



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

Board of Directors

Work Session

June 28, 2012

1:30 p.m.

1. Routine Briefing Items
 - a. Financial Reports
 - i. Financial Statements
 - ii. Capital Projects Fund
 - iii. Sales Tax 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. 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. Special Briefings
 - a. System Improvement Considerations
 - b. Shunting and Single Car Operations
3. Committee Briefings – Reports by Committee Chairmen
 - a. Budget Committee
 - b. Legislative Committee
4. Discussion of Regular Board Meeting Agenda Items (June 28, 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.
6. Reconvene Open Session
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
7. Discussion of Future Agenda Items
 - a. City of Denton Bus Facility Lease
 - b. Hike / Bike Trail Maintenance Agreement
 - c. State Legislature Consultant Contract
 - d. Board Member Requests
8. Adjourn Work Session

**Board of Directors
Regular Meeting**

June 28, 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 – May 24, 2012
 - b. Acceptance of Financial Reports
2. REGULAR AGENDA
 - a. Discussion / Authorization for President to Negotiate and Execute Agreement for Federal Legislative Consultant
 - b. Discussion / Approval of additions to the Rail Service schedule
 - c. Motion to reconsider, pursuant to DCTA Rules of Procedure, Rule 12, Friday Night Service as voted on by the Board at the May 24, 2012 Regular Board Meeting Agenda Item 2b
 - d. Subject to approval of item 2.c. Discuss and Take Action to Modify and Continue Friday Night Service

3. CHAIR REPORT

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

4. PRESIDENT'S REPORT

- a. Presentation of Federal Railroad Administration Waiver
- b. Transit Board Member Educational Opportunities
 - i. APTA Transit Board Member Seminar
 - ii. APTA Annual Meeting
 - iii. Rail-Volution

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 6/22/2012 at 3:40 PM.

Leslee Bachus, Executive Assistant



Board of Directors Memo

June 28, 2012

Subject: WS1ai) Monthly Financial Reports

Background

The financial statements are presented to the Board on a monthly basis for acceptance. The reports presented for the period ending May 31, 2012 include the Statement of Change in Net Assets, Statement of Net Assets and Capital Projects Fund. The Statement of Change in Net Assets report provides a comparison of budget vs. actual for the month of May 2012. The Capital Projects report provided a budget to actual comparison on a life-to-date basis for approved projects.

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

Statement of Changes in Net Assets:

- **Note A:** Sales Tax Revenue Favorable by \$116K. YTD variance reflects 8 months budget (October – May) compared to actual receipts for 7 months (October – April) for the fiscal year. See the Sales Tax Report included in this agenda packet for a more detailed Budget to Actual comparison.
- **Note B:** Federal Grants and Reimbursements Revenue Unfavorable by (\$584K) due to the time lag of Capital projects. FTA and State grant revenues are recognized as reimbursements for expenditures occur. Changes in project timelines from original anticipated budget results in a timing variance.
- **Note C:** Services were Favorable by \$33k due to the Advertising and Legal expenses not expended as originally anticipated in the budget resulting in a timing variance.
- **Note D:** Materials & Supplies were Favorable by \$26k mainly due to Bus Operations Parts and Fuel expenses. Parts expenditures for bus operations are lower than originally anticipated as result of new fleet additions.

For Month of May diesel fuel for bus operations was \$4.00/gallon compared to \$3.75/gallon budget.

Statement of Net Assets

- **Note A:** Investments Increased \$927k. This Increase results from the net impact of:
 - + Receipt of Sales Tax of \$ 1,866,060
 - + Texstar pool interest earned \$883.83
 - - \$940k transferred to cover operating and capital expenditures
- **Note B:** Accounts & Notes Receivable Decreased by \$1.6 million due to the payments of \$1.3 Million received from UNT.
- **Note C:** Construction Work in Process increased by \$359k due to the Capitalization of Stadler mobilization invoices for \$241k, LTK invoices for \$57k for PTC, Rail Maintenance Equipment to be used for rail scrubbing for \$45k.
- **Note D:** Net Loss for the month of May was (\$381,441).

Capital Projects Fund

- The Capital Projects Fund schedule provides budget to actual comparisons for DCTA bus and rail capital projects. It provides information on a life-to-date basis for approved projects. The Capital Projects Fund report for this month reflects the closure of the majority of the projects related to rail.

Exhibit A is provided as reference only. This Exhibit, the capital projects report less the total for closed capital projects, is included to help provide a clear picture of the projects and corresponding amounts which are still active and carry forward.

Need

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

Recommendation

Staff recommends acceptance.

Submitted by: Madhu Penmetsa
Senior Accountant

Final Review: 
V-P Finance /CFO

Approval: 
President

Denton County Transportation Authority
Change in Net Assets
Month and Year to Date May 31, 2012
(Unaudited)

Description	Month Ended May 31, 2012			Year to Date May 31, 2012			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Revenue and Other Income							
Passenger Revenues	78,145	68,976	9,168	660,447	582,791	77,656	873,272
Contract Service Revenue	229,852	223,203	6,648	2,242,245	2,285,079	(42,834)	3,013,356
Sales Tax Revenue	1,481,564	1,364,844	116,720	10,898,733	11,816,627	(917,895)	17,579,537
Federal/State Grants and Reimbursements	222,394	806,883	(584,490)	8,893,301	9,226,747	(333,446)	12,597,252
Total Revenue and Other Income	2,011,954	2,463,907	(451,953)	22,694,726	23,911,244	(1,216,519)	34,063,417
Operating Expenses							
Salary, Wages and Benefits	526,553	539,904	13,351	4,434,316	4,581,522	147,206	6,677,179
Services	103,317	136,431	33,114	783,410	1,107,505	324,095	1,682,609
Materials and Supplies	253,578	280,567	26,990	1,889,324	2,336,501	447,176	3,369,999
Utilities	44,739	35,243	(9,496)	243,046	281,943	38,897	422,915
Insurance, Casualties and Losses	33,736	39,662	5,925	226,865	313,094	86,229	471,740
Purchased Transportation Services	690,689	684,586	(6,103)	4,614,567	4,930,975	316,408	7,597,897
Miscellaneous	5,435	11,745	6,310	66,909	96,318	29,409	139,523
Leases and Rentals	81,633	86,130	4,497	636,999	674,850	37,851	1,048,980
Depreciation	533,154	533,582	428	4,069,479	4,069,334	(145)	6,682,989
Total Operating Expenses	2,272,833	2,347,849	75,015	16,964,915	18,392,042	1,427,127	28,093,832
Income Before Non-operating Revenue and Expense	(260,879)	116,058	(376,937)	5,729,810	5,519,202	210,609	5,969,586
Non-Operating Revenues / (Expense)							
Investment Income	3,405	4,000	(595)	40,903	32,000	8,903	48,000
Gain (Loss) Disposal of Assets	-	-	-	(85,580)	-	(85,580)	-
Other Income - Miscellaneous	725	5,167	(4,442)	25,040	41,333	(16,294)	62,000
Long Term Debt Interest/Expense	(124,692)	(123,698)	(993)	(997,677)	(989,586)	(8,091)	(1,484,380)
Total Non-Operating Revenue / (Expense)	(120,562)	(114,532)	(6,030)	(1,017,314)	(916,253)	(101,061)	(1,374,380)
Change in Net Assets	(381,441)	1,526	(382,968)	4,712,496	4,602,949	109,548	4,595,206

Note A
Note B

Note C
Note D

Denton County Transportation Authority
Statement of Net Assets
As of May 31, 2012
(Unaudited)

	May 31, 2012	April 30, 2012	Change	
Current Assets				
Cash & Cash Equivalents	6,099,559	5,331,976	767,583	
Investments	12,191,618	11,263,752	927,867	Note A
Accounts & Notes Receivable	2,398,956	4,075,021	(1,676,065)	
Prepaid Expenses	323,034	359,424	(36,390)	Note B
Restricted asset-cash and equi	3,651,447	3,752,112	(100,665)	
Total Current Assets	24,664,614	24,782,285	(117,671)	
Property, Plant and Equipment				
Land	11,200,341	11,200,341	-	
Land Improvements	5,386,734	5,386,734	-	
Machinery & Equipment	1,020,582	1,020,582	-	
Leasehold Improvements	55,506	55,506	-	
Vehicles	9,475,154	9,475,154	-	
Computers & Software	58,808	58,808	-	
Accumulated depreciation	(10,793,402)	(10,260,249)	(533,154)	
Total Property, Plant and Equipment	16,403,723	16,936,877	(533,154)	
Other Non Current Assets				
Bond Fees	451,041	468,764	(17,723)	
Total Other Non Current Assets	451,041	468,764	(17,723)	
Capital assets				
Intangible Assets	16,997,155	16,997,155	-	
Other capital assets net	194,059,991	194,059,991	-	
Construction in Progress	111,514,877	111,155,227	359,650	Note C
Total Capital assets	322,572,022	322,212,372	359,650	
Total Assets	364,091,400	364,400,298	(308,898)	
Liabilities				
Current Liabilities				
Accounts Payable	1,471,472	1,347,582	123,890	
Salary, Wages, and Benefits Payable	265,636	376,758	(111,122)	
Accrued Expenses Payable	1,925,368	1,925,368	0	
Deferred Revenues	353,093	403,193	(50,100)	
Interest payable	213,986	106,993	106,993	
Total Current Liabilities	4,229,555	4,159,894	69,661	
Non-Current Liabilities				
Rail Easement Payable	1,950,000	1,950,000	-	
Retainage payable	1,787,913	1,785,032	2,881	
Bonds Payable	35,280,000	35,280,000	-	
Total Non-Current Liabilities	39,017,913	39,015,032	2,881	
Total Liabilities	43,247,468	43,174,925	72,543	
Net Assets				
Invested in capital asset	227,094,067	227,094,067	-	
Unrestricted Retained Earnings	89,037,368	89,037,368	-	
Change in Net Assets	4,712,496	5,093,937	(381,441)	Note D
Total Equity	320,843,932	321,225,373	(381,441)	
Total Liabilities and Equity	364,091,400	364,400,298	(308,898)	

Capital Projects Fund - DCTA
Budget vs. Actual
As of May 31, 2012
(Cash Basis)

Work Session 1aii

ASSETS

Fixed Assets

1660 · Construction Work in Progress

5 · Bus Capital Projects

50202 · Passenger Amenities (Phase 2)

5020214 · Acquisition

	Original Budget	Revised Budget	May 2012 Expenses Booked	LTD	\$ Under/(Over) Budget	% of Budget (As of May 2012 Close)	* Project % of Completion as of 5/31/12
5020214 · Acquisition	174,011	229,326		134,531	94,795	59%	
Total 50202 · Passenger Amenities (Phase 2)	174,011	229,326	-	134,531	94,795	59%	35%

50301 · Bus O&M Facility

5030113 · Design

5030114 · Land Acquisition

5030116 · Building Construction

5030118 · Canopy Construction

5030126 · Furniture, Fixtures & Equipment

5030129 · Project Management

5030133 · Legal Fees

5030113 · Design	590,000	1,294,280	5,855	807,295	486,985	62%	90%
5030114 · Land Acquisition	1,164,310	1,164,310		1,165,810	(1,500)	100%	100%
5030116 · Building Construction	4,745,690	8,920,436		2,260	8,918,176	0%	0%
5030118 · Canopy Construction				-	-	0%	0%
5030126 · Furniture, Fixtures & Equipment	1,642,667	-	-	-	-	0%	0%
5030129 · Project Management	-	341,331	-		341,331	0%	0%
5030133 · Legal Fees		360			360	0%	0%
Total 50301 · Bus O&M Facility	8,142,667	11,720,717	5,855	1,975,365	9,745,352	28%	29%

50302 · Bus Maintenance Equipment

5030214 · Acquisition

5030214 · Acquisition	500,000	500,000	4,800	56,235	443,765	11%	
Total 50302 · Bus Maintenance Equipment	500,000	500,000	4,800	56,235	443,765	11%	10%

50303 · DDTC

5030314 · Acquisition

5030314 · Acquisition	373,282	373,282		-	373,282	0%	
Total 50303 · DDTC	373,282	373,282	-	-	373,282	0%	0%

50403 · Paratransit Scheduling Systems

5040314 · Acquisition

5040314 · Acquisition	180,000	180,000		166,342	13,658	92%	
Total 50403 · Paratransit Scheduling Systems	180,000	180,000	-	166,342	13,658	92%	90%

50405 · Electronic Fareboxes

5040514 · Acquisition

5040514 · Acquisition	445,000	445,000		-	445,000	0%	
Total 50405 · Electronic Fareboxes	445,000	445,000	-	-	445,000	0%	0%

50502 · Fleet Replacement 2010

5050214 · Acquisition

5050214 · Acquisition	1,968,500	3,136,993		2,587,132	549,861	82%	
Total 50502 · Fleet Replacement 2010	1,968,500	3,136,993	-	2,587,132	549,861	82%	82%

Total 5 · Bus Capital Projects

Total 5 · Bus Capital Projects	11,783,460	16,585,318	10,655	4,919,605	11,665,713	30%	
---------------------------------------	-------------------	-------------------	---------------	------------------	-------------------	------------	--

Capital Projects Fund - DCTA
Budget vs. Actual
As of May 31, 2012
(Cash Basis)

Work Session 1aii

	Original Budget	Revised Budget	May 2012 Expenses Booked	LTD	\$ Under/(Over) Budget	% of Budget (As of May 2012 Close)	* Project % of Completion as of 5/31/12
6 - Rail Construction (RTRFI Funded)							
61206 - MedPark Extension	1,000,000	1,000,000	-	-	1,000,000	0%	0%
61301 - Rail O&M Facility							
6130111 - Engineering	-	-	-	-	-	0%	
6130113 - Final Design	-	1,222,671	-	1,223,846	(1,175)	100%	100%
6130114 - Land Aquisition	3,928,000	5,027,996	-	5,027,996	(0)	100%	100%
6130116 - Building Construction	-	14,999,999	-	20,145,303	(5,145,304)	0%	100%
6130133 - Legal Fees	-	77,075	-	81,170	(4,095)	0%	100%
6130117 - Track & Civil - Construction	17,700,000	2,700,000	-	119,500	2,580,500	4%	100%
Total 61301 - Rail O&M Facility	21,628,000	24,027,741	-	26,597,816	(2,570,075)	111%	100%
61401 - Fare Collection Systems							
6140111 - Engineering	-	68,962	-	68,963	(1)	100%	100%
6140114 - Acquisition	489,000	582,371	-	477,281	105,090	82%	100%
6140115 - Installation	80,000	81,771	-	86,885	(5,114)	106%	100%
Total 61401 - Fare Collection Systems	569,000	733,104	-	633,129	99,975	86%	100%
61403 - Traffic Signals							
6140323 - Crossings/Traffic Signals	2,480,000	3,046,178	-	2,640,516	405,662	87%	90%
Total 61403 - Traffic Signals	2,480,000	3,046,178	-	2,640,516	405,662	87%	90%
61406 - Positive Train Control							
6140617 - Construction	-	13,492,026	-	-	13,492,026	0%	0%
6140628 - Contingency	-	728,554	-	-	728,554	0%	0%
6140629 - Project Management	-	2,097,992	57,626	356,090	1,741,902	17%	5%
6140633 - Legal Fees	-	80,939	-	-	80,939	0%	0%
6140636 - Vehicle Provisions	-	597,930	-	358,758	239,172	60%	70%
6140621 - Systems	-	-	-	-	-	0%	0%
Total 61406 - Positive Train Control	-	16,997,441	57,626	714,848	16,282,593	4%	13%
61601 - Professional Services							
6160113 - Final Design	14,667,096	14,675,501	-	14,675,501	0	100%	
6160129 - Project Management	11,532,904	9,533,632	-	9,696,468	(162,836)	102%	
6160133 - Legal Fees	-	58,032	-	58,032	-	100%	
Total 61601 - Professional Services	26,200,000	24,267,165	-	24,430,001	(162,836)	101%	N/A
61603 - Stadler Implementation							
6160332 - Mobilization	-	895,803	241,562	307,664	588,139	34%	
Total 61603 - Stadler Implementation	-	895,803	241,562	307,664	588,139	34%	25%
61701 - Trail Relocation - North Region							
6170117 - Track & Civil Construction	-	377,490	-	377,691	(201)	100%	100%
6170122 - Bridges	-	1,615,258	-	1,615,259	(1)	100%	100%
Total 61701 - Trail Relocation - North Region	2,800,000	1,992,748	-	1,992,950	(202)	100%	100%

Capital Projects Fund - DCTA
Budget vs. Actual
As of May 31, 2012
(Cash Basis)

Work Session 1aii

	Original Budget	Revised Budget	May 2012 Expenses Booked	LTD	\$ Under/(Over) Budget	% of Budget (As of May 2012 Close)	* Project % of Completion as of 5/31/12
61707 · Community Enhancements							
6170711 · Engineering	-	22,000	-	-	22,000	0%	0%
6170712 · Preliminary Design	-	12,500	-	-	12,500	0%	0%
6170713 · Final Design	-	15,000	-	-	15,000	0%	0%
6170715 · Survey, Inspection & Testing	-	6,000	-	-	6,000	0%	0%
6170716 · Building Construction	-	545,000	-	-	545,000	0%	0%
6170720 · Landscaping	-	25,000	-	-	25,000	0%	0%
6170726 · FF&E	-	10,000	-	-	10,000	0%	0%
6170727 · Environmental Mitigation	-	4,000	-	-	4,000	0%	0%
6170728 · Contingency	-	15,029	-	-	15,029	0%	0%
6170729 · Project Management	-	85,088	-	-	85,088	0%	0%
6170733 · Administration Fees	-	13,091	-	13,091	-	100%	100%
Total 61707 · Community Enhancements	-	752,708	-	13,091	739,617	2%	9%
61708 · Lewisville Bike Trail							
6170811 · Engineering	-	75,000	-	-	75,000	0%	0%
6170812 · Preliminary Design	-	75,000	-	-	75,000	0%	0%
6170813 · Final Design	-	41,000	-	-	41,000	0%	0%
6170816 · Building Construction	-	2,410,102	-	-	2,410,102	0%	0%
6170820 · Landscaping	-	21,000	-	-	21,000	0%	0%
6170822 · Bridges	-	55,355	-	-	55,355	0%	0%
6170823 · Crossings/Traffic Signals	-	200,000	-	-	200,000	0%	0%
6170825 · Utilities	-	75,000	-	-	75,000	0%	0%
6170826 · FF&E	-	3,000	-	-	3,000	0%	0%
6170827 · Environmental Mitigation	-	28,800	-	-	28,800	0%	0%
6170828 · Contingency	-	50,000	-	-	50,000	0%	0%
6170829 · Project Management	-	394,454	-	-	394,454	0%	0%
6170833 · Administration Fees	-	60,685	-	60,685	-	100%	100%
Total 61708 · Lewisville Bike Trail	-	3,489,396	-	60,685	3,428,711	2%	8%
60701 · Passenger Information							
6070114 · Acquisition	-	56,214	4,807	4,807	51,407	9%	
Total 60701 · Passenger Information	-	56,214	4,807	4,807	51,407	9%	0%
61502 · Rail Maintenance Equipment							
6150214 · Acquisition	-	50,000	45,000	45,000	5,000	90%	
Total 61502 · Rail Maintenance Equipment	-	50,000	45,000	45,000	5,000	90%	0%
Total Rail Construction Projects	54,677,000	77,308,498	348,995	57,440,506	19,867,992	74%	
61501 · Rail Cars							
6150114 · Acquisition	71,500,000	77,715,424	-	72,869,362	5,046,062	94%	82%
6150128 · FRA Compliance Contingency	-	250,396	-	-	250,396	0%	100%
6150133 · Legal Fees	-	15,005	-	15,005	-	100%	100%
6150129 · Project Management	-	1,814,699	-	1,347,115	467,584	74%	70%
Total 61501 · Rail Cars	71,500,000	79,795,524	-	74,031,482	5,764,042	93%	83%
TOTAL RAIL CONSTRUCTION & CARS	126,177,000	157,104,022	348,995	131,471,988	25,632,034	84%	
Total 1660 · Construction Work in Progress	137,960,460	173,689,340	359,650	136,391,593	37,297,747	79%	

Exhibit "A" - For Reference Only

Capital Projects Fund - DCTA

Budget vs. Actual

As of May 31, 2012

(Cash Basis)

