



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

**Board of Directors
Work Session**

August 23, 2012

1:30 p.m.

1. Routine Briefing Items
 - a. Financial Reports
 - i. Financial Statements
 - ii. Capital Projects Fund
 - iii. Sales Tax Report
 - iv. Procurement Report
 - b. Capital Projects Update
 - i. GTW Integration
 - ii. Bus Operations and Maintenance Facility (OMF)
 - iii. Community Enhancements
 - iv. Lewisville Bike Trail
 - v. Positive Train Control (PTC)
 - vi. A-train Close-out Status
 - vii. Passenger Amenities
 - viii. Station Kiosks
 - ix. Interstate Highway 35 East Impacts / Grade Crossing Agreement
 - c. Communications and Planning
 - i. Marketing and Communications Initiatives
 - ii. Media Coverage
 - iii. Safety Campaign
 - iv. Customer Service
 - d. Transit Operations
 - i. Bus Operation
 - ii. Rail Operations
2. Items for Discussion
 - a. Discussion of Social Media Policy
3. Committee Briefings – Reports by Committee Chair
 - a. Budget Committee
4. Discussion of Regular Board Meeting Agenda Items (August 26, 2012)

5. Executive Session
 - a. As Authorized by Section 551.071(2) of the Texas Government Code, the Work Session or the Regular Board Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein.
 - b. As authorized by Texas Government Code section 551.071 consultation with General Counsel regarding pending litigation Cause No 2011-30066-211; URS Corporation v. Denton County Transportation Authority; 211th District Court, Denton County, Texas.
 - c. As Authorized by Section 551.074 the Texas Government Code, the Meeting may be Convened into Closed Executive Session for the Purpose of Discussion regarding Personnel. Annual performance review of DCTA President.

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

7. Discussion of Future Agenda Items
 - a. Hike / Bike Trail Maintenance Agreement
 - b. Board Member Requests

**Board of Directors
Regular Meeting**

August 23, 2012

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 – July 26, 2012
 - b. Approval of Minutes – August 8, 2012 Board Meeting and Budget Committee Meeting
 - c. Approval of Resolution 12-03 Revision of Fare Evasion Administrative Fee
 - d. Authorize the President to Execute an Agreement with Resources Global Professionals for Professional Services
 - e. Authorize the President to Execute an Agreement with Younger and Associates for Creative, Marketing and Public Relations Services

- f. Authorize the President to Execute an Agreement with Aria Agency for Creative, Marketing and Public Relations Services
 - g. Acceptance of Financial Reports
 - h. Authorize the President to Enter into an Interlocal Agreement with the City of Lewisville to Perform Facilities Modification, Maintenance and Repair on Denton County Transportation Authority Property within the City of Lewisville.
2. REGULAR AGENDA
 - a. Discussion / Approval of Resolution 12-04 Supporting the North Central Texas Regional Rail Partnership
 - b. Discussion / Approval of Dallas Area Rapid Transit Operations and Maintenance Agreement Renewal
 - c. Proposed FY2013 Operating and Capital Budget
 - i. Presentation and Discussion of Proposed FY2013 Budget
 - ii. Conduct Public Hearing on Proposed FY2013 Budget
 3. CHAIR REPORT
 - a. Discussion of Regional Transportation Issues
 - b. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal
 4. PRESIDENT'S REPORT
 - a. Staff Overview
 5. REPORT ON ITEMS OF COMMUNITY INTEREST
 - a. Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.
 6. CONVENE EXECUTIVE SESSION
 - a. As Authorized by Section 551.071(2) of the Texas Government Code, the Board Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein.
 7. RECONVENE OPEN SESSION
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
 8. ADJOURN REGULAR MEETING

Chair – Charles Emery
 Vice Chair – Charles Correll

Secretary – Dave Kovatch
 Treasurer – Paul Pomeroy

Members – Skip Kalb, Doug Peach, Jim Robertson, Thomas Smith,

**Tom Spencer, Bill Walker, Daniel Peugh, Richard Huckaby, Don Hartman
President – Jim Cline**

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

This notice was posted at 1660 S. Stemmons, Lewisville, Texas 75067 at a place convenient and readily accessible to the public at all times. Said notice was posted on 8/17/2012 at 3:12 PM.

Leslee Bachus, Executive Assistant

Work Session

Item 1ai - Financial Statements
&
Item 1aii - Capital Projects Fund

to follow on Monday
August 20, 2012

Board of Directors Memo
Item 1(a) iii Sales Tax Report

August 23, 2012

Background

Sales tax represents the single largest source of revenue for DCTA, at 53.5% for the current FY12 budget. Annual Sales Tax budget is \$17,579,537. 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.

- June sales tax received in August were \$1,762,132.
- An increase of 7.55% or \$123,700 compared to budget for the month.
- Favorable 5.74% year-to-date compared to budget.
- Compared to the same month last year, sales tax receipts were \$122,984 or 7.50% more.

- Member city collections for the month compared to prior year are as follows:
 - City of Lewisville up 5.81%
 - City of Denton up 8.75%
 - Highland Village up 5.10%

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

Approval:


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

Denton County Transportation Authority (DCTA)									
Sales Tax Report									
Budget to Actual and Prev. Yr. Comparison									
Budget Month: Financials	Allocation Received from Comptroller	2011-2012 Year Budget	2011-2012 Year Actual	Variance Actual to Budget	CY Actual to CY Budget % Variance	2010-2011 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual Variance	
October	December	\$ 1,345,394.47	\$ 1,345,394.47	\$ -	0.00%	\$ 1,261,013.90	\$ 84,380.57	6.69%	
November	January	\$ 1,424,754.55	\$ 1,424,754.55	\$ -	0.00%	\$ 1,289,591.88	\$ 135,162.67	10.48%	
December	February	\$ 2,046,560.44	\$ 2,046,560.44	\$ -	0.00%	\$ 1,880,172.72	\$ 166,387.72	8.85%	
January	March	\$ 1,353,986.02	\$ 1,353,986.02	\$ -	0.00%	\$ 1,232,517.48	\$ 121,468.54	9.86%	
February	April	\$ 1,254,090.92	\$ 1,380,412.94	\$ 126,322.02	10.07%	\$ 1,182,101.16	\$ 198,311.78	16.78%	
March	May	\$ 1,658,496.73	\$ 1,866,060.37	\$ 207,563.64	12.52%	\$ 1,650,410.06	\$ 215,650.31	13.07%	
April	June	\$ 1,368,500.23	\$ 1,481,563.95	\$ 113,063.72	8.26%	\$ 1,290,268.01	\$ 191,295.94	14.83%	
May	July	\$ 1,364,843.73	\$ 1,566,892.01	\$ 202,048.28	14.80%	\$ 1,361,535.35	\$ 205,356.66	15.08%	
June	August	\$ 1,638,431.30	\$ 1,762,132.21	\$ 123,700.91	7.55%	\$ 1,639,147.71	\$ 122,984.50	7.50%	
July	September	\$ 1,310,043.61				\$ 1,229,556.49			
August	October	\$ 1,311,152.92				\$ 1,419,245.41			
September	November	\$ 1,503,281.91				\$ 1,699,798.76			
Y.T.D Total		\$ 17,579,536.83	\$ 14,227,756.96	\$ 772,698.57	5.74%	\$ 17,135,358.93	\$ 1,440,998.69	11.27%	

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
 Prepared By: Denton County Transportation Authority Finance Department
 August 10, 2012

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

Month	City of Lewisville				City of Highland Village			
	2010-2011 Year Actual	2011-2012 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual Variance	2010-2011 Year Actual	2011-2012 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual Variance
December	\$ 1,734,488.96	\$ 1,732,551.04	\$ (1,937.92)	-0.11%	\$ 204,079.40	\$ 243,619.10	\$ 39,539.70	19.37%
January	\$ 1,804,653.79	\$ 1,984,090.82	\$ 179,437.03	9.94%	\$ 232,136.90	\$ 243,165.41	\$ 11,028.51	4.75%
February	\$ 2,664,170.34	\$ 2,874,196.38	\$ 210,026.04	7.88%	\$ 377,127.03	\$ 395,580.52	\$ 18,453.49	4.89%
March	\$ 1,695,276.75	\$ 1,797,507.20	\$ 102,230.45	6.03%	\$ 199,650.45	\$ 201,738.67	\$ 2,088.22	1.05%
April	\$ 1,582,081.70	\$ 1,917,700.22	\$ 335,618.52	21.21%	\$ 185,890.33	\$ 215,687.96	\$ 29,797.63	16.03%
May	\$ 2,185,878.93	\$ 2,521,189.10	\$ 335,310.17	15.34%	\$ 273,658.81	\$ 294,815.24	\$ 21,156.43	7.73%
June	\$ 1,752,909.11	\$ 2,056,180.28	\$ 303,271.17	17.30%	\$ 220,960.62	\$ 246,882.39	\$ 25,921.77	11.73%
July	\$ 1,936,503.22	\$ 2,146,891.75	\$ 210,388.53	10.86%	\$ 230,200.23	\$ 280,774.11	\$ 50,573.88	21.97%
August	\$ 2,326,422.23	\$ 2,461,535.81	\$ 135,113.58	5.81%	\$ 282,276.49	\$ 296,673.40	\$ 14,396.91	5.10%
September	\$ 1,914,427.72				\$ 242,698.30			
October	\$ 1,997,116.32				\$ 216,980.51			
November	\$ 2,312,125.96				\$ 278,329.67			
Y.T.D Total	\$ 23,906,055.03	\$ 19,491,842.80	\$ 1,809,457.57	10.23%	\$ 2,941,988.74	\$ 2,418,936.80	\$ 212,956.54	9.65%

Month	City of Denton			
	2010-2011 Year Actual	2011-2012 Year Actual	Variance Actual to Prior Year	CY Actual to PY Actual Variance
December	\$ 1,607,241.13	\$ 1,847,567.14	\$ 240,326.01	14.95%
January	\$ 1,582,833.44	\$ 1,765,223.00	\$ 182,389.56	11.52%
February	\$ 2,433,313.87	\$ 2,562,967.74	\$ 129,653.87	5.33%
March	\$ 1,547,033.41	\$ 1,802,513.11	\$ 255,479.70	16.51%
April	\$ 1,561,082.16	\$ 1,733,550.06	\$ 172,467.90	11.05%
May	\$ 2,164,539.72	\$ 2,557,253.34	\$ 392,713.62	18.14%
June	\$ 1,626,348.85	\$ 1,825,446.45	\$ 199,097.60	12.24%
July	\$ 1,571,064.72	\$ 1,930,853.61	\$ 359,788.89	22.90%
August	\$ 2,036,375.03	\$ 2,214,480.34	\$ 178,105.31	8.75%
September	\$ 1,258,063.86			
October	\$ 1,755,761.74			
November	\$ 2,225,760.90			
Y.T.D Total	\$ 21,369,438.83	\$ 18,239,854.79	\$ 2,110,002.46	13.08%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
Prepared By: DCTA Finance Department
August 9, 2012

All Transit Agencies as of May 2012
Monthly Sales and Use Tax Comparison Summary

Transit	Current Rate	Net Payment This Period	Comparable Payment Prior Year	% Change	2012 Payments To Date	2011 Payments To Date	% Change
Houston MTA	1.00%	57,192,218.53	53,405,486.72	7.09%	401,398,668.43	361,746,419.65	10.96%
Dallas MTA	1.00%	40,943,356.04	39,457,138.74	3.76%	288,106,429.73	271,935,279.43	5.94%
Austin MTA	1.00%	15,532,167.25	14,433,228.43	7.61%	111,066,685.89	101,467,348.07	9.46%
San Antonio MTA	0.50%	10,627,646.43	10,121,216.38	5.00%	75,054,579.82	66,559,443.69	12.76%
San Antonio ATD	0.25%	4,879,408.75	4,758,399.62	2.54%	34,690,965.66	31,271,088.07	10.93%
Fort Worth MTA	0.50%	4,659,678.66	4,739,737.65	-1.68%	36,609,781.87	33,183,145.79	10.32%
El Paso CTD	0.50%	3,350,386.59	3,373,691.67	-0.69%	24,740,194.35	24,670,988.19	0.28%
Corpus Christi MTA	0.50%	2,769,015.49	2,508,952.59	10.36%	19,701,280.94	16,762,569.99	17.53%
Denton CTA	0.50%	1,762,132.21	1,639,147.71	7.50%	12,882,362.49	11,525,744.37	11.77%
Laredo CTD	0.25%	617,910.08	628,022.33	-1.61%	4,817,078.75	4,423,462.62	8.89%
TOTALS	-----	142,333,920.03	135,065,021.84	5.38%	1,009,068,027.93	923,545,489.87	9.26%

Sources: Texas Comptroller of Public Accounts
Prepared By: Denton County Transportation Authority Finance Department
August 9, 2012



Board of Directors Memo

August 23, 2012

Subject: 1 a iv Procurement Update

Where's My Ride

A request for information was recently released seeking information from qualified vendors and others with expertise in the implementation of Intelligent Transportation Systems. The Where's My Ride project is intended to provide DCTA customers and staff with real-time vehicle location, predictive arrival times, innovative fare payment technology, improved data collection and automatic stop announcements for ADA passengers. DCTA intends to utilize responses to the Request for Information to inform the development of a Request for Proposals that will provide DCTA with a turnkey solution for the Where's My Ride Project. Federal Transit Administration grant funds will be used in the development of the project.


Information Technology Support Services

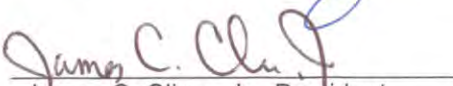
A request for proposals was recently released soliciting proposals from qualified professional vendors for Information Technology support services. The successful contractor will be on call to provide technical assistance and system administration to the agency. The contractor will be responsible for troubleshooting computer problems and maintaining the PC Network to prepare for future needs and to prevent technical difficulties. An update on the solicitation process will be presented at the October work session and the request for award of a contract will be presented at the November Board meeting.

Construction of the Bus O&M Facility

The solicitation documents are in the final stages of development with a scheduled release date in September with proposals due in October. The recommendation for award will be presented to the Board in October for award.

Submitted by: 
Athena Forrester, Procurement
Manager

Final Review: 
Anna Mosqueda, CFO

Approval: 
James C. Cline, Jr., President



Board of Directors Memo

August 23, 2012

Item: 1(b) Capital Projects Update

GTW Implementation

Eight cars are in regular service and seven RDC's have been returned. The C-111 has been shipped and is expected to arrive by the third week of August. Stadler and DCTA continue to work on various commissioning issues.

Bus Operations and Maintenance Facility

Huitt-Zollars has established the final site configuration. The buildings have been moved approximately eighteen feet to the north, providing the 60' electrical easement requested by DME. We expect to issue the plans for bid on September 6th with bids due on October 9th. We anticipate Award of the contract and Notice to Proceed in October 2012, and Project Completion in January 2014.

Community Enhancements

Jacobs has completed the initial schematic design for DCTA and a stakeholder committee meeting was held the third week of July. The initial schematic was favorably received. Staff has been coordinating with the City of Denton Parks and Utilities departments to identify any constraints. A meeting with the neighborhood association and a public meeting are planned for September.

Lewisville Hike/Bike Trail

DCTA staff is preparing a Scope of Work for the design and engineering services associated with the Lewisville Hike/Bike Trail. DCTA staff anticipates approval and Notice to Proceed will be issued in December 2012. Engineering is expected to be complete in late 2013 with construction start in the spring of 2014.

Positive Train Control (PTC)

Serious unanswered questions remain at the national level (funding, radios, and spectrum). A formal request for exemption has been submitted to the FRA however initial discussions with regulators have not been positive for approval. Staff continues to pursue outside funding for PTC at all levels and evaluating options for moving forward.

Passenger Amenities

Installation of the four shelters at the Medpark, Highland Village/Lewisville Lake, Old Town and Hebron stations will be complete by mid-August. The first permit package for the remaining shelters will be submitted by mid-August. We expect to issue an RFP for installation no later than September.

Station Kiosks

Bids were received and a vendor selected for the kiosks at the Hebron, Highland Village/Lewisville Lake, Old Town, Medpark and Downtown Denton Transit Center locations. Staff conducted a field survey with the vendor to establish the locations at each station. Manufacturing and installation will be complete by September 30, 2012.

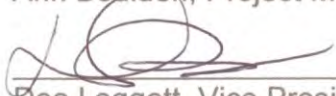
A-train Closeout


Traffic signal work at Colorado and Medpark is complete. A few minor documentation issues remain to be complete. The TDLR pedestrian crossing issue will be addressed as part of the Community Enhancements project.

IH35 E Managed Lanes Project

The project has been issued for bid. TxDOT is reviewing several alternative technical proposals. DCTA is scheduled to meet with TxDOT and several of the bidders in mid-August to discuss some of the technical alternatives and their impact on the rail system.

Submitted by: 
Ann Boulden, Project Manager

Final Review: 
Dee Leggett, Vice President

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

COMMUNICATIONS AND PLANNING REPORT

July 26, 2012

Social Media Policy

DCTA staff is currently working with DCTA General Counsel to develop a social media policy that outlines the protocol and procedures for use of social media to publicize official DCTA services and events. In addition, this policy will address the responsibilities of individual employees and DCTA staff with regard to social media and the use of DCTA resources (time/equipment), as well as responsibilities related to public records. This policy will be reviewed and discussed in further during the worksession.

Marketing and Communications Initiatives

DART Orange Line Communications	January Fare & Service Changes Public Meetings
Community Celebration Event	Ozone Awareness Campaign
August Service Changes Implementation	Social Media Presence Enhancement
University Orientations	Public Art Display Policy Development
University Back to School Promotion	Social Media Policy Development
University Pass Program Promotion	Website Enhancement
State Fair of Texas Communications	Commuter Vanpool Program
Texas-OU Game Transportation	Passenger Information Improvement & Reporting
Western Days Event Transportation	Call Center/Customer Service Improvements

Recent Events

July 29: TWU Pioneer Power Spring (270 attendees)
August 3: UNT Transfer Student Orientation (200 attendees)
August 3: TWU Student Orientation (200 attendees)
August 7: Highland Village Up, Up & Away Resource Fair (150 attendees)
August 10: Lewisville & Flower Mound Agency Roundtable
August 11: LISD Back To School Resource Fair
August 15-17: Irving Transportation Summit
August 17: LHS Hay Day Fair
August 18: Lewisville Chin Population Resource Fair
August 18: DCTA Community Celebration (DDTC 11AM-2PM)
August 20: Little Elm ISD Teacher Travel Training
August 21: UNT International Student Orientation
August 22: UNT Housing Department Travel Training
August 23: UNT Orientation

Upcoming Events

Denton Food Truck Event

DCTA has been approached by the City of Denton and the Denton Convention and Visitor's Bureau about holding a food truck event at the Downtown Denton Transit Center. A preliminary planning meeting was held on August 8th. The purpose of this event is to increase ridership, to promote weekend rail service and to promote Denton as a Food Truck destination. Food truck events/festivals have proven popular in other North Texas cities and in other regions. Little Rock held its first one this year and drew over 5,000 participants.



COMMUNICATIONS AND PLANNING REPORT

August 24, 2012

The event is proposed to be held October 26, 2012 from 5:00 p.m. until 10:00 p.m. Eight to ten food trucks can be accommodated onsite. Additional vendors will also be considered for participation including one beer/wine vendor and artisans from the Denton Community Market. Event parking will be accommodated at City Hall East and the city lot on the corner of Hickory and Exposition. DCTA will need to close the DDTC parking lot on October 26. Passengers and staff will be directed to park at the lot on Hickory and Exposition. The City of Denton and the Convention and Visitor's Bureau will take the lead on permitting, event coordination and marketing. The next coordination meeting will be held on August 22nd at 5:00 p.m.

Other Upcoming Events:

- August 24: UNT Transfer Student Orientation
- August 24: TWU Maroon & White Block Party
- August 27-31: Welcome Back Students Promo (DDTC)
- August 27: TWU & NCTC Back to School
- August 29: UNT Back to School
- August 29: TWU Part-Time Job Fair
- September 4: Public Meeting: Proposed January Changes (Lewisville)
- September 5: Public Meeting: Proposed January Changes (UNT)
- September 5: Public Meeting: Proposed January Changes & Capital Projects Update (DDTC)
- September 6: Public Meeting: Proposed January Changes (Highland Village)
- September 11: Stakeholder Meeting: Proposed January Changes (DDTC)
- September 13: Public Meeting: Proposed January Changes (Twitter)
- September 18: Public Meeting: Proposed January Changes (TWU)
- September 28-29: Lewisville Western Day Festival
- October 1-5: TWU Commuter Appreciation Week
- October 2: Fare Changes Public Meeting (Lewisville Municipal Annex)
- October 3: Fare Changes Public Meeting (Highland Village Council Chamber)
- October 4: Fare Changes Public Meeting (DDTC)
- October 11: Lewisville Citizen's Advisory Team
- October 18: Denton Citizen's Advisory Team
- October 25: Denton Chamber Planner's Zone
- October 27: Lewisville Spooktacular Trails Extravaganza

Upcoming Rail Safety Outreach

- August 11: LISD Back 2 School Health Fair
- August 25: Great American Trucking Show
- August 31: TEXITE Annual Conference



COMMUNICATIONS AND PLANNING REPORT

August 24, 2012

General DCTA Related Media

Articles Mentioning DCTA	14	Month Total Ad Value	\$ 9,209
Web Reach Per Million	186	YTD Total Ad Value	\$ 331,382

Topic Highlights:

- DCTA Community Wide Celebration
- DCTA in compliance with open meeting laws
- DCTA to move forward with rail vehicles

Non-DCTA Social Media (Blogs, Twitter, Facebook, Etc.)

