



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

**Board of Directors  
Work Session**

**September 27, 2012**

**1:30 p.m.**

1. Routine Briefing Items
  - a. Financial Reports
    - i. Financial Statements
    - ii. Capital Projects Fund
    - iii. Sales Tax Report
    - iv. Procurement Report
  - b. Capital Projects Update
    - i. GTW Integration
    - ii. Bus Operations and Maintenance Facility (O&M)
    - iii. Community Enhancements
    - iv. Lewisville Bike Trail
    - v. Positive Train Control (PTC)
    - vi. A-train Close-out Status
    - vii. Passenger Amenities
    - viii. Station Kiosks
    - ix. Interstate Highway 35 East Impacts / Grade Crossing Agreement
  - c. Communications and Planning
    - i. Marketing and Communications Initiatives
    - ii. Media Coverage
    - iii. Safety Campaign
    - iv. Customer Service
    - v. Advertising Update
  - d. Transit Operations
    - i. Bus Operations
    - ii. Rail Operations
2. Items for Discussion
  - a. Discussion of Annual Update of Investment Policy
  - b. Proposed January Service Changes
  - c. Proposed Fare Structure
  - d. North Central Texas Council of Governments Update on Cotton Belt Corridor – Guest Speaker Michael Morris

3. Discussion of Regular Board Meeting Agenda Items (September 27, 2012)
4. Executive Session
  - a. As Authorized by Section 551.071(2) of the Texas Government Code, the Work Session or the Regular Board Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein.
5. Reconvene Open Session
  - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
6. Discussion of Future Agenda Items
  - a. Board Member Requests

**Board of Directors**  
**Regular Meeting**  
 September 27, 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
    - i. Board Meeting August 23, 2012
    - ii. Executive Committee September 6, 2012
    - iii. Executive Committee September 20, 2012
  - b. Adoption of Social Media Policy
  - c. Adoption of Investment Policy
  - d. Acceptance of Financial Reports
2. REGULAR AGENDA
  - a. Approve vote for TML-Intergovernmental Risk Pool Board of Trustees
  - b. Approval of Enhanced Employer Trip Reduction Program Annual Work Plan Fiscal Year 2013
  - c. Discussion / Approval of Resolution R 12-05 Adopting:
    - i. FY13 Operating & Capital Budget
    - ii. Budget Contingency Plan
    - iii. Cash Flow Model

3. CHAIR REPORT

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

4. PRESIDENT'S REPORT

- a. Service Recognition
  - i. TMDC Employees
  - ii. DCTA Employees
- b. DCTA Agency Recognition
  - i. SWTA Award Presentation
  - ii. Mass Transit Top 40 Under 40

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](mailto: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 9/21/2012 at 3:22 PM.

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Leslee Bachus, Executive Assistant

**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 August 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 August 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:** Contract Service Revenue Unfavorable by (\$27k) Mainly due to Service Hours. We budgeted 2,461 hours and actual hours were 1,799 resulting in variance.
- **Note B:** Sales Tax Revenue YTD reflects 11 months budget (October – August) compared to actual receipts for 10 months (October – July) for the fiscal year. Due to the lag time between monthly budget and actual receipt of allocation, YTD variance is (\$308k) unfavorable to budget. See the Sales Tax Report included in this agenda packet for a more detailed Budget to Actual comparison which adjusts for the timing variance in sales tax receipts.
- **Note C:** Services Unfavorable by (\$60k) due to Advertising, General Services and Third Party Maintenance expenses. YTD this is still favorable by \$257k.
- **Note D:** Materials & Supplies were Favorable by \$39k mainly due to Communication and Marketing Promotional Supplies, Bus Operations Parts and Rail and Bus fuel expenditures. Promotional supplies are favorable by \$10.5k due to timing variance, Parts expenditures for bus operations are \$17.5k less than budgeted as result of new fleet additions. Fuel was favorable by \$13k. Although diesel fuel was budgeted at \$3.75 per gallon and actuals for bus services were \$3.81 per gallon for August there were fewer services hours than budgeted therefore less fuel consumption than anticipated in the budget.
- **Note E:** Purchased Transportation Services were Favorable by \$41k due to reclassification of last month's RDC Rental lease into operating leases.
- **Note F:** Leases and Rentals unfavorable by (\$116k) primarily due to the RDC lease with DART continuing longer than anticipated.