ASSETS

Fixed Assets

1660 · Construction Work in Progress

5 · Bus Capital Projects

50202 · Passenger Amenities (Phase 2)

5020214 · Acquisition

Original Budget	Revised Budget	2012 Expenses Booked	LTD	\$ Under/(Over) Budget	% of Budget (As of May 2012 Close)	* Project % of Completion as of 5/31/12	
174,011	229,326		134,531	94,795	59%		
Total 50202 · Passenger Amenities (Phase 2)	174,011	229,326	-	134,531	94,795	59%	35%

50301 · Bus O&M Facility

5030113 · Design
5030114 · Land Acquisition
5030116 · Building Construction
5030118 · Canopy Construction
5030126 · Furniture, Fixtures & Equipment
5030129 · Project Management
5030133 · Legal Fees

590,000	1,294,280	5,855	807,295	486,985	62%	90%	
1,164,310	1,164,310		1,165,810	(1,500)	100%	100%	
4,745,690	8,920,436		2,260	8,918,176	0%	0%	
			-	-	0%	0%	
1,642,667	-	-	-	-	0%	0%	
-	341,331	-		341,331	0%	0%	
	360			360	0%	0%	
Total 50301 · Bus O&M Facility	8,142,667	11,720,717	5,855	1,975,365	9,745,352	28%	29%

50302 · Bus Maintenance Equipment

5030214 · Acquisition

500,000	500,000	4,800	56,235	443,765	11%		
Total 50302 · Bus Maintenance Equipment	500,000	500,000	4,800	56,235	443,765	11%	10%

50303 · DDTC

5030314 · Acquisition

373,282	373,282		-	373,282	0%		
Total 50303 · DDTC	373,282	373,282	-	-	373,282	0%	0%

50401 · Security System Video Units-CLOSED

5040114 · Acquisition

5040115 · Installation

5040121 · Systems

-	-		10,560	(10,560)			
10,200	18,397	-	42,779	(24,382)	233%		
100,089	111,440		76,440	35,000	69%		
Total 50401 · Security System Video Units	129,837	129,837	-	129,779	58	100%	100%

50403 · Paratransit Scheduling Systems

5040314 · Acquisition

180,000	180,000		166,342	13,658	92%		
Total 50403 · Paratransit Scheduling Systems	180,000	180,000	-	166,342	13,658	92%	90%

50405 · Electronic Fareboxes

5040514 · Acquisition

445,000	445,000		-	445,000	0%		
Total 50405 · Electronic Fareboxes	445,000	445,000	-	-	445,000	0%	0%

50502 · Fleet Replacement 2010

5050214 · Acquisition

1,968,500	3,136,993		2,587,132	549,861	82%		
Total 50502 · Fleet Replacement 2010	1,968,500	3,136,993	-	2,587,132	549,861	82%	82%

Total 5 · Pre-Closure Bus Capital Projects

11,913,297	16,715,155	10,655	5,049,384	11,665,771	30%	
-------------------	-------------------	---------------	------------------	-------------------	------------	--

Less: CLOSED CAPITAL PROJECTS

129,837	129,837	-	129,779	58	100%	100%
----------------	----------------	----------	----------------	-----------	-------------	-------------

Total 5 · Post-Closure Bus Capital Projects

11,783,460	16,585,318	10,655	4,919,605	11,665,713		
-------------------	-------------------	---------------	------------------	-------------------	--	--

Exhibit "A" - For Reference Only

Capital Projects Fund - DCTA

Budget vs. Actual

As of May 31, 2012

	Original Budget	Revised Budget	2012 Expenses Booked (Cash Basis)	LTD	\$ Under/(Over) Budget	% of Budget (As of May 2012 Close)	* Project % of Completion as of 5/31/12
6 - Rail Construction (RTRFI Funded)							
61101 - Line Construction-CLOSED							
6110115 - Survey, Testing & Inspection	-	7,665,356	-	7,478,397	186,959	98%	100%
6110117 - Track & Civil Work-Construction	-	54,440,016	-	53,780,982	659,034	99%	100%
6110122 - Bridges	-	7,795,886	-	7,795,886	-	100%	100%
6110124 - Drainage	-	5,656,042	-	5,569,119	86,923	98%	100%
6110125 - Utilities	-	2,193,234	-	2,189,841	3,393	100%	100%
6110127 - Environmental Mitigation	-	1,399,278	-	1,399,278	(0)	100%	100%
6110128 - Contingency-Contractor/Owner	-	5,607,602	-	5,029,788	577,814	90%	100%
6110130 - Construction Management	-	3,192,106	-	3,192,105	1	100%	100%
6110131 - Insurance & Bonds	-	7,215,179	-	7,215,179	0	100%	100%
6110133 - Legal/Other Prof Fees/Permits	-	186,238	-	186,288	(50)	100%	100%
6110134 - Fixed Fee	-	19,997,175	-	19,997,175	(0)	100%	100%
6110135 - Indirects	-	21,634,678	-	21,220,634	414,044	98%	100%
Total 61101 - Line Construction	143,300,000	136,982,790	-	135,054,672	1,928,118	99%	100%
61201 - Medpark Station-CLOSED							
6120114 - Land Aquisition	3,750,000	3,251,900	-	3,251,900	-	100%	100%
6120117 - Track & Civil Construction	4,933,334	1,728,290	-	1,594,979	133,311	92%	100%
6120118 - Canopy Construction	-	579,544	-	566,336	13,208	0%	100%
6120119 - Platform Construction	-	505,581	-	562,519	(56,938)	0%	100%
6120120 - Landscaping	-	276,556	-	410,923	(134,367)	0%	100%
6120124 - Drainage	-	332,791	-	316,944	15,847	0%	100%
6120125 - Utilities	-	1,628,662	-	1,625,739	2,923	100%	100%
6120126 - FF&E	-	93,055	-	84,595	8,460	0%	100%
6120133 - Legal Fees	-	1,435	-	1,435	-	100%	100%
Total 61201 - Medpark Station	8,683,334	8,397,814	-	8,415,370	(17,556)	100%	100%
61202 - Downtown Denton Rail Station-CLOSED							
6120214 - Land Acquisition	-	740,378	-	740,378	-	100%	100%
6120217 - Track & Civil Construction	-	989	-	3,296	(2,307)	333%	100%
6120218 - Canopy-Construction	-	562,981	-	538,720	24,261	0%	100%
6120219 - Platform Construction	-	595,392	-	566,659	28,733	0%	100%
6120224 - Drainage	-	33,888	-	33,365	523	0%	100%
6120225 - Utilities	-	626,897	-	625,842	1,055	100%	100%
6120226 - FF&E	-	83,836	-	79,844	3,992	0%	100%
Total 61202 - Downtown Denton Station	-	2,644,361	-	2,588,104	56,257	98%	100%
61203 - HV/LV Lake Station-CLOSED							
6120314 - Land Aquisition	1,472,000	2,951,891	-	2,951,891	0	100%	100%
6120317 - Track & Civil Construction	4,933,333	970,019	-	924,635	45,384	95%	100%
6120318 - Canopy Construction	-	582,380	-	543,239	39,141	0%	100%
6120319 - Platform Construction	-	555,838	-	532,789	23,049	96%	100%
6120320 - Landscaping	-	138,614	-	146,257	(7,643)	0%	100%
6120324 - Drainage	-	280,889	-	267,514	13,375	0%	100%
6120325 - Utilities	-	1,036,148	-	1,011,319	24,829	98%	100%
6120326 - FF&E	-	94,490	-	89,990	4,500	0%	100%
6120333 - Legal Fees	-	10,812	-	10,812	-	100%	100%
Total 61203 - HV/LV Lake Station	6,405,333	6,621,081	-	6,478,446	142,635	98%	100%
61204 - Old Town Lewisville Station-CLOSED							
6120414 - Land Aquisition	2,850,000	3,012,751	-	3,012,751	-	100%	100%
6120433 - Legal Fees	-	3,557	-	3,557	-	0%	100%
6120419 - Platform Construction	-	418,173	-	397,366	20,807	0%	100%
6120418 - Canopy Construction	-	583,154	-	556,341	26,813	0%	100%
6120420 - Landscaping	-	433,386	-	447,405	(14,019)	0%	100%
6120424 - Drainage	-	189,761	-	180,725	9,036	0%	100%
6120425 - Utilities	-	1,276,419	-	1,243,298	33,121	0%	100%
6120426 - Furniture & Fixtures/Equipment	-	135,097	-	129,323	5,774	100%	100%
6120417 - Track & Civil Construction	4,933,333	1,298,753	-	1,237,932	60,821	95%	100%
Total 61204 - Old Town Lewisville Station	7,783,333	7,351,051	-	7,208,699	142,352	98%	100%
61205 - Hebron Station-CLOSED							
6120517 - Track & Civil Construction	-	16,840	-	50,624	(33,784)	301%	100%
6120518 - Canopy Construction	-	558,540	-	532,347	26,193	0%	100%
6120519 - Platform Construction	-	662,142	-	646,863	15,279	98%	100%
6120524 - Drainage	-	27,321	-	26,020	1,301	95%	100%
6120525 - Utilities	-	112,016	-	123,159	(11,143)	0%	100%
6120526 - Furniture, Fixtures & Equipment	-	816,900	-	789,376	27,524	97%	100%
6120533 - Legal Fees	-	2,200	-	2,200	-	0%	100%
Total 61205 - Hebron Station	-	2,195,959	-	2,170,589	25,370	99%	100%

Exhibit "A" - For Reference Only

Capital Projects Fund - DCTA

Budget vs. Actual

As of May 31, 2012

	Original Budget	Revised Budget	May 2012 Expenses Booked	LTD	\$ Under/(Over) Budget	% of Budget (As of May 2012 Close)	* Project % of Completion as of 5/31/12
61206 · MedPark Extension	1,000,000	1,000,000	-	-	1,000,000	0%	0%
61207 · Trinity Mills Platform (DART)-CLOSED							
6120713 · Design	300,000	300,000	-	105,901	194,099	35%	100%
6120719 · Platform Construction	-	10,659	-	10,475	184	0%	100%
6120717 · Track & Civil Construction	440,000	140,470	-	213,443	(72,973)	152%	100%
Total 61207 · Trinity Mills Platform (DART)	740,000	451,129	-	329,819	121,310	73%	100%
61301 · Rail O&M Facility							
6130111 · Engineering	-	-	-	-	-	0%	-
6130113 · Final Design	-	1,222,671	-	1,223,846	(1,175)	100%	100%
6130114 · Land Acquisition	3,928,000	5,027,996	-	5,027,996	(0)	100%	100%
6130116 · Building Construction	-	14,999,999	-	20,145,303	(5,145,304)	0%	100%
6130133 · Legal Fees	-	77,075	-	81,170	(4,095)	0%	100%
6130117 · Track & Civil - Construction	17,700,000	2,700,000	-	119,500	2,580,500	4%	100%
Total 61301 · Rail O&M Facility	21,628,000	24,027,741	-	26,597,816	(2,570,075)	111%	100%
61401 · Fare Collection Systems							
6140111 · Engineering	-	68,962	-	68,963	(1)	100%	100%
6140114 · Acquisition	489,000	582,371	-	477,281	105,090	82%	100%
6140115 · Installation	80,000	81,771	-	86,885	(5,114)	106%	100%
Total 61401 · Fare Collection Systems	569,000	733,104	-	633,129	99,975	86%	100%
61402 · Communication System-CLOSED							
6140221 · Systems	1,000,000	4,043,280	-	3,765,084	278,196	93%	100%
Total 61402 · Communication System	1,000,000	4,043,280	-	3,765,084	278,196	93%	100%
61403 · Traffic Signals							
6140323 · Crossings/Traffic Signals	2,480,000	3,046,178	-	2,640,516	405,662	87%	90%
Total 61403 · Traffic Signals	2,480,000	3,046,178	-	2,640,516	405,662	87%	90%
61404 · Railroad Signal System/Crossing-CLOSED							
6140423 · Crossings/Traffic Signals	9,920,000	11,989,000	-	11,633,468	355,532	97%	-
Total 61404 · Railroad Signal System/Crossing	9,920,000	11,989,000	-	11,633,468	355,532	97%	100%
61405 · Positive Train Control Study-CLOSED							
6140512 · Preliminary Design	-	179,619	-	179,619	-	100%	-
Total 61405 · Positive Train Control Study	-	179,619	-	179,619	-	100%	100%
61406 · Positive Train Control							
6140617 · Construction	-	13,492,026	-	-	13,492,026	0%	0%
6140628 · Contingency	-	728,554	-	-	728,554	0%	0%
6140629 · Project Management	-	2,097,992	57,626	356,090	1,741,902	17%	5%
6140633 · Legal Fees	-	80,939	-	-	80,939	0%	0%
6140636 · Vehicle Provisions	-	597,930	-	358,758	239,172	60%	70%
6140621 · Systems	-	-	-	-	-	0%	0%
Total 61406 · Positive Train Control	-	16,997,441	57,626	714,848	16,282,593	4%	13%
61601 · Professional Services							
6160113 · Final Design	14,667,096	14,675,501	-	14,675,501	0	100%	-
6160129 · Project Management	11,532,904	9,533,632	-	9,696,468	(162,836)	102%	-
6160133 · Legal Fees	-	58,032	-	58,032	-	100%	-
Total 61601 · Professional Services	26,200,000	24,267,165	-	24,430,001	(162,836)	101%	N/A
61602 · CM/GC Pre-Construction - CLOSED							
6160230 · Construction Management	-	506,000	-	506,000	-	100%	-
6160233 · Legal Fees	-	16,315	-	16,315	-	100%	-
Total 61602 · CM/GC Pre-Construction	-	522,315	-	522,315	-	100%	100%
61603 · Stadler Implementation							
6160332 · Mobilization	-	895,803	241,562	307,664	588,139	34%	-
Total 61603 · Stadler Implementation	-	895,803	241,562	307,664	588,139	34%	25%
61701 · Trail Relocation - North Region							
6170117 · Track & Civil Construction	-	377,490	-	377,691	(201)	100%	100%
6170122 · Bridges	-	1,615,258	-	1,615,259	(1)	100%	100%
Total 61701 · Trail Relocation - North Region	2,800,000	1,992,748	-	1,992,950	(202)	100%	100%
61702 · Project Management - DCTA Internal-CLOSED							
6170214 · Acquisition - DCTA	-	61,695	-	61,695	(0)	100%	-
6170233 · Permits & Fees - DCTA	-	248,187	-	248,488	(301)	100%	-
6170235 · DCTA Internal Indirects	-	9,198	-	9,198	(0)	100%	-
Total 61702 · Project Management - DCTA Internal	-	319,080	-	319,382	(302)	100%	N/A

Exhibit "A" - For Reference Only

Capital Projects Fund - DCTA

Budget vs. Actual

As of May 31, 2012

	Original Budget	Revised Budget (Cash Basis)	2012 Expenses Booked	LTD	\$ Under/(Over) Budget	% of Budget (As of May 2012 Close)	* Project % of Completion as of 5/31/12
61703 · Rail Corridor - DART-CLOSED							
6170314 · Acquisition	10,000,000	15,010,000		15,010,000	-	100%	
6170333 · Legal Fees	-	37,155		37,155	-	100%	
Total 61703 · Rail Corridor - DART	10,000,000	15,047,155	-	15,047,155	-	100%	100%
61706 · Neighborhood Sound Mitigation-CLOSED							
6170613 · Final Design	-	16,470		18,860	(2,390)	115%	100%
6170627 · Environmental Mitigation	-	253,530		208,310	45,220	82%	100%
Total 61706 · Neighborhood Sound Mitigation	-	270,000	-	227,170	42,830	84%	100%
61707 · Community Enhancements							
6170711 · Engineering	-	22,000		-	22,000	0%	0%
6170712 · Preliminary Design	-	12,500		-	12,500	0%	0%
6170713 · Final Design	-	15,000		-	15,000	0%	0%
6170715 · Survey, Inspection & Testing	-	6,000		-	6,000	0%	0%
6170716 · Building Construction	-	545,000		-	545,000	0%	0%
6170720 · Landscaping	-	25,000		-	25,000	0%	0%
6170726 · FF&E	-	10,000		-	10,000	0%	0%
6170727 · Environmental Mitigation	-	4,000		-	4,000	0%	0%
6170728 · Contingency	-	15,029		-	15,029	0%	0%
6170729 · Project Management	-	85,088		-	85,088	0%	0%
6170733 · Administration Fees	-	13,091		13,091	-	100%	100%
Total 61707 · Community Enhancements	-	752,708	-	13,091	739,617	2%	9%
61708 · Lewisville Bike Trail							
6170811 · Engineering	-	75,000		-	75,000	0%	0%
6170812 · Preliminary Design	-	75,000		-	75,000	0%	0%
6170813 · Final Design	-	41,000		-	41,000	0%	0%
6170816 · Building Construction	-	2,410,102		-	2,410,102	0%	0%
6170820 · Landscaping	-	21,000		-	21,000	0%	0%
6170822 · Bridges	-	55,355		-	55,355	0%	0%
6170823 · Crossings/Traffic Signals	-	200,000		-	200,000	0%	0%
6170825 · Utilities	-	75,000		-	75,000	0%	0%
6170826 · FF&E	-	3,000		-	3,000	0%	0%
6170827 · Environmental Mitigation	-	28,800		-	28,800	0%	0%
6170828 · Contingency	-	50,000		-	50,000	0%	0%
6170829 · Project Management	-	394,454		-	394,454	0%	0%
6170833 · Administration Fees	-	60,685		60,685	-	100%	100%
Total 61708 · Lewisville Bike Trail	-	3,489,396	-	60,685	3,428,711	2%	8%
60701 · Passenger Information							
6070114 · Acquisition	-	56,214	4,807	4,807	51,407	9%	
Total 60701 · Passenger Information	-	56,214	4,807	4,807	51,407	9%	0%
61502 · Rail Maintenance Equipment							
6150214 · Acquisition	-	50,000	45,000	45,000	5,000	90%	
Total 61502 · Rail Maintenance Equipment	-	50,000	45,000	45,000	5,000	90%	0%
Total Rail Construction Projects	242,509,000	274,323,132	348,995	251,380,397	22,942,735	92%	
61501 · Rail Cars							
6150114 · Acquisition	71,500,000	77,715,424		72,669,362	5,046,062	94%	82%
6150128 · FRA Compliance Contingency	-	250,396		-	250,396	0%	100%
6150133 · Legal Fees	-	15,005		15,005	-	100%	100%
6150129 · Project Management	-	1,814,699		1,347,115	467,584	74%	70%
Total 61501 · Rail Cars	71,500,000	79,795,524	-	74,031,482	5,764,042	93%	83%
Total Pre-Closure Rail Construction & Cars	314,009,000	354,118,656	348,995	325,411,879	28,706,777	92%	
Less: CLOSED CAPITAL PROJECTS	187,832,000	197,014,634	-	193,939,891	3,074,743		
Total 5 · Post-Closure Rail Capital Projects	126,177,000	157,104,022	348,995	131,471,988	25,632,034		
Total 1660 · Construction Work in Progress	325,922,297	370,833,811	359,650	330,461,263	40,372,548	89%	

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

June 28, 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.

- April sales tax received in June were \$1,481,563.
- An increase of 8.26% or \$113,063 compared to budget for the month.
- Favorable 4.28% year-to-date compared to budget.
- Compared to the same month last year, sales tax receipts were \$191,295 or 14.83% more.