<u>Title</u>	<u>Source</u>
DCTA Community Celebration	Business Denton Chamber
DCTA Community Wide Celebration	Denton Live
DCTA - foursquare	foursquare
DCTA's Friday Night Service Is Back On	Topix: Chicago
DTV Newsbreak DCTA Community Celebration	You Tube
DCTA Community Celebration	City of Lewisville
LD Elementary Students Win DCTA Poster Contest	Lake Dallas ISD

COMMUNICATIONS AND PLANNING REPORT

August 24, 2012

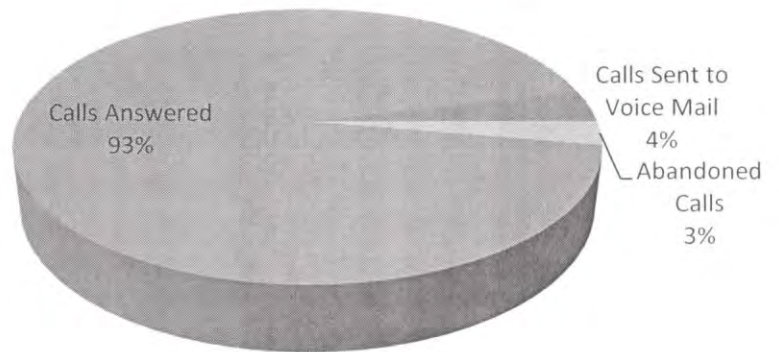
Customer Service Performance

Call Center Monthly Statistics

In July, DCTA's call center received 4,660 calls. 4,237 of those calls were answered, 167 were sent to a voicemail box and 256 were abandoned.

Incoming Calls

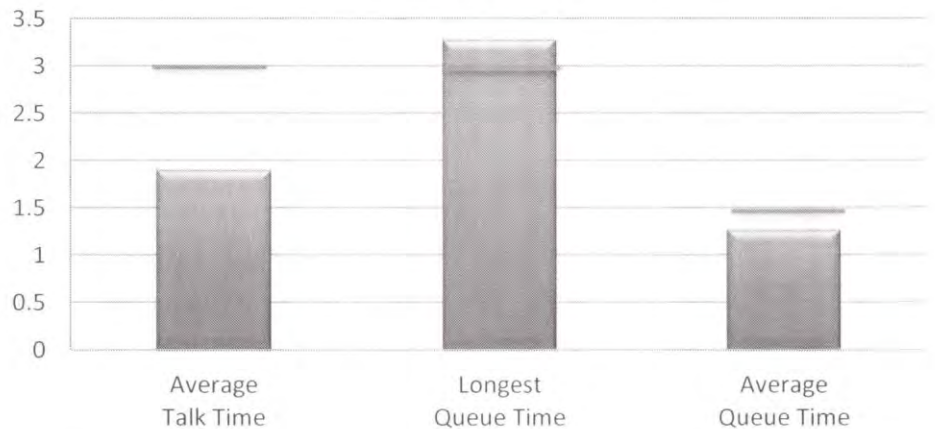
7/1/12 - 7/31/12



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

Call Center Performance

6/1/12 - 6/30/12



COMMUNICATIONS AND PLANNING REPORT

August 24, 2012

GoRequest Monthly Statistics

DCTA had a total of 38 requests during the month of July. This is a 28% decrease from the month of June.

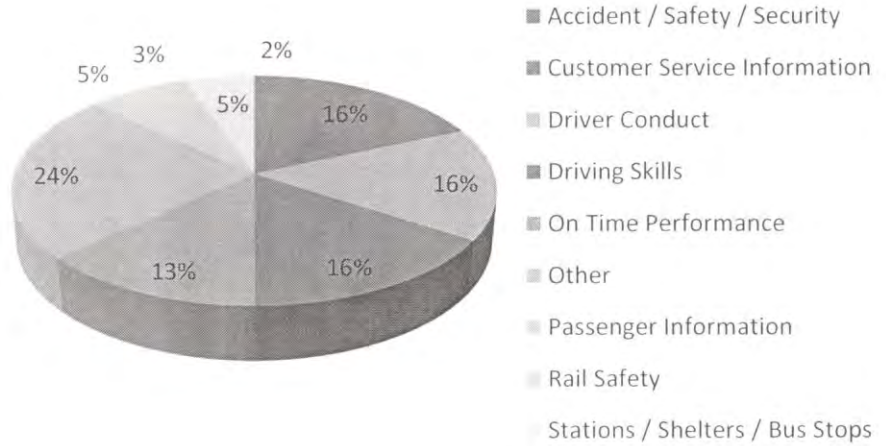
Accident / Safety / Security	1
Customer Service Information	6
Driver Conduct	6
Driving Skills	6
On Time Performance	5
Other	9
Passenger Information	2
Rail Safety	1
Stations / Shelters / Bus Stops	2

When a passenger enters a request they are asked to categorize it into a particular type. There are five request types to choose from complaint, compliment, problem, question and suggestion. Of the 38 requests received in July, the breakout looks like this:

Complaint	15
Compliment	3
Problem	2
Question	14
Suggestion	4

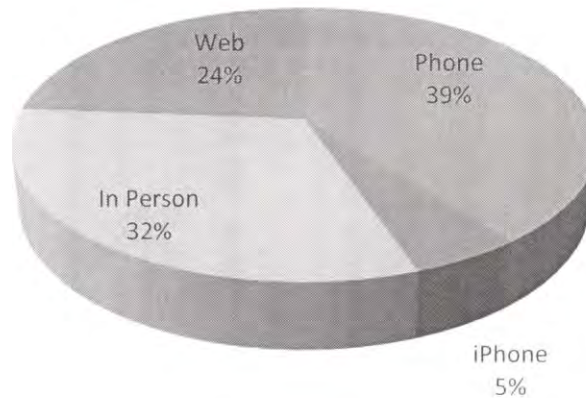
Topic Counts of Opened Requests

7/1/12 - 7/31/12



How Requests Are Reported

7/1/12 - 7/31/12



COMMUNICATIONS AND PLANNING REPORT

August 24, 2012

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

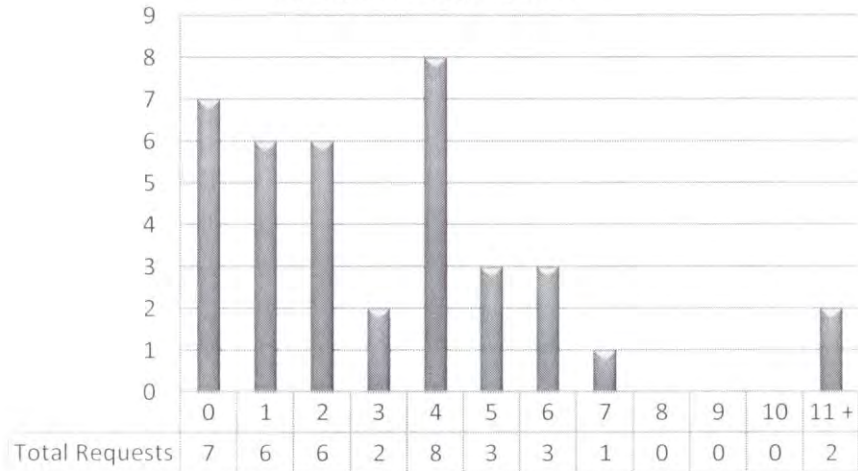
In this reporting period there were two instances of requests going beyond the ten day allowable period.

One of these cases involved an elderly woman who needed assistance with the Access application process. The ticket remained open until staff was assured the customer has completed her Access application and the process had begun.

The other case involved a DCTA regional pass holder who was experiencing issues with DART bus drivers not accepting her pass. The ticket remained open until we could gather enough information to contact the correct person at DART to get the driver in question the correct training.

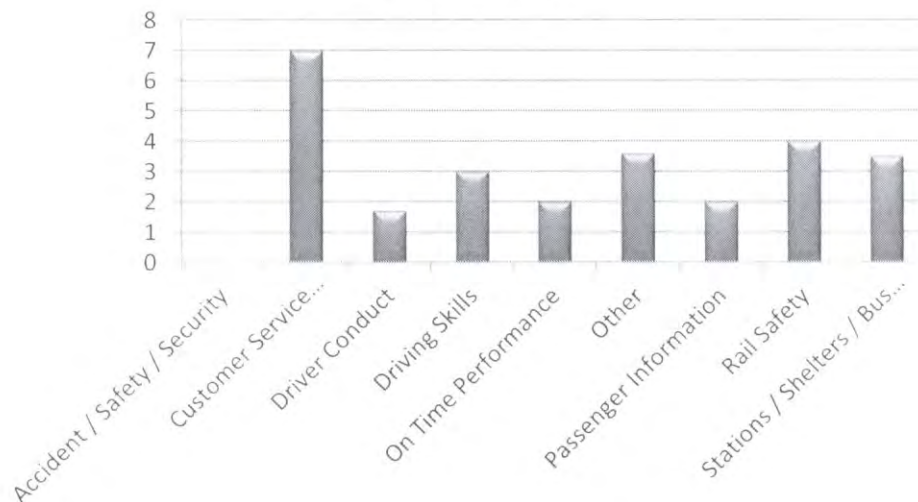
Number of Days to Close a Request

05/01/2012 - 05/31/2012



Average Number of Days to Close a Request by Topic

5/01/12 - 5/31/12



Dee Leggett

Dee Leggett
VP of Communications & Planning



BUS OPERATIONS REPORT

Thursday, August 23, 2012

❖ OPERATIONS

- **Ridership:** Bus services carried 81,509 passengers during the month of July.
-
- **On Time Performance:** Bus services achieved 98.7% OTP for the month of July.
- Staff at the Bus Operations facility is being consolidated into one location.

❖ SAFETY/SECURITY

- Bus operations experienced no accidents in July.

❖ FLEET

- **UNT Vehicle Purchase:** 15 Champion buses for the UNT Shuttle have been delivered. The 3 remaining are anticipated to arrive before the start of school.
- **ROAD CALLS:** Bus maintenance experienced 17,332 miles between road calls in June.

❖ PLANNING

- Planning for the January 2013 service change are underway.

BUS OPERATIONS PERFORMANCE INDICATORS

Ridership

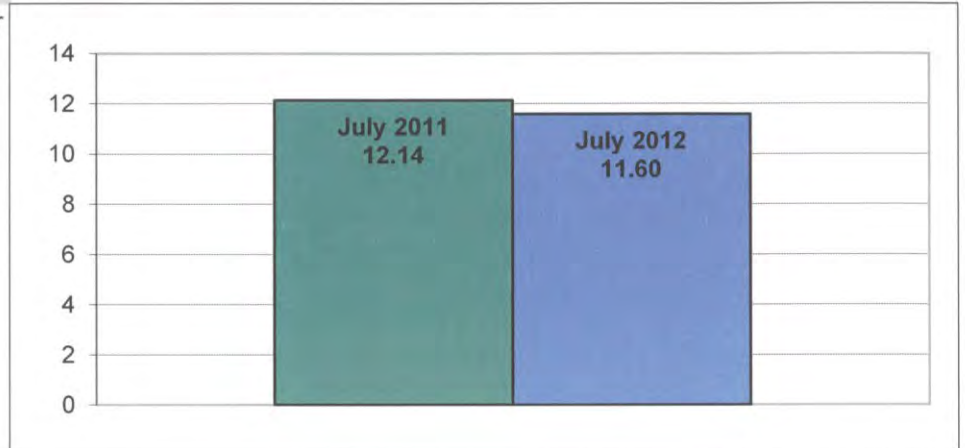
Ridership

July 2011 & July 2012

Performance Measures

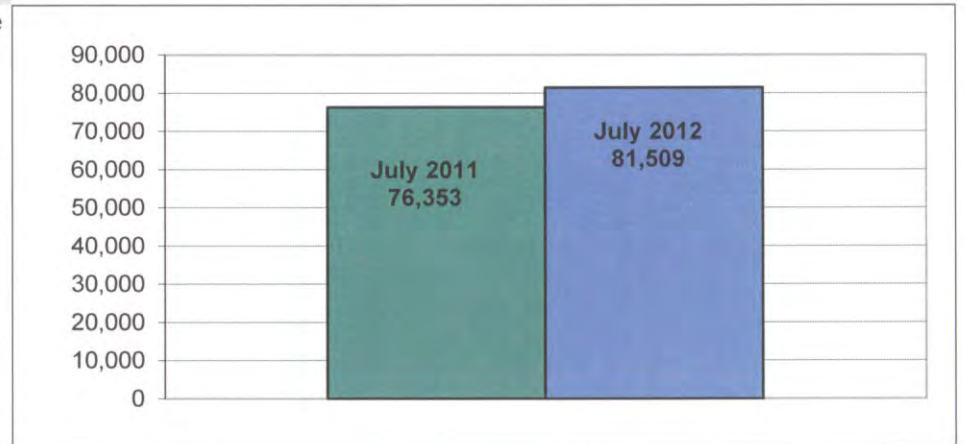
Systemwide Ridership per Revenue Hour

Systemwide ridership per revenue hour showed a slight decrease of 4%.



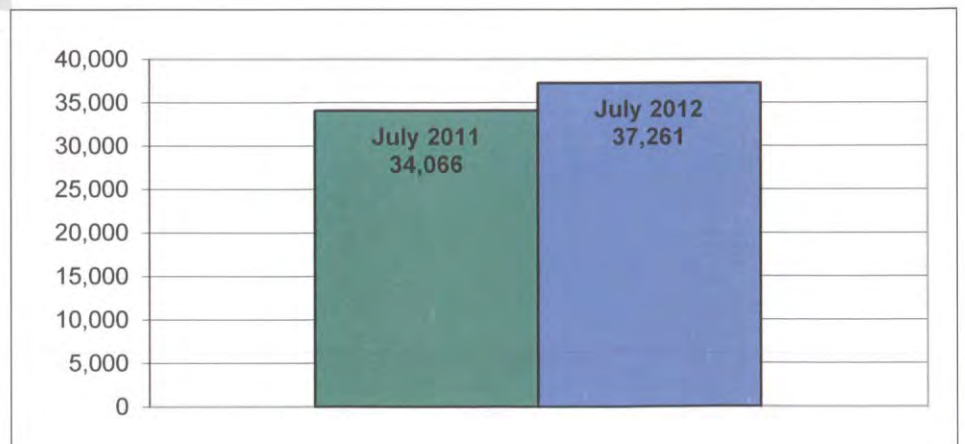
Systemwide Ridership

Ridership, as a whole, saw an increase of 2% over July 2011.



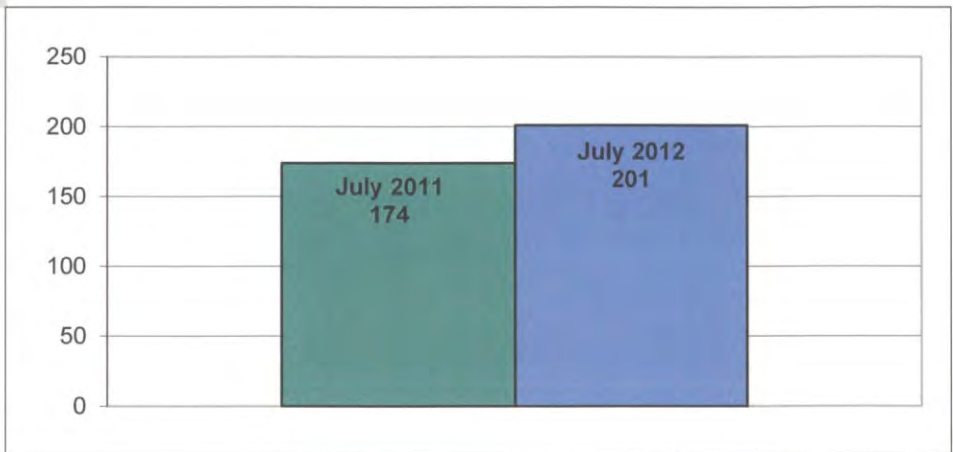
Connect Ridership

Connect ridership showed an increase of 9%. The Route 4 showed the highest increase in ridership (81%) over the same time this year. The Route 22 showed an increase of 24% in ridership.



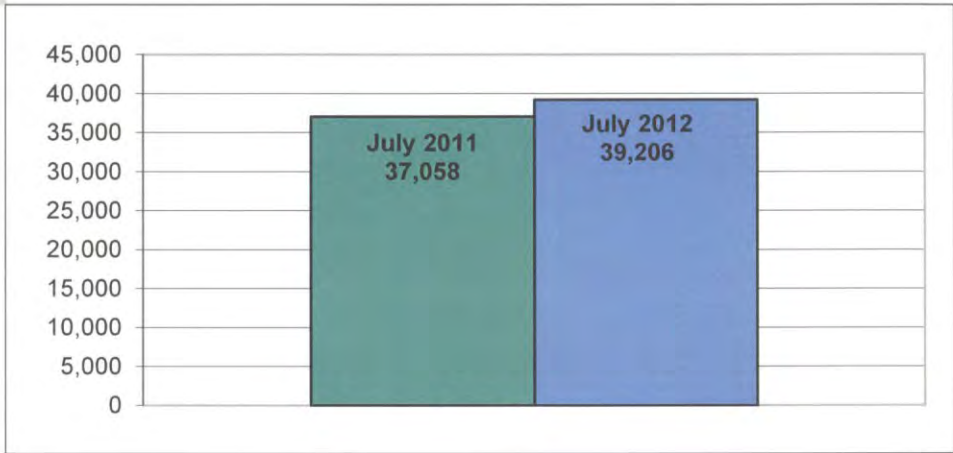
RSVP Ridership

RSVP ridership showed an increase of 15%.



UNT Ridership

Ridership on the UNT routes showed an increase of 5%.



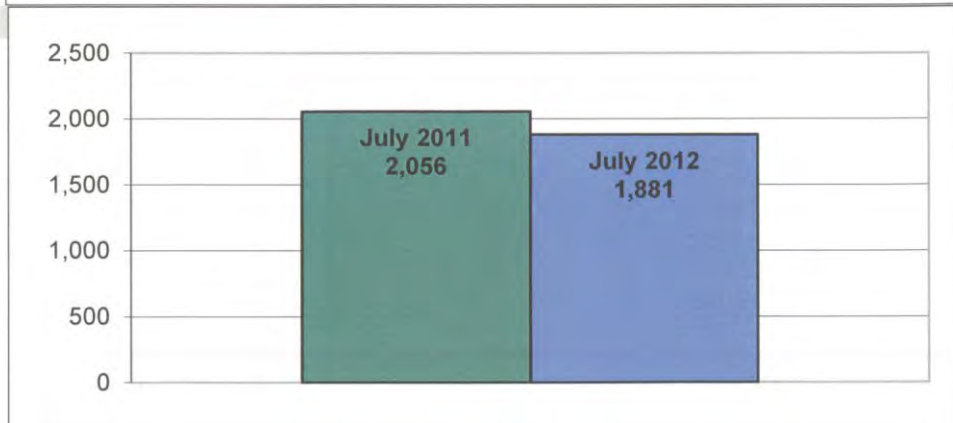
Access Ridership

Access ridership showed a decrease of 3%, as non-ADA trips are being shifted to fixed route bus service.