**Statement of Net Assets**

- **Note A:** Investments increased by \$1,243k. This primarily due the net impact of:
  - + Receipt of Sales Tax of \$ 1,762,132
  - - \$ 520,000 transferred to cover operating and capital expenditures
- **Note B:** Accounts & Notes Receivable decreased by \$308k primarily due to receipt of FTA Grants and UNT Payments.
- **Note C:** Construction Work in Process increased by \$240k primarily due to Stadler invoices for \$151.0, LTK invoices for \$25k for PTC, and BUS O&M Huitt-Zollars Invoice for \$26k and Bus Equipment and Passenger amenities purchase of \$28k
- **Note D:** Net Loss for the month of August was (\$8,797).

**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.

**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 August 31, 2012**  
**(Unaudited)**

Description	Month Ended August 31, 2012			Year to Date August 31, 2012			Annual Budget	
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Revenue and Other Income</b>								
Passenger Revenues	97,187	72,869	24,317	912,273	790,808	121,465	873,272	
Contract Service Revenue	127,635	155,027	(27,392)	2,612,084	2,667,770	(55,686)	3,013,356	Note A
Sales Tax Revenue	1,540,039	1,311,153	228,886	15,767,796	16,076,255	(308,459)	17,579,537	Note B
Federal/State Grants and Reimbursements	667,770	677,613	(9,842)	10,141,184	10,650,353	(509,169)	12,597,252	
<b>Total Revenue and Other Income</b>	<b>2,432,630</b>	<b>2,216,662</b>	<b>215,969</b>	<b>29,433,337</b>	<b>30,185,187</b>	<b>(751,850)</b>	<b>34,063,417</b>	
<b>Operating Expenses</b>								
Salary, Wages and Benefits	511,893	525,774	13,881	5,874,729	6,108,398	233,669	6,677,179	
Services	191,915	131,942	(59,973)	1,266,778	1,524,351	257,573	1,664,614	Note C
Materials and Supplies	223,104	262,293	39,188	2,559,059	3,124,979	565,920	3,404,244	Note D
Utilities	50,325	35,243	(15,082)	361,352	387,672	26,320	422,915	
Insurance, Casualties and Losses	34,119	39,662	5,543	328,839	414,079	85,239	453,740	
Purchased Transportation Services	602,149	643,158	41,009	6,636,857	6,933,305	296,448	7,597,897	Note E
Miscellaneous	6,072	8,485	2,413	110,916	132,763	21,848	141,273	
Leases and Rentals	142,068	25,625	(116,443)	892,028	1,023,355	131,327	1,048,980	Note F
Depreciation	568,577	533,582	(34,996)	5,991,000	5,670,079	(320,922)	6,682,989	
<b>Total Operating Expenses</b>	<b>2,330,223</b>	<b>2,205,762</b>	<b>(124,461)</b>	<b>24,021,558</b>	<b>25,318,980</b>	<b>1,297,422</b>	<b>28,093,832</b>	
<b>Income Before Non-operating Revenue and Expense</b>	<b>102,407</b>	<b>10,900</b>	<b>91,508</b>	<b>5,411,779</b>	<b>4,866,206</b>	<b>545,572</b>	<b>5,969,586</b>	
<b>Non-Operating Revenues / (Expense)</b>								
Investment Income	3,289	4,000	(711)	50,544	44,000	6,544	48,000	
Gain (Loss) Disposal of Assets	-	-	-	(85,580)	-	(85,580)	-	
Other Income - Miscellaneous	10,223	5,167	5,056	37,607	56,833	(19,226)	62,000	
Long Term Debt Interest/Expense	(124,717)	(123,698)	(1,018)	(1,371,882)	(1,360,681)	(11,200)	(1,484,380)	
<b>Total Non-Operating Revenue / (Expense)</b>	<b>(111,205)</b>	<b>(114,532)</b>	<b>3,327</b>	<b>(1,369,310)</b>	<b>(1,259,848)</b>	<b>(109,462)</b>	<b>(1,374,380)</b>	
<b>Change in Net Assets</b>	<b>(8,797)</b>	<b>(103,632)</b>	<b>94,835</b>	<b>4,042,469</b>	<b>3,606,358</b>	<b>436,110</b>	<b>4,595,206</b>	