- Member city collections for the month compared to prior year are as follows:
 - City of Lewisville up 17.30%
 - City of Denton up 12.24%
 - Highland Village up 11.73%

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		\$ 1,345,394.47	\$ 1,345,394.47	\$ -	0.00%	\$ 1,261,013.90	\$ 84,380.57	6.69%	
November		\$ 1,424,754.55	\$ 1,424,754.55	\$ -	0.00%	\$ 1,289,591.88	\$ 135,162.67	10.48%	
December		\$ 2,046,560.44	\$ 2,046,560.44	\$ -	0.00%	\$ 1,880,172.72	\$ 166,387.72	8.85%	
January		\$ 1,353,986.02	\$ 1,353,986.02	\$ -	0.00%	\$ 1,232,517.48	\$ 121,468.54	9.86%	
February		\$ 1,254,090.92	\$ 1,380,412.94	\$ 126,322.02	10.07%	\$ 1,182,101.16	\$ 198,311.78	16.78%	
March		\$ 1,658,496.73	\$ 1,866,060.37	\$ 207,563.64	12.52%	\$ 1,650,410.06	\$ 215,650.31	13.07%	
April		\$ 1,368,500.23	\$ 1,481,563.95	\$ 113,063.72	8.26%	\$ 1,290,268.01	\$ 191,295.94	14.83%	
May		\$ 1,364,843.73				\$ 1,361,535.35			
June		\$ 1,638,431.30				\$ 1,639,147.71			
July		\$ 1,310,043.61				\$ 1,229,556.49			
August		\$ 1,311,152.92				\$ 1,419,245.41			
September		\$ 1,503,281.91				\$ 1,699,798.76			
Y.T.D Total		\$ 17,579,536.83	\$ 10,898,732.74	\$ 446,949.38	4.28%	\$ 17,135,358.93	\$ 1,112,657.53	11.37%	

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
 Prepared By: Denton County Transportation Authority Finance Department
 June 22, 2012

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

City of Lewisville				City of Highland Village				
Month	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				\$ 230,200.23			
August	\$ 2,326,422.23				\$ 282,276.49			
September	\$ 1,914,427.72				\$ 242,698.30			
October	\$ 1,997,116.32				\$ 216,980.51			
November	\$ 2,312,125.96				\$ 276,329.67			
Y.T.D Total	\$ 23,906,055.03	\$ 14,883,415.04	\$ 1,463,955.46	10.91%	\$ 2,941,988.74	\$ 1,841,489.29	\$ 147,985.75	8.74%

City of Denton				
Month	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	\$ 1,571,084.72			
August	\$ 2,036,375.03			
September	\$ 1,258,063.86			
October	\$ 1,755,761.74			
November	\$ 2,225,760.90			
Y.T.D Total	\$ 21,369,438.83	\$ 14,094,520.84	\$ 1,572,128.26	12.55%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department
 Prepared By: DCTA Finance Department
 June 14, 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%	46,035,547.11	40,834,782.97	12.73%	294,837,587.99	265,889,255.79	10.88%
Dallas MTA	1.00%	33,378,928.59	31,894,120.23	4.65%	213,266,355.34	201,365,820.91	5.90%
Austin MTA	1.00%	13,306,613.67	11,985,304.84	11.02%	82,244,905.26	75,056,295.61	9.57%
San Antonio MTA	0.50%	8,585,051.23	7,462,860.90	15.03%	55,313,197.82	49,099,984.20	12.65%
San Antonio ATD	0.25%	3,930,245.40	3,574,596.44	9.94%	25,768,696.74	23,053,933.72	11.77%
Fort Worth MTA	0.50%	4,253,883.07	3,157,102.26	34.74%	27,357,886.29	23,415,712.48	16.83%
El Paso CTD	0.50%	2,822,167.34	2,718,119.57	3.82%	18,618,857.92	18,165,496.83	2.49%
Corpus Christi MTA	0.50%	2,242,029.49	1,954,494.51	14.71%	14,558,744.79	12,262,699.98	18.72%
Denton CTA	0.50%	1,481,563.95	1,290,268.01	14.82%	9,553,338.27	8,525,061.31	12.06%
Laredo CTD	0.25%	548,860.32	521,586.04	5.22%	3,621,923.36	3,262,657.71	11.01%
TOTALS	-----	116,584,890.17	105,393,235.77	10.61%	745,141,493.78	680,096,918.54	9.56%

Sources: Texas Comptroller of Public Accounts
Prepared By: Denton County Transportation Authority Finance Department
June 14, 2012

Board of Directors Memo

June 28, 2012

Item: 1(b) Capital Projects Update**GTW Implementation**

Alternate Vehicle Technology (AVT) waiver was received from the FRA on May 31, 2012. The shunting issue was resolved through the use of the rail cleaning equipment and minor field modifications to the Stadler car. The first car was placed into service on June 16, 2012. Our goal is to integrate additional cars with full Stadler GTW operation by August 18, 2012.

The C- 111 is still undergoing repairs in Switzerland from the vehicle accident that occurred during transport. We are continuing to investigate the ability to extend the warranty for key components damaged on that vehicle. DCTA may need to retain one pair of RDC's until the damaged car is repaired and delivered.

Bus Operations and Maintenance Facility

Huitt- Zollars will have the final construction documents ready for DCTA review the week of June 24th. We expect to issue the plans for bid the second week of July. We anticipate Award of the contract in August 2012, Notice to Proceed in September 2012, and Project Completion in January, 2014.

Community Enhancements

A project kick-off meeting was held with Jacobs Engineering on June 12, 2012. Jacobs expects the data gathering and conceptual design process to last approximately six weeks at which time DCTA and Jacobs will meet with stakeholders to discuss plans for the project.

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)

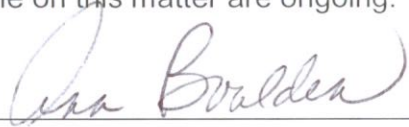
LTK continues to progress on the development of the engineering package for the PTC system. As briefed in February, there remain a number of unanswered questions at the national level with PTC (funding, radios, spectrum). This will impact the start date of the project. Staff is also pursuing outside funding for PTC at all levels. A recommendation is under consideration to pursue exemption from all or part of the requirement. This will be discussed further at the Board meeting.


A-train Closeout

The completion of traffic signal work at Colorado and Medpark is the most significant issue remaining to close-out the A-train project with the City of Denton. Final plans are complete. NTRG's signal contractor has submitted a schedule for completion the week of July 9, 2012.

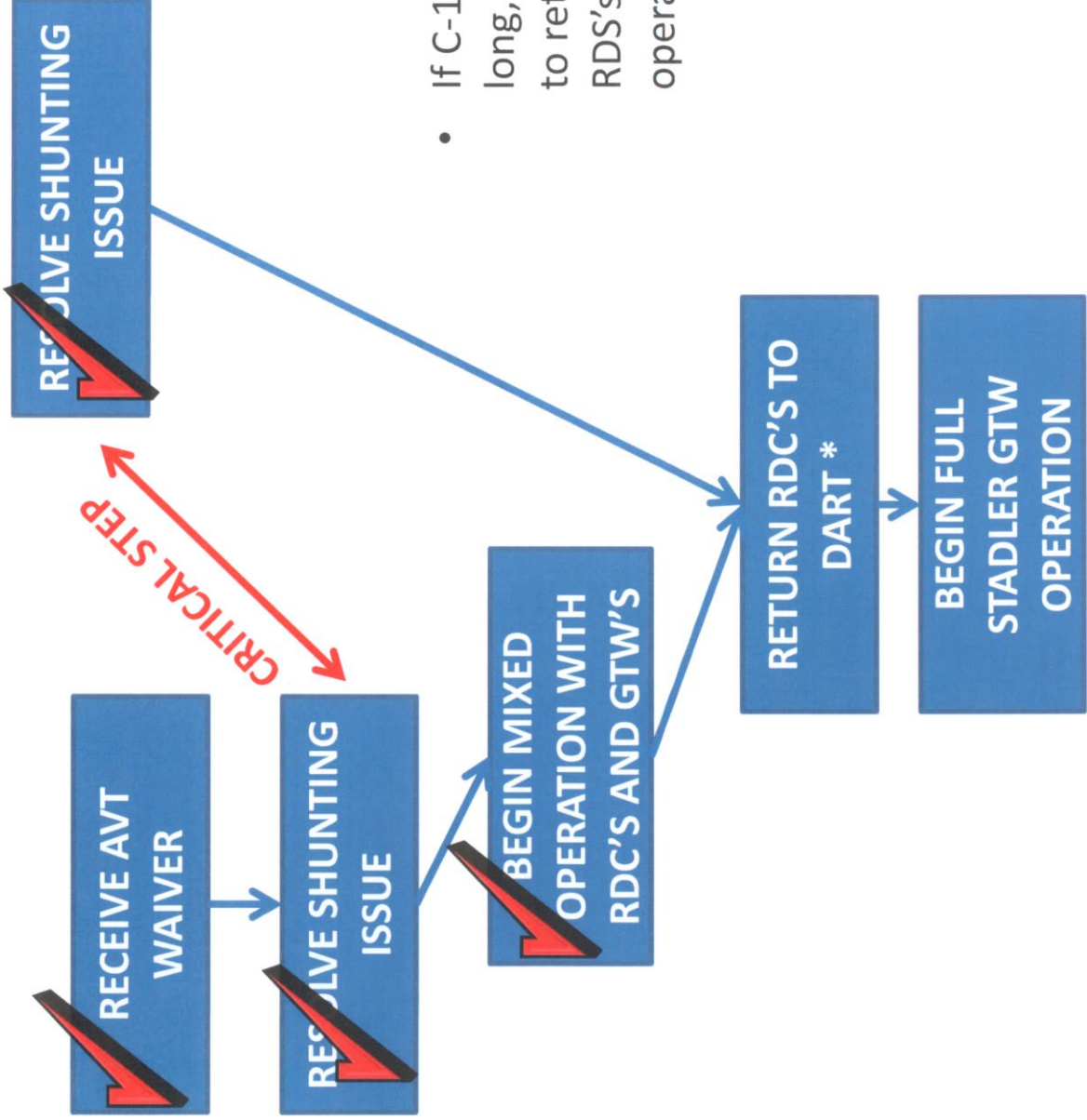
IH35 E Managed Lanes Project

DCTA staff has been participating in the IH35 project Traffic Management Committee chaired by TxDOT. Other members include stakeholder representatives along the project corridor. DCTA expressed concerns about access to the Highland Village/Lake Lewisville station and these have been addressed by TxDOT in the specifications. The most significant issue remaining involves the proposed new crossing at Garden Ridge and identifying the two existing crossings that DART will likely require us to close. Discussions with the City of Lewisville on this matter are ongoing.

Department Review:  _____

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

Stadler GTW Implementation



- If C-111 is delayed too long, DCTA may need to retain one pair of RDS's until it is in operation



COMMUNICATIONS AND PLANNING REPORT

June 28, 2012

Marketing and Communications Initiatives

Dump the Pump Campaign	University Back to School Promotion Development
Rail Safety Campaign and Outreach	University Orientations
Public Art Display Policy Development	Website Enhancement
Social Media Policy Development	Commuter Vanpool Program
Ozone Awareness Campaign	Passenger Information Improvement & Reporting
Social Media Promotions	Call Center/Customer Service Improvements
August Service Changes Implementation	

Recent Events

May 1: Denton Kid Life Ad #2 (*Publication to 13,000 to Denton ISD*)
May 9: Travel Training, Primrose School Denton (*11 attendees*)
May 17: Community Wide Presentation (*35 attendees*)
May 1: Public Meeting: Proposed August Service Changes, Highland Village (*8 attendees*)
May 3: Public Meeting: Proposed August Service Change, Lewisville (*5 attendees*)
May 3: Denton Chamber Business to Business Expo (*100 attendees*)
May 10: City of Denton Community-Wide Travel Training (*3 attendees*)
May 11: Rail Ready: Denton ISD Olive Stephens Elementary 5th Grade (*100 attendees*)
May 12: National Train Day-Dallas (*800 attendees*)
May 12: Denton Area Model Railroad Club Model Train Display (*75 attendees*)
May 12: National Train Day Social Media Promo
May 18: Human Services Agency Roundtable, Lewisville (*35 attendees*)
June 6: Library Larry Live! (*30 attendees*)
June 8: Highland Village Red, White & Blue Festival Promo (*285 passengers*)
June 11-15: Dump the Pump, Highland Village City Hall
June 11: TWU Student Orientation (*150 attendees*)
June 11: Dump the Pump, Hebron 121 Station (*16 attendees*)
June 12: Dump the Pump, Chick-fil-A
June 12: Library Larry Live!
June 13-14: UNT Orientation
June 14: TWU Student Orientation
June 14: Library Live!
June 14: Dump the Pump, Denton Twilight Tunes
June 15: Dump the Pump, Vista Ridge Mall
June 17-18: UNT Orientation
June 25-26: UNT Orientation



COMMUNICATIONS AND PLANNING REPORT

June 28, 2012

Upcoming Events

- June 29: UNT Transfer Student Orientation
- July 6: UNT Transfer Student Orientation
- July 9-10: UNT Orientation
- July 12: Citizen’s Advisory Team Meeting, Lewisville
- July 13: UNT Transfer Student Orientation
- July 15-16: UNT Orientation
- July 16: TWU Student Orientation
- July 18-19: UNT Orientation
- July 19: TWU Student Orientation
- July 19: Citizen’s Advisory Team Meeting, Denton
- July 27: UNT Transfer Student Orientation
- August 3: TWU Pioneer Leadership Expo & Block Party
- August 3: UNT Transfer Student Orientation
- August 11: LISD Back To School Resource Fair
- August 18: DCTA Community Celebration
- August 20: TWU & NCTC Back to School
- August 22: UNT Back to School
- August 22-23: UNT Orientation
- August 24: UNT Transfer Student Orientation
- September 29: Lewisville Western Day Festival
- September 29: Susan G. Komen Race for the Cure

Upcoming Rail Safety Outreach

- August 11: LISD Back 2 School Health Fair

General DCTA Related Media

Articles Mentioning DCTA	63	Month Total Ad Value	\$ 89,990
Web Reach Per Million	1862	YTD Total Ad Value	\$ 269,915

Topic Highlights:

- DCTA discontinues Friday night service
- DCTA gets go-ahead to use Stadler cars
- DCTA's Stadler railcars receive FRA waiver
- Library Larry’s Big Day Featuring DCTA
- Local transit agencies asking commuters to 'Dump the Pump'



COMMUNICATIONS AND PLANNING REPORT

June 28, 2012

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

Title	Source
Fancy A-train commuter rail cars built for Denton County get	blogs.star-telegram
Denton Country Transit Authority Kills Its Friday Night Service	Dallas Observer Blogs
Kevin Roden on the Loss of Friday Night A-Train Service	Dallas Observer Blogs
A-Train Stadler GTW on display at APTA Conference 2012	Flicker
DFW Rail Transportation: Speaking of the Stadler GTWs	forum.skyscraperpage
The DCTA Board is planning a vote	rodenfordenton
FRA Expedites Waiver Process Systemic Failure	systemicfailure.wordpress
DCTA gets go-ahead to use Stadler cars - Topix	Topix: Chicago
DCTA ending Friday night service	trn.trains
DCTA suspends A-train Friday night service	Twitter
DCTA President Jim...	facebook
AVT Waiver Granted	youtube
DCTA Meets with Denton City Council	youtube

Incident Related Media

Title	Source
DCTA A-Train Collides With Car	KXAS-TV [NBC 5]
DCTA A-Train Collides With Car	KXAS-TV [NBC 5]
DCTA A-Train Collides With Car	dfwnews.net
DCTA A-Train Collides With Car	Fort Worth City And Press
DCTA A-Train Collides With Car	KXAS-TV [NBC 5]
DCTA A-Train Collides With Car	KXAS-TV [NBC 5]
DCTA A-Train Collides With Car	Worldnewscom

Dee Leggett
VP of Communications & Planning



BUS OPERATIONS REPORT

Thursday, June 28, 2012

❖ OPERATIONS

- **Ridership:** 134,592 passengers utilized DCTA buses in May.
-
- **On Time Performance:** May OTP was 98.7%.
- **Amalgamated Transit Union:** Negotiations between ATU and First Transit are on-going.

❖ SAFETY/SECURITY

- Bus operations experienced 1.34 accidents per 100,000 miles in May.

❖ FLEET

- **UNT Vehicle Purchase:** Three of the Champion buses for the UNT Shuttle have been delivered. We are anticipating delivery throughout the summer.
- **ROAD CALLS:** Bus maintenance experienced 10,813 miles between road calls in May.

❖ PLANNING

- DCTA is making progress with the City of Denton for the installation of bus shelters.
- Luminol, a large manufacturing facility, is relocating from Corinth to Denton. Their new facility is on the Route 3 and Planning is working with their staff to encourage bus ridership and vanpool participation. Additional analysis regarding currently underserved trip generators in the member cities is being performed as a part of the potential January 2013 service changes.

BUS OPERATIONS PERFORMANCE INDICATORS

Ridership

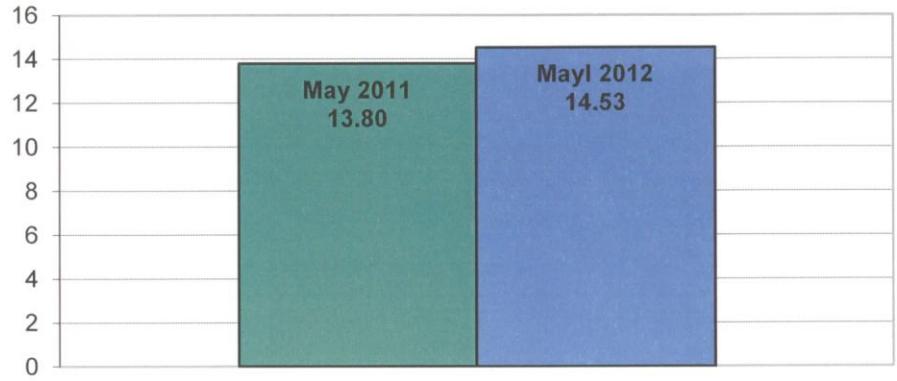
Ridership

May 2011 & May 2012

Performance Measures

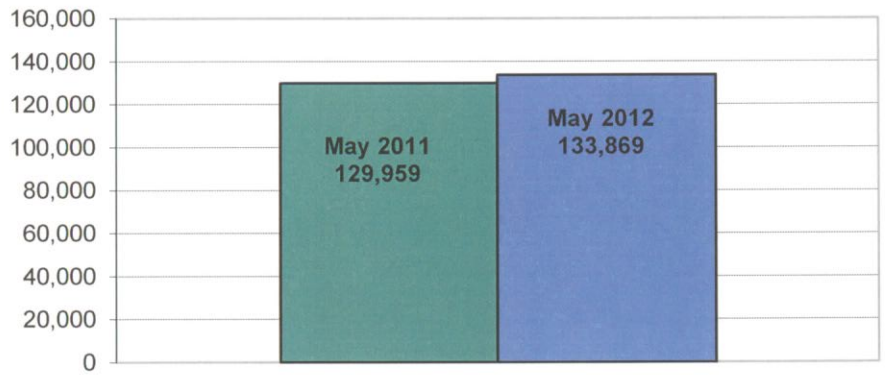
Systemwide Ridership per Revenue Hour

There was a slight increase in ridership per revenue hour of 5%.



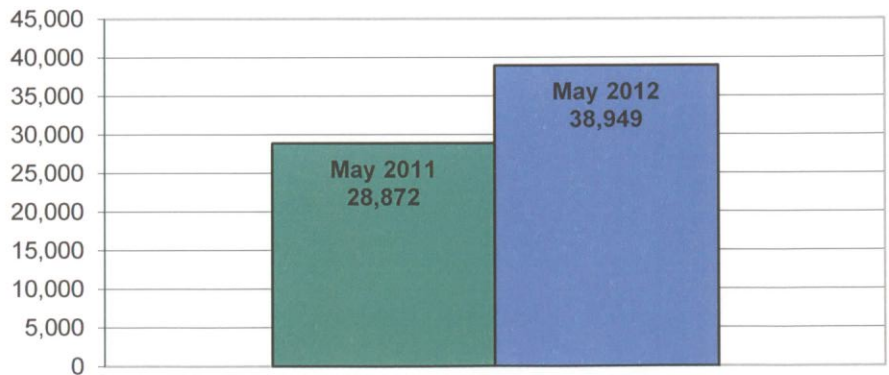
Systemwide Ridership

Systemwide ridership showed a 3% increase over May 2011.



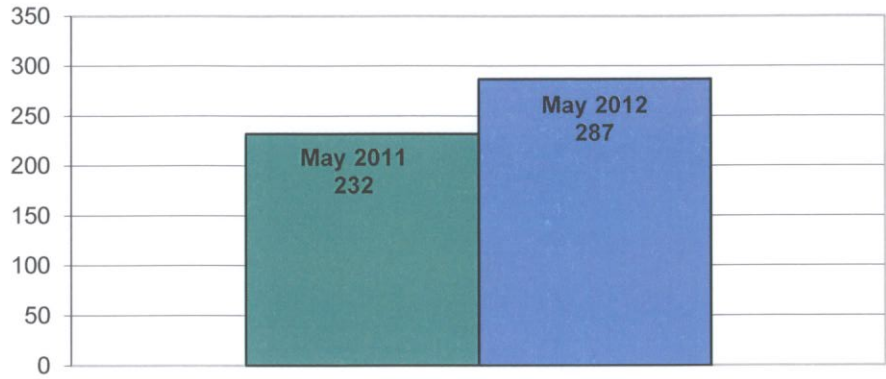
Connect Ridership

Ridership on Connect routes showed an increase of 34% over May 2011.



