049</b>	<b>(2,075,688)</b>	<b>1,029,130</b>	<b>(1,533,819)</b>		
<b>Net Position - Beginning of Year:</b>					<b>16,505,972</b>		
<b>Net Position - End of Year:</b>					<b>14,972,153</b>		
<i>Transfer to Capital Projects</i>					<b>(9,271,359)</b>		
<b>Net Position After Capital Project Transfer</b>					<b>5,700,794</b>		



**Capital Improvement Plan**

Project Name	Project Number	Project Budget	Project LTD thru FY 2014	FY 2015 Projection	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Anticipated Project Total (Thru 2020)
<b>Bus Services</b>										
Bus Operations & Maintenance Facility	50301	11,497,555	11,328,630	167,825						11,496,455
Fleet Replacement {2015}	50505	1,634,000	-	-	1,634,000					1,634,000
DDTC	50303	373,282	12,597	360,685						373,282
Bus Radios	50408	120,870	2,332	118,538						120,870
Scheduling Software	50601	250,000			250,000					250,000
Passenger Amenities {2015}	50203	53,483		53,483						53,483
Transit Enhancements {2015-2016}	50204	165,000			165,000					165,000
<i>Bus Fleet Cameras</i>	<i>NEW</i>	<i>149,500</i>			<i>149,500</i>					<i>149,500</i>
<i>Fleet {2016}</i>	<i>NEW</i>	<i>1,250,000</i>			<i>1,250,000</i>	<i>1,750,000</i>	<i>1,030,000</i>	<i>2,633,050</i>	<i>1,215,000</i>	<i>7,878,050</i>
<b>Rail Services</b>										
Passenger Information	60701	96,821	57,670	39,150						96,820
Positive Train Control	61406	21,902,951	1,165,153	347,878	3,208,488	7,486,472	9,694,960			21,902,951
Lewisville Bike Trail	61708	3,099,856	649,338	2,450,518						3,099,856
Rail Maintenance of Equipment	61712	1,302,627	137,849	1,164,778						1,302,627
Rail Single Car Operations	61503	101,800	22,169	79,631						101,800
GTW Wheel Work	61505	915,041		915,041						915,041
Shunt Enhancement	61407	141,000		141,000						141,000
T. Mills Crew Facility	61209	250,000		58,700	191,300					250,000
Station Landscaping	61210	485,000		485,000						485,000
Rail Drainage Improvement	61104	500,000		500,000						500,000
Rail Mobilization {2015}	61604	2,119,517		2,119,517						2,119,517
<i>Disaster Recovery</i>	<i>61713</i>	<i>1,500,000</i>		<i>1,000,000</i>	<i>500,000</i>					<i>1,500,000</i>
<i>Rail Capital Maintenance</i>	<i>NEW</i>	<i>745,000</i>			<i>745,000</i>	<i>3,970,430</i>	<i>4,330,999</i>	<i>745,000</i>	<i>2,293,971</i>	<i>12,085,400</i>
<i>Stadler Spare Parts</i>	<i>NEW</i>	<i>150,000</i>			<i>150,000</i>					<i>150,000</i>
<i>ABB Stadler Spare Parts</i>	<i>NEW</i>	<i>276,000</i>			<i>276,000</i>					<i>276,000</i>
<i>Trail Safety Improvements</i>	<i>NEW</i>	<i>139,657</i>			<i>139,657</i>					<i>139,657</i>
<b>G&amp;A</b>										
COGNOS Report Writing Application	10601	200,000			200,000					200,000
Comprehensive Service Analysis	10602	567,414		200,000	367,414					567,414
Legal Support	10603	226,753		226,753						226,753
Cloud Hybrid Backup Solution	10401	35,000		35,000						35,000
<i>Shortel Phone System</i>	<i>NEW</i>	<i>45,000</i>			<i>45,000</i>					<i>45,000</i>
<b>TOTAL</b>		<b>\$ 50,293,127</b>	<b>\$ 13,375,738</b>	<b>\$ 3,953,518</b>	<b>\$ 9,271,359</b>	<b>\$ 13,206,902</b>	<b>\$ 15,055,959</b>	<b>\$ 3,378,050</b>	<b>\$ 3,508,971</b>	<b>\$ 68,260,476</b>
<b>Sources of Funding</b>										
Federal / State Grants					\$ 4,157,358	\$ 1,487,500	\$ 875,500	\$ 2,238,093	\$ 1,032,750	\$ 9,791,201
New Debt Issuance (PTC)					\$ -	\$ -	\$ 5,500,000	\$ -	\$ -	\$ 5,500,000
RTC Funds					\$ 1,952,557	\$ 5,989,177	\$ 4,558,266	\$ -	\$ -	\$ 12,500,000
DCTA Funding					\$ 3,161,444	\$ 5,730,225	\$ 4,122,193	\$ 1,139,957	\$ 2,476,221	\$ 16,630,040
<b>TOTAL</b>					<b>\$ 9,271,359</b>	<b>\$ 13,206,902</b>	<b>\$ 15,055,959</b>	<b>\$ 3,378,050</b>	<b>\$ 3,508,971</b>	<b>\$ 44,421,241</b>