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

	<u>August 31, 2012</u>	<u>July 31, 2012</u>	<u>Change</u>	
<b>Current Assets</b>				
Cash & Cash Equivalents	4,418,228	5,217,832	(799,605)	
Investments	11,071,848	9,828,126	1,243,722	Note A
Accounts & Notes Receivable	2,379,254	2,687,473	(308,218)	Note B
Prepaid Expenses	216,159	252,931	(36,773)	
Restricted asset-cash and equi	3,879,204	3,878,265	939	
<b>Total Current Assets</b>	<u>21,964,692</u>	<u>21,864,627</u>	<u>100,065</u>	
<b>Property, Plant and Equipment</b>				
Land	16,228,337	16,228,337	-	
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	(12,714,924)	(12,146,347)	(568,577)	
<b>Total Property, Plant and Equipment</b>	<u>19,510,197</u>	<u>20,078,774</u>	<u>(568,577)</u>	
<b>Other Non Current Assets</b>				
Bond Fees	397,871	415,594	(17,723)	
<b>Total Other Non Current Assets</b>	<u>397,871</u>	<u>415,594</u>	<u>(17,723)</u>	
<b>Capital assets</b>				
Intangible Assets	16,997,155	16,997,155	-	
Other capital assets net	215,574,809	215,574,809	-	
Construction in Progress	88,909,130	88,668,869	240,262	Note C
<b>Total Capital assets</b>	<u>321,481,095</u>	<u>321,240,833</u>	<u>240,262</u>	
<b>Total Assets</b>	<u>363,353,855</u>	<u>363,599,829</u>	<u>(245,974)</u>	
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	1,351,273	1,647,319	(296,046)	
Salary, Wages, and Benefits Payable	366,675	304,888	61,787	
Accrued Expenses Payable	1,925,368	1,935,375	(10,007)	
Deferred Revenues	271,582	285,436	(13,855)	
Interest payable	534,966	427,973	106,993	
<b>Total Current Liabilities</b>	<u>4,449,863</u>	<u>4,600,990</u>	<u>(151,127)</u>	
<b>Non-Current Liabilities</b>				
Rail Easement Payable	1,800,000	1,800,000	-	
Retainage payable	1,650,088	1,736,137	(86,049)	
Bonds Payable	35,280,000	35,280,000	-	
<b>Total Non-Current Liabilities</b>	<u>38,730,088</u>	<u>38,816,137</u>	<u>(86,049)</u>	
<b>Total Liabilities</b>	<u>43,179,951</u>	<u>43,417,127</u>	<u>(237,176)</u>	
<b>Net Assets</b>				
Invested in capital asset	227,094,067	227,094,067	-	
Unrestricted Retained Earnings	89,037,368	89,037,368	-	
Change in Net Assets	4,042,469	4,051,266	(8,797)	Note D
<b>Total Equity</b>	<u>320,173,904</u>	<u>320,182,701</u>	<u>(8,797)</u>	
<b>Total Liabilities and Equity</b>	<u>363,353,855</u>	<u>363,599,829</u>	<u>(245,974)</u>	