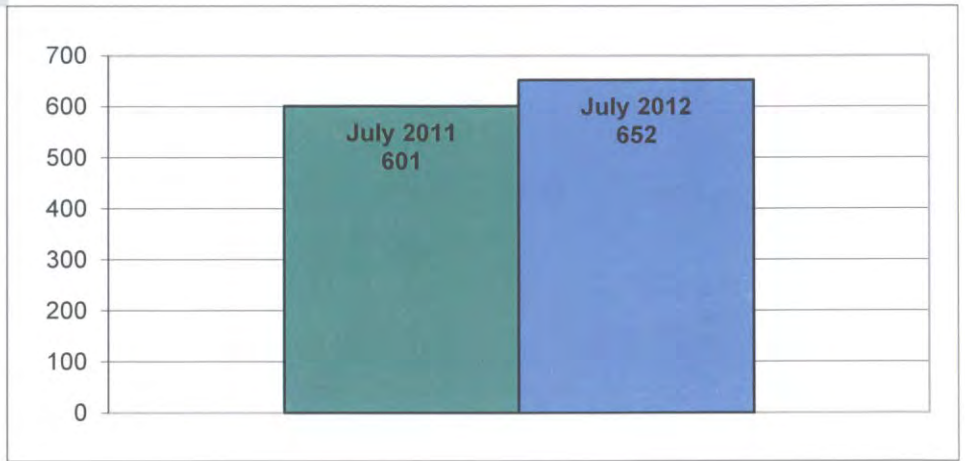
Station Shuttle Ridership

Station shuttle ridership decreased by 8%.



NCTC Ridership

NCTC ridership showed a slight increase of ridership by 8%.



Customer Satisfaction

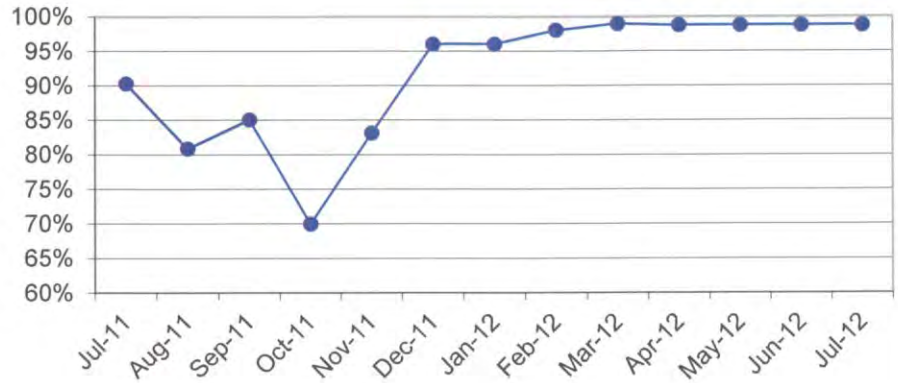
Systemwide Performance

July 2011-July 2012

Performance Measures

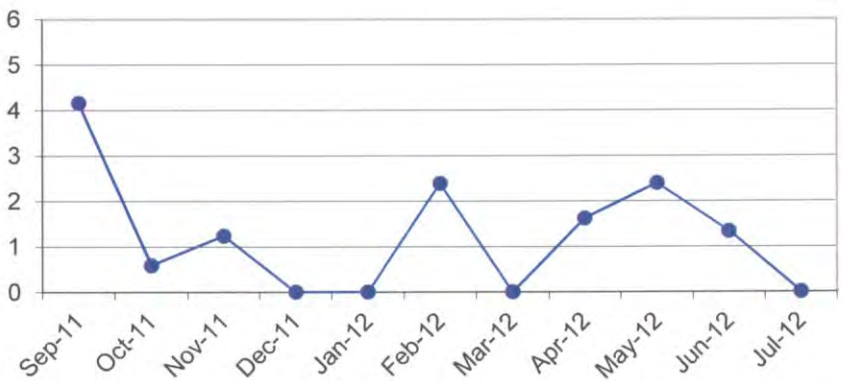
Systemwide On-Time Performance

System-wide on-time performance keeps meeting the 95% threshold.



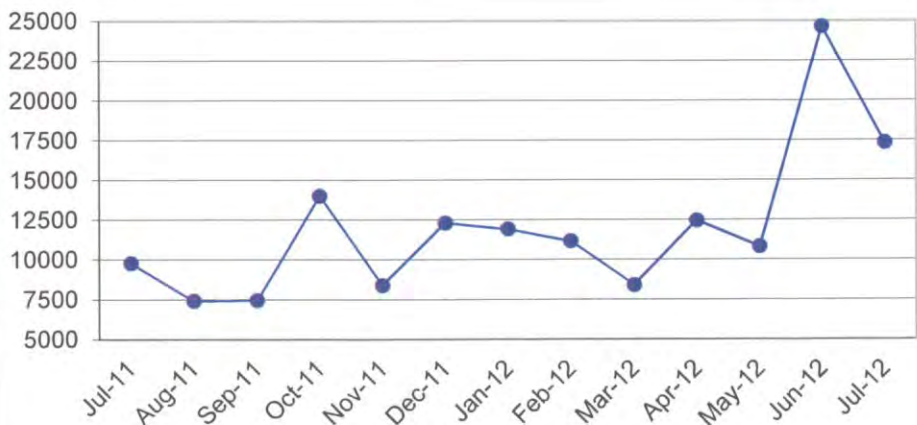
Systemwide Accidents per 100k Miles

There were no accidents in July.



Miles Between Road Calls

Fleet reliability continues to surpass expectations.

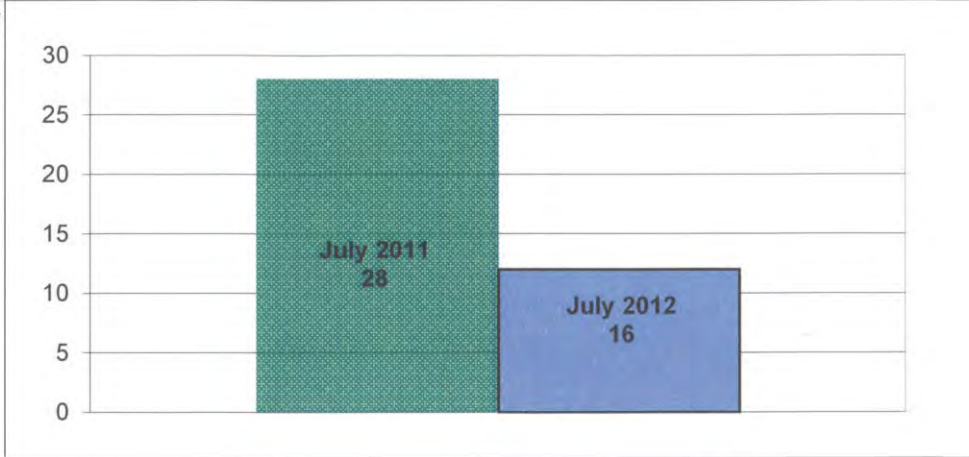


Access
July 2011 & July 2012

Performance Measures

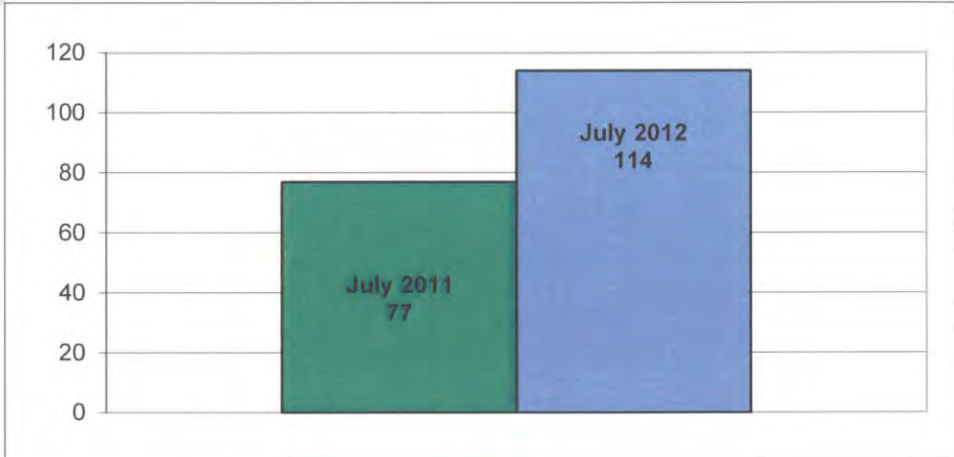
Trip Denials

Trip denials were down 42% from July 2011.



No-Shows

No shows were up 48% from July 2011.





RAIL OPERATIONS REPORT

Thursday, August 23, 2012

❖ OPERATIONS

- July "On Time Performance" (OTP) was 99.31%.
- The implementation of Stadler GTWs into revenue service continued during July. As of August 3, 2012, four sets of GTW's have been put into service.
- As of August 6, 2012, seven RDCs have been returned to DART.

❖ SAFETY/SECURITY

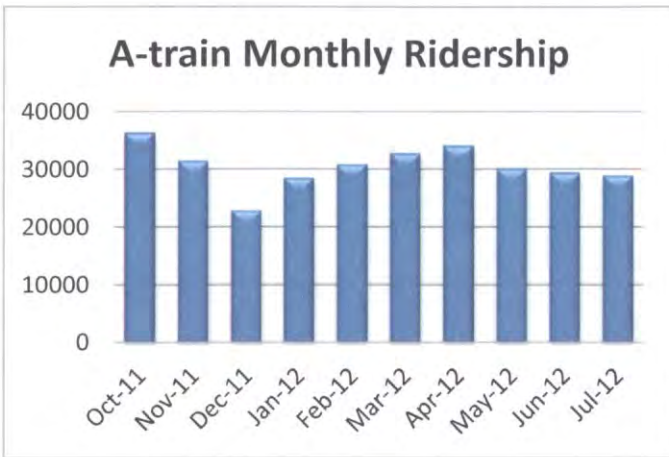
- DCTA Rail Operations Injury Free Workdays: 48 days
- 4 vehicle issues at Eagle Point road crossing. No track damage, delays to trains were minimal.

❖ MAINTENANCE

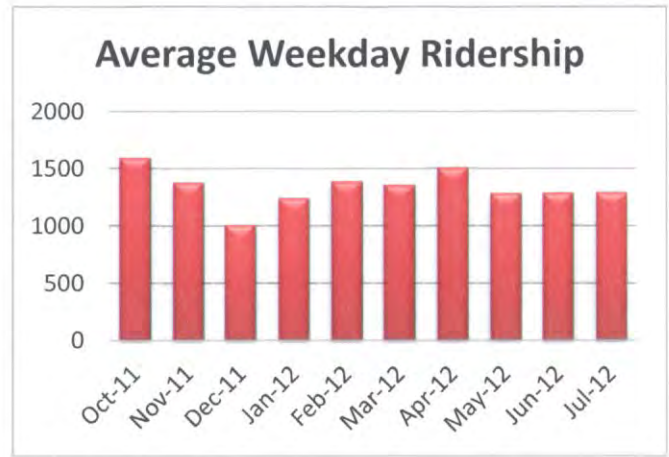
- **Right of Way:** Routine daily inspections are being performed by the contractor.
- **Signal/Communications:** No issues to report for July.
- **Stations:** DCTA contract operations (HTSI) continues to perform weekly safety inspections, which have not identified any major issues and any minor aesthetic issues have been quickly resolved (i.e. landscape maintenance, etc.).
- **Mechanical:** DCTA contract operations (HTSI) reported several mechanical issues in the month of July with the Stadler vehicle and one with the RDC's resulting in a late train.

❖ RIDERSHIP

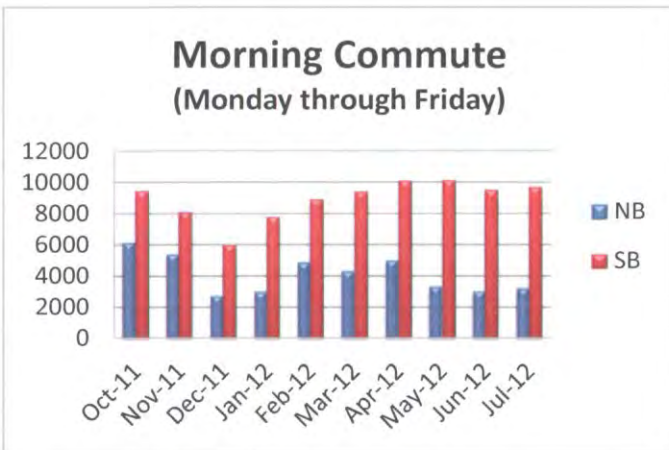
- The A-train has experienced an overall decrease in ridership of approximately 2% for the month of July 2012, when compared to June 2012. The monthly total of 29,013 passengers in July 2012 reflects an 8% decrease over July 2011.
- Refer to attached ridership charts.



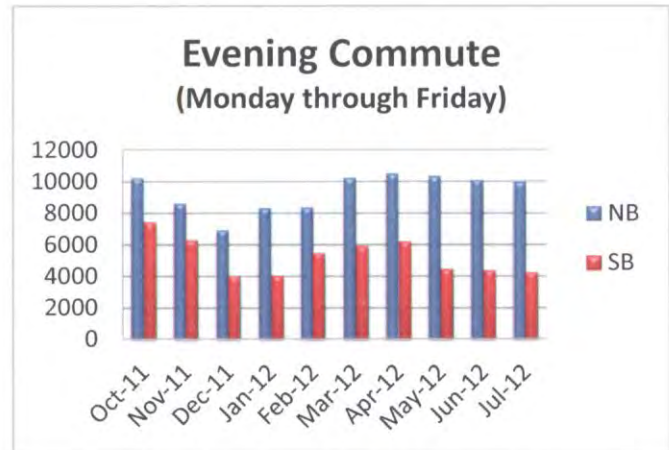
The A-train moved 29,013 passengers during the month of July, a 2% decrease over the month of June.



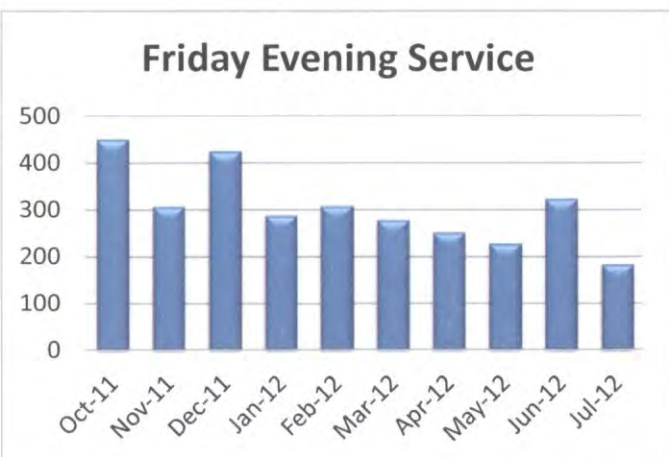
The average daily A-train ridership for the month of July was 1,298 passengers per day.



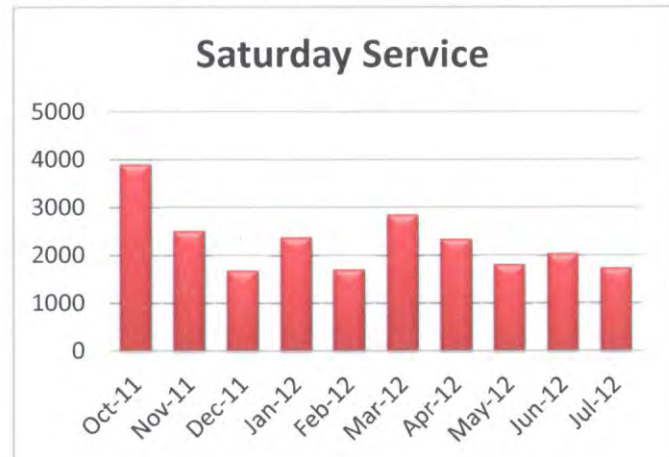
The A-train experienced increases of 6% on the northbound and 2% on the southbound morning commutes during the month of July.



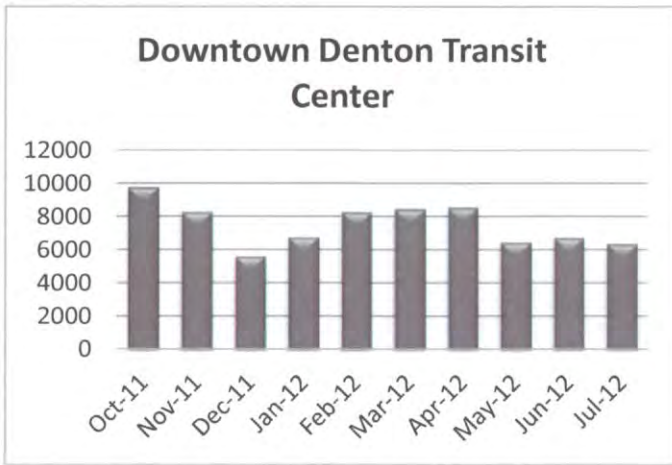
The A-train experienced decreases of 1% on the northbound and 3% on the southbound evening commutes during the month of July.



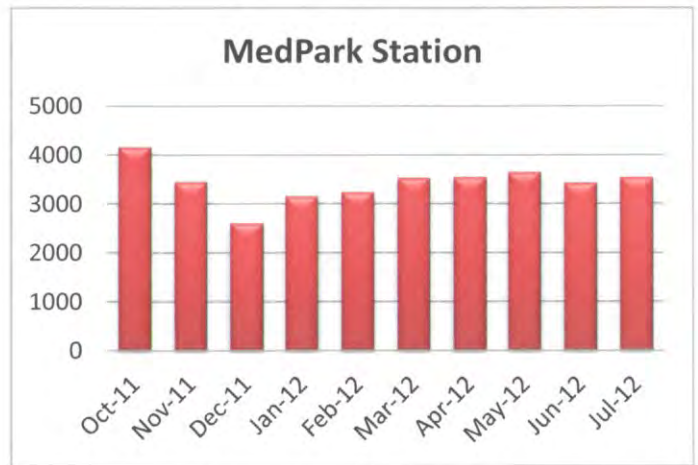
A-train Friday evening ridership experienced a decrease of 43% for the month of July compared to the previous month.



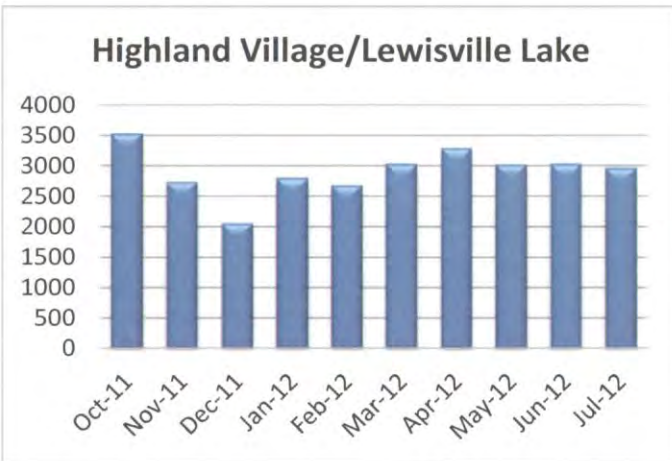
A-train Saturday ridership experienced a decrease of 15% for the month of July compared to the previous month.



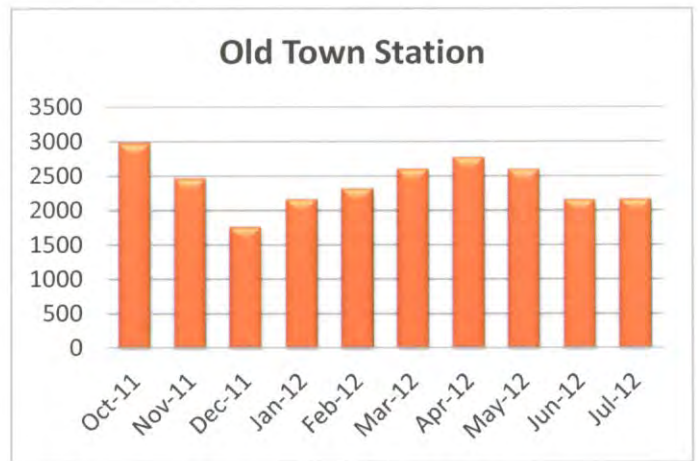
DDTC A-train ridership decreased by 6% month over month for July.



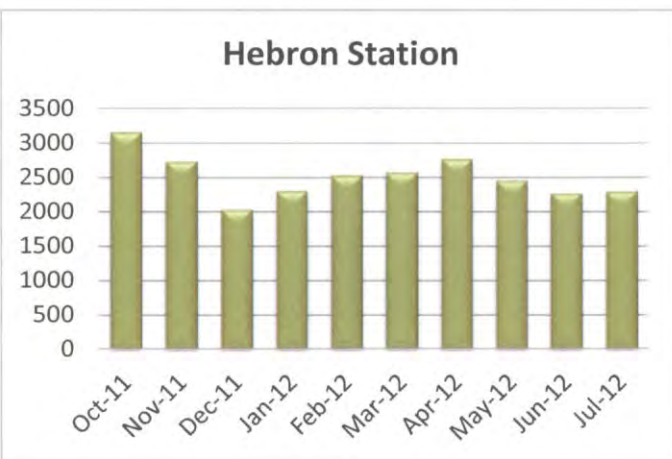
MedPark A-train ridership increased by 3% month over month for July.



HV/LL A-train ridership decreased by 2% month over month for July.