OPERATING REVENUES	2015	2016	2017	2018	2019	2020	2021
<b>Beginning Fund Balance:</b>	\$ 20,655,595	\$ 16,505,972	\$ 14,101,996	\$ 9,824,951	\$ 9,987,725	\$ 11,986,973	\$ 13,389,853
Bus Operating Revenue	\$ 3,895,151	\$ 3,931,918	\$ 4,036,511	\$ 4,144,108	\$ 4,254,798	\$ 4,437,520	\$ 4,555,362
Rail Operating Revenue	879,860	874,678	883,425	892,259	901,182	1,000,312	1,010,315
<b>NON-OPERATING REVENUES</b>							
Sales Tax Revenue	22,180,196	23,067,404	23,990,100	24,949,704	25,947,692	26,985,600	28,065,024
Formula Grants (Operating)	4,653,518	4,643,442	4,620,481	7,340,095	6,102,105	7,434,543	8,235,679
Interest Income-Non RTRFI Funds	33,000	20,000	42,306	29,475	29,963	35,961	40,170
Misc. Revenue	6,300	1,500	1,500	1,500	1,500	1,500	1,500
<b>Total Revenues</b>	<b>31,648,025</b>	<b>32,538,942</b>	<b>33,574,323</b>	<b>37,357,141</b>	<b>37,237,240</b>	<b>39,895,435</b>	<b>41,908,049</b>
<b>OPERATING EXPENSES</b>							
Bus Operating Expense	10,024,178	9,939,842	10,243,828	10,623,884	11,002,203	11,390,742	11,788,045
Rail Operating Expense	12,452,741	14,209,448	14,093,212	14,483,589	14,698,234	15,909,192	15,542,278
G&A Operating Expense	4,376,567	4,895,760	5,040,692	5,206,636	5,377,380	5,554,181	5,737,121
<b>NON-OPERATING EXPENSES</b>							
Non-Operating (Income) / Expense							
<b>Total Expenses</b>	<b>26,853,486</b>	<b>29,045,050</b>	<b>29,377,732</b>	<b>30,314,108</b>	<b>31,077,817</b>	<b>32,854,116</b>	<b>33,067,444</b>
<b>NET INCOME</b>	<b>4,794,539</b>	<b>3,493,892</b>	<b>4,196,591</b>	<b>7,043,033</b>	<b>6,159,423</b>	<b>7,041,320</b>	<b>8,840,606</b>
<b>CAPITAL OUTLAY</b>							
Bus Capital Expenditure	1,419,600	681,914					
Fleet Replacement Expense		2,884,000	1,750,000	1,030,000	2,633,050	1,215,000	425,000
Professional Services / Technology Improvements	300,903	495,000	-	-	-	-	-
Right of Way	-	139,657	-	-	-	-	-
Rail Capital Expenditure (LV Hike & Bike)	2,450,518	-	-	-	-	-	-
Rail Capital Expenditure (Community Enhancements)	268,780						
HV Parking Expansion	31,073						
Rail Station Improvements	626,861	191,300					
Rail MOW	590,795						
Rail MOE	2,079,819						
Single Car Operations / Shunt Enhancement	220,631						
Re-Railing Equipment	121,000						
Rail Capital Maintenance		1,171,000	3,970,430	4,330,999	745,000	2,293,971	745,000
Disaster Recovery - 2015 Floods	1,000,000	500,000					
Rail Mobilization	2,119,517						
Positive Train Control	347,878	3,208,488	7,486,472	9,694,960			
<b>Total Capital Outlay</b>	<b>11,577,375</b>	<b>9,271,359</b>	<b>13,206,902</b>	<b>15,055,959</b>	<b>3,378,050</b>	<b>3,508,971</b>	<b>1,170,000</b>
<b>CAPITAL SOURCES</b>							
New Money (Debt Issuance)				5,500,000			
RTRFI/RTC Funds		1,952,557	5,989,177	4,558,265			
Formula Grants (Capital)	5,355,112	4,157,358	1,487,500	875,500	2,238,093	1,032,750	361,250
<b>Total Capital Sources</b>	<b>5,355,112</b>	<b>6,109,915</b>	<b>7,476,677</b>	<b>10,933,765</b>	<b>2,238,093</b>	<b>1,032,750</b>	<b>361,250</b>
<b>DEBT SERVICE</b>							
2008 Issue (ST) Debt Service							
2009 Refunding (ST) Debt Service	1,716,492	1,718,387	1,713,687	1,717,590	1,714,697	1,715,209	1,713,925
2011 Contractual Obligations (Vehicles)	751,945	763,955	770,183	775,785	785,761	794,955	808,366
2011 Contractual Obligations (PTC)	253,463	254,081	259,542	264,691	264,526	269,205	273,571
2018 Contractual Obligations (PTC)	-	-	-	-	255,233	382,850	382,850
<b>Total Debt Service</b>	<b>2,721,900</b>	<b>2,736,423</b>	<b>2,743,412</b>	<b>2,758,066</b>	<b>3,020,217</b>	<b>3,162,219</b>	<b>3,178,712</b>
Gross Sales Tax Coverage:	8.15	8.43	8.74	9.05	8.59	8.53	8.83
Internal Debt Service Coverage:	1.76	1.28	1.53	2.55	2.04	2.23	2.78
Year End Audit Adjustment							
<b>Ending Fund Balance:</b>	<b>16,505,972</b>	<b>14,101,996</b>	<b>9,824,951</b>	<b>9,987,725</b>	<b>11,986,973</b>	<b>13,389,853</b>	<b>18,242,996</b>
Less Restricted RTRFI Interest Income	-	-	-	-	-	-	-
Less Required Fund Balance (O&M Reserve Policy):	6,713,372	7,261,263	7,344,433	7,578,527	7,769,454	8,213,529	8,266,861
Less Sales Tax Stabilization Fund	665,406	692,022	719,703	748,491	778,431	809,568	841,951
Less Fuel Stabilization Fund	50,000	72,582	72,582	72,582	72,582	72,582	72,582
Less Capital/Infrastructure	638,664	2,000,000	1,000,000	1,000,000	2,000,000	2,000,000	2,000,000
<b>Net Available Cash</b>	<b>8,438,530</b>	<b>4,076,130</b>	<b>688,233</b>	<b>588,125</b>	<b>1,366,506</b>	<b>2,294,174</b>	<b>7,061,603</b>