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

Work Session 1a ii

	Original Budget	Revised Budget	August 2012 Expenses Booked	LTD	\$ Under/(Over) Budget	% of Budget (As of August 2012 Close)	* Project % of Completion as of 8/31/12
<b>ASSETS</b>							
Fixed Assets							
1660 · Construction Work in Progress							
5 · Bus Capital Projects							
50202 · Passenger Amenities (Phase 2)							
5020214 · Acquisition	174,011	229,326	3,692	138,224	91,102	60%	20%
<b>Total 50202 · Passenger Amenities (Phase 2)</b>	<b>174,011</b>	<b>229,326</b>	<b>3,692</b>	<b>138,224</b>	<b>91,102</b>	<b>60%</b>	<b>35%</b>
50301 · Bus O&M Facility							
5030113 · Design	590,000	1,294,280	26,164	898,868	395,412	69%	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%
<b>Total 50301 · Bus O&amp;M Facility</b>	<b>8,142,667</b>	<b>11,720,717</b>	<b>26,164</b>	<b>2,066,938</b>	<b>9,653,779</b>	<b>28%</b>	<b>29%</b>
50302 · Bus Maintenance Equipment							
5030214 · Acquisition	500,000	500,000	16,445	78,777	421,223	16%	
<b>Total 50302 · Bus Maintenance Equipment</b>	<b>500,000</b>	<b>500,000</b>	<b>16,445</b>	<b>78,777</b>	<b>421,223</b>	<b>16%</b>	<b>10%</b>
50303 · DDTC							
5030314 · Acquisition	373,282	373,282			373,282	0%	
<b>Total 50303 · DDTC</b>	<b>373,282</b>	<b>373,282</b>			<b>373,282</b>	<b>0%</b>	<b>0%</b>
50403 · Paratransit Scheduling Systems							
5040314 · Acquisition	180,000	180,000		166,342	13,658	92%	
<b>Total 50403 · Paratransit Scheduling Systems</b>	<b>180,000</b>	<b>180,000</b>		<b>166,342</b>	<b>13,658</b>	<b>92%</b>	<b>90%</b>
50405 · Electronic Fareboxes							
5040514 · Acquisition	445,000	445,000			445,000	0%	
<b>Total 50405 · Electronic Fareboxes</b>	<b>445,000</b>	<b>445,000</b>			<b>445,000</b>	<b>0%</b>	<b>0%</b>
50502 · Fleet Replacement 2010							
5050214 · Acquisition	1,968,500	3,136,993		2,871,592	265,401	92%	
<b>Total 50502 · Fleet Replacement 2010</b>	<b>1,968,500</b>	<b>3,136,993</b>		<b>2,871,592</b>	<b>265,401</b>	<b>92%</b>	<b>82%</b>
<b>Total 5 · Bus Capital Projects</b>	<b>11,783,460</b>	<b>16,585,318</b>	<b>46,301</b>	<b>5,321,872</b>	<b>11,263,446</b>	<b>32%</b>	