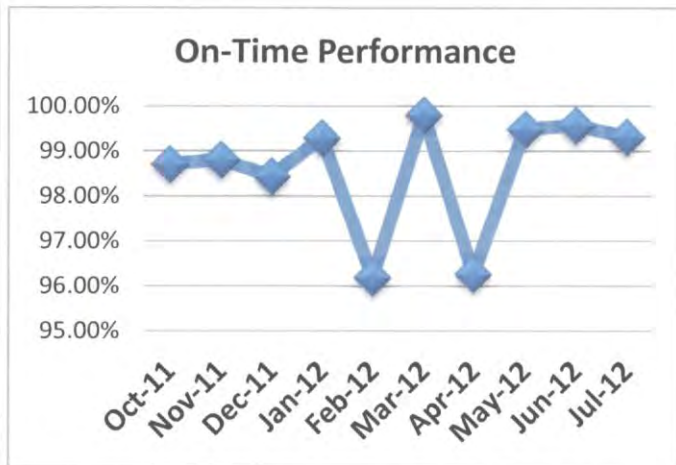
Old Town A-train ridership remained stable month over month for July.



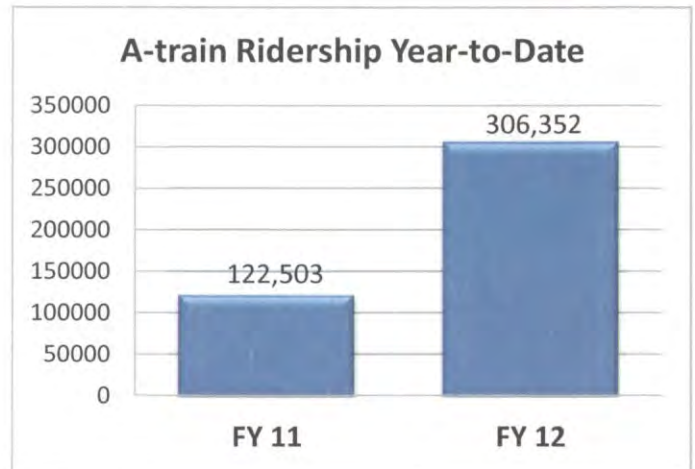
Hebron A-train ridership increased by 1% month over month for July.



Trinity Mills A-train ridership decreased by 2% month over month for July.



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





Board of Directors Memo

August 23, 2012

Subject: WS 2(a) Discuss Social Media Policy

Background

The personal and professional use of social media continues to grow. DCTA continues to expand the use of social media to communicate with passengers and to market its services to the community. DCTA's social media activity is currently monitored by the Marketing/Communications Department with posting support by operations staff.

Social media platforms being used by DCTA currently include LinkedIn, Wordpress, Twitter, Facebook, YouTube, and Foursquare. On occasion, DCTA has also participated in online forums and blogs.

Identified Need

As this communication tool continues to grow in use and complexity, a formal policy is needed to monitor posting and participation to protect the interests of DCTA.

Financial Impact

None at this time.

Recommendation

This item is for discussion purposes only.

Final Review:

A blue ink signature of Dee Leggett, consisting of a large, stylized 'D' and 'L'.

Dee Leggett,
Vice President

Approval:

A blue ink signature of James C. Cline, Jr., written in a cursive style.

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

7.12 POLICY ON SOCIAL MEDIA USE

7.12.1 Purpose. This policy outlines the protocol and procedures for use of social media to publicize official Denton County Transportation Authority's (DCTA) services and events. In addition, this policy addresses the responsibilities of individual employees and DCTA staff with regard to social media and the use of DCTA resources (time/equipment), as well as responsibilities related to public records.

7.12.2 Definition. For purposes of this policy, "social media" shall mean official DCTA websites and all forms of on-line community activities such as on-line social networks (e.g. Facebook), professional networking websites (e.g. LinkedIn), message boards (e.g. Twitter), video sharing (e.g. YouTube), blogs, Wikis, chat rooms and on-line forums.

7.12.3 Coverage. This policy applies to all DCTA employees, including contract/temporary employees.

7.12.4 Official DCTA Social Media Sites.

- a. Official social media sites/pages representing DCTA will be the property of DCTA. Accounts must be registered through Marketing/Communications department.
- b. The departmental Vice President will be responsible for oversight of the DCTA's social media formats to include:
 - (i) Authorizing social media formats.
 - (ii) Maintaining a list of social media domains, account logins and passwords and changing passwords if an employee is no longer designated to update content on a social media site(s).
 - (iii) Monitoring site activity and ensuring content is in line with the goals and objectives of DCTA.
- c. Social media formats must meet one or both of the following purposes:
 - (i) Provide DCTA customers information about DCTA services, events, activities and issues.
 - (ii) Promote the positive aspects of DCTA to DCTA's customers and to those in and outside the member cities.
- d. DCTA's official website, DCTA.net, will remain the official location for content regarding DCTA business, services and events. Whenever

possible, links within social media formats should direct users back to DCTA's website for more information, forms, documents or on-line services necessary to conduct business with DCTA or utilize the services of DCTA.

- e. Content posted by "friends", "followers" or "fans" will not constitute a representation, agreement or endorsement on the part of DCTA. DCTA reserves the right to delete any comment or posting that is deemed inappropriate, malicious, offensive, threatening, profane or insulting. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, disability, national origin or sexual orientation will not be permitted. Users who violate these guidelines may be blocked from posting commentary to DCTA social media sites/pages.
- f. If a question arises regarding the use or posting of confidential information (e.g. litigation, investigations, etc.) on a social media site, the matter shall be referred to DCTA General Counsel for review. The information in question shall not be posted, or if already posted, shall be removed until an opinion is rendered by General Counsel. The President or designee reserves the right to restrict or remove information from an official DCTA social media site if the President believes that the information does not serve the best interests of DCTA.
- g. Official DCTA Social Media Site/Pages, whenever possible, should include a Disclaimer that contains the following information:

"DCTA maintains this social media site/page to provide information and promote DCTA programs, services, policies and objectives. It is DCTA's goal to keep the most current and accurate information available to the public on this site, however, varying events can occur that could affect the timeliness of the information and the accuracy of the content.

Comments posted on this site by "friends", "fans", or "followers" will be monitored and any postings or comments that are disrespectful, offensive, dishonest, or do not accurately reflect the views, values or objectives of DCTA will be deleted without notice.

This site/page may contain links to other Internet sites and resources as a convenience to the viewer. Linked sites/pages are not under the control of, nor maintained by, the DCTA is not responsible for the content of these sites. In addition, the inclusion of a linked site/page does not constitute an endorsement or promotion by DCTA."

7.12.5 Use of Social Media at Work on DCTA approved Social Media Sites. The lines between public and private, personal and professional can become

blurred in on-line social media. With that in mind, below are guidelines for use by DCTA employees when participating in social media that are approved by DCTA. The following guidelines apply to the use of social media on DCTA approved social media sites and are subject to DCTA's Policies & Procedures:

- a. Only designated employees approved by the departmental Vice President will have the authority to publish content on official social media sites/pages of DCTA. Any employees responding to public commentary, inquiries or complaints must have the responses approved by the Vice President or designee prior to posting on social media sites.
- b. All DCTA-related communication through social media outlets should remain professional in nature. Incomplete, inaccurate, inappropriate, threatening, demeaning, harassing or poorly worded postings may be harmful to other employees, damage employee relationships, create hostile working environments, violate DCTA's policies or harm the reputation of DCTA. Such wording will be removed by the Vice President or designee at his/her discretion. Employees bear full responsibility for the material they post on social media sites. Inappropriate usage of social media can be grounds for disciplinary action, up to and including termination.
- c. Public messages relating to DCTA activities on social media sites and/or any messages that might act as the "voice" or attempt to reflect the views of DCTA must be approved by departmental Vice President or designee.
- d. Employees may not ignore copyright laws, or cite or reference sources inaccurately. Plagiarism is prohibited.
- e. Employees shall refrain from discussing information about DCTA's employees, citizens, vendors, issues, business, or legal matters without express consent to do so.

7.12.6 Use of Personal Social Media Sites. While DCTA encourages its employees to enjoy and make good use of their off-duty time, certain activities on the part of employees may become a concern if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile work environment for any employee; disrupting the smooth and orderly flow of work within the office; or harming the goodwill and reputation of DCTA. In the area of social media, employees may use such media in any way they choose as long as such use does not produce the adverse consequences noted above. For this reason, DCTA reminds its employees that the following guidelines apply in their use of social media, both on and off duty:

- a. Information that is published on such personal on-line sites should never be attributed to DCTA and should not appear to be endorsed by or originated from DCTA.
- b. Employees engaging on personal social media platforms should not use their DCTA e-mail account or DCTA's name, logos, pictures of the employee in DCTA uniform, incorporate DCTA in their identity (e.g. username, screen name or profile picture), nor should they speak as a representative of DCTA.
- c. Any person identified as an employee of DCTA on a publicly accessible site is expected to maintain a positive on-line image that is consistent with DCTA's goals and objectives.
- d. Employees, who choose to list their work affiliation on professional networking sites, should regard all communication on that network in a professional manner.
- e. Individuals contributing commentary to a blog or other social media site who identify themselves as a DCTA employee are asked to provide a clear disclaimer that the views expressed are the author's alone, and do not represent the views of DCTA.
- f. Employees should be mindful that connections made with other DCTA employees on personal social networking sites may have an impact on working relationships, whether or not an individual chooses to associate their employment with DCTA in their personal on-line networking activity.
- g. DCTA reserves the right to monitor employee use of social media sites accessed during work hours on agency equipment. Users should have no expectation of privacy or confidentiality when using these resources. Employees use of social media sites shall also comply with the regulations set forth in this Chapter regarding "Policy on Electronic Communications and System Access use."

7.12.7 Enforcement. DCTA reserves the right to remove content that is deemed in violation of this policy or any applicable law. Violations of this policy may result in immediate revocation of any or all electronic communications access and user privileges and may be grounds for disciplinary action up to and including termination. Certain violations could result in civil or criminal liabilities for the user.

DCTA
Social Media Request Form

Name & Title: _____

Department: _____

Social Media Application Requested (*Include website address*): _____

Login ID: _____ Password: _____

Purpose for Social Media Site (*include content to be posted/shared and intended audience to be served*):

Please Indicate How Often Site's Content Will Be Reviewed and Updated: _____

Designated Employee(s) Responsible for Managing Site Content and Correspondence
(*Please include employee's name and position.*):

What Provisions Will be Made if Designated Employee Leaves Position? _____

APPROVALS:

Department Head

Public Information Officer

DCTA
Social Media Use Agreement

I understand that I have been designated as an employee who is authorized to communicate information regarding events or services relating to DCTA's official social media sites and agree to:

1. Post on social media sites and pages that have been approved by _____ (DEPARTMENT);
2. Provide DEPARTMENT with the login and password to the social media site(s)/page(s). If the site requires login and password updates, I will notify DEPARTMENT of any changes;
3. Ensure site content provides information about DCTA's schedules, events and activities;
4. Ensure all communication through social media platforms complies is consistent with DCTA's communication's protocol and messages, adheres to the sites' terms of usage and does not violate copyright laws or any other applicable federal or state law;
5. Ensure the social media site contains city's disclaimer as described in Section 4.9;
6. Respond to public comments, inquiries or complaints with approval from _____;
7. Follow established procedures as it relates to media inquiries submitted through social media platforms;
8. Refrain from discussing information about DCTA's employees, citizens, vendors, issues, business or legal matters without express consent to do so.

I further understand that any violation of this policy or applicable law may result in immediate revocation of my participation in DCTA's social media sites and may be grounds for disciplinary action up to and including termination.

By signing below, I understand and intend to comply with this policy.

Employee's Name (Please Print)

Employee's Signature

Date

REPORT TO THE DCTA BOARD OF DIRECTORS FROM BUDGET COMMITTEE CHAIRMAN

The Budget Committee meetings and Special called Board of Directors meetings were held at 3:30 p.m., Wednesday, August 8, 2012 at 1660 S. Stemmons, Suite 250 Conference Room in Lewisville, TX

A complete copy of Budget Committee agenda packet and handouts for the August 8 meeting is included as "Attachment A" to this report.

In attendance were:

Committee Members: Paul Pomeroy, Richard Huckaby, Dave Kovatch, Tom Spencer,
Board Members: Charles Emery

DCTA Staff/Legal Counsel: Jim Cline, Anna Mosqueda, Amanda Riddle, Shanna O'Gilvie,
Leslee Bachus, Dee Leggett

The following items were discussed:

Proposed FY13 Budget – Operating & Capital Budget (Forwarded for Board consideration and to hold a Public Hearing)

The committee did not recommend any additional changes in proposed revenue projections, operating expenditure amounts, or recommended capital projects.

Staff briefed the committee on a change regarding administrative assistant positions in the proposed budget. In order to better address the agency needs, the 1.5 FTE will be converted to 1- 40 hour FTE and 1-20 hour FTE versus the 2 -30 hour FTE's originally discussed.

Staff incorporated a schedule that included depreciation (non-cash item) to provide proforma of the change in net assets schedule with depreciation.

Staff presented information regarding the financing timeline for the positive train control implementation based on most current project schedule information. Key decision points regarding the project that will trigger the financing process were also discussed.

Proposed FY13 Budget – Budget Contingency Plan (Forwarded for Board consideration)

Budget committee reviewed a FY13 budget contingency plan that address actions that would be triggered should there be a decrease in sales tax revenue as well as an increase. The contingency plan is not included in the proposed budget but provides guidance on staff and board actions. In prior years the Board has adopted a contingency plan to address a drop in sales tax revenues, this year the plan has been expanded to incorporate guidance should there be an increase in sales tax revenue deemed to be sustainable. A copy of the Proposed FY13 Budget Contingency Plan is included in Attachment A with changes as recommended by the Committee highlighted.

Review Cash Flow Model

Discussion on the impact of Proposed FY13 Budget to the currently adopted Cash Flow Model. No changes recommended.

Meeting adjourned at 4:30 p.m.

In summary the FY13 Budget as proposed

- Funds current year operating expenses from current year revenues
- Adds full year of mid-day rail service
 - 9% service increase : 8% increase in operating costs
- Adds addition 32 additional hours/day of bus service
 - 15% service increase ; 1% increase in costs
- Funds Reserve / Stabilization Funds
- Maintains 1.25 debt service coverage ratio
- Budgets diesel fuel at \$4 gallon
- Total operating expenditures of \$22 million or 3% increase
- Total operating revenues of \$25 million or 4% increase
- Three (3) new capital projects
- Incorporates planned new debt issuance for Positive Train Control project implementation.
- Recommends an addition to the contingency plan for service and support enhancements predicated on a sustainable revenue stream and evaluation/prioritization based on system performance and Board adopted service standards and service plan **(Not included in Proposed FY13 Budget)**

Attachment A is included and provides the a complete Budget Committee Agenda packet.

Budget Committee

Chair – Paul Pomeroy

Members –Richard Huckaby, Dave Kovatch, Tom Spencer

Staff Liaison – Anna Mosqueda – CFO

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WS 3a

DCTA Budget Contingency Plan FY2013

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 (\$375,508)

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

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WS 3a

- 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 (\$563,262)

- 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 (\$751,016)

- 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.

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WS 3a

- Evaluate the 90-day Operating Fund Balance Reserve Policy and consider options for fund balance utilization or utilization of other reserve funds. Board action will be required for utilization of reserve funds.

Section II: Sales Tax Revenue Sustainable Increase

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

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

Increases in sales tax revenue may be utilized to fund:

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

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

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

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

Service Level enhancement decisions will follow annual Decision Cycle framework

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

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



Special Called Meeting of the DCTA Board of Directors
and the Budget Committee
of the DCTA Board of Directors

3:30 p.m., August 08, 2012

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

AGENDA

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

Welcome and Introductions

1) APPROVE MINUTES

- a. July 18, 2012

2) ITEMS FOR DISCUSSION / FORWARD FOR BOARD CONSIDERATION

- a. Proposed FY13 Budget
 - i. Operating and Capital Budget
 - ii. Budget Contingency Plan
 - iii. Cash Flow Model

3) ADJOURN

Budget Committee

Chair – Paul Pomeroy

Members –Richard Huckaby, Dave Kovatch, Tom Spencer

Staff Liaison – Anna Mosqueda – CFO

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

This notice was posted at 1660 S. Stemmons, Lewisville, Texas 75067 at a place convenient and readily accessible to the public at all times. Said notice was posted on 08/03/2012 at 3:25 p.m.

DCTA Budget Committee
Printed: 8/3/2012

p 1 of 2

FY13 Budget Revenue Projections
as of August 8, 2012

2(a)i

BUS				
Revenue Source	Actual FY 2010 Oct 09 - Sept 10	Actual FY 2011 Oct 10 - Sept 11	Budget FY 2012 Oct 11 - Sept 12	Proposed FY 2013 Total
Passenger Revenues				
Connect	164,729	264,057	190,979	338,681
Access	93,972	84,192	91,777	82,475
Commuter Express	189,104	123,231	20,149	-
NCTC	122	332	-	-
Contract Services				
Connect	40,000	40,000	59,000	49,000
UNT	2,246,799	2,414,566	2,809,987	2,809,085
Access	52,011	-	-	-
NCTC	122,109	105,470	144,369	142,956
Total	\$ 2,908,846	\$ 3,031,848	\$ 3,316,262	\$ 3,422,197

RAIL				
Revenue Source	Actual FY 2010 Oct 09 - Sept 10	Actual FY 2011 Oct 10 - Sept 11	Budget FY 2012 Oct 11 - Sept 12	Proposed FY 2013 Total
Rail Farebox	\$ -	\$ 194,684	\$ 570,367	\$ 609,783
Total	\$ -	\$ 194,684	\$ 570,367	\$ 609,783

DCTA				
Revenue Source	Actual FY 2010 Oct 09 - Sept 10	Actual FY 2011 Oct 10 - Sept 11	Budget FY 2012 Oct 11 - Sept 12	Proposed FY 2013 Total
Interest Income	\$ 102,615	\$ 110,472	\$ 48,000	\$ 36,000
RTRFI Interest	-	-	-	-
Misc. Revenue	132,193	183,574	62,000	-
Sales Tax	16,188,072	17,135,359	17,579,537	18,775,391
Total	\$ 16,422,880	\$ 17,429,405	\$ 17,689,537	\$ 18,811,391

GRANTS				
Revenue Source	Actual FY 2010 Oct 09 - Sept 10	Actual FY 2011 Oct 10 - Sept 11	Budget FY 2012 Oct 11 - Sept 12	Proposed FY 2013 Total
Federal Operating Grants	\$ 1,249,340	\$ 2,248,138	\$ 3,023,249	\$ 2,665,503
Federal Capital Grants	2,012,840	3,128,333	2,696,891	6,890,671
State Operating Grants	170,109	135,071	108,150	114,732
State Capital Grants	102,970,259	77,838,642	6,768,962	577,194
Total	\$ 106,402,548	\$ 83,350,184	\$ 12,597,252	\$ 10,248,100

TOTAL REVENUES \$ 125,734,274 \$ 104,006,120 \$ 34,173,418 **\$33,091,471**

8/3/2012 4:12 PM

SALES TAX PROJECTION ANALYSIS

Multiplier

100.000%

100.000%

102.000%

103.000%

104.000%

	FY 2009 / 2010 Actuals	FY2010-2011 Actuals	Original FY12 Budget	Revised FY12 Budget	FY12 Forecast as of May 2012 Receipts	Projected FY2012-2013 @ 2% growth	Projected FY2012-2013 @ 3% growth	Projected FY2012-2013 @ 4% growth
October	1,102,497.79	1,261,014	1,298,844	1,345,394	1,345,394	1,372,302	1,385,756	1,399,210
November	1,205,326.15	1,289,592	1,328,280	1,424,755	1,424,755	1,453,250	1,467,497	1,481,745
December	1,768,231.69	1,880,173	1,936,578	1,994,675	2,046,560	2,087,492	2,107,957	2,128,423
January	1,161,862.65	1,232,517	1,269,493	1,307,578	1,353,986	1,381,066	1,394,606	1,408,145
February	1,075,645.82	1,182,101	1,217,564	1,353,986	1,380,413	1,408,021	1,421,825	1,435,629
March	1,532,639.13	1,650,410	1,610,191	1,658,497	1,866,060	1,903,382	1,922,042	1,940,703
April	1,302,735.61	1,290,268	1,328,641	1,368,500	1,481,564	1,511,195	1,526,011	1,540,827
May	1,261,270.38	1,361,535	1,325,091	1,364,844	1,566,892	1,598,230	1,613,899	1,629,568
June	1,514,097.48	1,639,148	1,590,710	1,638,431	1,638,431	1,671,200	1,687,584	1,703,969
July	1,228,980.00	1,229,556	1,271,887	1,310,044	1,310,044	1,336,244	1,349,345	1,362,445
August	1,306,098.08	1,419,245	1,272,964	1,311,153	1,311,153	1,337,376	1,350,488	1,363,599
September	1,728,687.36	1,699,799	1,459,497	1,501,680	1,503,282	1,533,348	1,548,380	1,563,413
Total	\$16,188,072.14	17,135,359	16,909,740	17,579,537	18,228,534	\$18,593,105	\$18,775,391	\$18,957,676