## DCTA Budget Contingency Plan FY2016

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 (\$461,348)**

- 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 (\$692,022)**

- 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 (\$922,696)**

- 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 will require Board action and revision of annual budget

## **Section III: Federal Grant Funding Reduction**

**The following precautionary actions will be initiated immediately if a federal grant reduction is anticipated:**

### **Capital Expenditures:**

- Identify and evaluate other available funding sources
- Evaluate scaling back the scope of the project to the allocated funds, if feasible
- Freeze project pending review and discussion with Board of Directors.

### **Operating Funds:**

- Follow the Sales Tax Revenue Shortfall Procedure

**Board of Directors Memo**

September 24, 2015

**Subject: Award of Contract for Enhanced Automatic Train Control E-ATC, Rail Safety Enhancements****Background**

Currently, DCTA is required to implement a Positive Train Control system to be in compliance with federal law. DCTA released a request for proposals on August 6<sup>th</sup> for purchase, installation and commissioning of a PTC system.

On September 15th, two (2) proposals were received in response to the RFP:

1. GE Transportation Systems Global Signaling LLC
2. Wabtec Integrated Systems

Staff is in the process of conducting a review and evaluation of the proposals and will make a recommendation for award at the Board meeting.

**Identified Need**

The system is being implemented to satisfy a federal mandate and to enhance the A-train signal systems. The system as proposed shall be a logical and cost effective solution that will upgrade and integrate with the existing signal system.

**Financial Impact**

Expenditures for the project will be reimbursed by grant funds at 80%. Anticipated expenses for this purchase will not exceed \$13,000,000.

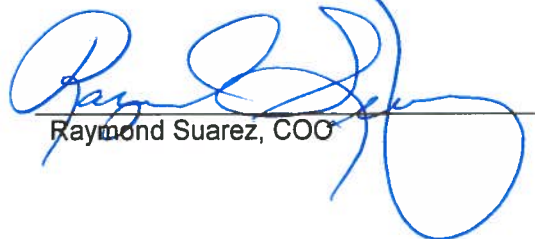
**Recommendation**

Staff recommends the Board approve the award and authorize the President to execute a contract with the selected firm.

Submitted by:

  
Athena Forrester, Senior Procurement  
Manager

Approval:

  
Raymond Suarez, COO