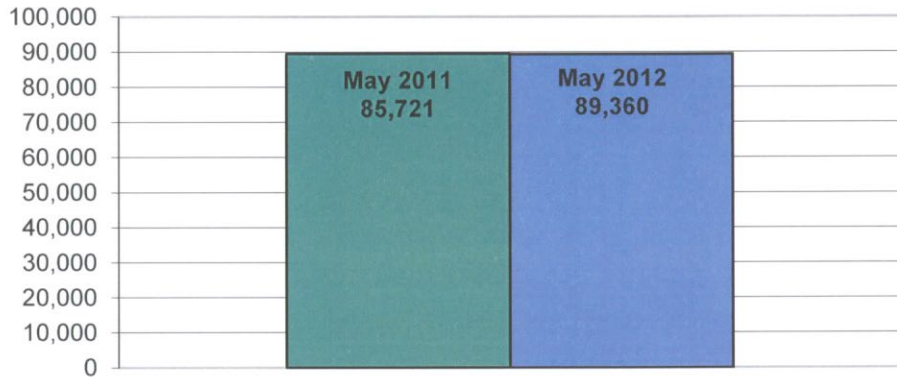
RSVP Ridership

RSVP ridership showed an increase of 23% over May 2011.



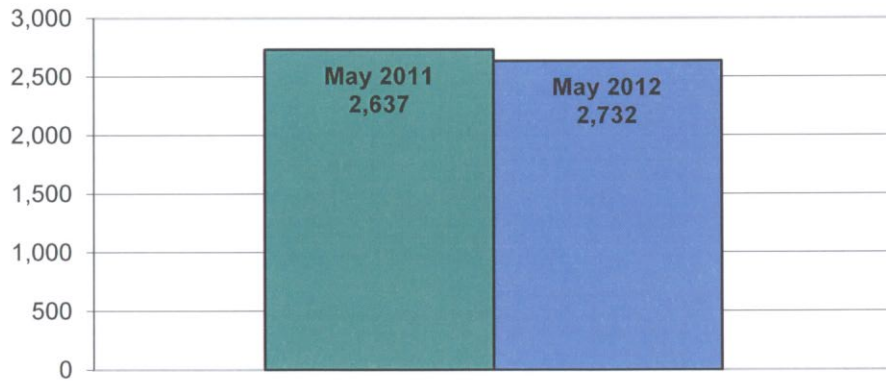
UNT Ridership

There was a slight increase in ridership of 3% over May 2011.



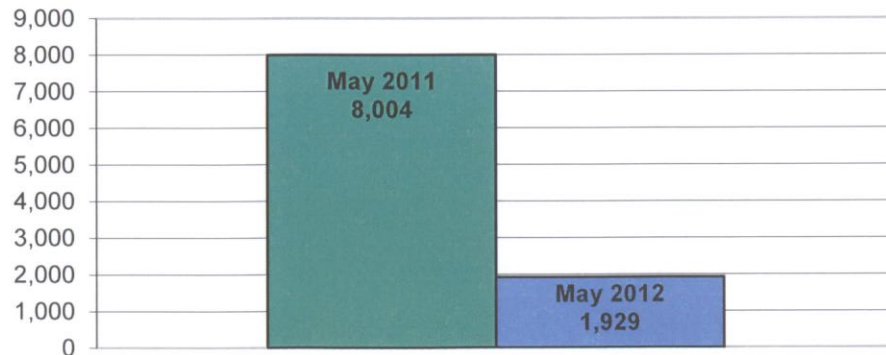
Access Ridership

As non-ADA trips are transitioned to fixed-route service, there is a decrease in Access ridership of 3%.



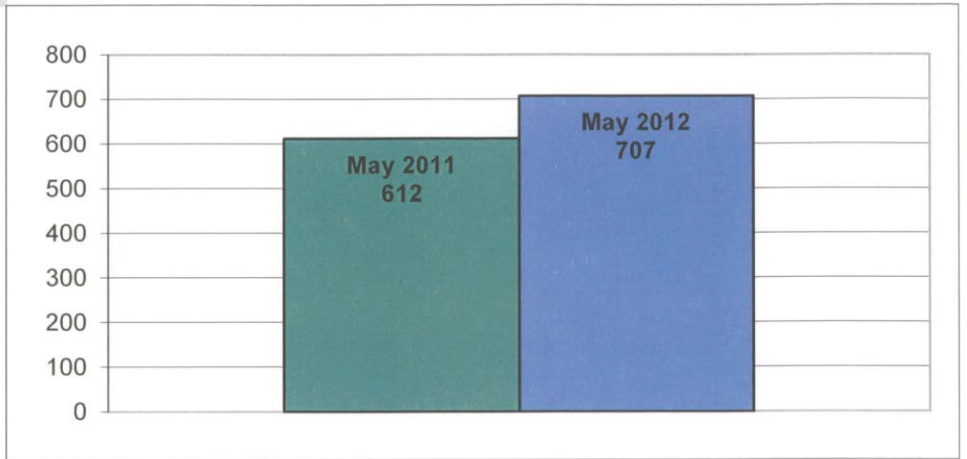
Station Shuttle Ridership

Station shuttle ridership is showing a decrease in ridership of 75% compared to the Commuter Express which was operated in 2011.



NCTC Ridership

NCTC ridership showed an increase of 15% over May 2011.



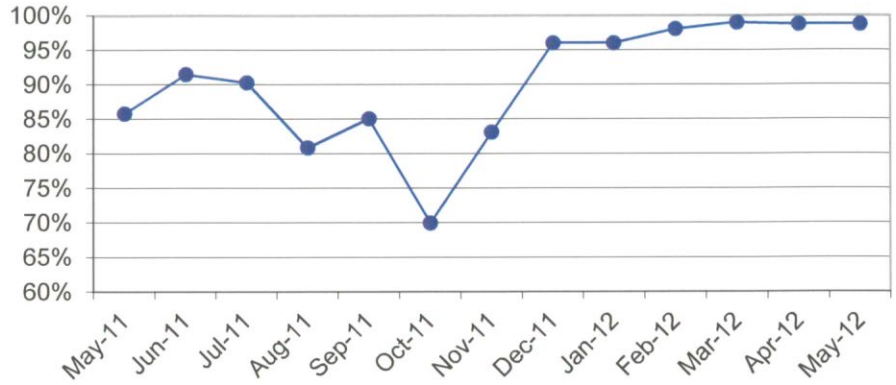
Customer Satisfaction

Systemwide Performance May 2011-May 2012

Performance Measures

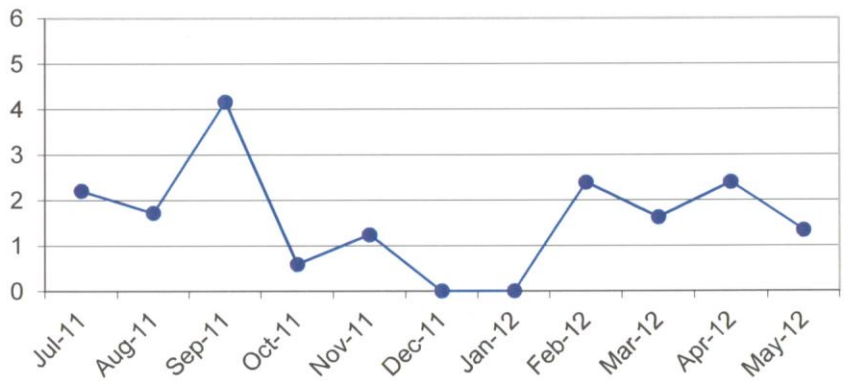
Systemwide On-Time Performance

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



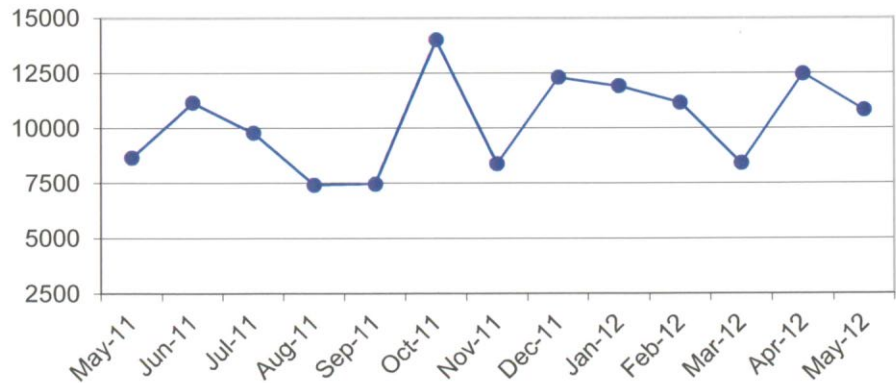
Systemwide Accidents per 100k Miles

There were 1.34 accidents per 100,000 miles operated.



Miles Between Road Calls

Fleet reliability continues to surpass expectations.

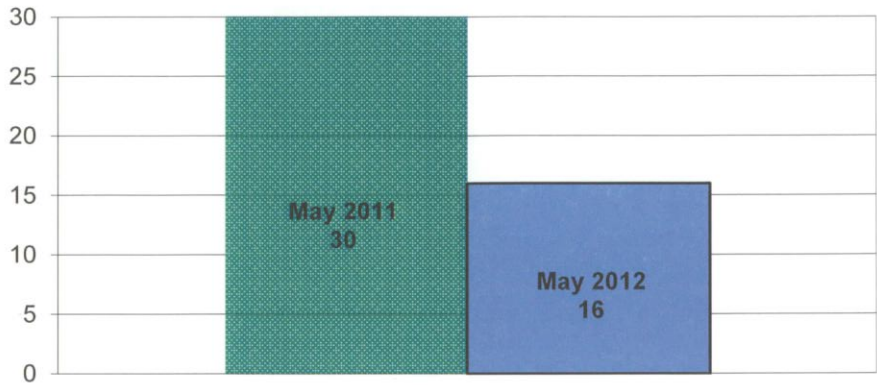


Access
May 2011 & May 2012

Performance Measures

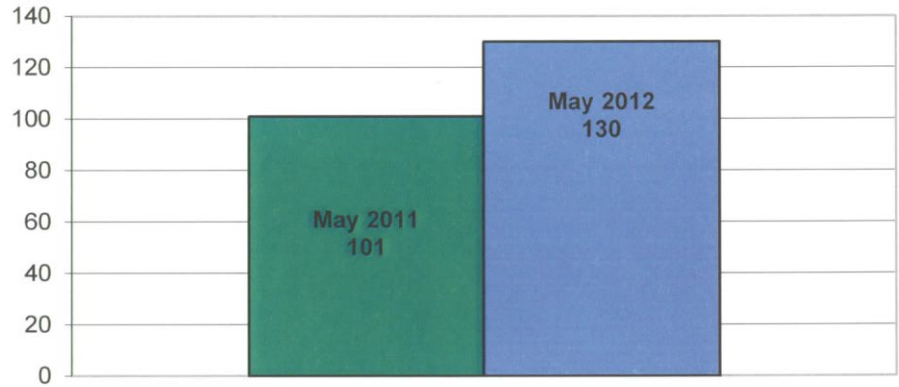
Trip Denials

Trip denials are showing a decline of 46%.



No-Shows

There was an increase of no-shows for Access passengers of 28%.



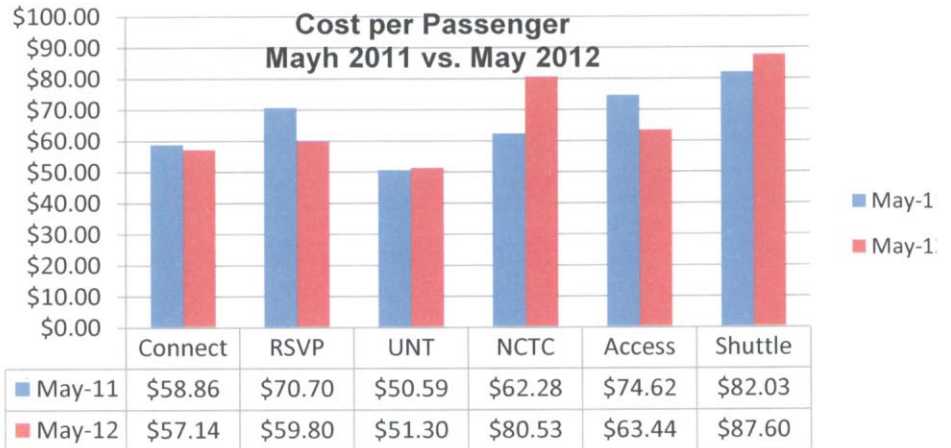
Financial Indicators

Financial Indicators

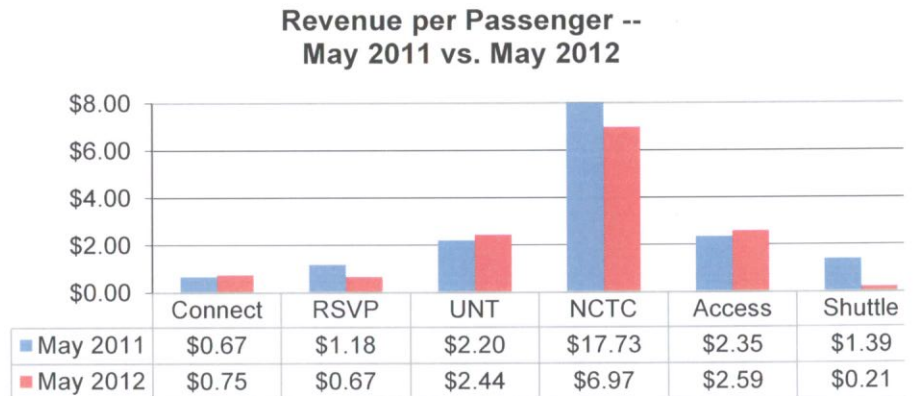
May 2011 & May 2012

Performance Measures

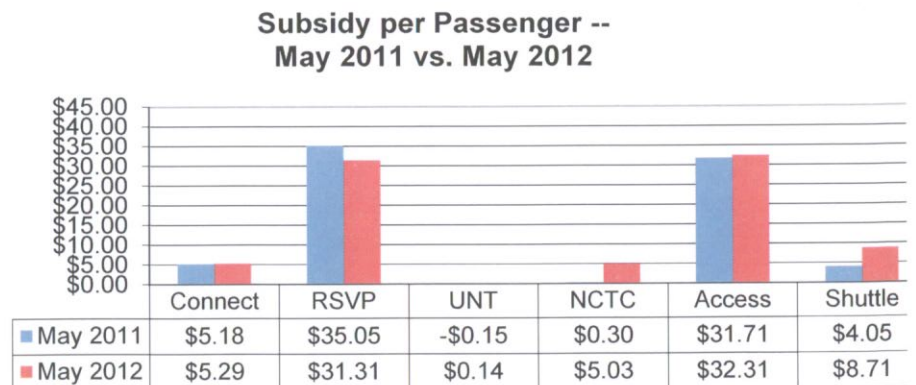
Cost Per Hour



Revenue per Passenger



Subsidy per Passenger





RAIL OPERATIONS REPORT

Thursday, June 28, 2012

❖ OPERATIONS

- May "On Time Performance" (OTP) was 99.49%.
- Testing and commission of the Stadler GTW's is ongoing. Positive results in shunting issue. Possibility of the first Stadler vehicle in service in the month of June

❖ SAFETY/SECURITY

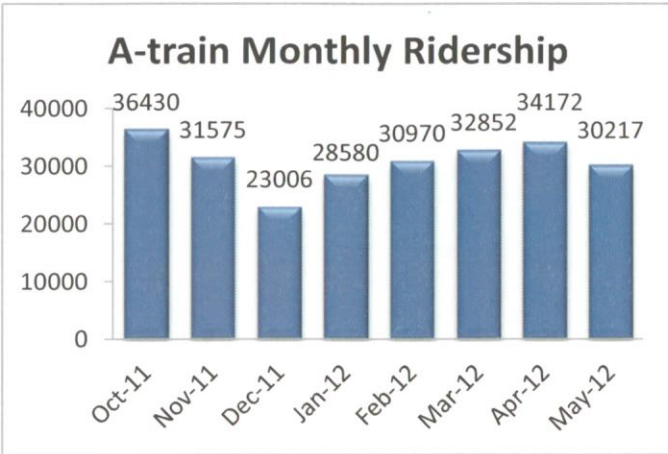
- DCTA Rail Operations had its first FRA reportable injury when an HTSI Conductor while working in yard strained his back and was placed on limited duty. Employee is back to work with no restrictions.
- No security issues

❖ MAINTENANCE

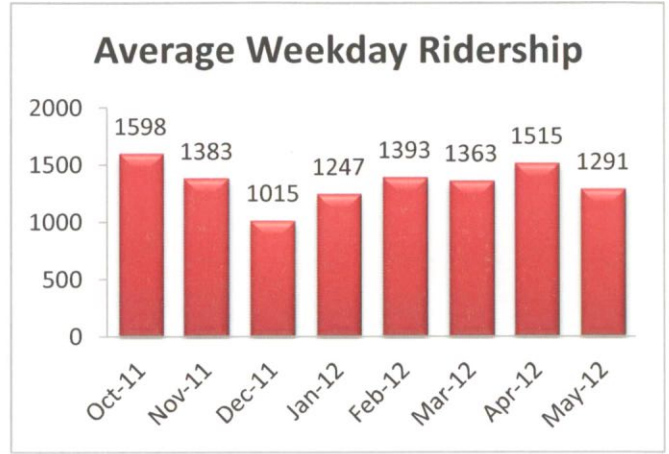
- **Right of Way:** Routine daily inspections are being performed by the contractor.
- **Signal/Communications:** On May 20th the Disaster Recovery was tested for the DCTA/TRE Dispatcher system. Trains were dispatched from DCTA OMF for both railroads for a period of sixteen (16) hours with no exceptions.
- **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 five (5) RDC mechanical issues in the month of May, none affecting on-time performance.

❖ RIDERSHIP

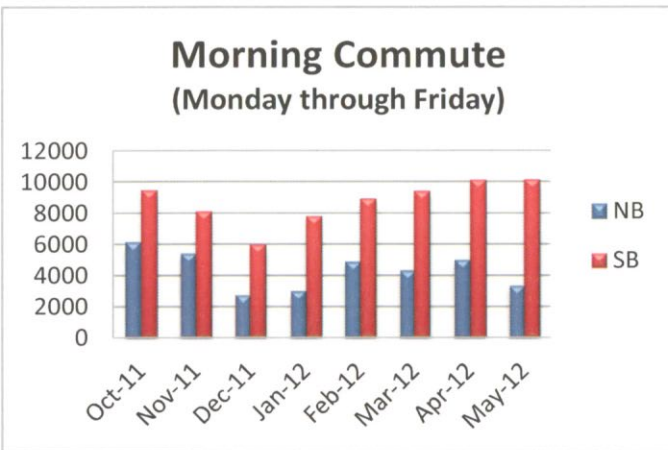
- The A-train has experienced an overall decrease in ridership of approximately 12% for the month of May 2012 compared to April 2012.
- Refer to attached ridership charts.



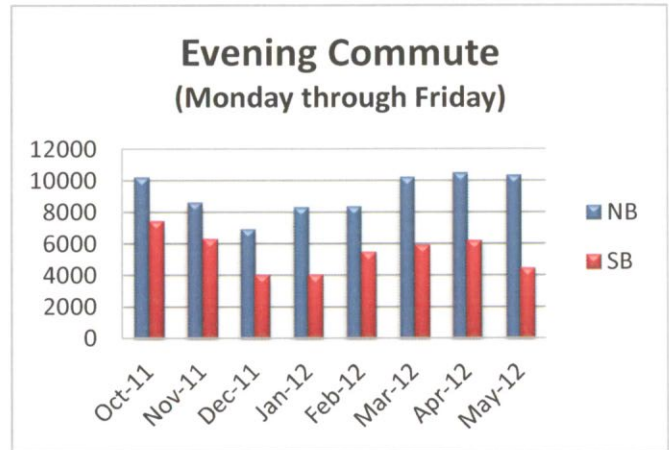
The A-train moved 30,217 passengers for the month of May, a 12% decrease over the month of April.