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

Work Session 1a1i

	Original Budget	Revised Budget	August 2012 Expenses Booked	LTD	\$ Under/(Over) Budget	% of Budget (As of August 2012 Close)	* Project % of Completion as of 8/31/12
<b>6 - Rail Construction (RTRFI Funded)</b>							
61206 - MedPark Extension	1,000,000	1,000,000	-	-	1,000,000	0%	0%
<b>61401 - Fare Collection Systems</b>							
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%
<b>Total 61401 - Fare Collection Systems</b>	<b>569,000</b>	<b>733,104</b>	<b>-</b>	<b>633,129</b>	<b>99,975</b>	<b>86%</b>	<b>100%</b>
<b>61403 - Traffic Signals</b>							
6140323 - Crossings/Traffic Signals	2,480,000	3,046,178	8,449	2,648,965	397,213	87%	90%
<b>Total 61403 - Traffic Signals</b>	<b>2,480,000</b>	<b>3,046,178</b>	<b>8,449</b>	<b>2,648,965</b>	<b>397,213</b>	<b>87%</b>	<b>90%</b>
<b>61406 - Positive Train Control</b>							
6140617 - Construction	-	13,492,026	-	-	13,492,026	0%	0%
6140628 - Contingency	-	728,554	-	-	728,554	0%	0%
6140629 - Project Management	-	2,097,992	8,740	429,315	1,668,677	20%	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%
<b>Total 61406 - Positive Train Control</b>	<b>-</b>	<b>16,997,441</b>	<b>8,740</b>	<b>788,073</b>	<b>16,209,368</b>	<b>5%</b>	<b>13%</b>
<b>61601 - Professional Services</b>							
6160113 - Final Design	14,667,096	14,675,501	-	14,675,501	0	100%	
6160129 - Project Management	11,532,904	9,533,632	-	9,705,707	(172,075)	102%	
6160133 - Legal Fees	-	58,032	-	58,032	-	100%	
<b>Total 61601 - Professional Services</b>	<b>26,200,000</b>	<b>24,267,165</b>	<b>-</b>	<b>24,439,240</b>	<b>(172,075)</b>	<b>101%</b>	<b>N/A</b>
<b>61603 - Stadler Implementation</b>							
6160332 - Mobilization	-	895,803	18,816	473,933	421,870	53%	
<b>Total 61603 - Stadler Implementation</b>	<b>-</b>	<b>895,803</b>	<b>18,816</b>	<b>473,933</b>	<b>421,870</b>	<b>53%</b>	<b>25%</b>
<b>61707 - Community Enhancements</b>							
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%
<b>Total 61707 - Community Enhancements</b>	<b>-</b>	<b>752,708</b>	<b>-</b>	<b>13,091</b>	<b>739,617</b>	<b>2%</b>	<b>9%</b>
<b>61708 - Lewisville Bike Trail</b>							
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%
<b>Total 61708 - Lewisville Bike Trail</b>	<b>-</b>	<b>3,489,396</b>	<b>-</b>	<b>60,685</b>	<b>3,428,711</b>	<b>2%</b>	<b>8%</b>
<b>60701 - Passenger Information</b>							
6070114 - Acquisition	-	56,214	-	4,807	51,407	9%	
<b>Total 60701 - Passenger Information</b>	<b>-</b>	<b>56,214</b>	<b>-</b>	<b>4,807</b>	<b>51,407</b>	<b>9%</b>	<b>0%</b>
<b>61502 - Rail Maintenance Equipment</b>							
6150214 - Acquisition	-	50,000	-	45,000	5,000	90%	
<b>Total 61502 - Rail Maintenance Equipment</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>45,000</b>	<b>5,000</b>	<b>90%</b>	<b>0%</b>
<b>Total Rail Construction Projects</b>	<b>30,249,000</b>	<b>61,288,009</b>	<b>36,005</b>	<b>29,106,922</b>	<b>22,181,087</b>	<b>57%</b>	
<b>61501 - Rail Cars</b>							
6150114 - Acquisition	71,500,000	77,715,424	132,415	75,934,264	1,781,160	98%	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	25,542	1,414,833	399,866	78%	70%
<b>Total 61501 - Rail Cars</b>	<b>71,500,000</b>	<b>79,795,524</b>	<b>157,957</b>	<b>77,364,102</b>	<b>2,431,422</b>	<b>97%</b>	<b>83%</b>
<b>TOTAL RAIL CONSTRUCTION &amp; CARS</b>	<b>101,749,000</b>	<b>131,083,533</b>	<b>193,961</b>	<b>106,471,025</b>	<b>24,612,508</b>	<b>81%</b>	
<b>Total 1660 - Construction Work in Progress</b>	<b>113,532,460</b>	<b>147,668,851</b>	<b>240,262</b>	<b>111,792,896</b>	<b>35,875,955</b>	<b>76%</b>	

**Board of Directors Memo**  
**Item 1(a) iii Sales Tax Report****September 27, 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.

- Sales tax for sales generated at retail in the month of July and received in September was \$1,540,039.
- An increase of 17.56% or \$229,995 compared to budget for the month.
- Favorable 6.79% year-to-date compared to budget.
- Compared to the same month last year, sales tax receipts were \$310,482 or 25.25% more.
  
- Member city collections for the month compared to prior year are as follows:
  - City of Lewisville up 11.26%
  - City of Denton up 52.61% (Sept 2011 included a large 1X audit adjustment –reduction- of \$407k)
  - Highland Village up 1.99%

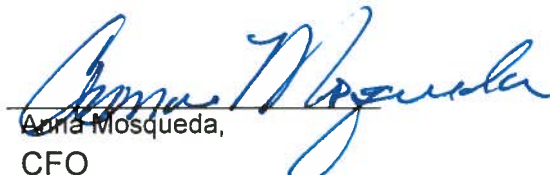
**Need**

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

**Recommendation**

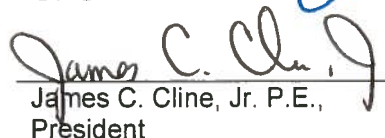
For information only. No action required.