**Denton County Transportation Authority
Proposed Fiscal Year 2013 Budget
as of August 8, 2012**

2(a)i

Description	FY11 Actuals	FY12 Original Budget	FY12 Revised Budget	Actuals as of June 30, 2012	FY13 Proposed Budget	% Increase / (Decrease)
Total Revenue & Other Income	3,226,532	4,579,674	3,886,628	3,094,324	4,031,980	4%
Operating Expenses						
General & Administrative	3,054,985	3,098,965	3,381,231	2,265,799	3,075,788	-9%
Bus Services	6,939,649	8,039,006	7,824,760	5,457,712	7,933,697	1%
Rail Services	6,509,380	10,005,926	10,204,851	6,877,666	11,009,010	8%
<i>Depreciation*</i>	3,141,330	4,632,371	6,682,989	4,853,845	9,320,443	39%
Total Operating Expenses	19,645,344	25,776,269	28,093,831	19,455,022	31,338,938	12%
Income Before Non-operating Revenue & Exp	(16,418,812)	(21,196,595)	(24,207,203)	(16,360,698)	(27,306,958)	
Total Non-Operating Revenue / (Expense)	114,692,088	25,747,639	28,802,410	20,793,880	40,290,571	40%
NET INCOME	98,273,276	4,551,044	4,595,207		12,983,613	

Note: Depreciation* (non-cash item) not previously included

Denton County Transportation Authority
Proposed Fiscal Year 2013 Budget
as of August 8, 2012

2(a)i

Description	FY11 Actuals	FY12 Original Budget	FY12 Revised Budget	Actuals as of June 30, 2012	FY13 Proposed Budget	% Increase / (Decrease)	Notes
Comparison is between the FY12 Revised Budget and the FY13 Proposed Budget							
Revenue & Other Income							
Passenger Revenues (Bus Farebox)	471,812	302,905	302,905	317,022	421,157	39%	FY13 includes 32 hours of additional Connect service to provide additional frequencies and possibly service to areas currently underserved.
Passenger Revenues (Rail Farebox)	194,684	1,263,412	570,367	415,517	609,783	7%	FY13 includes the addition of mid-day rail service
Contract Service Revenue	2,560,035	3,013,356	3,013,356	2,361,785	3,001,040	0%	
Total Revenue & Other Income	3,226,532	4,579,674	3,886,628	3,094,324	4,031,980	4%	
Operating Expenses							
GENERAL & ADMINISTRATIVE							
Salary, Wages and Benefits	1,364,508	1,764,299	1,763,240	1,346,785	1,735,469	-2%	Assumes a 10% increase in benefits and is offset by the transfer of rail employees salary & benefits from G&A to Rail Services in order to accurately capture the costs of rail services.
Services	1,197,734	919,654	1,201,854	607,800	936,632	-22%	Reduction mainly due to the reduction on legal fees and the completion of the Service Plan in FY12.
Materials and Supplies	161,148	96,450	96,450	79,584	74,960	-22%	
Utilities	9,562	10,800	10,800	12,058	14,400	33%	
Insurance, Casualties and Losses	6,805	7,284	7,284	4,917	9,588	32%	
Purchased Transportation Services	-	-	-	-	-	0%	
Miscellaneous	147,498	136,078	137,203	71,562	152,490	11%	
Leases and Rentals	167,731	164,400	164,400	143,093	152,229	-7%	
Subtotal - G&A	3,054,985	3,098,965	3,381,231	2,265,799	3,075,788	-9%	
BUS SERVICES							
Salary, Wages and Benefits	4,387,833	5,054,639	4,913,939	3,550,360	5,292,312	8%	Includes a 3% merit increase for Administrative staff, 5% pay rate increase for bus operators and assumes a 10% increase in benefits. This has also increased due to increased bus service beginning in January 2013.
Services	362,075	373,980	355,284	213,791	310,820	-13%	Reduction of expected maintenance expense due to replacement of old buses and the elimination of the Commuter Express bus service.
Materials and Supplies	1,694,534	2,043,911	1,976,911	1,305,780	1,819,380	-8%	Reduction of parts and tires in FY13 due to newer buses in the fleet.
Utilities	79,341	106,900	106,900	60,507	87,940	-18%	
Insurance, Casualties and Losses	291,189	354,456	354,456	231,892	301,144	-15%	
Purchased Transportation Services	-	-	-	-	-	0%	
Miscellaneous	1,471	2,220	2,320	1,349	3,000	29%	Includes \$18k for the "Marketing Services" project related to special events
Leases and Rentals	123,205	102,900	114,950	94,033	119,101	4%	
Subtotal - Bus Services	6,939,649	8,039,006	7,824,760	5,457,712	7,933,697	1%	
RAIL SERVICES							
Salary, Wages and Benefits	-	-	-	-	183,424	N/A	Transfer of rail employees from G&A (see note above) to Rail Services to accurately capture the full cost of the rail service.
Services	129,068	101,340	125,471	109,872	141,000	12%	
Materials and Supplies	451,098	1,296,638	1,296,638	728,283	1,600,000	23%	Increase in fuel with the addition of rail mid-day service along with an increase from the rate to \$4.00/gallon
Utilities	86,251	183,473	305,215	209,851	270,400	-11%	
Insurance, Casualties and Losses	-	110,000	110,000	23,792	234,000	113%	Includes an additional \$124k for Property Liability insurance for the Stadler cars in FY13
Purchased Transportation Services	5,537,662	7,544,845	7,597,897	5,311,583	8,430,186	11%	This increase is due to the following factors: (1) the addition of mid-day service in FY13, (2) increased "shared cost" for the agency, (3) MOW over 25ft increased \$270k, (4) 3% contract increase and (5) increase of 15% for rail liability insurance
Miscellaneous	-	-	-	-	-	0%	
Leases and Rentals	305,300	769,630	769,630	494,285	150,000	-81%	This decrease is from the elimination of the RDC leased vehicles in FY12.
Subtotal - Rail Services	6,509,380	10,005,926	10,204,851	6,877,666	11,009,010	8%	
Total Operating Expenses	16,504,014	21,143,898	21,410,842	14,601,176	22,018,495	3%	
Income Before Non-operating Revenue & Exp	(13,277,482)	(16,564,224)	(17,524,214)	(11,506,852)	(17,986,515)		
Non-Operating Revenues / (Expense)							
Investment Income	110,472	48,000	48,000	44,088	36,000	-25%	
Misc Income	183,598	62,000	62,000	25,689	-	-100%	Staff had previously assumed the agency would be receiving rent for the retail space at DDTC along with advertising revenues which DCTA is currently not receiving.
Non-Operating Revenues / (Expense)	(184,095)	-	-	(85,655)	-	0%	
RTRFI Funding	77,661,498	5,665,471	6,184,749	6,184,749	-	-100%	RTRFI funds were depleted in FY12 with the completion of the rail project
Sales Tax Revenue	17,135,359	16,909,740	17,579,537	12,465,625	18,775,391	7%	Assumes a 3% increase
Federal/State Grants & Reimbursements - Operating	2,383,209	2,772,921	3,131,399	2,057,625	2,780,235	-11%	
Federal/State Grants & Reimbursements - Capital	3,305,477	1,573,426	3,281,104	1,224,208	7,467,865	128%	The FY13 budget currently includes all grant funds that are programmed and awarded to DCTA. The major increase can be attributed to the State of Good Repair grant that the agency received in FY12 and is being used to fund the Bus O&M Facility capital project. Also included in the FY13 budget is an additional \$396k to be applied to the Where's My Ride capital project.
Debt Issuance	14,305,000	-	-	-	13,400,000	N/A	
Long Term Debt Interest/Expense	(208,430)	(1,283,919)	(1,484,379)	(1,122,449)	(2,168,920)	46%	Includes our debt expense from the 2009 refunding and 2011 CO's issued
Total Non-Operating Revenue / (Expense)	114,692,088	25,747,639	28,802,410	20,793,880	40,290,571	40%	
NET INCOME	101,414,606	9,183,414	11,278,196		22,304,056		

**Capital Improvement Plan
as of August 8, 2012**

2(a)i

PROJECT NAME	Project Number	5 Year Capital Improvement Plan			LTD Expenses (June 2012)	Actuals FY09 - FY11	FY12	FY13	FY14	FY15	FY16	PROJECT TOTAL
		Original Project Budget	FY12 Approved Project Budget	Total Proposed Project Budget								
BUS OPERATIONS												
Passenger Amenities (Phase 2)	50202	174,011	229,326	229,326	134,531	133,799	95,527	-	-	-	-	229,326
Bus O&M Facility	50301	8,142,667	11,720,717	11,720,717	2,040,774	1,967,610	105,868	8,269,062	1,378,177	-	-	11,720,717
Bus Maintenance Equipment	50302	500,000	500,000	500,000	57,035	51,435	75,000	373,565	-	-	-	500,000
Paratransit Scheduling Systems	50403	180,000	180,000	180,000	166,342	147,167	32,833	-	-	-	-	180,000
Fleet Replacement	50502	1,968,500	3,136,993	3,136,993	2,587,132	2,587,132	549,861	-	-	1,973,773	-	5,110,766
Where's My Ride	NEW	-	-	940,485	-	-	-	940,485	-	-	-	940,485
Bus Operations Safety & Security Equipment	NEW	-	-	88,555	-	-	-	88,555	-	-	-	88,555
DDTC	50303	373,282	373,282	373,282	-	-	-	373,282	-	-	-	373,282
Total Bus Capital Projects		11,338,460	16,140,318	17,169,358	4,985,814	4,887,143	859,089	10,044,949	1,378,177	1,973,773	-	19,143,131
RAIL DEVELOPMENT												
Passenger Information	60701	56,214	56,214	56,214	4,807	-	28,714	27,500	-	-	-	56,214
Rail Maintenance Equipment	61502	50,000	50,000	50,000	45,000	-	50,000	-	-	-	-	50,000
ROW Fencing	NEW	-	-	25,000	-	-	-	25,000	-	-	-	25,000
MedPark Extension	61206	1,000,000	1,000,000	1,000,000	-	-	-	1,000,000	-	-	-	1,000,000
Fare Collection Systems	61401	569,000	733,105	733,105	633,129	633,129	99,976	-	-	-	-	733,105
Traffic Signals	61403	2,480,000	3,046,177	3,046,177	2,640,516	2,769,252	276,925	-	-	-	-	3,046,177
Positive Train Control	61406	16,997,441	16,997,441	16,997,441	751,308	239,172	3,002,070	9,508,758	4,247,441	-	-	16,997,441
Rail Cars	61501	71,500,000	79,795,524	79,795,524	77,108,590	53,589,443	26,206,081	-	-	-	-	79,795,524
Stadler Implementation	61603	-	895,803	895,803	316,033	-	895,803	-	-	-	-	895,803
Professional Services	61601	26,200,000	24,267,165	24,267,165	24,439,240	24,104,908	162,257	-	-	-	-	24,267,165
Community Enhancements	61707	752,708	752,708	752,708	13,091	13,091	140,000	599,617	-	-	-	752,708
Lewisville Bike Trail	61708	3,489,396	3,489,396	3,489,396	60,685	60,685	-	86,250	741,520	2,600,941	-	3,489,396
Total Rail Capital Projects		123,094,759	131,083,533	131,108,533	106,012,399	81,409,680	30,861,826	11,247,125	4,988,961	2,600,941	-	131,108,533
TOTAL CAPITAL PROJECTS BUDGET		134,433,219	147,223,851	148,277,891	110,998,213	86,296,823	31,720,915	21,292,074	6,367,138	4,574,714	-	150,251,664
CAPITAL FUNDING SOURCES												
RTRFI FUNDING												
FEDERAL / STATE GRANTS & REIMBURSEMENTS												
NEW DEBT ISSUANCE (PTC 2013)												
DCTA FUNDING												
TOTAL FY13 FUNDING SOURCES												
								21,292,074	6,367,138	4,574,714		

Cash Flow Model (Revised Budget 05-2012)
 Variance Analysis @ 8/08/2012

2(a)iii

	CFM Adopted May 2012	Impact of Proposed FY13 2012	2013	Variance 2013 v 2012 Adp	Variance Analysis
OPERATING REVENUES					
Bus Operating Revenue	\$ 3,326,627	\$ 3,326,627	\$ 3,422,197	\$ 95,570	VARIANCE ANALYSIS COMPARES PROPOSED FY 2013 TO FY12 CFM ADOPTED 5-2012
Rail Operating Revenue	574,015	574,015	609,783	35,768	
NON-OPERATING REVENUES					
Sales Tax Revenue	17,913,422	17,913,422	18,775,391	861,969	FY13 sales tax projection is based on actual receipts thru July 2012, escalated at 3%
Formula Grants (Operating)	3,131,399	3,131,399	2,780,235	(351,164)	Grants are based on current funds programmed into the program of projects for the agency.
Interest Income-Non RTRFI Funds	48,000	48,000	36,000	(12,000)	Previously assumed DDTC retail space rent and advertising funds are no longer assumed in the FY13 budget
Misc. Revenue	62,000	62,000	-	(62,000)	Remaining RTRFI funds have been drawn down in FY12
Restricted RTRFI Interest Income	678,182	678,182	-	(678,182)	
Total Revenues	25,733,645	25,733,645	25,623,606	(110,039)	
OPERATING EXPENSES					
Bus Operating Expense	7,824,760	7,824,760	7,933,698	108,937	The FY13 budget includes 32 hours of additional Connect service. Also includes a 5% pay increase for bus operators and a 10% increase in benefits. The additional expense is offset by anticipated savings in maintenance, parts and tires.
Rail Operating Expense	10,547,785	10,547,785	11,009,010	461,225	Includes an additional \$124k in Property Liability Ins for the Stadler vehicles; Increase in Purchased Transportation due to the addition of mid-day rail service due to the following: (1) Increase "shared" cost and (2) Increase of 15% for rail liability insurance (3) MOW>25'
G&A Operating Expense	3,038,297	3,038,297	3,075,789	37,492	
NON-OPERATING EXPENSES					
Non-Operating (Income) / Expense					
Total Expenses	21,410,842	21,410,842	22,018,497	607,654	
NET INCOME	4,322,802	4,322,802	3,605,109	(717,693)	
CAPITAL OUTLAY					
Bus Capital Expenditure	2,101,402	309,228	9,104,464	7,003,062	Major impact is due to revised design and construction schedule for the Bus O&M. Based on current information construction is planned to occur sooner.
Bus Replacement Expense	549,861	549,861	-	(549,861)	No fleet replacement anticipated in FY13
CM/GC Construction Phase	2,157,883	2,088,339	-	(2,157,883)	A-train construction was completed in FY12
Professional Services	1,152,608	1,024,110	967,985	(184,623)	FY13 budget includes the Where's My Ride and Passenger Information project
Stadler Fleet (Vehicles)	26,268,745	26,268,745	-	(26,268,745)	Stadler contract will be completed in FY12
Real Estate	-	-	1,000,000	1,000,000	MedPark Extension
Right of Way	-	-	25,000	25,000	Addition of a capital project for ROW Fencing.
Rail Capital Expenditure (LV Hike & Bike)	-	-	86,250	86,250	
Rail Capital Expenditure (Community Enhancements)	140,000	140,000	599,617	459,617	
Positive Train Control	3,002,070	3,002,070	9,508,758	6,506,688	
Total Capital Outlay	35,372,569	33,382,353	21,292,074	(14,080,495)	
CAPITAL SOURCES					
New Money (Debt Issuance)	-	-	13,400,000	13,400,000	Debt issuance for PTC planned in late 2013 with first debt service payment in 2014
RTRFI Funds	6,184,749	6,184,749	-	(6,184,749)	
Formula Grants (Capital)	3,281,104	3,281,104	7,467,865	4,186,761	Reallocation of grant funds based on current program of projects. Includes additional funds for Where's My Ride capital project and revised schedule for Bus O&M.
Total Capital Sources	9,465,853	9,465,853	20,867,865	11,402,012	
DEBT SERVICE					
2008 Issue (ST) Debt Service	-	-	-	-	
2009 Refunding (ST) Debt Service	833,511	833,511	1,718,511	885,000	
2011 Contractual Obligations (Vehicles)	336,945	336,945	336,945	-	
2011 Contractual Obligations (PTC)	113,463	113,463	113,463	-	
2013 Contractual Obligations (PTC)	-	-	-	-	
Total Debt Service	1,283,919	1,283,919	2,168,919	885,000	
Gross Sales Tax Coverage:	13.95	13.95	8.66		
Internal Debt Service Coverage:	3.37	3.37	1.66	(1.70)	
Beginning Fund Balance:	\$ 32,528,473	\$ 32,528,473	\$ 11,650,856	\$ (20,877,617)	
Year End Audit Adjustment	-	-	-	-	
Ending Fund Balance:	9,660,640	11,650,856	12,662,838	3,002,197	
Less Restricted RTRFI Interest Income	-	-	-	-	
Less Required Fund Balance (O&M Reserve Policy):	5,197,803	5,197,803	5,504,624	306,821	Increase in Fund Balance Reserve to cover operating cost increases
Less Sales Tax Stabilization Fund	-	-	550,000	550,000	Funding of Sales Tax Stabilization
Less Fuel Stabilization Fund	-	-	100,000	100,000	Funding of Fuel Stabilization
Less Capital/Infrastructure	-	-	2,000,000	2,000,000	Funding of Capital/Infrastructure Reserve
Net Cash	4,462,837	6,453,053	4,508,214	47	45,376

DRAFT

DCTA Budget Contingency Plan FY2013

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 (\$375,508)

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

DRAFT

- 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 (\$563,262)

- 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 (\$751,016)

- 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.

DRAFT

- 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.