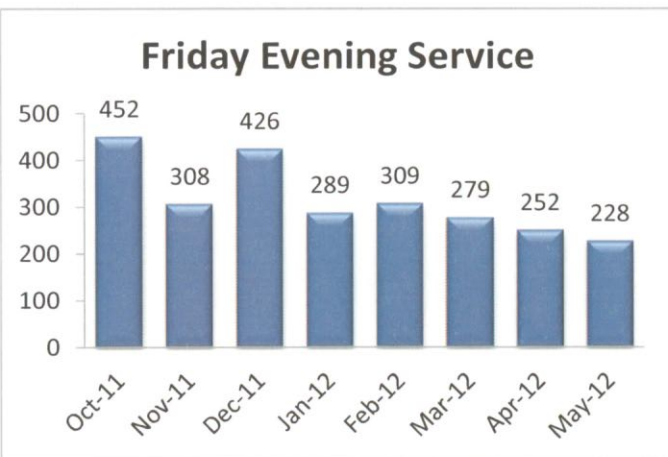
The average daily A-train ridership for the month of May was 1,291 passengers per day. This is a 15% decrease over the month of April.



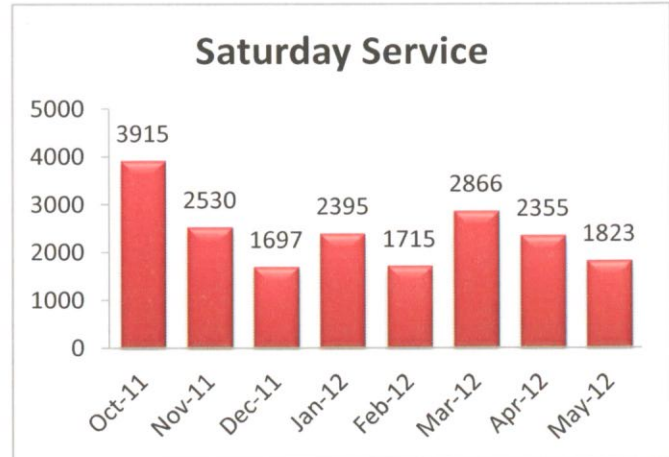
The A-train experienced a decrease of 33% in the northbound morning commute, while the southbound morning commute remained stable during the month of May.



The A-train experienced decreases of 1% on the northbound and 28% on the southbound evening commutes during the month of May.

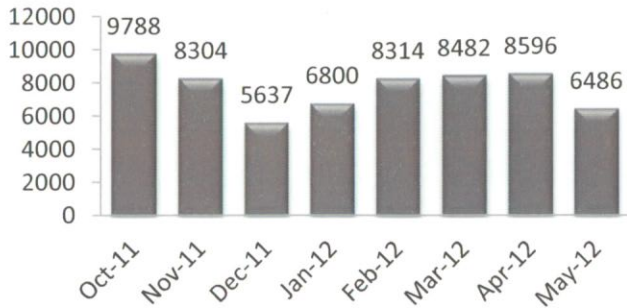


A-train Friday evening service experienced a decrease of 11% in ridership for the month of May compared to the previous month.



A-train Saturday service experienced a decrease of 23% in ridership for the month of May compared to the previous month.

Downtown Denton Transit Center



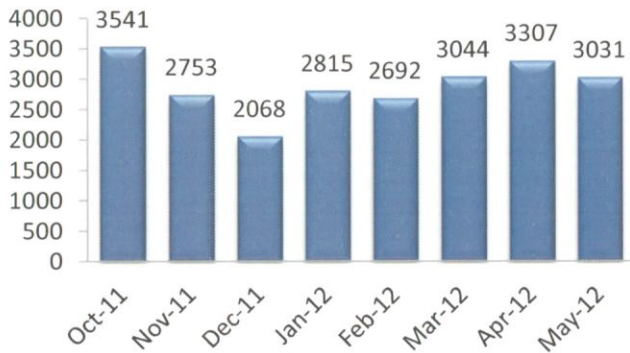
DDTC A-train ridership decreased by 25% month over month for May. Trips originating at DDTC accounted for 21% of A-train ridership in May.

MedPark Station



MedPark A-train ridership increased by 3% month over month for May. Trips originating at MedPark accounted for 12% of A-train ridership in May.

Highland Village/Lewisville Lake



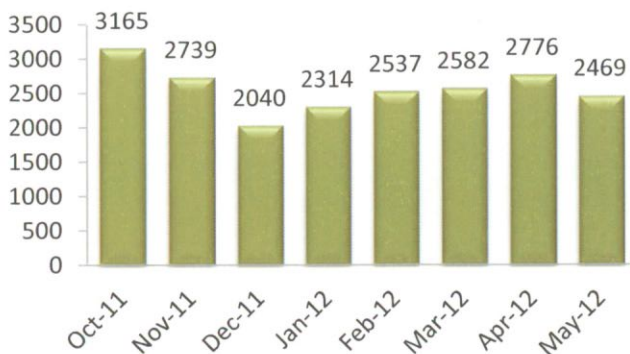
HV/LL A-train ridership decreased by 8% month over month for May. Trips originating at HV/LL accounted for 10% of A-train ridership in May.

Old Town Station



Old Town A-train ridership decreased by 6% month over month for May. Trips originating at Old Town accounted for 9% of A-train ridership in May.

Hebron Station

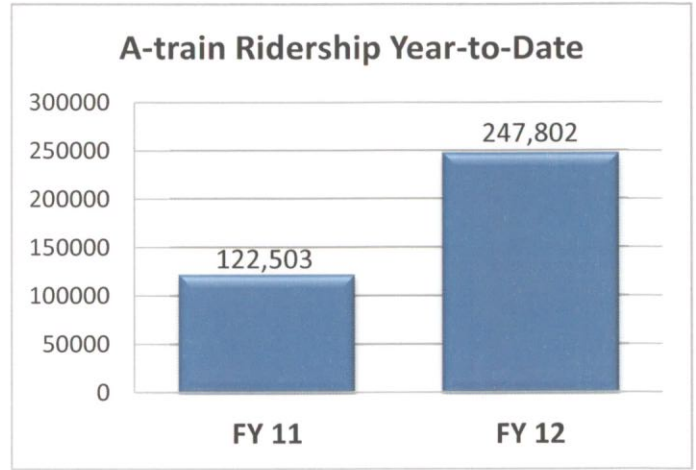
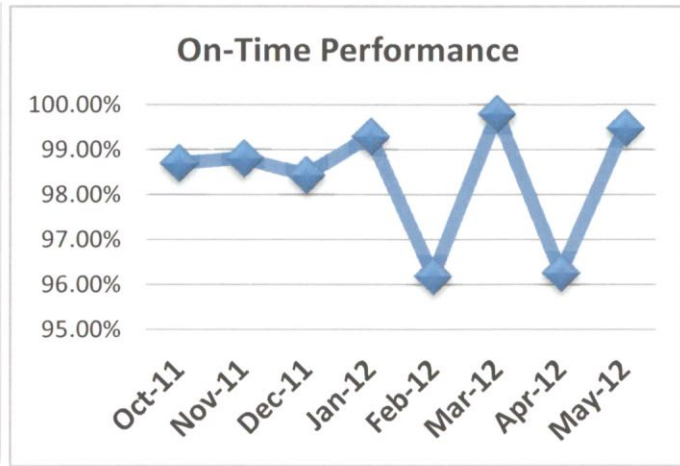


Hebron A-train ridership decreased by 11% month over month for May. Trips originating at Hebron accounted for 8% of A-train ridership in May.

Trinity Mills Station



Trinity Mills A-train ridership decreased by 9% month over month for May. Trips originating at Trinity Mills accounted for 40% of A-train ridership in May.



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



Board of Directors Memo
Subject: WS2 Special Briefings

June 28, 2012

I have added two short briefings to the agenda for the work session. The first is entitled "System Improvement Considerations". Later in the agenda, we will discuss proposed service enhancements at the request of a Board member. As we are in the middle of developing the FY13 Budget proposal, I felt it was important to review at a high level the issues we are facing in FY13 in order to place the addition of service expenditures in context.

The second briefing is entitled "Shunting and Single Car Operations on DCTA A-train System. This issue was raised by Board members, and it was agreed that the discussion was of high value for the entire Board. These are very relevant issues for future Board discussion, and it is important that the entire Board has a clear understanding.

Copies of both presentations are attached. Please feel free to contact me if you have any questions.


James C. Cline, Jr.

System Improvement Considerations

June 28, 2012

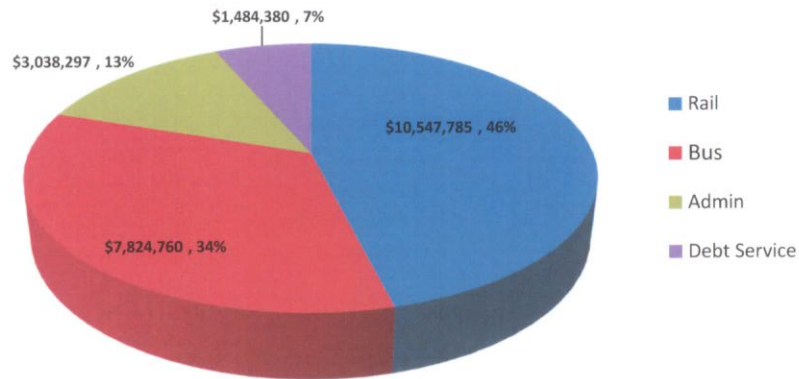


Service Standards/Gaps

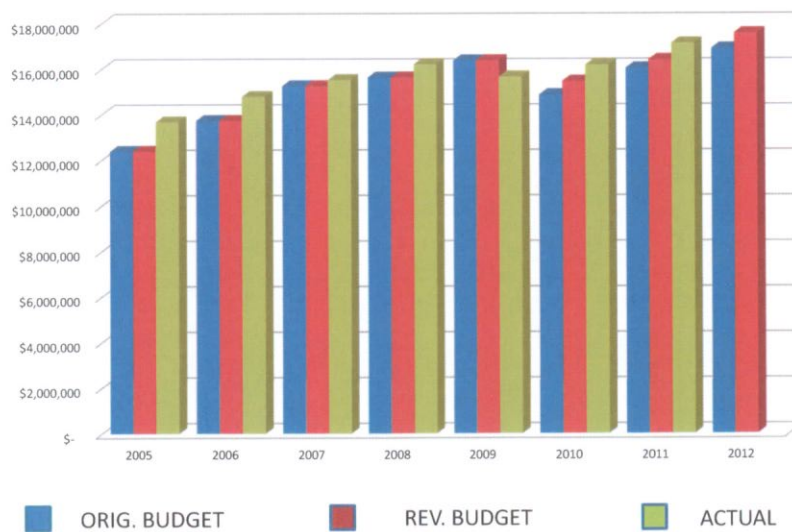
- Bus Operations
 - Standard: 30 minute headway weekdays (peak and off-peak); 60 minute headway on Saturday
 - Gaps: Need to add approximately 64 additional revenue hours per day (\$1M/year)
 - Recommendation: Incorporate 32 additional revenue hours in January 2013 and review progress to develop recommendation for August 2013 (\$500K/year; \$375K in FY13 Budget)
- Rail Operations
 - Standard: 25 minute headway (peak) and 105 minute headway (off-peak), including Saturday.
 - Gaps: Need to incorporate mid-day service and cover some gaps in the evening hours
 - Recommendation: Incorporate mid-day service in August 2012 (\$500K/year in FY 13 Budget) and consider increasing service in PM to close gaps and better serve students returning from late classes in subsequent schedule changes based on funds availability.

Overall Budget Breakdown (FY12)

FY12 Budget: Operating Expenditures (\$22,895,222)



Sales Tax History



FY 13 Budget Development

Operating Expenses

- Additional Bus Service (January) - \$375K
- Information Technology
 - IT Support - \$15K
 - IT Server Upgrade - \$11K
 - IT Hardware - \$4K
 - Mobile Website - \$8K
- Additional Staffing
 - Bus Ops Supervisor/Fare Enforcement - \$50K
 - Admin Asst. - \$46K
 - PT Call Center - \$17K
 - Intern - \$13K
- Health Care - \$100K

Funding Reserves

- Fuel/Tax/Capital - \$1.0M

Capital

- Rail Corridor Fencing - \$50K
- A&E Support - \$50K
- Digital Comm/Rider Alert - \$12K

Implementing Proposed Improvements

- Link to adopted service standards
- Pair improvements to rail with improvements to bus
- Sales tax revenues are volatile but have grown
- Schedule development, implementation, and evaluation by staff should be built on budget and general intent guidance from the Board
- Retain timeline for schedule adjustments in January and August with lead time.

Shunting and Single Car Operations on DCTA A-train System

June 28, 2012



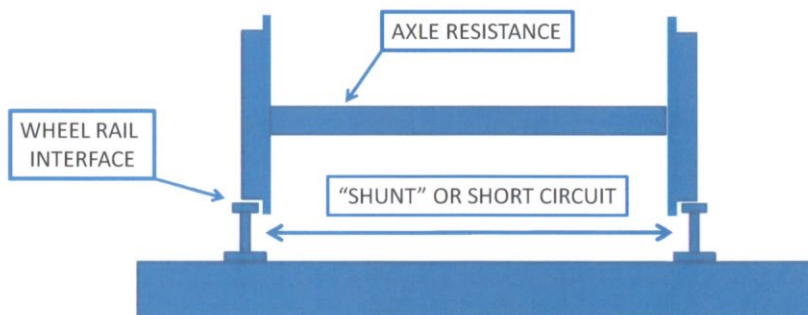
Bottom Line

- Initial tests showed concerns over shunting by the GTWs; Team effort to address the issue was successful; Excellent support from HTSI, Stadler, and LTK
- DCTA received approval of both the AVT waiver and the Shunting Mitigation Plan.
- Phased implementation of the GTWs began on Saturday, June 16, 2012
- Current operations include the polishing of the entire alignment and continuous operation of Stadler wheel scrubbers.
- Track wear and our experience may lead to new/improved solutions
- Long-term pursuit of a reliable car-based solution will continue
- We are currently committed to operating two car train sets. Investigation of running single car train sets will continue, but only be pursued with FRA after several months of successful operation and demonstration of successful shunting without BUDD cars in operation.

What is Shunting?

- Key to detection at grade crossings and track signals
- Low current on tracks from signal system components. Shorting or shunting across the tracks by the train axles provide the mechanism for detection.
- Three elements: signal system, car, and tracks
- Appears to be focused on maintaining clean contact/low resistance between the wheel and the track
- Rust on rails, rail mill scale, foreign objects/debris, and rust on wheels appear to be likely candidates
- Signal system must be adjusted – reliable shunting without false detection and resulting red signals
- Grade crossings are configured in slightly different way (extension timers) to minimize possibility of train arriving at the grade crossing without the gates being dropped.

SHUNTING – CONCEPT DRAWING



**SHUNTING IS CRITICAL FOR SIGNAL OPERATION AND GRADE CROSSING SAFETY –
IT IS HOW THE SIGNAL SYSTEM "SEES" A TRAIN.**

History

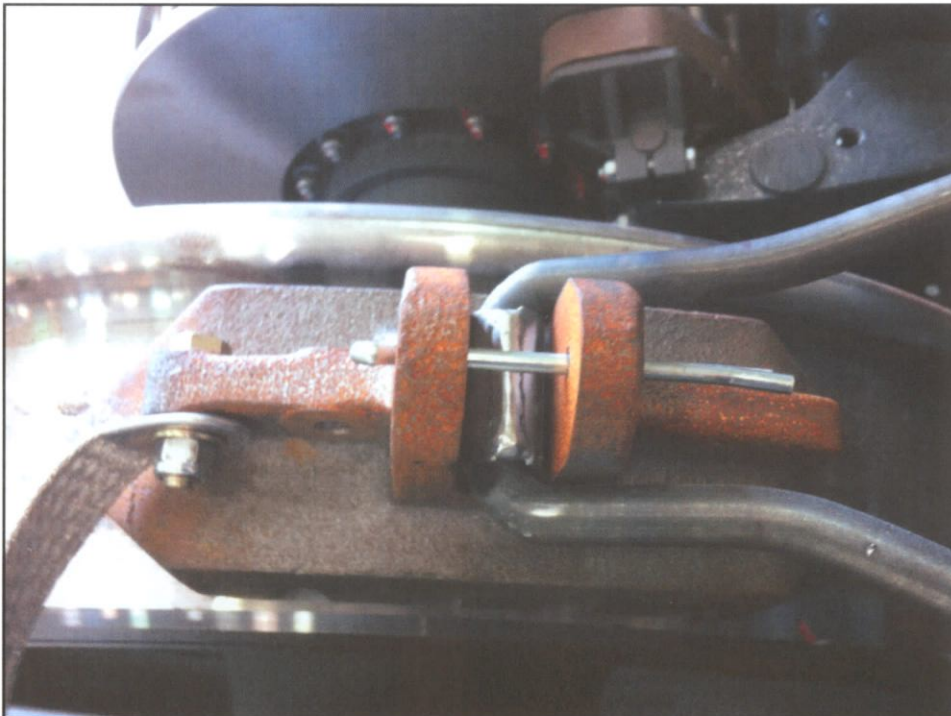
- DMUs and short trains have a history of shunting issues - not a clear science, but it has been overcome with a variety of techniques
- BUDD cars have an additional wheel cleaner with a grounding strap; TRE found they had to run pairs of BUDD cars for reliable detection; this is consistent with SEPTA experience
- BNSF requires a minimum of 12 axles for operation on their system
- Rail and wheel wear has been minimal to date
- Hi-rail Trucks require special accommodations
- GTWs on NJT RiverLine have shunting issues related to leaves on track; utilize a high pressure water wash system
- GTWs on CapMETRO have shunting issues – running single cars; regular rail cleaning (Monday am + weather related)

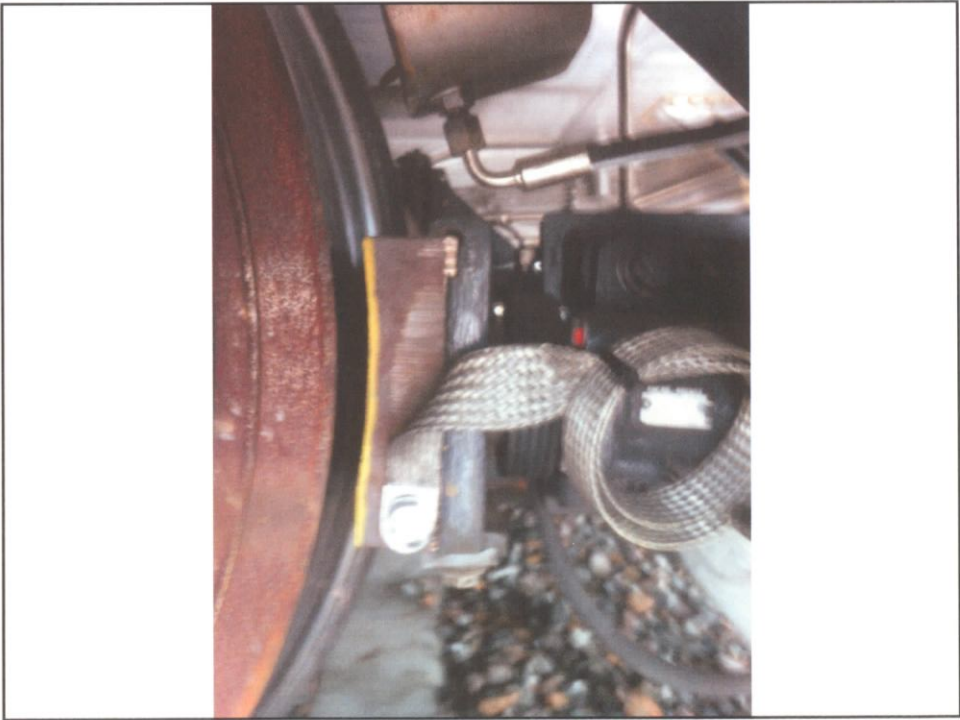
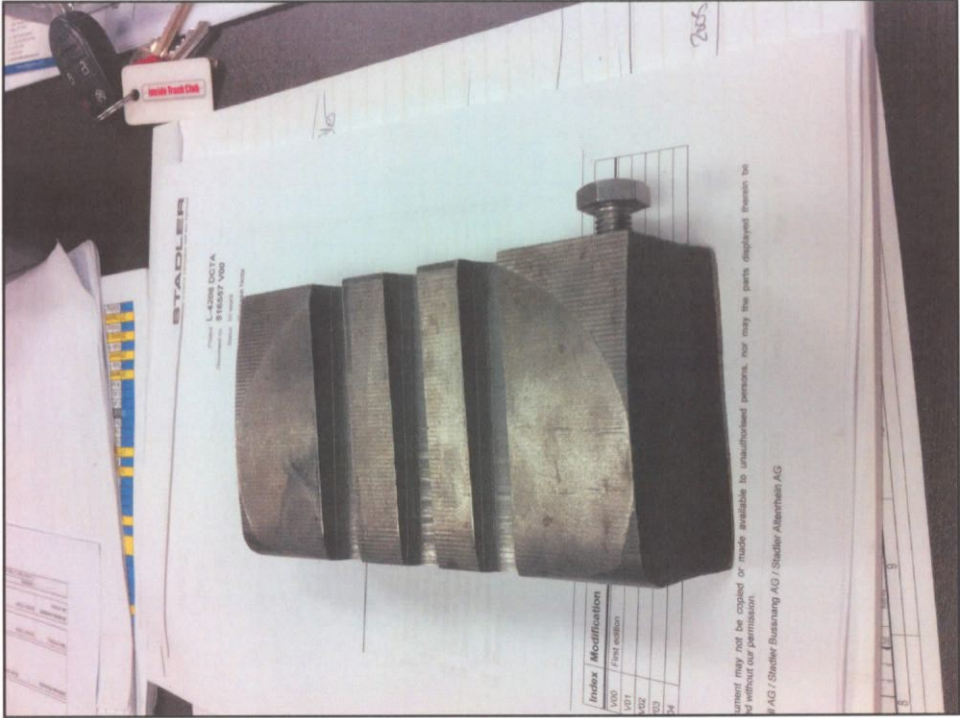
A-train Observations