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	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	\$ 1,566,892.01	\$ 202,048.28	14.80%	\$ 1,361,535.35	\$ 205,356.66	15.08%
June	\$ 1,638,431.30	\$ 1,762,132.21	\$ 123,700.91	7.55%	\$ 1,639,147.71	\$ 122,984.50	7.50%
July	\$ 1,310,043.61	\$ 1,540,038.75	\$ 229,995.14	17.56%	\$ 1,229,556.49	\$ 310,482.26	25.25%
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	\$ 15,767,795.71	\$ 1,002,693.71	6.79%	\$ 17,135,358.93	\$ 1,751,480.95	12.50%

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department  
 Prepared By: Denton County Transportation Authority Finance Department  
 September 13, 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	\$ 2,146,891.75	\$ 210,388.53	10.86%	\$ 230,200.23	\$ 280,774.11	\$ 50,573.88	21.97%
August	\$ 2,326,422.23	\$ 2,461,535.81	\$ 135,113.58	5.81%	\$ 282,276.49	\$ 296,673.40	\$ 14,396.91	5.10%
September	\$ 1,914,427.72	\$ 2,130,071.15	\$ 215,643.43	11.26%	\$ 242,698.30	\$ 247,525.92	\$ 4,827.62	1.99%
October	\$ 1,997,116.32				\$ 216,980.51			
November	\$ 2,312,125.96				\$ 276,329.67			
<b>Y.T.D Total</b>	<b>\$ 23,906,055.03</b>	<b>\$ 21,621,913.75</b>	<b>\$ 2,025,101.00</b>	<b>10.33%</b>	<b>\$ 2,941,988.74</b>	<b>\$ 2,666,462.72</b>	<b>\$ 217,784.16</b>	<b>8.89%</b>

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	\$ 1,930,853.61	\$ 359,768.89	22.90%
August	\$ 2,036,375.03	\$ 2,214,480.34	\$ 178,105.31	8.75%
September	\$ 1,258,063.86	\$ 1,919,988.80	\$ 661,924.94	52.61%
October	\$ 1,755,761.74			
November	\$ 2,225,760.90			
<b>Y.T.D Total</b>	<b>\$ 21,369,438.83</b>	<b>\$ 20,159,843.59</b>	<b>\$ 2,771,927.40</b>	<b>15.94%</b>

Sources: Texas Comptroller of Public Accounts and DCTA Finance Department  
 Prepared By: DCTA Finance Department  
 September 13, 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%	49,652,234.86	41,665,019.18	19.17%	451,050,903.29	403,411,438.83	11.80%
Dallas MTA	1.00%	37,166,454.52	33,320,389.08	11.54%	325,272,884.25	305,255,668.51	6.55%
Austin MTA	1.00%	13,631,280.85	11,307,265.17	20.55%	124,697,966.74	112,774,613.24	10.57%
San Antonio MTA	0.50%	9,433,341.32	7,453,609.72	26.56%	84,487,921.14	74,013,053.41	14.15%
San Antonio ATD	0.25%	4,288,798.74	3,494,370.29	22.73%	38,979,764.40	34,765,458.36	12.12%
Fort Worth MTA	0.50%	4,524,014.27	4,056,597.83	11.52%	41,133,796.14	37,239,743.62	10.45%
El Paso CTD	0.50%	2,971,461.53	2,789,566.29	6.52%	27,711,655.88	27,460,554.48	0.91%
Corpus Christi MTA	0.50%	2,545,256.79	2,114,283.27	20.38%	22,246,537.73	18,876,853.26	17.85%
Denton CTA	0.50%	1,540,038.75	1,229,556.49	25.25%	14,422,401.24	12,755,300.86	13.06%
Laredo CTD	0.25%	613,178.58	508,956.12	20.47%	5,430,257.33	4,932,418.74	10.09%
<b>TOTALS</b>	-----	<b>126,366,060.21</b>	<b>107,939,613.44</b>	<b>17.07%</b>	<b>1,135,434,088.14</b>	<b>1,031,485,103.31</b>	<b>10.07%</b>

Sources: Texas Comptroller of Public Accounts  
 Prepared By: Denton County Transportation Authority Finance Department  
 September 13, 2012



**Where's My Ride**

A request for information was recently released seeking information from qualified vendors and others with expertise in the implementation of Intelligent Transportation Systems. The Where's My Ride project is intended to provide DCTA customers and staff with real-time vehicle location, predictive arrival times, innovative fare payment technology, improved data collection and automatic stop announcements for ADA passengers. A total of seven (7) responses were received and are currently under review. Staff will use the information to develop a Request for Proposals that will provide DCTA with a turnkey solution for the Where's My Ride Project. Staff anticipates releasing the RFP later in early October.