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

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

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

Service Level enhancement decisions will follow annual Decision Cycle framework

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

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

Diaget Commi:
8-8-12

DENTON COUNTY TRANSPORTATION AUTHORITY

Draft Calendar – Contractual Obligations, Series 2013

Days	Schedule of Events (Private Placement Sale)	Responsible Party
Bd Mtg	Board Briefing on Plan of Finance	DCTA, FSW
Bd Mtg	DCTA Board directs staff to move forward on Plan of Finance / Reimbursement Resolution	DCTA
2-3 weeks	Draft Term Sheet distributed for comments	FSW
2-3 weeks	Deadline to provide comments to the Draft Term Sheet	DCTA, FSW, BC
2-3 weeks	Term Sheet distributed to bidding Banks	FSW
	Receive bids from Banks	PUR
Bd Mtg	DCTA Board authorizes the issuance of Bonds, Series 2013	DCTA, BC
90 days	Closing and Delivery of Funds to the DCTA	DCTA, FSW, BC, PUR

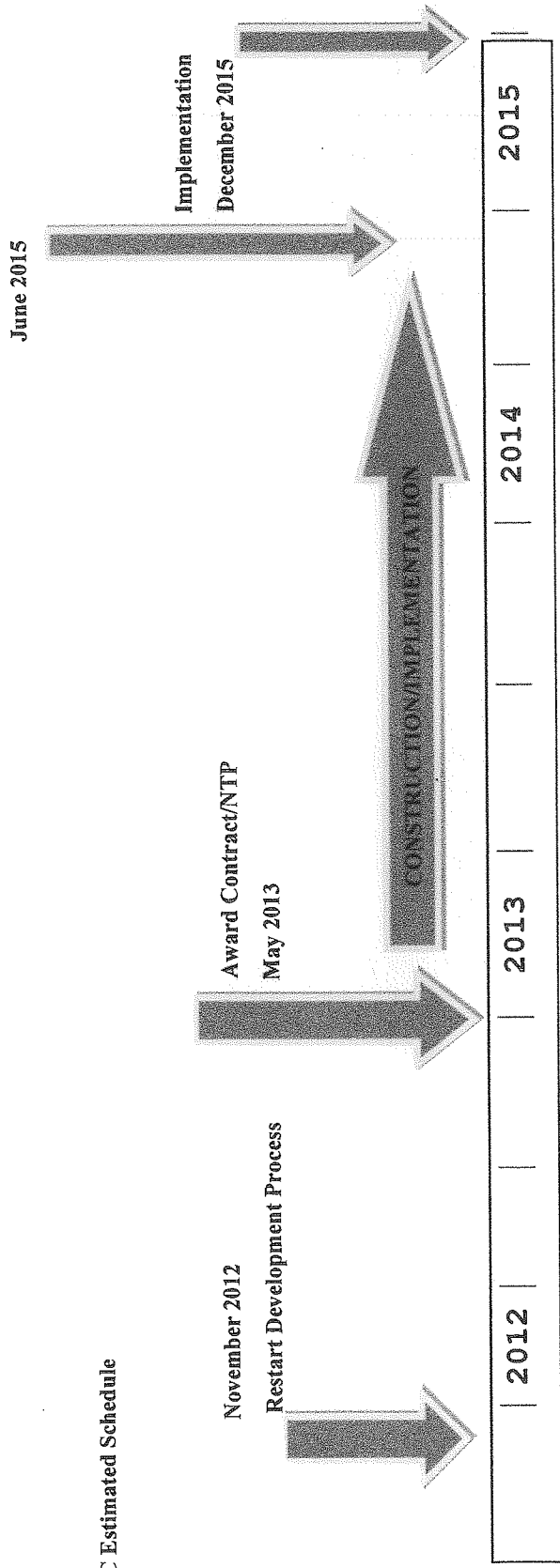
FSW = FirstSouthwest; BC = Bond Counsel; PUR = Purchaser



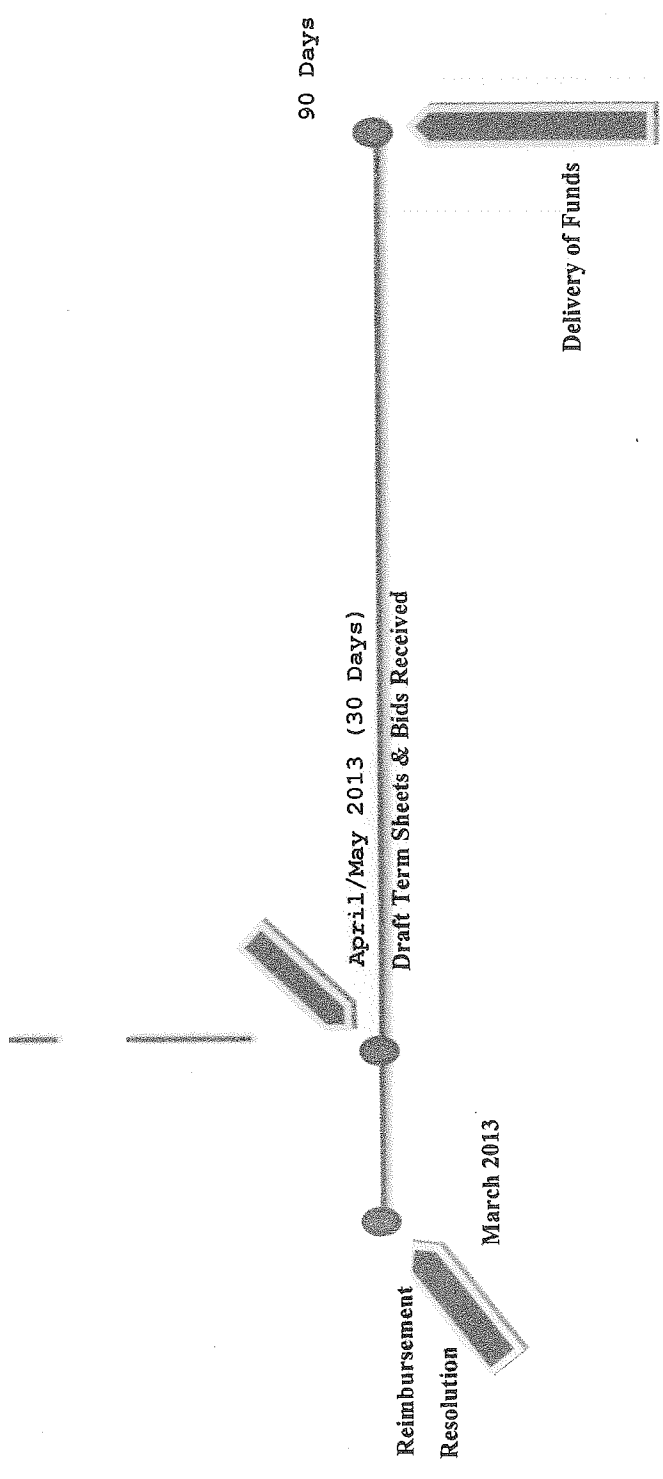
Member FINRA & SIPC © 2011
First Southwest Company

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PTC Estimated Schedule



Financing Plan





1660 S. Stemmons., Suite 250
Lewisville, Texas 75067
Ph: (972) 221-4600 Fax: (972) 221-4601

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

Work Session Minutes

The Board of Directors of the Denton County Transportation Authority convened with Chairman Charles Emery presiding at 1:30 p.m. July 26, 2012 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

Attendance

Small Cities

Skip Kalb

Large Cities

Richard Huckaby, Denton
Paul Pomeroy, Highland Village, *Treasurer*
Charles Emery, Lewisville, *Chairman*
Daniel Peugh, Corinth (1:37 pm arrival)

Denton County Unincorporated

Charles Correll, *Vice-Chairman*
Don Hartman (1:37 pm arrival)

Denton County at Large

Board Members Absent

Bill Walker
Tom Spencer
Dave Kovatch, The Colony, *Secretary*
Doug Peach, Little Elm
Jim Robertson, Flower Mound
Thomas Smith

DCTA Staff

James C. Cline, Jr., P.E., President
Dee Leggett, VP Communications and Planning
Anna Mosqueda, CFO/ VP Finance
Cheri Soileau, Sr. Transit Planner

Legal Counsel

Pete Smith

Others in Attendance

Mark Nelson, City of Denton
John Cabrales, City of Denton
Steve Bacchus, City of Lewisville
Mike Leavitt, City of Highland Village
Ginny Griffin, University of North Texas
Ken Kindle, University of North Texas
Monica Saunders, University of North Texas
Stephen Young, University of North Texas

1. Routine Briefing Items
 - a. Financial Reports – Anna Mosqueda presented information
 - i. Financial Statements
 - ii. Capital Projects Fund
 - iii. Sales Tax Report
 - iv. Quarterly Investment Report
 - v. Procurement Report

- b. Capital Projects Update – Dee Leggett presented information.
 - i. GTW Integration
 - ii. Bus Operations and Maintenance Facility (OMF)
 - iii. Community Enhancements
 - iv. Lewisville Bike Trail
 - v. Positive Train Control (PTC)
 - vi. A-train Close-out Status
 - vii. Interstate Highway 35 East Impacts / Grade Crossing Agreement
 - viii. Passenger Amenities
 - ix. Station Kiosks
 - c. Communications and Planning – Information provided by Dee Leggett
 - i. Marketing and Communications Initiatives
 - ii. Media Coverage
 - iii. Safety Campaign
 - iv. Customer Service
 - v. Social Media Policy
 - vi. Creative Services Contract
 - vii. Map-21 Report – PowerPoint Presentation by Dee Leggett
 - d. Transit Operations – Sr. Transit Planner Cheri Soileau gave a briefing on the following items:
 - i. Bus Operation
 - ii. Rail Operations
2. Items for Discussion
- a. Discuss State Legislative Priorities and Action Plan for 83rd Legislative Session – Discussion lead by Dee Leggett, Financial considerations addressed by Anna Mosqueda
 - b. Discussion of North Central Texas Regional Rail Partnership – Charles Emery presented information
3. Committee Briefings – Reports by Committee Chairmen
- a. Budget Committee – Committee Chairman Paul Pomeroy reviewed the Budget Committee packet and discussions from the meeting.
4. Discussion of Regular Board Meeting Agenda Items (July 23, 2012) – not necessary
5. Executive Session – (This item was addressed at a later time in the meeting due to time considerations) 3:40 p.m.
- 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.

6. Reconvene Open Session – 3:59 p.m. No Action
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
7. Discussion of Future Agenda Items – Jim Cline reviewed future agenda items.
 - a. Hike / Bike Trail Maintenance Agreement
 - b. Creative Services Contract
 - c. DART Operations and Maintenance Agreement Renewal
 - d. Board Member Requests
8. Completed Work Session 3:04 p.m.



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

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

Board Meeting Minutes

The Board of Directors of the Denton County Transportation Authority convened with Chairman Charles Emery presiding at 3:19 p.m. July 26, 2012 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

Attendance

Small Cities

Skip Kalb

Large Cities

Richard Huckaby, Denton

Paul Pomeroy, Highland Village, *Treasurer*

Charles Emery, Lewisville, *Chairman*

Daniel Peugh, Corinth

Denton County Unincorporated

Charles Correll, *Vice-Chairman*

Don Hartman

Denton County at Large

Board Members Absent

Bill Walker

Tom Spencer

Dave Kovatch, The Colony, *Secretary*

Doug Peach, Little Elm

Jim Robertson, Flower Mound

DCTA Staff

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

Dee Leggett, VP Communications and Planning

Anna Mosqueda, CFO/ VP Finance

Cheri Soileau, Sr. Transit Planner

Legal Counsel

Pete Smith

Others in Attendance

Mark Nelson, City of Denton

John Cabrales, City of Denton

Steve Bacchus, City of Lewisville

Mike Leavitt, City of Highland Village

Ginny Griffin, University of North Texas

Ken Kindle, University of North Texas

Monica Saunders, University of North Texas

Stephen Young, University of North Texas

Thomas Smith

CALL TO ORDER – Charles Emery called to order at 3:19 pm

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS – Richard Huckaby

INVOCATION – Skip Kalb

WELCOME AND INTRODUCTION OF VISITORS – UNT Parking and Transportation representatives: Ginny Griffin and Ken Kindle

1. CONSENT AGENDA

- a. Approval of Minutes – June 28, 2012
- b. Approval of Minutes – July 11, 2012 Board Meeting and Budget Committee Meeting
- c. Acceptance of Financial Reports
- d. Acceptance of Quarterly Investment Report
-Motion by Richard Huckaby to approve the Consent Agenda. 2nd by Daniel Peugh. Motion carried unanimously.

2. REGULAR AGENDA

- a. Discussion / Approval of City of Denton Bus Facility Lease
-Motion by Charles Correll to approve City of Denton Bus Facility Lease. 2nd by Paul Pomeroy. Motion carried unanimously.
- b. Discussion / Approval of Resolution 12-02 establishing Disadvantaged Business Goal
-Motion by Skip Kalb to approve Resolution 12-02 establishing Disadvantaged Business Goal. 2nd by Charles Correll. Motion carried unanimously.
- c. Discussion / Authorization for President to Revise Agreement for Positive Train Control with LTK.
-Motion by Daniel Peugh to authorize President to revise agreement for Positive Train Control with LTK. 2nd by Paul Pomeroy. Motion carried unanimously.

3. CHAIR REPORT – Charles Emery

- a. Discussion of Regional Transportation Issues
- b. Discussion Legislative Issues: Local, Regional, Federal

4. PRESIDENT'S REPORT – Jim Cline

- a. Presentation of Distinguished Budget Award – Delayed until August Board Meeting.

5. REPORT ON ITEMS OF COMMUNITY INTEREST - none

- a. Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events;

(5) information about community events; and (6) announcements involving imminent threat to public health and safety.

6. CONVENE EXECUTIVE SESSION - none
 - a. As Authorized by Section 551.071(2) of the Texas Government Code, the Board Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein.

7. RECONVENE OPEN SESSION – not necessary
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.

8. ADJOURN REGULAR MEETING - 3:50 p.m.
-Motion to adjourn by Charles Correll, 2nd by Skip Kalb. Motion carried.

The minutes of the July 26, 2012 meeting of the Board of Directors were passed, and approved by a vote on this 23rd, day of August, 2012.

Charles Emery, Chairman

ATTEST

Dave Kovatch, Secretary



Special Called Meeting of the DCTA Board of Directors
 and the Budget Committee
 of the DCTA Board of Directors
3:30 p.m., August 8, 2012
 1660 S. Stemmons, Suite 250 Conference Room
 Lewisville, Texas 75067

MINUTES

Attendance

Paul Pomeroy, Committee Chairman	Jim Cline, President
Richard Huckaby	Anna Mosqueda, CFO / VP Finance
Tom Spencer	Dee Leggett, VP Communications and Planning
Dave Kovatch	Amanda Riddle, Budget Analyst
Charles Emery	Kevin Laughlin, General Counsel

Welcome and Introductions - Committee Chairman Pomeroy convened the meeting of the Budget Committee at 3:02 p.m.

1) APPROVE MINUTES

a. July 18, 2012

-Motion by Richard Huckaby, 2nd by Tom Spencer. Motion carried unanimously.

2) ITEMS FOR DISCUSSION / FORWARD FOR BOARD CONSIDERATION

a. Proposed FY13 Budget – Jim Cline, Anna Mosqueda, and Paul Pomeroy presented information and committee discussed the following:

- i. Operating and Capital Budget
- ii. Budget Contingency Plan
- iii. Cash Flow Model

4:09 p.m. - upon arrival of Dave Kovatch, a quorum of the Board was present and Board Chairman Emery convened a meeting of the Board of Directors

4:11 p.m. – Charles Emery left the meeting.

Meeting Adjourn 4:30 p.m.

Budget Committee
Chair – Paul Pomeroy
Members –Richard Huckaby, Dave Kovatch, Tom Spencer
Staff Liaison – Anna Mosqueda – CFO

Leslee Bachus, Executive Assistant



Board of Directors Memo

August 24, 2012

Subject: 1(c) Approval of Resolution 12-03 Revision of Fare Evasion Administrative Fee

Background

During the 82nd Texas Legislative Session in 2011, the DCTA Board adopted a Legislative Agenda that included a provision to allow DCTA the authority to enforce fares and fare collection. Legislation was needed that addressed DCTA's authority to directly or indirectly enforce fares and fare collection, specified the type of enforcement officer, use of citations, access to courts, venue, jurisdiction and collection mechanisms to be used.

The legislation passed and was incorporated into Section 460.1091 of the Transportation Code. On September 22, 2011 the Board of Directors adopted a resolution prohibiting the use of DCTA's public transportation system without payment of adopted fare, establishing appropriate methods for ensuring payment and providing for an administrative fee in the amount of \$100.

The enabling legislation did not set a specific amount as to the administrative fee but capped at \$100 the fine which can be charged if the administrative fee is not paid and the citations is turned over the justice of the peace court.

Identified Need

In preparation for implementation of the fare enforcement plan, DCTA staff and legal counsel met with the JP Court and court staff that will be handling DCTA's fare evasion citations. Their recommended was that the administrative fee should be set at an amount less than the capped fine amount of \$100. In reviewing notes from the 2011 Legislative Committee meetings the final recommendation was that the administrative fee be set at \$75. This revised resolution reduces the administrative from \$100 to \$75.

Financial Impact

None at this time

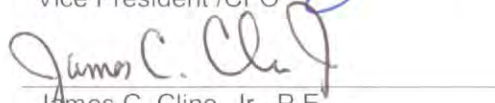
Recommendation

Adopt Resolution 12-03 changing the administrative fee for fare evasion from \$100 to \$75.

Final Review:


 Anna Mosqueda,
 Vice President /CFO

Approval:


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

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. 12-03**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA) PROHIBITING THE USE OF DCTA'S PUBLIC TRANSPORTATION SYSTEM WITHOUT PAYMENT OF THE ADOPTED FARE FOR USE OF SAID SYSTEM; PROVIDING FOR AN ADMINISTRATIVE FEE TO BE CHARGED FOR USE OF DCTA'S PUBLIC TRANSPORTATION SYSTEM WITHOUT PAYING THE ADOPTED FARE; ESTABLISHING REASONABLE AND APPROPRIATE METHODS FOR ENSURING PAYMENT OF THE ADOPTED FARE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Texas Transportation Code §460.1091 authorizes DCTA to adopt a resolution prohibiting the use of DCTA's public transportation system without payment of the adopted fare for use of said system, establishing reasonable and appropriate methods for ensuring payment of the adopted fare, and providing for an administrative fee to be charged for use of DCTA's public transportation system without paying the adopted fare; and

WHEREAS, the Board of Directors of the Denton County Transportation Authority finds it to be in the public interest to exercise the authority granted pursuant to Texas Transportation Code §460.1091;

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

SECTION 1. No person shall enter onto or into any bus, van, or train owned and/or operated by the Denton County Transportation Authority ("DCTA") without first having paid the charge or fare established by resolution of the DCTA Board of Directors for traveling on such bus, van, or train, any such travel without payment of the required fare being hereby prohibited. The prohibition established by this Section 1 shall also include the failure to pay to Dallas Area Rapid Transit and/or the Fort Worth Transportation Authority any fare that authorizes the person to travel on a bus, van, or train owned and/or operated by DCTA pursuant to an agreement between and/or among the Dallas Area Rapid Transit and/or the Fort Worth Transportation Authority.

SECTION 2. Any person determined to have entered onto or into any bus, van, or train owned and/or operated by DCTA without first having paid the charge or fare established by resolution of the DCTA Board of Directors for traveling on such bus, van, or train as required by Section 1 of this Resolution shall, in addition to the charge or fare that should have been paid by said person, pay to DCTA an administrative fee in the amount of seventy-five dollars (\$75.00).

SECTION 3. A DCTA fare enforcement officer may use one of the following methods, which shall hereby be deemed reasonable and appropriate, for ensuring that a person using any bus, van, or train owned and/or operated by DCTA has first paid the charge or fare established by resolution of the DCTA Board of Directors for traveling on such bus, van, or train as required by Section 1 of this Resolution:

- (A) request from a person evidence showing payment of the appropriate charge or fare or evidence showing exemption from the payment requirement;
- (B) request from a person who does not produce evidence showing payment of the appropriate charge or fare personal identification or other documentation such as a passport, student identification card, or other documentation that allows the officer to identify the name and address of the person who failed to produce the evidence of payment or exemption from payment;
- (C) instruct a person to immediately leave the DCTA bus, van, or train if the person does not possess evidence showing payment or exemption from payment of the appropriate fare; or
- (D) file a complaint in the appropriate court that charges the person with an offense under Texas Transportation Code §460.1091(d).

SECTION 4. 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 5. This resolution shall become effective immediately upon passage.

DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THE 23RD DAY OF AUGUST, 2012.

APPROVED:

Charles Emery, Chairman

APPROVED AS TO FORM:

ATTEST:

Peter G. Smith, General Counsel
(JJG/07-30-12/51128)

Dave Kovatch, Secretary



Board of Directors Memo

August 23, 2012

Item: 1(d) Discussion/Approval to Authorize President to Execute an Agreement with Resources Global Professionals for Professional Services

Background

In May a temporary personnel services company was engaged to provide staff to serve as interim Senior Accountant to perform general accounting duties. The initial agreement was for a three (3) month period.

Identified Need

The need for the services continues to provide assistance to the Finance Staff with the daily duties and monthly close process.

Financial Impact

The initial agreement was for \$24,000 and we are seeking an additional amount of \$17,100, a total not to exceed of \$41,100.

Committee Review

None

Recommendation

Staff recommends the Board approve an extension of the agreement.

Respectfully,

Submitted by:

Athena Forrester, Purchasing Manager

Final Review:

Anna Mosqueda, CFO

Approval:

James C. Cline, Jr., President

**Board of Directors Memo**

August 23, 2012

Item: 1(e) Creative, Marketing and Public Relations Services**Background**

Staff published a solicitation for firms to provide marketing and public relations services for future projects. Previously, these services were provided by a sole vendor, Concussion under an annual contract that had multi-year renewals. DCTA desired additional flexibility to identify the best value opportunity for marketing and communication needs. As a result, this solicitation provided the flexibility to select multiple vendors.

Identified Need

The selected agencies will play an important role in the marketing efforts of DCTA and will be viewed as a partner in the planning and implementation of DCTA's marketing and communication efforts.

Their activities are assigned on a task order basis and subject to annual budget appropriation. Each task order has a specific scope of work, cost and schedule detailing what is required and the period for completion. Prior to work being started, the Vice-President of Program Development approves associated task order.

Financial Impact

\$51,000 is included in FY2013 Marketing and Communications budget for creative consulting services. Pass through expenses such as advertising and printing shall not exceed \$110,000. Any activities in future years will be subject to contract renewal and annual budget appropriations.

If the estimated expenditures for a particular project exceeds \$25,000 the item will be presented to the Board for approval.

Recommendation

DCTA is requesting the Board of Directors authorize the president to execute a contract with Younger Associates.

Respectfully,

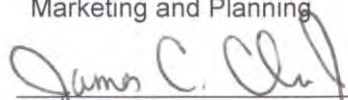
Submitted by:


Athena Forrester, Purchasing Manager

Final Review:


Dee Leggett, VP of Communications,
Marketing and Planning

Approval:


James C. Cline, Jr., President



Board of Directors Memo

August 23, 2012

Item: 1(f) Creative, Marketing and Public Relations Services

Background

Staff published a solicitation for firms to provide marketing and public relations services for future projects. Previously, these services were provided by a sole vendor, Concussion under an annual contract that had multi-year renewals. DCTA desired additional flexibility to identify the best value opportunity for marketing and communication needs. As a result, this solicitation provided the flexibility to select multiple vendors.