- Single GTWs shunt more poorly than two car train sets apparently due to fewer axles
- Two car BUDD trains do not have shunting issues on our system – more lateral movement on tracks, grounded wheel cleaners, lower single truck weight, but different weight distribution than GTW.
- Performance is clearly weather related – dry and clear weather provides better performance
- Rail polishing is effective
- BUDD type wheel cleaners appear to be effective
- Single GTW at 10mph was detected without fault travelling to Union Station from the Rail OMF.
- Originally installed GTW wheel cleaners were not worn to point of cleaning contact area effectively
- Signal system tuning improved shunting, but did not resolve issue
- Confirmed that resistance across GTW axle was within specifications

Short-Term Actions

- Installation of prototypical BUDD style wheel cleaners with grounding strap on GTW
- Machining of GTW wheel cleaning pads (shape and grooves) and software and pneumatic modification
- Addition of grounding strap to GTW wheel cleaner
- Rail cleaning with hi-rail trailer
- Adjustment to signal system
- Prototype test of car mounted rail cleaner
- Ceasing wheel flange lubrication
- Ensuring minimum sanding to avoid silicon buildup







Future Actions under Consideration

- Car mounted rail scrubber
- 3rd Rail collector system
- Utilize electro mechanical brake for rail cleaning
- Track circuit assistor

8 June 2012 Test Results

- Test completed successfully
- FRA present for test, appeared satisfied
- Cleaned rails prior to test
- Implemented Stadler wheel scrubbers with machined face and grounding straps
- As a result, Shunting Mitigation Plan submitted on June 11, 2012.

Single Car Operation

- Single car operation could significantly reduce costs if a second car is not required for capacity
- CapMETRO currently operates single GTWs with engineer only
- Two car train sets increase number of axles and shunting effectiveness
- FRA requirement has been for DCTA to operate with a conductor due to inability for the crew to cross between the vehicle sets – key issue is assistance during evacuation
- Customer service response with conductor is very positive
- Initial FRA feedback is very negative for single car operation and/or operation without a conductor
- Overcoming shunting and crew size requirements will be best pursued after successful operation and likely with a “game-changing” improvement to the cars or overwhelming proof single cars work for us
- Class 1’s will require minimum two car train sets – a precedent that will be tough to overcome in the eyes of the FRA

Bottom Line

- Initial tests showed concerns over shunting by the GTWs; Team effort to address the issue was successful; Excellent support from HTSI, Stadler, and LTK
- DCTA received approval of both the AVT waiver and the Shunting Mitigation Plan.
- Phased implementation of the GTWs began on Saturday, June 16, 2012
- Current operations include the polishing of the entire alignment and continuous operation of Stadler wheel scrubbers.
- Track wear and our experience may lead to new/improved solutions
- Long-term pursuit of a reliable car-based solution will continue
- We are currently committed to operating two car train sets. Investigation of running single car train sets will continue, but only be pursued with FRA after several months of successful operation and demonstration of successful shunting without BUDD cars in operation.

REPORT TO THE DCTA BOARD OF DIRECTORS FROM BUDGET COMMITTEE CHAIRMAN

WS 3(a)

The Budget Committee meeting and Special called Board of Directors meeting was held at 3:00 p.m., Wednesday, June 13th, 2012 at 1660 S. Stemmons, Suite 250 Conference Room in Lewisville, TX

In attendance were:

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

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

Others: Holmes Murphy representative-Morgan Young

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

Employee Benefits Presentation (Information and discussion only)

- Holmes Murphy & Associates, who serves as a benefit broker to DCTA, provided an overview of current benefits, medical plan experience, benchmarking statistics and next steps regarding renewal plans (Please see attached presentation)
- Discussion of potential FY13 budget impacts.
- Timing for release of RFP and options to mitigate potential increased costs identified after RFP process is complete

Discuss Fiscal Year 2013 Revenues (Information and discussion only)

- Discussion of FY13 revenue projections.
- FY13 revenue projections were discussed for the following revenue sources:
 - Federal and State Grant revenues – reductions compared to FY12 due to completion of RTRFI funded rail project and ARRA related projects
 - Farebox revenue for rail and bus operations. Compared to FY12 Budget - 7% increase for rail and 3% increase for bus farebox with elimination of rail station shuttle.
 - Discussion of sales tax revenue assumptions. Budget Committee requested staff to update sales tax projections to reflect most current sales tax receipts. Sales tax revenue projections and basis for projections will be discussed further at the Budget Committee scheduled for July 11th.

Discuss Fiscal Year 2013 Budget Goals and Objectives (Information and discussion only)

- Discussion of FY13 Goals, Objectives and role of Board in the adoption of Goals and Objectives and as framework for direction to staff.
- Discussion of corresponding Performance measures and role of President and staff and how the performance measures serve as the baseline for the upcoming FY13 budget and future.

**Discuss Administrative Procedure 2006-01 and Budget Amendment Procedures
(Information and discussion only)**

- Discussion of Administrative Procedure 2006-01 relating to Budget Amendment Procedures adopted April 2006 and its applicability to DCTA's current budget process.
- Budget Committee requested that staff incorporate the appropriate language as needed into the Financial Policies and current Budget Process document. Revision to the Financial Policies will be brought back for review by the Budget Committee and subsequent recommendation to the Board.

Meetings adjourned at 5:00pm

Budget Committee

Chair – Paul Pomeroy

Members –Richard Huckaby, Dave Kovatch, Tom Spencer

Staff Liaison – Anna Mosqueda – CFO

ATTACHMENT "A"



Special Called Meeting of the DCTA Board of Directors
and the Budget Committee
of the DCTA Board of Directors
3:00 p.m., June 13, 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) ITEMS FOR DISCUSSION / FORWARD FOR BOARD CONSIDERATION
 - a. Employee Benefits Presentation
 - b. Discuss Fiscal Year 2013 Budget
 - i. Revenues
 - ii. Goals & Objectives
 - c. Discuss Administrative Procedure 2006-01: Budget Amendment Procedures

2) 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 06/08/2012 at 1:45 p.m.

Leslee Bachus, Executive Assistant



Budget Committee Memo
Subject: 1 (a) Employee Benefits

June 13, 2012

Background

Holmes Murphy, Inc. acts on behalf of DCTA to research, review, bid and make recommendations to add or make changes annually in the benefits provided in the employee benefit package for the FY 2013 benefit cycle.

Identified Need

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

In order to provide background information and address any questions regarding DCTA employee benefits, Jarrad Willis and Justine Griggs with Holmes Murphy, Inc. will provide an overview of current benefits, benchmarking statistics and renewal strategic plans. A copy of the presentation is attached.

Financial Impact

The proposed FY 2013 budget projections have no financial impact at this time. This is for information and discussion purposes only.

Recommendation

No recommendation - this is for discussion purposes.

Thank you,
Shanna O'Gilvie

Submitted by: 
Shanna O'Gilvie, Management Specialist

Final Review: 
Anna Mosqueda, Vice President

Approval: 
Jim Cline, President

{ Holmes Murphy & Associates }



We're for you.

DCTA and TMDC

2013 Benefit Renewals

Budget Committee Presentation

June 13, 2012



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

Agenda

- **Plan Experience**
 - Medical Coverage Enrollment
 - Premiums vs. Claims – Loss Ratio
- **2013 Strategic Planning**
 - Benefit Budget Projections
 - Review All Lines of Coverage
 - Marketing Timeline
- **Healthcare Reform**

Plan Experience

Medical Plan Experience: (Jan 2011 – April 2012)

- DCTA enrollment has increased 11% since December 2011
- TMDC enrollment has increased 4% since December 2011
- DCTA current loss ratio for 2012 is 84.1%. In 2011, the loss ratio was 75%.

We have had 3 large claims months this year and claims are continuing to rise. The next 3 months of data will be a key factor in the BCBS renewal.

- TMDC current loss ratio is 155.2% In 2011, the loss ratio was 77%. We have had 4 large claim months since Dec. 2011. The next 3 months of data will be an important factor in the BCBS renewal but the first months of 2012 have had a significant impact on the plan and associated loss ratio.

2013 Strategic Planning

DCTA

- Need to bid for 2013
 - Medical/Rx, Dental and Vision
- Rate Guarantee in place through 2014
 - Life / AD&D
 - STD and LTD
 - FSA/COBRA

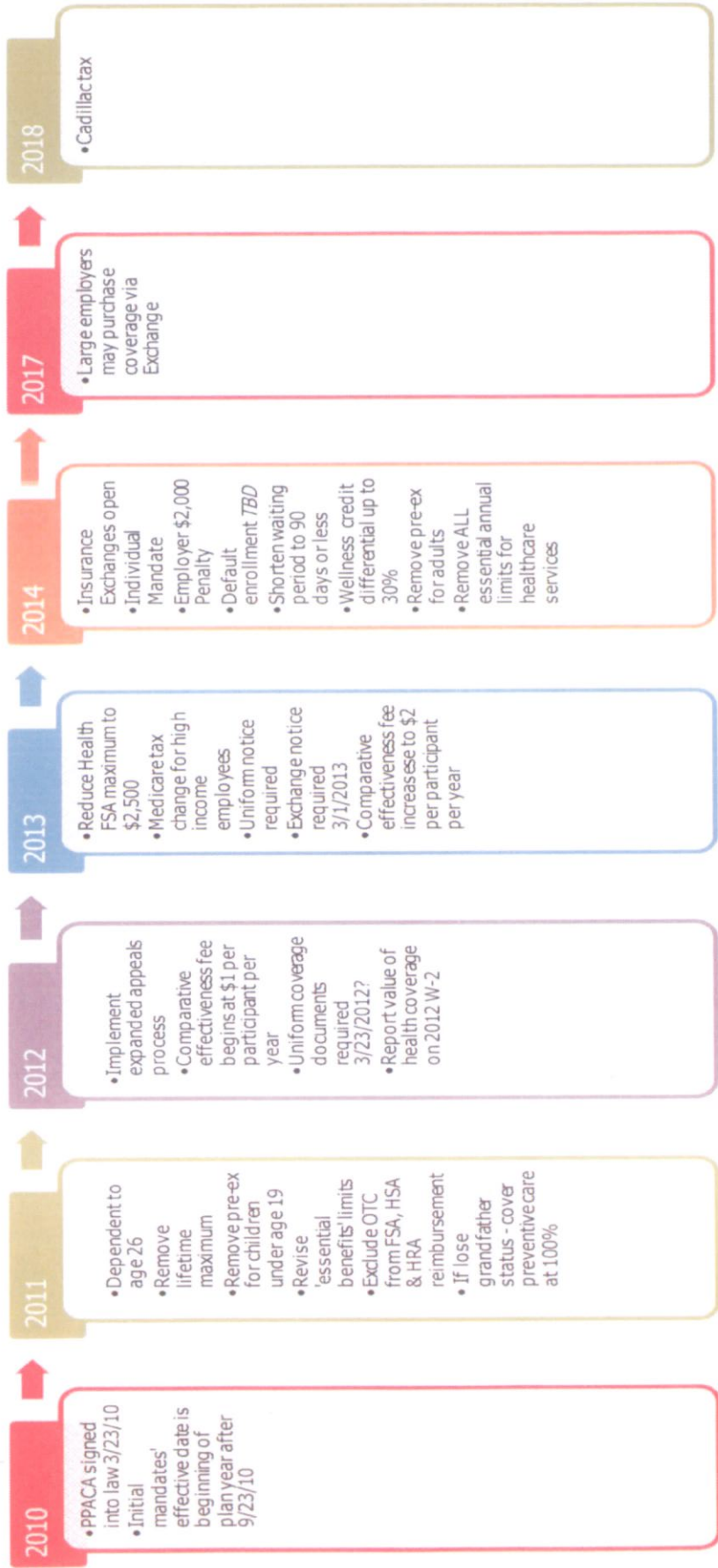
TMDC

- Need to bid for 2013
 - Medical/Rx, Dental and Vision
- Rate Guarantee in place through 2013
 - Life / AD&D
 - STD and LTD
- Rate Guarantee in place through 2014
 - FSA
 - COBRA

Budget Projection

- DCTA – Projecting a 9% renewal increase (with no plan changes)
- TMDC – Projecting a 20% renewal increase (with no plan changes)

Health Care Reform Timeline



Guidance continues to be released revising interpretation of legislation. Future legislation may change/add/delete requirements listed above.



Next Steps

- Holmes Murphy will send out RFPs for Medical/Rx, Dental and Vision for DCTA and TMDC
- Holmes Murphy will provide marketing results to DCTA/TMDC
- DCTA/TMDC finalize renewal decisions
- Confirm Open Enrollment Dates
- Schedule Open Enrollment Meetings

HISTORICAL REVENUE SUMMARY

Revenue Source	Actual FY 2010		Actual FY 2011		Budget FY 2012		FY 2013												Total
	Oct 09 - Sept 10	Oct 10 - Sept 11	Oct 10 - Sept 11	Oct 11 - Sept 12	Oct 11 - Sept 12	Oct 11 - Sept 12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	
BUS																			
Passenger Revenues	164,729	264,057	190,979	190,979	190,979	190,979	25,285	25,285	25,285	25,285	25,285	25,285	25,285	25,285	25,285	25,285	25,285	25,285	25,285
Connect	93,972	84,192	91,777	91,777	91,777	91,777	6,819	6,753	7,128	7,062	6,753	7,128	6,753	7,062	6,820	6,753	7,371	6,201	6,201
Access	189,104	123,231	20,149	20,149	20,149	20,149	-	-	-	-	-	-	-	-	-	-	-	-	-
Commuter Express	122	332	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NCTC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contract Services	40,000	40,000	59,000	59,000	59,000	59,000	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083
Connect	2,246,789	2,414,566	2,809,987	2,809,987	2,809,987	2,809,987	325,444	313,392	205,261	158,405	311,238	283,040	325,444	201,931	104,891	92,837	139,419	327,598	2,785,900
UNT	52,011	105,470	144,369	144,369	144,369	144,369	12,165	12,165	12,744	12,744	12,165	12,744	12,165	12,744	12,165	12,165	13,324	11,391	145,662
Access	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NCTC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 2,908,846	\$ 3,031,848	\$ 3,316,262	\$ 3,316,262	\$ 3,316,262	\$ 3,316,262	\$ 373,797	\$ 361,678	\$ 255,502	\$ 207,580	\$ 359,525	\$ 332,280	\$ 373,730	\$ 251,106	\$ 153,245	\$ 141,123	\$ 189,482	\$ 374,558	\$ 3,373,605

Revenue Source	Actual FY 2010		Actual FY 2011		Budget FY 2012		FY 2013												Total
	Oct 09 - Sept 10	Oct 10 - Sept 11	Oct 10 - Sept 11	Oct 11 - Sept 12	Oct 11 - Sept 12	Oct 11 - Sept 12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	
RAIL																			
Revenue Source	102,615	110,472	48,000	48,000	48,000	48,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Rail Farebox	132,193	183,574	62,000	62,000	62,000	62,000	1,385,756	1,467,497	2,054,516	1,345,805	1,394,506	1,708,252	1,405,555	1,405,789	1,687,584	1,349,345	1,350,488	1,546,730	18,106,923
RTNFI Interest	16,188,072	17,135,359	17,579,537	17,579,537	17,579,537	17,579,537	1,388,756	1,470,497	2,057,516	1,349,805	1,397,606	1,711,252	1,412,955	1,405,789	1,690,584	1,352,345	1,353,488	1,549,730	18,142,923
Sales Tax	16,422,880	17,425,405	17,689,537	17,689,537	17,689,537	17,689,537	1,388,756	1,470,497	2,057,516	1,349,805	1,397,606	1,711,252	1,412,955	1,405,789	1,690,584	1,352,345	1,353,488	1,549,730	18,142,923
Total	\$ 102,615	\$ 110,472	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 36,000

Revenue Source	Actual FY 2010		Actual FY 2011		Budget FY 2012		FY 2013												Total
	Oct 09 - Sept 10	Oct 10 - Sept 11	Oct 10 - Sept 11	Oct 11 - Sept 12	Oct 11 - Sept 12	Oct 11 - Sept 12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	
DCTA																			
Revenue Source	102,615	110,472	48,000	48,000	48,000	48,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Grant Income	132,193	183,574	62,000	62,000	62,000	62,000	1,385,756	1,467,497	2,054,516	1,345,805	1,394,506	1,708,252	1,405,555	1,405,789	1,687,584	1,349,345	1,350,488	1,546,730	18,106,923
Misc. Revenue	16,188,072	17,135,359	17,579,537	17,579,537	17,579,537	17,579,537	1,388,756	1,470,497	2,057,516	1,349,805	1,397,606	1,711,252	1,412,955	1,405,789	1,690,584	1,352,345	1,353,488	1,549,730	18,142,923
Sales Tax	16,422,880	17,425,405	17,689,537	17,689,537	17,689,537	17,689,537	1,388,756	1,470,497	2,057,516	1,349,805	1,397,606	1,711,252	1,412,955	1,405,789	1,690,584	1,352,345	1,353,488	1,549,730	18,142,923
Total	\$ 102,615	\$ 110,472	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 36,000

Revenue Source	Actual FY 2010		Actual FY 2011		Budget FY 2012		FY 2013												Total
	Oct 09 - Sept 10	Oct 10 - Sept 11	Oct 10 - Sept 11	Oct 11 - Sept 12	Oct 11 - Sept 12	Oct 11 - Sept 12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	
GRANTS																			
Revenue Source	1,249,340	2,246,138	3,023,249	3,023,249	3,023,249	3,023,249	716,079	176,500	177,345	177,000	177,000	177,000	177,000	177,000	177,000	178,579	177,500	177,500	2,665,503
Federal Operating Grants	2,012,840	3,126,333	2,696,891	2,696,891	2,696,891	2,696,891	509,594	504,556	480,706	460,556	460,556	460,556	470,556	660,556	695,556	885,556	766,744	499,979	6,835,471
Federal Capital Grants	170,109	135,071	108,150	108,150	108,150	108,150	9,561	9,561	9,561	9,561	9,561	9,561	9,561	9,561	9,561	9,561	9,561	9,561	114,732
State Operating Grants	102,970,259	77,935,642	6,768,962	6,768,962	6,768,962	6,768,962	79,949	79,949	79,949	79,949	79,949	79,949	79,949	79,949	79,949	84,949	84,949	84,949	577,194
State Capital Grants	106,402,548	83,350,184	12,597,252	12,597,252	12,597,252	12,597,252	770,566	770,566	727,861	727,866	734,566	734,566	734,566	854,517	902,117	1,093,696	973,805	697,040	10,192,900
Total	\$ 1,249,340	\$ 2,246,138	\$ 3,023,249	\$ 3,023,249	\$ 3,023,249	\$ 3,023,249	\$ 716,079	\$ 176,500	\$ 177,345	\$ 177,000	\$ 177,000	\$ 177,000	\$ 177,000	\$ 177,000	\$ 177,000	\$ 178,579	\$ 177,500	\$ 177,500	\$ 2,665,503