Identified Need

The selected agencies will play an important role in the marketing efforts of DCTA and will be viewed as a partner in the planning and implementation of DCTA's marketing and communication efforts.

Their activities are assigned on a task order basis and subject to annual budget appropriation. Each task order has a specific scope of work, cost and schedule detailing what is required and the period for completion. Prior to work being started, the Vice-President of Program Development approves associated task order.

Financial Impact

\$51,000 is included in FY2013 Marketing and Communications budget for creative consulting services. Pass through expenses such as advertising and printing shall not exceed \$110,000. Any activities in future years will be subject to contract renewal and annual budget appropriations.


If the estimated expenditures for a particular project exceeds \$25,000 the item will be presented to the Board for approval.

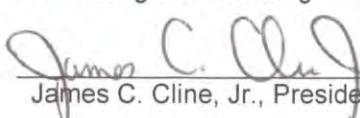
Recommendation

DCTA is requesting the Board of Directors authorize the president to execute a contract with Aria.

Respectfully,

Submitted by: 
Athena Forrester, Purchasing Manager

Final Review: 
Dee Leggett, VP of Communications,
Marketing and Planning

Approval: 
James C. Cline, Jr., President



Board of Directors Memo

August 23, 2012

Subject: Authorize the President to Enter into an Interlocal Agreement with the City of Lewisville to Perform Facilities Modification, Maintenance and Repair on DCTA Property within the City of Lewisville.

Background

From time to time, modification, maintenance or repair of DCTA facilities within Lewisville is required (example: modifications to the striping and signage in the parking lot at the Highland Village/Lake Lewisville station). This work can be efficiently and effectively performed by Public Works staff at the City of Lewisville and/or contractors working on behalf of the City of Lewisville.

Identified Need

Modifications to the striping and signage at the Highland Village/Lake Lewisville station are required to improve safety for DCTA passengers and motorists. The intent is to eliminate "cut through" traffic and violations of the speed limit, "Do Not Enter" and Stop signs. The City of Lewisville Public Works department is equipped to perform these tasks in a timely and cost effective manner. This Interlocal agreement will allow DCTA to address this specific issue as well as any other minor work that is needed at facilities within Lewisville.

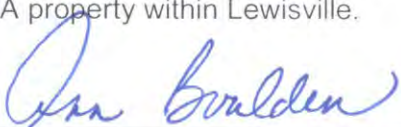
Financial Impact

The City of Lewisville will provide a cost estimate of each specific task. Estimates that exceed \$25,000 will be presented to the Board of Directors for approval.

Recommendation

Staff recommends that the DCTA Board of Directors authorize the President to execute an Interlocal agreement with the City of Lewisville to perform facilities modification, maintenance and repair on DCTA property within Lewisville.

Submitted by:


Staff

Final Review:


Dee Leggett, Vice President of
Program Development

Approval:


James C. Cline, Jr., President



Board of Directors Memo

August 23, 2012


Subject: RM2a Discussion/Approval of Resolution 12-04 Supporting the North Central Texas Regional Rail Partnership

The Regional Transportation Council (RTC) will consider a resolution in September to support a collaborative effort by the three transit partners (DART, DCT, and the Fort Worth T) to address regional rail issues and to establish the North Central Texas Regional Rail Partnership. Key to their approval is the endorsement by these entities to support the partnership.

DCTA benefits greatly from joint efforts today, and the future holds many possibilities in a partnership effort to address Positive Train Control, Vehicle Purchases, the expansion of the regional rail system, and other issues.

Exact final wording is being confirmed with our partner agencies. Staff recommends the approval of a resolution supporting the North Central Texas Regional Rail Partnership in a form substantially as shown in the attached document.

Please feel free to contact me if you have any questions.


James C. Cline, Jr.

**RESOLUTION SUPPORTING THE NORTH CENTRAL TEXAS REGIONAL RAIL PARTNERSHIP
(R__-12)**

WHEREAS, the North Central Texas Council of Governments is designated as the Metropolitan Planning Organization for the Dallas-Fort Worth Metropolitan Area by the Governor of Texas in accordance with federal law; and,

WHEREAS, the Regional Transportation Council (RTC), comprised primarily of local elected officials, is the regional transportation policy body associated with the North Central Texas Council of Governments, and has been and continues to be the regional forum for cooperative decisions; and,

WHEREAS, over forty percent of the population of the North Central Texas Region does not live within a transit authority service area; and,

WHEREAS, the Regional Transportation Council's Mobility 2035 The Metropolitan Transportation Plan For North Central Texas addresses the implementation of the Regional Rail System as a critical element of the overall transportation system in the region; and,

WHEREAS, DART, The T, and DCTA are proposing the recognition of joint efforts in the provision and expansion of the regional rail system as the "North Central Texas Regional Rail Partnership".

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

- Section 1.** The Regional Transportation Council supports the North Central Texas Regional Rail Partnership as included in Attachment 1.
- Section 2.** The Regional Transportation Council will continue to be a financial partner with the transit authorities.
- Section 3.** This resolution will be transmitted to the North Central Texas legislative delegation.
- Section 4.** The NCTCOG Transportation Director is authorized to communicate these positions on behalf of the Regional Transportation Council.
- Section 5.** This resolution shall be in effect immediately upon its adoption.

Pete Kamp, Chair
Regional Transportation Council
Mayor Pro Tem, City of Denton

I hereby certify that this resolution was adopted by the Regional Transportation Council of the North Central Texas Council of Governments for the Dallas-Fort Worth Metropolitan Area on

_____.

Mike Cantrell
Regional Transportation Council
Commissioner, Dallas County

NORTH CENTRAL TEXAS REGIONAL RAIL PARTNERSHIP

- Dallas Area Rapid Transit (DART), the Fort Worth Transportation Authority (The T), and Denton County Transportation Authority (DCTA) are well positioned to lead the planning, implementation, and operation of the regional rail component of the Mobility 2035 Plan with particular emphasis on closing gaps and expanding service within the North Central Texas Region. This can be successfully completed without the creation of additional transit entities.
- DART, The Fort Worth T, and DCTA are currently engaged in numerous joint efforts which increase service to riders in the region, saving taxpayer funds, including but not limited to:
 - Rail Operations/Dispatch
 - Fuel Purchase
 - Regional Fares Coordination
 - Marketing
 - Rights-of-way use
 - On-line schedule / connectivity rider information
- The North Central Texas Regional Rail Partnership supports continued efforts to improve and expand regional passenger rail through additional joint efforts and expanded agreements addressing:
 - Positive Train Control
 - Vehicle Purchases
 - Opening Freight Corridors for Passenger Rail
 - Alignment Development
- DART, The T, and DCTA agree to jointly petition the Texas Legislature and the US Congress for support of efforts to expand regional passenger rail in North Central Texas.
- DART, The T, and DCTA agree to recognize the “North Central Texas Regional Rail Partnership” as a mechanism to accelerate the planned expansion of passenger rail service in the 12-county DFW region.
- The three existing transportation authorities will maintain respective funding, responsibilities, and commitments (Dallas Area Rapid Transit, Denton County Transportation Authority, and the Fort Worth Transportation Authority).

Dallas Area Rapid Transit

Fort Worth Transportation
Authority

Denton County
Transportation Authority

July 9, 2012



Board of Directors Memo

August 24, 2012

Subject: 2(b) DART Operations and Maintenance Agreement Renewal

Background

In March 2011, DCTA entered into an agreement with Dallas Area Rapid Transit (DART) and the Fort Worth Transportation Authority (The T), joint owners of the Trinity Railway Express (TRE), for the lease of fleet as well as the operations and maintenance of the A-train. The agreement will expire on December 31, 2012. The updated agreement would be for services through September 30, 2015 which coincides with the remainder of the DART/Herzog Transit Services agreement for operations of the TRE.

Identified Need

DCTA needs an updated rail operations and maintenance agreement to include operations of the system and maintenance of fleet and right-of-way.

Financial Impact

The FY13 budget for Purchased Transportation is \$8,505,186. Partnering with the TRE allows both agencies to save costs associated with management, dispatching, insurance and equipment.

Recommendation

Authorize the President to enter into an agreement with DART for the provision of rail operations and maintenance.

Final Review:



Jarod Varner
Vice President

Approval:



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



Board of Directors Memo

August 23, 2012

Subject: 2(c) Proposed Fiscal Year 2013 Budget Presentation

Background

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

The proposed FY 2013 budget presented combines information and feedback from several month of review by the Budget Committee. DCTA staff has prepared a balanced budget, where operating expenses and capital expenditures do not exceed current year revenues and reserve balances. It is submitted to the Board of Directors, in accordance with requirements under Chapter 460 of the Texas Transportation Code and DCTA policy and procedures, for Board review and comment as well as citizen input.

Staff has been working very closely over the past months with the Budget Committee in the preparation of the FY13 Budget and in detail review of the many components of the budget. Staff presented the FY2013 goals, revenue projections and an employee benefits overview at the Budget Committee meetings held in June. In July & August the operating and capital budgets were presented to the Budget Committee for review and comment. In addition, the review of the proposed FY13 Budget included the impact adoption of the budget as proposed will have on the adopted cash flow model. The Budget Committee also discussed the development and implementation of a budget contingency plan that incorporated steps to address not only decreases in sales tax revenue but increases as well.

The Budget Committee is forwarding the proposed FY13 Budget to the Board of Directors for review and comment. The Board will also hold a public hearing on the budget to allow for citizen input. Once information from both the Board and the public has been received, the FY 13 Budget will be presented for final review and adoption by the Board at the September 27, 2012 Board meeting.

The proposed Budget contains revenue and expenditure assumptions for FY13, which include a full year of operations of the A-train, capital expenditures, and bus transit services as well as the addition of mid-day rail service and increased bus service effective January 2013. Included as agenda back-up are the following exhibits:

- Exhibit A: Operating Revenues and Expenditures for proposed FY13 as compared to the FY12 Revised Budget.
- Exhibit B: Capital Improvement Plan
- Exhibit C: Draft summary of the 5-year cash flow model. It incorporates the FY13 budget as proposed and provides the Board a view of the impact of the proposed FY13 budget on the long range cash flow model.

Identified Need

Review and discuss the proposed FY 2013 budget.

Committee Review


In addition to meetings in June, July and August, the Budget Committee, reported its activities and discussions at the regular Board meetings by way of the "Budget Committee Chair – Report to the Board". The Budget Committee included Board members Richard Huckabee, Dave Kovatch, Tom Spencer and Paul Pomeroy serving as Committee Chair.

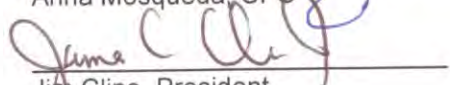
Financial Impact

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

Recommendation

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

Final Review: 
Anna Mosqueda, CFO

Approval: 
Jim Cline, President

**Denton County Transportation Authority
Proposed Fiscal Year 2013 Budget
as of August 23, 2012**

RM 2c Exhibit A

Description	FY11 Actuals	FY12 Original Budget	FY12 Revised Budget	Actuals as of June 30, 2012	FY13 Proposed Budget	% Increase / (Decrease)	Notes
<i>**Comparison is between the FY12 Revised Budget and the FY13 Proposed Budget**</i>							
Revenue & Other Income							
Passenger Revenues (Bus Farebox)	471,812	302,905	302,905	317,022	421,157	39%	FY13 includes 32 hours of additional Connect service to provide additional frequencies and possibly service to areas currently underserved.
Passenger Revenues (Rail Farebox)	194,684	1,263,412	570,367	415,517	609,783	7%	FY13 includes the addition of mid-day rail service
Contract Service Revenue	2,560,035	3,013,356	3,013,356	2,361,785	3,001,040	0%	
Total Revenue & Other Income	3,226,532	4,579,674	3,886,628	3,094,324	4,031,980	4%	
Operating Expenses							
GENERAL & ADMINISTRATIVE							
Salary, Wages and Benefits	1,364,508	1,764,299	1,763,240	1,346,785	1,735,489	-2%	Assumes a 10% increase in benefits and is offset by the transfer of rail employees salary & benefits from G&A to Rail Services in order to accurately capture the costs of rail services.
Services	1,197,734	919,654	1,201,854	607,800	936,632	-22%	Reduction mainly due to the reduction on legal fees and the completion of the Service Plan in FY12.
Materials and Supplies	161,148	96,450	96,450	79,584	74,960	-22%	
Utilities	9,562	10,800	10,800	12,058	14,400	33%	
Insurance, Casualties and Losses	6,805	7,284	7,284	4,917	9,588	32%	
Purchased Transportation Services	-	-	-	-	-	0%	
Miscellaneous	147,498	136,078	137,203	71,562	152,490	11%	
Leases and Rentals	167,731	164,400	164,400	143,093	152,229	-7%	
Subtotal - G&A	3,054,985	3,098,965	3,381,231	2,265,799	3,075,788	-9%	
BUS SERVICES							
Salary, Wages and Benefits	4,387,833	5,054,639	4,913,939	3,550,360	5,292,312	8%	Includes a 3% merit increase for Administrative staff, 5% pay rate increase for bus operators and assumes a 10% increase in benefits. This has also increased due to increased bus service beginning in January 2013.
Services	362,075	373,980	355,284	213,791	310,820	-13%	Reduction of expected maintenance expense due to replacement of old buses and the elimination of the Commuter Express bus service.
Materials and Supplies	1,694,534	2,043,911	1,976,911	1,305,780	1,819,380	-8%	Reduction of parts and tires in FY13 due to newer buses in the fleet.
Utilities	79,341	106,900	106,900	60,507	87,940	-18%	
Insurance, Casualties and Losses	291,189	354,456	354,456	231,892	301,144	-15%	
Purchased Transportation Services	-	-	-	-	-	0%	
Miscellaneous	1,471	2,220	2,320	1,349	3,000	29%	Includes \$18k for the "Marketing Services" project related to special events
Leases and Rentals	123,205	102,900	114,950	94,033	119,101	4%	
Subtotal - Bus Services	6,939,649	8,039,006	7,824,760	5,457,712	7,933,697	1%	
RAIL SERVICES							
Salary, Wages and Benefits	-	-	-	-	183,424	N/A	Transfer of rail employees from G&A (see note above) to Rail Services to accurately capture the full cost of the rail service.
Services	129,068	101,340	125,471	109,872	141,000	12%	
Materials and Supplies	451,098	1,296,638	1,296,638	728,283	1,600,000	23%	Increase in fuel with the addition of rail mid-day service along with an increase from the rate to \$4.00/gallon
Utilities	86,251	183,473	305,215	209,851	270,400	-11%	
Insurance, Casualties and Losses	-	110,000	110,000	23,792	234,000	113%	Includes an additional \$124k for Property Liability insurance for the Stadler cars in FY13
Purchased Transportation Services	5,537,662	7,544,845	7,597,897	5,311,583	8,430,186	11%	This increase is due to the following factors: (1) the addition of mid-day service in FY13, (2) increased "shared cost" for the agency, (3) MOW over 25ft increased \$270k, (4) 3% contract increase and (5) increase of 15% for rail liability insurance
Miscellaneous	-	-	-	-	-	0%	
Leases and Rentals	305,300	769,630	769,630	494,285	150,000	-81%	This decrease is from the elimination of the RDC leased vehicles in FY12.
Subtotal - Rail Services	6,509,380	10,005,926	10,204,851	6,877,666	11,009,010	8%	
Total Operating Expenses	16,504,014	21,143,898	21,410,842	14,601,176	22,018,495	3%	
Income Before Non-operating Revenue & Exp	(13,277,482)	(16,564,224)	(17,524,214)	(11,506,852)	(17,986,515)		
Non-Operating Revenues / (Expense)							
Investment Income	110,472	48,000	48,000	44,088	36,000	-25%	
Misc Income	183,598	62,000	62,000	25,689	-	-100%	Staff had previously assumed the agency would be receiving rent for the retail space at DDTC along with advertising revenues which DCTA is currently not receiving.
Non-Operating Revenues / (Expense)	(184,095)	-	-	(85,655)	-	0%	
RTRFI Funding	77,661,498	5,665,471	6,184,749	6,184,749	-	-100%	RTRFI funds were depleted in FY12 with the completion of the rail project
Sales Tax Revenue	17,135,359	16,909,740	17,579,537	12,465,625	18,775,391	7%	Assumes a 3% increase
Federal/State Grants & Reimbursements - Operating	2,383,209	2,772,921	3,131,399	2,057,625	2,780,235	-11%	
Federal/State Grants & Reimbursements - Capital	3,305,477	1,573,426	3,281,104	1,224,208	7,467,865	128%	The FY13 budget currently includes all grant funds that programmed and awarded to DCTA. The major increase can be attributed to the State of Good Repair grant that the agency received in FY12 and is being used to fund the Bus O&M Facility capital project. Also included in the FY13 budget is an additional \$396k to be applied to the Where's My Ride capital project.
Debt Issuance	14,305,000	-	-	-	13,400,000	N/A	New debt issued planned for PTC implementation in late FY2012
Long Term Debt Interest/Expense	(208,430)	(1,283,919)	(1,484,379)	(1,122,449)	(2,168,920)	46%	Includes our debt expense from the 2009 refunding and 2011 CO's issued
Total Non-Operating Revenue / (Expense)	114,692,088	25,747,639	28,802,410	20,793,880	40,290,571	40%	
NET INCOME	101,414,606	9,183,414	11,278,196		22,304,056		

DENTON COUNTY TRANSPORTATION AUTHORITY
 Revenue Projections
 Proposed Fiscal Year 2013 Budget
 as of August 23, 2012

RM 2c Exhibit A
 Revenue Projections

BUS				
Revenue Source	Actual FY 2010	Actual FY 2011	Budget FY 2012	Proposed FY 2013
	Oct 09 - Sept 10	Oct 10 - Sept 11	Oct 11 - Sept 12	Total
Passenger Revenues				
Connect	164,729	264,057	190,979	338,681
Access	93,972	84,192	91,777	82,475
Commuter Express	189,104	123,231	20,149	-
NCTC	122	332	-	-
Contract Services				
Connect	40,000	40,000	59,000	49,000
UNT	2,246,799	2,414,566	2,809,987	2,809,085
Access	52,011	-	-	-
NCTC	122,109	105,470	144,369	142,956
Total	\$ 2,908,846	\$ 3,031,848	\$ 3,316,262	\$ 3,422,197

RAIL				
Revenue Source	Actual FY 2010	Actual FY 2011	Budget FY 2012	Proposed FY 2013
	Oct 09 - Sept 10	Oct 10 - Sept 11	Oct 11 - Sept 12	Total
Rail Farebox	\$ -	\$ 194,684	\$ 570,367	\$ 609,783
Total	\$ -	\$ 194,684	\$ 570,367	\$ 609,783

DCTA				
Revenue Source	Actual FY 2010	Actual FY 2011	Budget FY 2012	Proposed FY 2013
	Oct 09 - Sept 10	Oct 10 - Sept 11	Oct 11 - Sept 12	Total
Interest Income	\$ 102,615	\$ 110,472	\$ 48,000	\$ 36,000
RTRFI Interest	-	-	-	-
Misc. Revenue	132,193	183,574	62,000	-
Sales Tax	16,188,072	17,135,359	17,579,537	18,775,391
Total	\$ 16,422,880	\$ 17,429,405	\$ 17,689,537	\$ 18,811,391

GRANTS				
Revenue Source	Actual FY 2010	Actual FY 2011	Budget FY 2012	Proposed FY 2013
	Oct 09 - Sept 10	Oct 10 - Sept 11	Oct 11 - Sept 12	Total
Federal Operating Grants	\$ 1,249,340	\$ 2,248,138	\$ 3,023,249	\$ 2,665,503
Federal Capital Grants	2,012,840	3,128,333	2,696,891	6,890,671
State Operating Grants	170,109	135,071	108,150	114,732
State Capital Grants	102,970,259	77,838,642	6,768,962	577,194
Total	\$ 106,402,548	\$ 83,350,184	\$ 12,597,252	\$ 10,248,100

DCTA				
Revenue Source	Actual FY 2010	Actual FY 2011	Budget FY 2012	Proposed FY 2013
	Oct 09 - Sept 10	Oct 10 - Sept 11	Oct 11 - Sept 12	Total
New Debt Issuance (Series 2013)	\$ -	\$ -	\$ -	\$ 13,400,000
Total	-	-	-	13,400,000

TOTAL REVENUES \$ 125,734,274 \$ 104,006,120 \$ 34,173,418 **\$46,491,471**

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RM2c Exhibit A

DCTA Budget Contingency Plan FY2013

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 (\$375,508)

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

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- 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 (\$563,262)

- 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 (\$751,016)

- 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.