TOTAL REVENUES \$ 125,734,274 \$ 104,006,120 \$ 34,173,418

Total FY 2012 Projected Revenue \$32,319,211

SALES TAX PROJECTION ANALYSIS

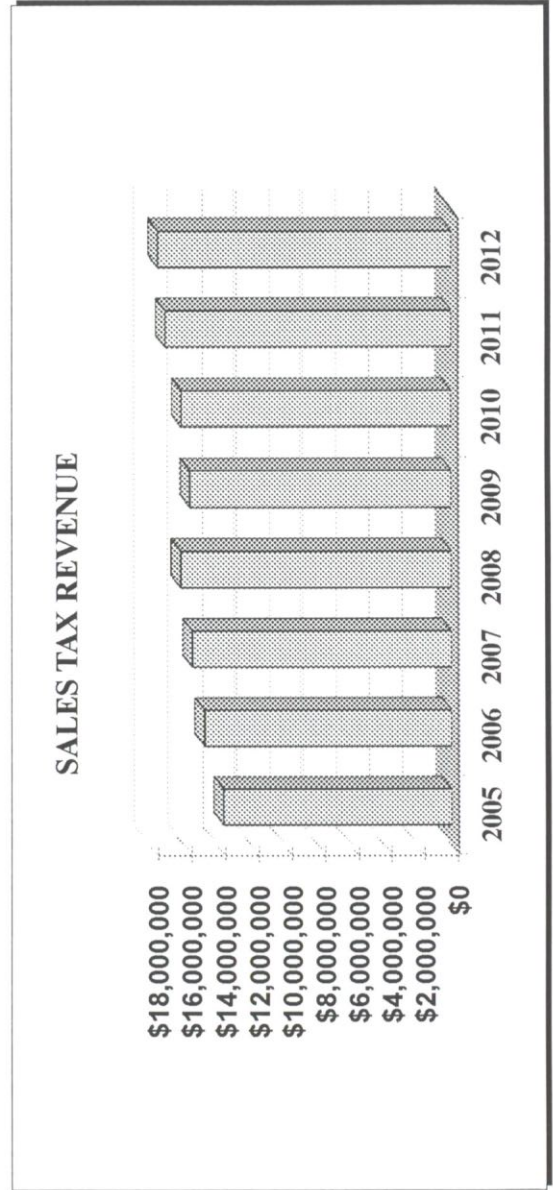
	Multiplier						
	FY 2009 / 2010 Actuals	FY2010-2011 Actuals	Original FY12 Budget	Revised FY12 Budget	Projected FY2012-2013 @ 2% growth	Projected FY2012-2013 @ 3% growth	Projected FY2012-2013 @ 4% growth
October	1,102,497.79	1,261,014	1,298,844	1,345,394	1,372,302	1,385,756	1,399,210
November	1,205,326.15	1,289,592	1,328,280	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	2,034,569	2,054,516	2,074,462
January	1,161,862.65	1,232,517	1,269,493	1,307,578	1,333,729	1,346,805	1,359,881
February	1,075,645.82	1,182,101	1,217,564	1,353,986	1,381,066	1,394,606	1,408,145
March	1,532,639.13	1,650,410	1,610,191	1,658,497	1,691,667	1,708,252	1,724,837
April	1,302,735.61	1,290,268	1,328,641	1,368,500	1,395,870	1,409,555	1,423,240
May	1,261,270.38	1,361,535	1,325,091	1,364,844	1,392,141	1,405,789	1,419,437
June	1,514,097.48	1,639,148	1,590,710	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	1,336,244	1,349,345	1,362,445
August	1,306,098.08	1,419,245	1,272,964	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	1,531,714	1,546,730	1,561,747
Total	\$16,188,072.14	17,135,359	16,909,740	17,579,537	\$17,931,127	\$18,106,923	\$18,282,718

**DENTON COUNTY TRANSPORTATION AUTHORITY
SALES TAX REVENUE
LAST EIGHT FISCAL YEARS**

Fiscal Year	Sales Tax Revenue	Compounded	
		Percent Change from Base Year ⁽¹⁾	Percent Change from Prior Year
2005	\$ 13,685,028		
2006	\$ 14,796,379	8.1%	8.1%
2007	\$ 15,530,585	13.5%	5.0%
2008	\$ 16,208,354	18.4%	4.4%
2009	\$ 15,666,457	14.5%	-3.3%
2010	\$ 16,188,072	18.3%	3.3%
2011	\$ 17,135,359	25.2%	5.9%
2012	\$ 17,579,537	28.5%	2.6%
Average Growth			2.9%

Note:

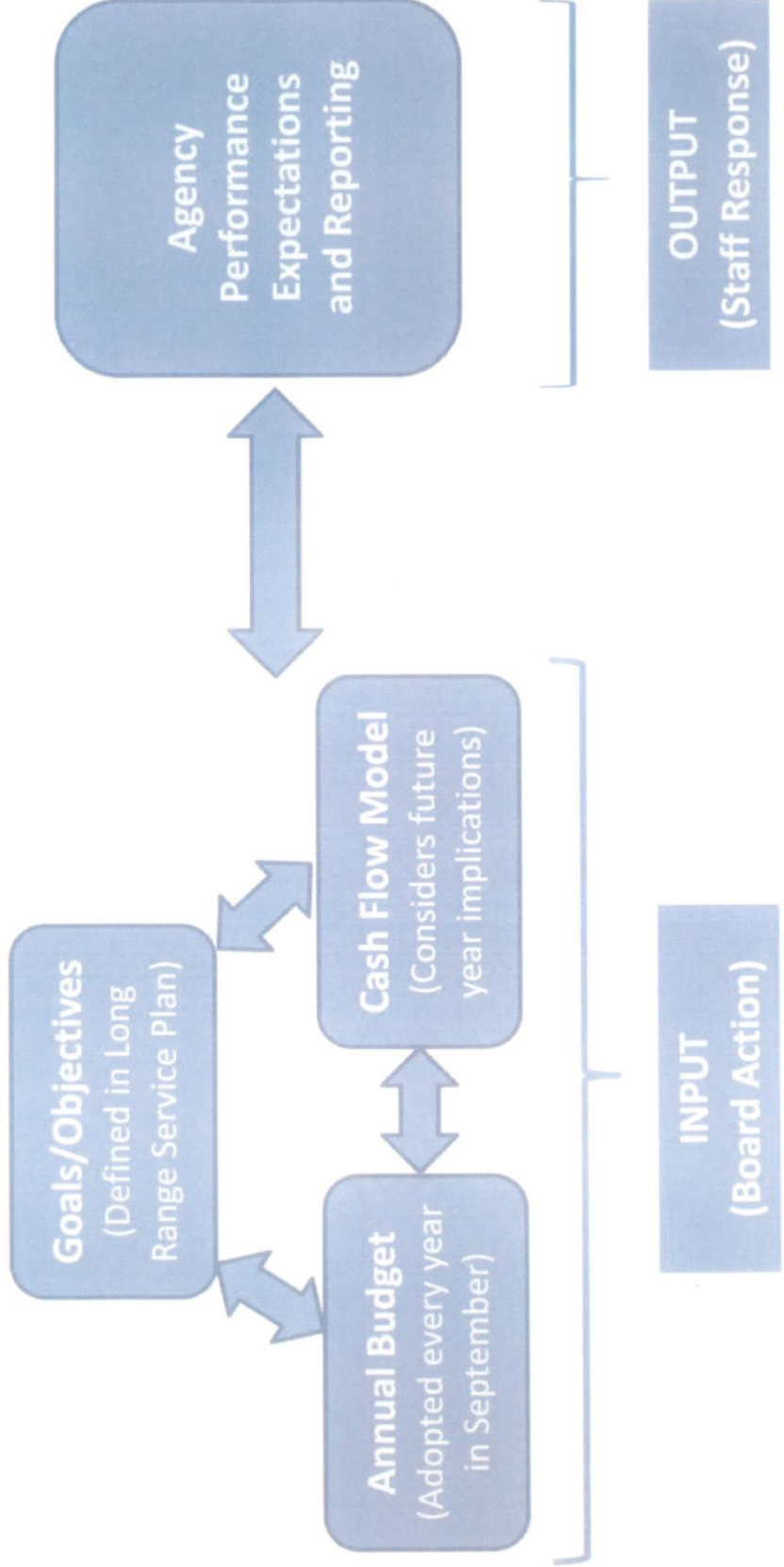
⁽¹⁾ Base year for 2006 through 2011 is 2005



Rail Revenue Estimates FY13
DRAFT 6/13/12

	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	FY12 Total
Average Daily Passengers	1,750	1,550	1,200	1,350	1,500	1,650	1,650	1,450	1,400	1,475	1,475	1,775	1,519
Monthly Passengers	38,500	34,100	25,500	29,700	31,500	36,300	36,300	31,900	30,800	32,450	32,450	39,050	398,550
Average Fare	\$1.53	\$1.53	\$1.53	\$1.53	\$1.53	\$1.53	\$1.53	\$1.53	\$1.53	\$1.53	\$1.53	\$1.53	\$1.53
Total Revenue	\$58,905	\$52,173	\$39,015	\$45,441	\$48,195	\$55,539	\$55,539	\$48,807	\$47,124	\$49,649	\$49,649	\$59,747	\$609,782

DCTA Budget Development - Defining Expectations and Measuring Success



FY13 Agency Goals & Objectives

Goal 1: Maximize service efficiency and reliability

Objectives:

Ensure availability of sufficient safe and reliable in-service vehicles to meet the daily pullout requirements for DCTA

Operate on-schedule within adopted on-time performance standards

Consistently monitor and evaluate services in accordance with adopted service standards

Minimize non-revenue hours operated on all services

Maintain a minimum/maximum fleet size that ensures an optimal spare to in-service fleet ratio

Operate consistent headways whenever possible

Build services around a network of intercity and local feeder services, as well as local routes/service in urban areas

Assign vehicles by service type

Goal 2: Maximize the effectiveness of service for DCTA's ridership markets

Objectives:

Minimize service overlap/duplications

Provide access to major centers of demand from all parts of the DCTA service areas

Ensure routes are easy to understand

Bi-directional service should be provided by most route segments, so that transit provides an equivalent alternative to for travel in both directions

Transfers should be convenient and fast between routes

Operate routes directionally, minimizing the amount of off-directional travel

Implement strategies to speed transit service, particularly along congested corridors

Ensure adequate vehicle capacity to maintain passenger loads within the adopted maximum load standards established for fixed-route services

Goal 3: Increase the visibility and elevate the image of the Authority

Objectives:

Provide more effective communications and marketing tools to promote transit use and to advance the vision, mission and goals of the Authority

Improve the passengers' experience through enhanced bus stops and passenger amenities

Provide easy-to-understand signage and passenger information that promotes the ease of use of the Authority's services

Ensure transparency and openness to the public throughout all of the agency activities

Partner with local organizations, businesses, municipalities and other agencies to enhance DCTA's community outreach and information efforts

Goal 4: Expand DCTA's services into areas where transit has a likelihood of success

Objectives:

Provide outreach to non-participating cities and other potential public or private partners

Negotiate potential pilot programs and partnership to introduce transit services into communities where service is not currently available

Ensure that each new service is financially feasible, meets performance standards and does not negatively impact existing services

Goal 5: Coordinate regional services with other regional transit providers

Objectives:

Meet quarterly with transit staff from adjacent properties to review service options and coordination opportunities

Co-author grant applications with regional agencies and planning entities

Consider joint operations/shared funding of transit services that cross county boundaries

Ensure promotion of vanpools and other ridesharing opportunities at major employers throughout North Texas

Goal 6: Tie the provision of transit to land-use and the resulting demand levels

Objectives:

Existing services that fail to achieve established performance standards should be considered for remedial action

Existing services that significantly exceed standards should be augmented

Primary transit services focus on corridors where compact development patterns that feature a mix of residential, retail, and employment activities exist. Secondary transit service will operate in a mix of medium density, and in some cases, lower density neighborhoods

Goal 7: Advocate sustainable development practices that support transit

Objectives:

Advocate for transit-friendly building practices, working with planning staff and developers to ensure planned and future development meets transit service access criteria

Work with Denton County and its jurisdictions to enact zoning regulations that facilitate dense transit-oriented development to be focused near A-train and future rail or express bus stations

Support establishment of building orientation and pedestrian accessibility recommendations for new development, so that the development that occurs is convenient to the transit rider

Encourage higher density development and relaxed parking requirements in neighborhoods within easy access to high-ridership corridors

Encourage the establishment of local policies requiring new transit-dependent land uses, such as social service offices and community colleges, should be located on transit routes

Support infrastructure projects, especially along the transit corridors, that complement and/or enhance the system's operational needs

Goal 8: Strive for financial excellence by maintaining fiscally sound and sustainable financial plans and budgets that reflect community priorities and values

Objectives:

Establish and maintain high bond ratings

Develop capital and funding plans for critical infrastructure / replacement / maintenance

Provide accurate and reliable revenue and expenditure forecasts and maintain budget practices that ensure sustainability and continuity of programs and services

Maintain a transparent financial environment free of fraud, waste and abuse

FY13 Agency Goals / Objectives / Performance Expectations

Goal 1: Maximize service efficiency and reliability

Objectives	Agency Performance Expectations
<p>Ensure availability of sufficient safe and reliable in-service vehicles to meet the daily pullout requirements for DCTA</p>	<ul style="list-style-type: none"> • Effectively manage the construction of the Bus Operations and Maintenance Facility to ensure that the facility once constructed meets the Authority's operational and maintenance needs. Target completion date is January 2014. • No more than 2 accidents per 100,000 miles for DCTA Bus Operations • Maintain zero FRA reportable worker injuries • Maintain rail vehicle up-time at 90% • 100% of preventative maintenance performed on-time • Insure timely vehicle procurements consistent with all operating and funding requirements
<p>Operate on-schedule within adopted on-time performance standards</p>	<ul style="list-style-type: none"> • 95% on-time performance for bus services • 99% on-time performance for A-train service
<p>Consistently monitor and evaluate services in accordance with adopted service standards</p>	<ul style="list-style-type: none"> • Increase Access passengers per hour to 2.25 • Increase system ridership by 10% • Decrease cost per passenger system wide • Provide accurate and timely financial data used to evaluate services monthly by the 10th working day
<p>Minimize non-revenue hours operated on all services</p>	<ul style="list-style-type: none"> • Revenue Service Hours to Total Hours Ratio (+85%)
<p>Maintain a minimum/maximum fleet size that ensures an optimal spare to in-service fleet ratio</p>	<ul style="list-style-type: none"> • Conduct auctions and insure timely and proper disposal of vehicles and other equipment (Spare ratio <= 20%)
<p>Operate consistent headways whenever possible</p> <p>Build services around a network of intercity and local feeder services, as well as local routes/service in urban areas</p> <p>Assign vehicles by service type</p>	<ul style="list-style-type: none"> • Improve overall service delivery with each planned schedule update

FY13 Agency Goals / Objectives / Performance Expectations

Goal 2: Maximize the effectiveness of service for DCTA's ridership markets

Objectives	Agency Performance Expectations
<p>Minimize service overlap/duplications</p> <p>Provide access to major centers of demand from all parts of the DCTA service areas</p> <p>Ensure routes are easy to understand</p>	<ul style="list-style-type: none"> • Increase access to the Denton and Lewisville Connect system through route expansion to serve major employment and residential areas. (Accomplish during the January service update if funding permits) • Provide 100 separate travel training sessions • Effectively train 30 individuals to take trips on Connect and the A-train
<p>Bi-directional service should be provided by most route segments, so that transit provides an equivalent alternative to for travel in both directions</p> <p>Transfers should be convenient and fast between routes</p> <p>Operate routes directionally, minimizing the amount of off-directional travel</p> <p>Implement strategies to speed transit service, particularly along congested corridors</p> <p>Ensure adequate vehicle capacity to maintain passenger loads within the adopted maximum load standards established for fixed-route services</p>	<p>Successfully implement with schedule revisions in August and January</p>

FY13 Agency Goals / Objectives / Performance Expectations

Goal 3: Increase the visibility and elevate the image of the Authority

Objectives	Agency Performance Expectations
<p>Provide more effective communications and marketing tools to promote transit use and to advance the vision, mission and goals of the Authority</p>	<ul style="list-style-type: none"> • Provide proactive and effective customer service that allows for increased use of DCTA's services and the regional transit network. • Number of GovRequest interactions and average response time. Goal of closure within seven days. • Monitor call center capacity and customer response through measurement of talk time, hold time, and dropped call • Coordinate with regional customer service staff to ensure seamless connectivity. • Evaluate call center infrastructure and staffing to ensure both are adequate. • Annual marketing initiatives will include Ozone and ETR outreach, vanpool, University Pass Program, local fixed-route and A-train. • Targeted marketing and communication efforts will be focused around service changes and key events • Maximize media exposure and increase earned media value.
<p>Improve the passengers' experience through enhanced bus stops and passenger amenities</p>	<ul style="list-style-type: none"> • Install 26 bus shelters in Denton and at four rail stations • Install schedule holders along the bus routes in Lewisville and Denton and rail stations and 9 kiosks.
<p>Provide easy-to-understand signage and passenger information that promotes the ease of use of the Authority's services</p>	<ul style="list-style-type: none"> • Produce and print ridership materials twice a year two weeks in advance of any service changes • Hold at least one focus-group with passengers annually to discuss improvements to passenger information • Implement Where's My Ride predictive travel information (September 2013) • Implement SMS text rider alert system (December 2012) • Develop mobile website (September 2013)
<p>Ensure transparency and openness to the public throughout all of the agency activities</p>	<ul style="list-style-type: none"> • Encourage public participation by conducting public meetings and community outreach in accordance with the Authority's Public Involvement Plan • Actively engage and inform the public through a variety of formats including traditional and social media • Provide regular communication with stakeholders during capital project development and implementation • Provide presentation opportunities to civic groups and neighborhood associations • Continue to meet criteria for TX State Comptrollers Transparency Project- Leadership Circle Silver Award. Present options to meet Gold level. (Also noted in Goal 8) • Optimize visibility and access to procurement opportunities via e-procurement processes using BidSync • Maintain DCTA Employment website with current opportunities and provide reliable information for those seeking employment • Identify opportunities for collaboration with local universities on internships and relevant research • Maintain a competitive compensation and benefits package for employees • Implement targeted programs and incentives that address employee safety, wellness, professional development and productivity
<p>Partner with local organizations, businesses, municipalities and other agencies to enhance DCTA's community outreach and information efforts</p>	<ul style="list-style-type: none"> • Number of marketing partnerships and employer outreach • Number of community events and individuals reached • Develop a transit advertising program that encourages local participation and generates additional non-operating revenue • Support regional reciprocal fare agreement with DART and the "T" • Participate in fare payment initiatives that promote regional cooperation. • Evaluate use of shared services agreements

FY13 Agency Goals / Objectives / Performance Expectations

Goal 4: Expand DCTA's services into areas where transit has a likelihood of success

Objectives	Agency Performance Expectations
<p>Provide outreach to non-participating cities and other potential public or private partners</p>	<ul style="list-style-type: none"> • Host a county-wide lunch with local and state elected officials prior to legislative session to discuss long-term vision, opportunities and key legislative strategies. • Work with region to encourage local participation of corridor planning of the key corridors identified in the Service Plan. • Meet with board members and elected officials in those key corridors to measure interest and need and determine appropriate next steps.
<p>Negotiate potential pilot programs and partnership to introduce transit services into communities where service is not currently available</p>	<ul style="list-style-type: none"> • Introduce legislation that will encourage Class I railroads to allow shared-use of freight corridors. • Partner with DART and The T to advance the CottonBelt/TexRail. • Promote the vanpool program in areas that are currently not served by DCTA.
<p>Ensure that each new service is financially feasible, meets performance standards and does not negatively impact existing services</p>	

FY13 Agency Goals / Objectives / Performance Expectations

Goal 5: Coordinate regional services with other regional transit providers

Objectives	Agency Performance Expectations
<p>Meet quarterly with transit staff from adjacent properties to review service options and coordination opportunities</p>	<ul style="list-style-type: none"> • Quarterly meetings with customer service staff. • Quarterly meetings with planning staff. • Quarterly meetings with marketing and communications staff. • More frequent meetings to discuss special projects, events or issues.
<p>Co-author grant applications with regional agencies and planning entities</p>	<ul style="list-style-type: none"> • Quarterly meeting with Dart and "T" on regional services issues • Pursue joint funding for positive train control. • Pursue joint funding for passenger information and planning tools that encourage seamless connectivity. • Support regional initiatives with other transit agencies and NCTCOG
<p>Consider joint operations/shared funding of transit services that cross county boundaries</p>	<ul style="list-style-type: none"> • Actively participate in the planning and implementation of the CottonBelt. • Modify the A-train regional fare boundary and incorporate a DCTA ticket vending machine at Trinity Mills station, allowing passengers to pay a local fare when utilizing only one service • Review all opportunities for shared services and identify opportunities for interlocal agreements that assist DCTA in minimizing expenditures
<p>Ensure promotion of vanpools and other ridesharing opportunities at major employers throughout North Texas</p>	<ul style="list-style-type: none"> • Participate in regional events. • Target Denton County employers that have employees driving from outside of Denton County. • Evaluate vanpool opportunities for Wise County residents who work in Denton County. • Promote ridesharing opportunities through use of DCTA's station parking lots.

FY13 Agency Goals / Objectives / Performance Expectations

Goal 6: Tie the provision of transit to land-use and the resulting demand levels

Objectives	Agency Performance Expectations
<p>Existing services that fail to achieve established performance standards should be considered for remedial action</p> <p>Existing services that significantly exceed standards should be augmented</p> <p>Primary transit services focus on corridors where compact development patterns that feature a mix of residential, retail, and employment activities exist. Secondary transit service will operate in a mix of medium density, and in some cases, lower density neighborhoods</p>	<ul style="list-style-type: none"> • Utilize long term financial planning with cash flow model to define opportunities to fund most promising service level • Bring forward affordable options for service enhancements during schedule update

FY13 Agency Goals / Objectives / Performance Expectations

Goal 7: Advocate sustainable development practices that support transit

Objectives	Agency Performance Expectations
<p>Advocate for transit-friendly building practices, working with planning staff and developers to ensure planned and future development meets transit service access criteria</p>	<ul style="list-style-type: none"> • Participate in city and regional planning initiatives. • Provide examples of best practices to DCTA's member cities that encourage pedestrian and transit accessibility. • Offer speaking and presentation opportunities on sustainable development and transit supportive design. • Continue the development of positive relationships with member city staffs in order to promote transit supportive development
<p>Work with Denton County and its jurisdictions to enact zoning regulations that facilitate dense transit-oriented development to be focused near A-train and future rail or express bus stations</p>	<ul style="list-style-type: none"> • Provide technical assistance to local and regional officials
<p>Support the establishment of building orientation and pedestrian accessibility recommendations for new development, so that the development that occurs is convenient to the transit rider</p>	<ul style="list-style-type: none"> • Monitor new development activity in member cities and provide feedback.
<p>Encourage higher density development and relaxed parking requirements in neighborhoods within easy access to high-ridership corridors</p>	<ul style="list-style-type: none"> • Provide technical assistance to development of professionals to encourage transit supportive development.
<p>Encourage the establishment of local policies requiring new transit-dependent land uses, such as social service offices and community colleges, should be located on transit routes</p>	<ul style="list-style-type: none"> • Serve as a technical resource for Denton County and local jurisdictions in the development of policies associated with transit-dependent land uses.
<p>Support infrastructure projects, especially along the transit corridors, that complement and/or enhance the system's operational needs</p>	<ul style="list-style-type: none"> • Monitor projects along the corridor. Support public and private development by serving as a technical resource on the planning and construction of infrastructure projects that complement and enhance DCTA's system operational needs and long-range plans. • Identify funding methods and sources for capital needs in long-range service plan

FY13 Agency Goals / Objectives / Performance Expectations

Goal 8: Strive for financial excellence by maintaining fiscally sound and sustainable financial plans and budgets that reflect community priorities and values

Objectives	Agency Performance Expectations
Establish and maintain high bond ratings	<ul style="list-style-type: none"> • Prepare agency to obtain credit rating by making progress toward incorporating S&P Criteria for "Top 10 Management Characteristics of Highly Rated Credits" into DCTA operations
Develop capital and funding plans for critical infrastructure / replacement / maintenance	<ul style="list-style-type: none"> • Adopt 5-year capital plan as part of annual budget process • Continue utilization of Long-Term Financial Planning cash flow model to guide decision making for capital needs.
Provide accurate and reliable revenue and expenditure forecasts and maintain budget practices that ensure sustainability and continuity of programs and services	<ul style="list-style-type: none"> • Complete sales tax audit • Implement review of risk insurance coverage for DCTA operations • Develop full functionality of new financial system. • Insure proper grant management and timely reporting. • Monitor and insure timely reimbursement of all allowable grant expenditures • Establish and maintain reserves per adopted Financial Policies • Maintain internal debt coverage ratio at 1.25x
Maintain a transparent financial environment free of fraud, waste and abuse	<ul style="list-style-type: none"> • Begin the development of a joint procurement with DART and The T for contract rail operations and maintenance • Manage grant and contract compliance in accordance with federal standards on federally funded projects. • Timely reporting of transit data, project milestones and grant progress to the Board, NCTCOG and appropriate state and federal agencies. • Achieve unqualified audit opinion and completion of annual audit within 6 months of year-end. • Earn Government Finance Officers Assoc. recognition for: Distinguished Budget Award Certificate of Excellence in Financial Reporting • Maintain well defined annual budget process that incorporates opportunity for public input. • Maintain compliance and accountability of P-card program • Review and update process/procedures annually • Continue to meet criteria for TX State Comptrollers Transparency Project- Leadership Circle Silver Award. Present options to meet Gold level. (Also noted in Goal 3)



ADMINISTRATIVE PROCEDURE

AP Number: 2006-01
Subject: Revised AP 2004-2 Budget Amendment Procedures
Date Effective: April 27, 2006

Background:

The DCTA budget is a well calculated estimate as to what will be needed for expenditures in the fiscal year. Budget estimates are often prepared months in advance of the actual expenditures. The possibility that the actual amount of the expenditure will be known in exact terms at the time of the budget preparation is unlikely. Therefore, during the fiscal year, it may become necessary to reforecast the annual expenditures and modify the budget by amendment. Amendments may be required due to material changes in the operating plan or an unforeseen change in contract terms and other unforeseen changes in the economy or the financial condition of DCTA. DCTA has incorporated the following process to govern budget amendments in the form of an Administrative Procedure adopted by the Board of Directors.

Procedure:

1. Staff will monitor the actual expenses and budget variances monthly and determine the need for a budget amendment or transfer.
2. Should staff determine that a budget amendment or transfer is required, they will prepare a form supported by the pertinent back-up material required to describe the modification and the financial impact to the adopted budget.
3. Budget amendments will be submitted for approval, by resolution, for consideration by the DCTA Board.
4. Budget Transfers that result in a Material Change within departments will be approved by the Executive Director and communicated to the DCTA Board with supporting documentation.
5. Upon receiving the requisite approvals, staff will update the budget document and file the amendment.

Expenditures Not To Exceed Budget:

1. Operating Expenses
 - a. DCTA is required to control operating cost and keep the total actual expenditures incurred below the amount of the total annual adopted operating expense budget as amended.
 - b. The DCTA Executive Director may authorize budget transfers between expense categories and departments.
 - c. DCTA may include a request for board authorization for a budget amendment with the board resolution for approval of new contracts and unbudgeted expenditures.

2. Capital Expenditures
 - a. Expenditures for capital asset acquisition must have been approved with the fiscal year capital budget; or
 - b. by Board resolution authorizing the purchase and amendment to the capital expenditure budget.
3. All DCTA amendments and transfers will be reflected in the appropriate period for the budget year and the twenty year plan.

Definitions:

Budget Amendment - Shall mean a change in the fiscal year budget due to a material change in the budgeted expenditures that requires a new line item to be identified or a change in an existing budget item. Written concurrence by the DCTA Board of Directors in the form of a resolution is required to authorize an amendment as specified in this section.

Material Change - Shall mean an increase or decrease in an operating expense, new or existing, greater than \$100,000 and twenty-five percent of the budgeted amount for the operating expense line item.

Budget transfers - Shall mean transfer of funds between departments or specific operating expense line items that neither increase nor decrease the total adopted budget authorization. Budget transfers should only be requested for material changes.

Approved this the 27th day of April, 2006.

BY:

Chairman





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 1:35 p.m. May 24, 2012 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

Attendance

Small Cities

Bill Walker
Tom Spencer

Skip Kalb

Large Cities

Richard Huckaby, Denton
Paul Pomeroy, Highland Village, *Treasurer*
Charles Emery, Lewisville, *Chairman*

Daniel Peugh, Corinth (arrived at 1:45 pm)
Dave Kovatch, The Colony, *Secretary*

Denton County Unincorporated

Charles Correll, *Vice-Chairman*
Don Hartman

Denton County at Large

Thomas Smith (arrived at 3:07 pm)

Board Members Absent

Jim Robertson, Flower Mound
Doug Peach, Little Elm

DCTA Staff

James C. Cline, Jr., P.E.
Dee Leggett, VP Communications and Planning
Jarod Varner VP Transit Operations
Cheri Soileau, Sr. Transit Planner
Madhu Penmetsa, Sr. Accountant
Amanda Riddle, Budget Analyst
Kristina Brevard, Marketing Manager
Ann Boulden, Project Manager Capital Projects
Doug Daly, General Manager Rail Operations
Shanna O'Gilvie, Management Specialist
Athena Forrester

Legal Counsel

Pete Smith

Others in Attendance

Bill Patterson, United Way
Jodi Ramon, United Way
Gary Anderson, United Way
Mark Nelson, City of Denton
Steve Bacchus, City of Lewisville
Parani Palaniappaw, Dikita
Ken Kindle, UNT
Dennis Henning, Parsons Brinckerhoff
Kevin Roden, City of Denton

1. Routine Briefing Items
 - a. Financial Reports – Information presented by Senior Accountant Madhu Penmetsa
 - i. Financial Statements
 - ii. Capital Projects Fund
 - iii. Sales Tax Report

- b. Capital Projects Update – Jim Cline reported on the following topics
 - 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
- c. Communications and Planning – Briefing by Dee Leggett
 - i. Marketing and Communications Initiatives
 - ii. Media Coverage
 - iii. Safety Campaign
 - iv. Customer Service
 - v. Triennial Review
- d. Transit Operations – Jarod Varner provided an update
 - i. Bus Operation
 - ii. Rail Operations
 - iii. April 30, 2012 Service Interruption

*Skip forward to item 4a) Presentation by United Way

- 2. Discussion – Resolution 12-01 Adopting Fiscal Year 2012 Revised Budget / Cash Flow Model – Jim Cline presented information and answered questions on this item.
- 3. Discussion – August Service Level Changes – Introduction by Jim Cline, Presentation by Jarod Varner
- 4. Presentation / Discussion – Bill Patterson introduced presentation by United Way CEO Gary Henderson.
 - a. United Way Presentation on Results of Community Needs Assessment
- 5. Committee Briefings
 - a. Budget Committee – Paul Pomeroy gave an update on committee meeting and reviewed the budget development process
- 6. Discussion of Regular Board Meeting Agenda Items (May 24, 2012) – no further discussion
- 7. Executive Session - none
 - a. As Authorized by Section 551.071(2) of the Texas Government Code, the 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.
- 8. Reconvene Open Session
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.

9. Discussion of Future Agenda Items – Jim Cline advised of topics that will be presented to the Board for consideration in upcoming meetings.
 - a. Disadvantaged Business Enterprise Goal Update
 - b. Board Member Requests
10. Adjourn Work Session – 3:50 pm



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 3:59 p.m. May 24, 2012 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

Attendance

Small Cities

Bill Walker
Tom Spencer

Skip Kalb

Large Cities

Richard Huckaby, Denton
Paul Pomeroy, Highland Village, *Treasurer*
Charles Emery, Lewisville, *Chairman*

Daniel Peugh, Corinth (arrived at 1:45 pm)
Dave Kovatch, The Colony, *Secretary*

Denton County Unincorporated

Charles Correll, *Vice-Chairman*
Don Hartman

Denton County at Large

Thomas Smith (arrived at 3:07 pm)

Board Members Absent

Jim Robertson, Flower Mound
Doug Peach, Little Elm

DCTA Staff

James C. Cline, Jr., P.E.
Dee Leggett, VP Communications and Planning
Jarod Varner VP Transit Operations
Cheri Soileau, Sr. Transit Planner
Madhu Penmetsa, Sr. Accountant
Amanda Riddle, Budget Analyst
Kristina Brevard, Marketing Manager
Ann Boulden, Project Manager Capital Projects
Doug Daly, General Manager Rail Operations
Shanna O’Gilvie, Management Specialist
Athena Forrester

Legal Counsel

Pete Smith

Others in Attendance

Bill Patterson, United Way
Jodi Ramon, United Way
Gary Anderson, United Way
Mark Nelson, City of Denton
Steve Bacchus, City of Lewisville
Parani Palaniappaw, Dikita
Ken Kindle, UNT

CALL TO ORDER - 3:59 pm by Charles Emery

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS – lead by Daniel Peugh

INVOCATION – offered by Charles Emery

WELCOME AND INTRODUCTION OF VISITORS

1. CONSENT AGENDA

- a. Approval of Minutes – April 26, 2012
- b. Acceptance of Financial Reports
-Motion to approve items 1a-b made by Richard Huckaby, 2nd by Dave Kovatch. Motion carried unanimously.

2. REGULAR AGENDA – Items 2a&b discussed together, action taken separately.

- a. Approval of Resolution 12-01 Adopting Fiscal Year 2012 Revised Budget / Cash Flow Model
-Motion to approve Resolution 12-01 Adopting Fiscal Year 2012 Revised Budget / Cash Flow Model as presented made by Dave Kovatch, 2nd by Charles Correll. Motion carried unanimously.

- b. Discussion / Approval of August Service Level Changes
-Motion made by Dave Kovatch to approve August Service Level Changes with the exception of Friday night service as listed on p. 57 of Board Agenda Packet to include: Mid-day rail service, maximize connectivity, Saturday early and late evening service, and moving the fare boundary to Trinity Mills. Motion 2nd by Tom Smith. Motion Carried. Details of vote:

In Favor of Motion: 10
Dave Kovatch
Don Hartman
Richard Huckaby
Paul Pomeroy
Charles Correll
Charles Emery
Tom Spencer
Bill Walker
Skip Kalb
Tom Smith

Against Motion: 1
Daniel Peugh

- Motion made by Richard Huckaby to modify and continue Friday night service as proposed. 2nd by Dave Kovatch. Motion failed. Details of vote:

In Favor of Motion: 5
Don Hartman
Richard Huckaby
Paul Pomeroy
Charles Emery
Skip Kalb

Against Motion: 6
Daniel Peugh
Dave Kovatch
Tom Spencer
Tom Smith
Bill Walker
Charles Correll

- c. Approval of Rail Safety Awareness Month Proclamation
-Motion to approve Rail Safety Awareness Month Proclamation made by Charles Correll, 2nd by Skip Kalb. Motion carried unanimously.
 - d. Discussion / Approval of Alternate Regional Transportation Council Representative. Charles Emery recommended Paul Pomeroy.
-Motion to appoint Paul Pomeroy as Alternate Regional Transportation Council Representative made by Bill Walker, 2nd by Tom Spencer. Motion carried unanimously. Mr. Pomeroy accepted the appointment.
- 3. CHAIR REPORT – Charles Emery discussed the following items
 - a. Committee Appointments
 - b. Discussion of Regional Transportation Issues
 - c. Discussion Legislative Issues: Local, Regional, Federal
- 4. PRESIDENT’S REPORT – Jim Cline introduced Ann Boulden and discussed Ad Hoc Committee reports to the full Board of Directors at monthly meetings.
 - a. Introduction of Ann Boulden, Project Manager Capital Projects
 - b. Ad Hoc Committee Agenda Format / Reports
- 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 5:21 pm
 - a. As Authorized by Section 551.071(2) of the Texas Government Code, the 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 - No action
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
- 8. ADJOURN REGULAR MEETING 5:32 pm
-Motion to adjourn by Charles Correll, 2nd by Paul Pomeroy. Motion carried unanimously.

The minutes of the May 24, 2012 meeting of the Board of Directors were passed, and approved by a vote on this 28th, day of June, 2012.

Charles Emery, Chairman

ATTEST

Dave Kovatch, Secretary



Board of Directors Memo

June 28, 2012

Subject: Discussion/Action Regarding Federal Legislative Consulting Contract

Background

In 2009, DCTA entered into a two-year contract with Carmen Group for the provision of Federal Legislative Consulting services. In August 2011, DCTA exercised a one-year option which expires August 31, 2012. DCTA has two remaining one-year options under the existing contract. DCTA also has the ability to terminate the existing contract "at any time for any reason or cause by thirty (30) days prior written notice."

DCTA staff has spent the last six months reviewing the current scope of work to determine the appropriate level of activities needed to monitor federal legislation. This review included consideration of current staff and consultant activities and a review of peer agencies and member city federal legislative consulting programs.

Based on this review, DCTA staff has refined the scope of work and identified a new contractor to provide a better value and more comprehensive federal legislative services.

Identified Need

DCTA needs continued federal legislative consulting services.

Financial Impact

Current contract with the Carmen Group is an annual fee of \$120,000 with hourly rates for out-of-scope services. The new proposed scope and new contractor will likely require an annual fee of \$75,000 payable in monthly installments of \$6,250.

Recommendation

DCTA staff recommends the Board of Directors authorize the president to cancel the existing contract with appropriate notice and negotiate a two-year contract with three one-year options with the new contractor, Capital Edge.

Final Review:

Dee Leggett,
Vice President

Approval:

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



Board of Directors Memo

June 28, 2012

Subject: Discussion/Action Regarding Federal Legislative Consulting Contract

Background

In 2009, DCTA entered into a two-year contract with Carmen Group for the provision of Federal Legislative Consulting services. In August 2011, DCTA exercised a one-year option which expires August 31, 2012. DCTA has two remaining one-year options under the existing contract. DCTA also has the ability to terminate the existing contract "at any time for any reason or cause by thirty (30) days prior written notice."

DCTA staff has spent the last six months reviewing the current scope of work to determine the appropriate level of activities needed to monitor federal legislation. This review included consideration of current staff and consultant activities and a review of peer agencies and member city federal legislative consulting programs.

Based on this review, DCTA staff has refined the scope of work and identified a new contractor to provide a better value and more comprehensive federal legislative services.

Identified Need

DCTA needs continued federal legislative consulting services.

Financial Impact

Current contract with the Carmen Group is an annual fee of \$120,000 with hourly rates for out-of-scope services. The new proposed scope and new contractor will likely require an annual fee of \$75,000 payable in monthly installments of \$6,250.

Recommendation

DCTA staff recommends the Board of Directors authorize the president to cancel the existing contract with appropriate notice and negotiate a two-year contract with three one-year options with the new contractor, Capital Edge.

Final Review:

Dee Leggett,
Vice President

Approval:

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



Board of Directors Memo

June 28, 2012


Subject: RM2bcd Agenda Items Requested by Board Members

The three noted agenda items are the result of requests from Mr. Kovatch and Mr. Walker.

Item 2b was requested by Mr. Kovatch in order to discuss possible service enhancements. We will send any supporting materials we receive under separate cover.

Items 2c and 2d resulted from a request by Mr. Walker to reconsider the decision made in the May Board meeting to not modify and continue Friday night service. The two items are required to comply with Board Rules of Procedure for the reconsideration of an item. Counsel will brief the Board on the specific required actions and voting procedures.

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


James C. Cline, Jr.