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- Evaluate the 90-day Operating Fund Balance Reserve Policy and consider options for fund balance utilization or utilization of other reserve funds. Board action will be required for utilization of reserve funds.

Section II: Sales Tax Revenue Sustainable Increase

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

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

Increases in sales tax revenue may be utilized to fund:

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

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

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

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

Service Level enhancement decisions will follow annual Decision Cycle framework

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

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

**Capital Improvement Plan
as of August 8, 2012**

RM 2c Exhibit B

PROJECT NAME	Project Number	5 Year Capital Improvement Plan			LTD Expenses (June 2012)	Actuals FY09 - FY11	FY12	FY13	FY14	FY15	FY16	PROJECT TOTAL
		Original Project Budget	FY12 Approved Project Budget	Total Proposed Project Budget								
BUS OPERATIONS												
Passenger Amenities (Phase 2)	50202	174,011	229,326	229,326	134,531	133,799	95,527	-	-	-	-	229,326
Bus O&M Facility	50301	8,142,667	11,720,717	11,720,717	2,040,774	1,967,610	105,868	8,269,062	1,378,177	-	-	11,720,717
Bus Maintenance Equipment	50302	500,000	500,000	500,000	57,035	51,435	75,000	373,565	-	-	-	500,000
Paratransit Scheduling Systems	50403	180,000	180,000	180,000	166,342	147,167	32,833	-	-	-	-	180,000
Fleet Replacement	50502	1,968,500	3,136,993	3,136,993	2,587,132	2,587,132	549,861	-	-	1,973,773	-	5,110,766
Where's My Ride	NEW	-	-	940,485	-	-	-	940,485	-	-	-	940,485
Bus Operations Safety & Security Equipment	NEW	-	-	88,555	-	-	-	88,555	-	-	-	88,555
DDTC	50303	373,282	373,282	373,282	-	-	-	373,282	-	-	-	373,282
Total Bus Capital Projects		11,338,460	16,140,318	17,169,358	4,985,814	4,887,143	859,089	10,044,949	1,378,177	1,973,773	-	19,143,131
RAIL DEVELOPMENT												
Passenger Information	60701	56,214	56,214	56,214	4,807	-	28,714	27,500	-	-	-	56,214
Rail Maintenance Equipment	61502	50,000	50,000	50,000	45,000	-	50,000	-	-	-	-	50,000
ROW Fencing	NEW	-	-	25,000	-	-	-	25,000	-	-	-	25,000
MedPark Extension	61206	1,000,000	1,000,000	1,000,000	-	-	-	1,000,000	-	-	-	1,000,000
Fare Collection Systems	61401	569,000	733,105	733,105	633,129	633,129	99,976	-	-	-	-	733,105
Traffic Signals	61403	2,480,000	3,046,177	3,046,177	2,640,516	2,769,252	276,925	-	-	-	-	3,046,177
Positive Train Control	61406	16,997,441	16,997,441	16,997,441	751,308	239,172	3,002,070	9,508,758	4,247,441	-	-	16,997,441
Rail Cars	61501	71,500,000	79,795,524	79,795,524	77,108,590	53,589,443	26,206,081	-	-	-	-	79,795,524
Stadler Implementation	61603	-	895,803	895,803	316,033	-	895,803	-	-	-	-	895,803
Professional Services	61601	26,200,000	24,267,165	24,267,165	24,439,240	24,104,908	162,257	-	-	-	-	24,267,165
Community Enhancements	61707	752,708	752,708	752,708	13,091	13,091	140,000	599,617	-	-	-	752,708
Lewisville Bike Trail	61708	3,489,396	3,489,396	3,489,396	60,685	60,685	-	86,250	741,520	2,600,941	-	3,489,396
Total Rail Capital Projects		123,094,759	131,083,533	131,108,533	106,012,399	81,409,680	30,861,826	11,247,125	4,988,961	2,600,941	-	131,108,533
TOTAL CAPITAL PROJECTS BUDGET		134,433,219	147,223,851	148,277,891	110,998,213	86,296,823	31,720,915	21,292,074	6,367,138	4,574,714	-	150,251,664
CAPITAL FUNDING SOURCES												
RTRFI FUNDING								-				
FEDERAL / STATE GRANTS & REIMBURSEMENTS								7,467,865	1,695,758	3,659,771		
NEW DEBT ISSUANCE (PTC 2013)								9,508,758	3,891,242	-		13,400,000
DCTA FUNDING								4,315,451	780,138	914,943		
TOTAL FY13 FUNDING SOURCES								21,292,074	6,367,138	4,574,714		

Cash Flow Model (Revised Budget 05-2012)

Variance Analysis @ 8/08/2012

	CFM Adopted May 2012	Impact of Proposed FY13 2012	2013	Variance 2013 v 2012 Adp	Variance Analysis
OPERATING REVENUES					
Bus Operating Revenue	\$ 3,326,627	\$ 3,326,627	\$ 3,422,197	\$ 95,570	
Rail Operating Revenue	574,015	574,015	609,783	35,768	
NON-OPERATING REVENUES					
Sales Tax Revenue	17,913,422	17,913,422	18,775,391	861,969	FY13 sales tax projection is based on actual receipts thru July 2012, escalated at 3%
Formula Grants (Operating)	3,131,399	3,131,399	2,780,235	(351,164)	Grants are based on current funds programmed into the program of projects for the agency.
Interest Income-Non RTRFI Funds	48,000	48,000	36,000	(12,000)	
Misc. Revenue	62,000	62,000	-	(62,000)	Previously assumed DDTC retail space rent and advertising funds are no longer assumed in the FY13 budget
Restricted RTRFI Interest Income	678,182	678,182	-	(678,182)	Remaining RTRFI funds have been drawn down in FY12
Total Revenues	25,733,645	25,733,645	25,623,606	(110,039)	
OPERATING EXPENSES					
Bus Operating Expense	7,824,760	7,824,760	7,933,698	108,937	The FY13 budget includes 32 hours of additional Connect service. Also includes a 5% pay increase for bus operators and a 10% increase in benefits. The additional expense is offset by anticipated savings in maintenance, parts and tires.
Rail Operating Expense	10,547,785	10,547,785	11,009,010	461,225	Includes an additional \$124k in Property Liability Ins for the Stadler vehicles; Increase in Purchased Transportation due to the addition of mid-day rail service due to the following: (1) Increase "shared" cost and (2) Increase of 15% for rail liability insurance (3) MOW>25'
G&A Operating Expense	3,038,297	3,038,297	3,075,789	37,492	
NON-OPERATING EXPENSES					
Non-Operating (Income) / Expense					
Total Expenses	21,410,842	21,410,842	22,018,497	607,654	
NET INCOME	4,322,802	4,322,802	3,605,109	(717,693)	
CAPITAL OUTLAY					
Bus Capital Expenditure	2,101,402	309,228	9,104,464	7,003,062	Major impact is due to revised design and construction schedule for the Bus O&M. Based on current information construction is planned to occur sooner.
Bus Replacement Expense	549,861	549,861	-	(549,861)	No fleet replacement anticipated in FY13
CM/GC Construction Phase	2,157,883	2,088,339	-	(2,157,883)	A-train construction was completed in FY12
Professional Services	1,152,608	1,024,110	967,985	(184,623)	FY13 budget includes the Where's My Ride and Passenger Information project
Stadler Fleet (Vehicles)	26,268,745	26,268,745	-	(26,268,745)	Stadler contract will be completed in FY12
Real Estate	-	-	1,000,000	1,000,000	MedPark Extension
Right of Way	-	-	25,000	25,000	Addition of a capital project for ROW Fencing.
Rail Capital Expenditure (LV Hike & Bike)	-	-	86,250	86,250	
Rail Capital Expenditure (Community Enhancements)	140,000	140,000	599,617	459,617	
Positive Train Control	3,002,070	3,002,070	9,508,758	6,506,688	
Total Capital Outlay	35,372,569	33,382,353	21,292,074	(14,080,495)	
CAPITAL SOURCES					
New Money (Debt Issuance)	-	-	13,400,000	13,400,000	Debt issuance for PTC planned in late 2013 with first debt service payment in 2014
RTRFI Funds	6,184,749	6,184,749	-	(6,184,749)	
Formula Grants (Capital)	3,281,104	3,281,104	7,467,865	4,186,761	Reallocation of grant funds based on current program of projects. Includes additional funds for Where's My Ride capital project and revised schedule for Bus O&M.
Total Capital Sources	9,465,853	9,465,853	20,867,865	11,402,012	
DEBT SERVICE					
2008 Issue (ST) Debt Service	-	-	-	-	
2009 Refunding (ST) Debt Service	833,511	833,511	1,718,511	885,000	
2011 Contractual Obligations (Vehicles)	336,945	336,945	336,945	-	
2011 Contractual Obligations (PTC)	113,463	113,463	113,463	-	
2013 Contractual Obligations (PTC)	-	-	-	-	
Total Debt Service	1,283,919	1,283,919	2,168,919	885,000	
Gross Sales Tax Coverage:	13.95	13.95	8.66		
Internal Debt Service Coverage:	3.37	3.37	1.66	(1.70)	
Beginning Fund Balance:	\$ 32,528,473	\$ 32,528,473	\$ 11,650,856	\$ (20,877,617)	
Year End Audit Adjustment	-	-	-	-	
Ending Fund Balance:	9,660,640	11,650,856	12,662,838	3,002,197	
Less Restricted RTRFI Interest Income	-	-	-	-	
Less Required Fund Balance (O&M Reserve Policy)	5,197,803	5,197,803	5,504,624	306,821	Increase in Fund Balance Reserve to cover operating cost increases
Less Sales Tax Stabilization Fund	-	-	550,000	550,000	Funding of Sales Tax Stabilization
Less Fuel Stabilization Fund	-	-	100,000	100,000	Funding of Fuel Stabilization
Less Capital/Infrastructure	-	-	2,000,000	2,000,000	Funding of Capital/Infrastructure Reserve
Net Cash	4,462,837	6,453,053	4,508,214	45,376	

OPERATING REVENUES	2011	2012	2013	2014	2015	2016	2017	TOTAL
Bus Operating Revenue	\$ 3,031,848	\$ 3,326,627	\$ 3,422,197	\$ 3,516,440	\$ 3,655,962	\$ 3,756,198	\$ 3,859,346	24,568,618
Rail Operating Revenue	\$ 194,684	574,015	609,783	640,272	710,702	717,809	724,987	4,172,252
NON-OPERATING REVENUES								
Sales Tax Revenue	17,135,359	17,913,422	18,775,391	19,526,407	20,307,463	21,119,761	21,964,552	136,742,355
Formula Grants (Operating)	2,105,742	3,131,399	2,780,235	3,595,978	3,209,806	2,851,328	2,908,355	20,582,844
Interest Income-Non RTRFI Funds	110,472	48,000	36,000	101,303	105,306	130,100	165,788	696,969
Misc. Revenue	200,888	62,000	-	155,332	152,680	152,680	152,680	876,260
Restricted RTRFI Interest Income	344,975	678,182	-	-	-	-	-	1,023,157
Total Revenues	23,123,967	25,733,645	25,623,606	27,535,731	28,141,920	28,727,877	29,775,709	188,662,454
OPERATING EXPENSES								
Bus Operating Expense	6,939,649	7,824,760	7,933,698	8,274,536	8,531,639	8,865,129	9,199,786	57,569,197
Rail Operating Expense	6,910,500	10,547,785	11,009,010	11,346,195	11,628,222	11,980,481	12,404,636	75,826,829
G&A Operating Expense	2,653,865	3,038,297	3,075,789	3,165,511	3,272,769	3,384,094	3,499,588	22,089,913
NON-OPERATING EXPENSES								
Non-Operating (Income) / Expense	(184,095)							(184,095)
Total Expenses	16,319,919	21,410,842	22,018,497	22,786,242	23,432,630	24,229,703	25,104,011	155,301,844
NET INCOME	6,804,048	4,322,802	3,605,109	4,749,489	4,709,290	4,498,173	4,671,698	33,360,610
CAPITAL OUTLAY								
Bus Capital Expenditure	598,287	309,228	9,104,464	1,378,177	-	-	-	11,390,156
Bus Replacement Expense	2,307,427	549,861	-	-	1,973,773	-	-	4,831,061
CM/GC Construction Phase	81,696,729	2,088,339	-	-	-	-	-	83,785,068
Professional Services	4,680,325	1,024,110	967,985	-	-	-	-	6,672,420
Stadler Fleet (Vehicles)	26,503,820	26,268,745	-	-	-	-	-	52,772,565
Real Estate	742,808	-	1,000,000	-	-	-	-	1,742,808
Right of Way	7,500,040	-	25,000	-	-	-	-	7,525,040
Rail Capital Expenditure (LV Hike & Bike)	60,685	-	86,250	741,520	2,600,941	-	-	3,489,396
Rail Capital Expenditure (Community Enhancements)	13,091	140,000	599,617	-	-	-	-	752,708
Positive Train Control	239,172	3,002,070	9,508,758	4,247,441				16,997,441
Total Capital Outlay	124,342,384	33,382,353	21,292,074	6,367,138	4,574,714	-	-	189,958,663
CAPITAL SOURCES								
New Money (Debt Issuance)	14,305,000	-	13,400,000					27,705,000
RTRFI Funds	77,661,498	6,184,749						83,846,247
Formula Grants (Capital)	3,405,800	3,281,104	7,467,865	2,511,738	3,756,071	96,300	96,300	20,615,178
Total Capital Sources	95,372,298	9,465,853	20,867,865	2,511,738	3,756,071	96,300	96,300	132,166,425
DEBT SERVICE								
2008 Issue (ST) Debt Service	-	-	-	-	-	-	-	-
2009 Refunding (ST) Debt Service	833,512	833,511	1,718,511	1,718,200	1,716,492	1,718,387	1,713,687	10,252,300
2011 Contractual Obligations (Vehicles)	-	336,945	336,945	336,945	751,945	763,955	770,183	3,296,918
2011 Contractual Obligations (PTC)	-	113,463	113,463	113,463	253,463	254,081	259,542	1,107,475
2013 Contractual Obligations (PTC)	-	-	-	857,700	857,700	857,700	857,700	4,130,800
Total Debt Service	833,512	1,283,919	2,168,919	3,026,308	3,579,600	3,594,123	3,601,112	18,087,493
Gross Sales Tax Coverage:	20.56	13.95	8.66	6.45	5.67	5.88	6.10	
Internal Debt Service Coverage:	8.16	3.37	1.66	1.57	1.32	1.25	1.30	
Beginning Fund Balance:	\$ 55,528,022	\$ 32,528,473	\$ 11,650,856	\$ 12,662,838	\$ 10,530,619	\$ 10,841,665	\$ 11,842,016	
Year End Audit Adjustment								
Ending Fund Balance:	32,528,473	11,650,856	12,662,838	10,530,619	10,841,665	11,842,016	13,008,902	
Less Restricted RTRFI Interest Income	-	-	-	-	-	-	-	
Less Required Fund Balance (O&M Reserve Policy):	4,079,980	5,197,803	5,504,624	5,696,561	5,858,158	6,057,426	6,276,003	
Less Sales Tax Stabilization Fund			550,000	585,792.20	609,223.89	633,592.84	658,936.56	
Less Fuel Stabilization Fund			100,000	100,000	100,000	100,000	100,000	
Less Capital/Infrastructure			2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	
Net Available Cash	28,448,493	6,453,053	4,508,214	2,148,266	2,274,284	3,050,997	3,973,963	

OPERATING REVENUES	2011	2012	2013	2014	2015	2016	2017	TOTAL
Bus Operating Revenue	\$ 3,031,848	\$ 3,326,627	\$ 3,420,160	\$ 3,516,437	\$ 3,647,495	\$ 3,749,826	\$ 3,855,155	24,547,547
Rail Operating Revenue	\$ 194,684	574,015	579,755	608,743	675,705	682,462	689,286	4,004,649
NON-OPERATING REVENUES								
Sales Tax Revenue	17,135,359	17,913,422	18,450,825	19,188,858	19,956,412	20,754,668	21,584,855	134,984,399
Formula Grants (Operating)	2,105,742	3,131,399	3,592,536	3,595,978	3,209,806	2,851,328	2,908,355	21,395,145
Interest Income-Non RTRFI Funds	110,472	48,000	57,964	107,603	110,214	140,859	184,582	759,693
Misc. Revenue	200,888	62,000	135,888	155,332	152,680	152,680	152,680	1,012,148
Restricted RTRFI Interest Income	344,975	678,182						1,023,157
Total Revenues	23,123,967	25,733,645	26,237,128	27,172,950	27,752,312	28,331,822	29,374,914	187,726,738
OPERATING EXPENSES								
Bus Operating Expense	6,939,649	7,824,760	8,145,565	8,394,592	8,650,254	8,981,290	9,312,642	58,248,752
Rail Operating Expense	6,910,500	10,547,785	10,009,597	10,312,729	10,563,113	10,882,635	11,200,147	70,426,505
G&A Operating Expense	2,653,865	3,038,297	2,819,792	2,912,951	3,009,561	3,109,766	3,213,699	20,757,932
NON-OPERATING EXPENSES								
Non-Operating (Income) / Expense	(184,095)							(184,095)
Total Expenses	16,319,919	21,410,842	20,974,954	21,620,273	22,222,928	22,973,691	23,726,487	149,249,095
NET INCOME	6,804,048	4,322,802	5,262,173	5,552,677	5,529,383	5,358,131	5,648,427	38,477,643
CAPITAL OUTLAY								
Bus Capital Expenditure	598,287	2,101,402	7,116,973	2,057,836	-	-	-	11,874,498
Bus Replacement Expense	2,307,427	549,861	-	-	1,973,773	-	-	4,831,061
CM/GC Construction Phase	81,696,729	2,157,883	-	-	-	-	-	83,854,612
Professional Services	4,680,325	1,152,608	27,500	-	-	-	-	5,860,433
Stadler Fleet (Vehicles)	26,503,820	26,268,745	-	-	-	-	-	52,772,565
Real Estate	742,808	-	1,000,000	-	-	-	-	1,742,808
Right of Way	7,500,040	-	-	-	-	-	-	7,500,040
Rail Capital Expenditure (LV Hike & Bike)	60,685	-	86,250	741,520	2,600,941	-	-	3,489,396
Rail Capital Expenditure (Community Enhancements)	13,091	140,000	599,617	-	-	-	-	752,708
Positive Train Control	239,172	3,002,070	9,508,758	4,247,441				16,997,441
Total Capital Outlay	124,342,384	35,372,569	18,339,098	7,046,797	4,574,714	-	-	189,675,562
CAPITAL SOURCES								
New Money (Debt Issuance)	14,305,000	-	13,400,000	-	-	-	-	27,705,000
RTRFI Funds	77,661,498	6,184,749						83,846,247
Formula Grants (Capital)	3,405,800	3,281,104	5,635,587	2,511,738	3,756,071	96,300	96,300	18,782,900
Total Capital Sources	95,372,298	9,465,853	19,035,587	2,511,738	3,756,071	96,300	96,300	130,334,147
DEBT SERVICE								
2008 Issue (ST) Debt Service	-	-	-	-	-	-	-	-
2009 Refunding (ST) Debt Service	833,512	833,511	1,718,511	1,718,200	1,716,492	1,718,387	1,713,687	10,252,300
2011 Contractual Obligations (Vehicles)	-	336,945	336,945	336,945	751,945	763,955	770,183	3,296,918
2011 Contractual Obligations (PTC)	-	113,463	113,463	113,463	253,463	254,081	259,542	1,107,475
2013 Contractual Obligations (PTC)	-	-	-	1,278,000	1,272,000	1,271,800	1,275,100	5,796,900
Total Debt Service	833,512	1,283,919	2,168,919	3,446,608	3,993,900	4,008,223	4,018,512	19,753,593
Gross Sales Tax Coverage:	20.56	13.95	8.51	5.57	5.00	5.18	5.37	
Internal Debt Service Coverage:	8.16	3.37	2.43	1.61	1.38	1.34	1.41	
Beginning Fund Balance:	\$ 55,528,022	\$ 32,528,473	\$ 9,660,640	\$ 13,450,384	\$ 11,021,394	\$ 11,738,234	\$ 13,184,443	
Year End Audit Adjustment								
Ending Fund Balance:	32,528,473	9,660,640	13,450,384	11,021,394	11,738,234	13,184,443	14,910,658	
Less Restricted RTRFI Interest Income	-	-	-	-	-	-	-	
Less Required Fund Balance (O&M Reserve Policy):	4,079,980	5,197,803	5,243,739	5,405,068	5,555,732	5,743,423	5,931,622	
Less Sales Tax Stabilization Fund								
Less Fuel Stabilization Fund								
Less Capital/Infrastructure								
Net Available Cash	28,448,493	4,462,837	8,206,645	5,616,326	6,182,502	7,441,020	8,979,036	