**Construction of the Bus O&M Facility**

The solicitation documents are currently available and proposals are due on October 9, 2012. The recommendation for award will be presented to the Board in October.

**Electric Service**

Staff negotiated new contracts with Green Mountain for electric services for the stations and crossings. GM offered the best rate of \$.05479 per kWh and our current provider TXU offered \$.058 per kWh with other providers proposing pricing higher than GM. GM also waived the monthly meter charge for each location, \$4.95/32 locations, which will save approximately \$1900.00 per year. Savings will also be seen in the monthly invoices due to the decreased rate per kWh. Our current agreements with TXU expire on various dates based on the implementation date of each crossing and station. The end result is all the locations will be combined into a master agreement with the expiration date being consistent for all locations to assist with the monitoring and to obtain leverage at contract renewal. As the agreements with TXU expire the location will be assumed by Green Mountain.

**Copier**

In 2009 two multifunction devices (copier/scanner/fax) were purchased for general office use by staff. Each unit was covered by a maintenance agreement which expired in July. To renew the maintenance agreements on the existing units the cost would have been \$10,656 annually. Due to the age of the copiers the maintenance agreements have increased in cost each year and parts are harder to obtain. Staff accepted quotes on for the purchase or lease of a new unit. Staff determined it to be more cost effective to lease a copier for five (5) years versus purchase. The cost to lease one new unit is \$3,036 annually, plus the cost of copies, and to purchase the cost would be \$12,350 initial out of pocket. A maintenance agreement would be required if the unit was purchased.

**Auction**

An auction was recently completed to dispose of for ten (10) buses which had reached the end of their useful life. Total proceeds of \$257,050 were recognized from the sale of the buses.

**How to Do Business with DCTA meeting**

A meeting was held on September 13<sup>th</sup> in conjunction with the pre-proposal meeting for the construction of the bus facility to assist DBE's and small businesses in learning how to do business with DCTA. A total of ten (10) firms were in attendance at the meeting. Assistance was provided to teach firms how to register with BidSync so they will receive notification of upcoming procurement opportunities. Part of our responsibility as an FTA recipient is to foster opportunities for small and disadvantaged businesses.

**Digital Communication Management Services**

Staff is developing an RFP to implement a communication system to improve communications and outreach to riders. The system will work with our current website and will make it easier for staff to implement and manage the information. Riders can stay informed of updates by visiting our website and creating a profile of information they wish to receive automatically by email or text messaging. The RFP will be released in early October.

**Bus shelters**

Staff is developing specifications to install shelters at various locations in Denton. Staff is working with the City of Denton to locate the most beneficial areas where shelters are needed. The specifications should be released within the next 90 days.

**Information Technology Support Services**

Staff is developing an RFP for IT support services. The qualified vendor will enable DCTA to improve information technology (IT) effectiveness, enhance its quality of services, minimize its support cost, and maximize return on investment in (IT). Staff anticipates releasing the RFP in October.

**Advertising at bus stops**

Staff is developing an RFP to partner with a firm to place advertisements on the existing bus shelters and may potentially have the option to install additional shelters in our service area. Revenue could be split with the contractor and DCTA. Staff anticipates releasing the RFP in October.

**Advertising at stations and on buses**


Staff is reviewing various options which include utilizing DART's contract for advertising on buses and train stations. More information will be provided at a later date.

**Shelters at Stations**

Shelters were installed at four of the stations in August.

Submitted by:   
Athena Forrester, Procurement  
Manager

Final Review:   
Anna Mosqueda, CFO

Approval:   
James C. Cline , Jr., President

**Board of Directors Memo**  
**Item: 1(b) Capital Projects Update**

**September 27, 2012**

**GTW Implementation**

Vehicle 111 has been accepted and placed into service. Stadler, DCTA and LTK continue to work on the 22 items included in the project action list. HTSI, through an agreement with LORAM, will be grinding the entire corridor during the month of October in an effort to improve vehicle shunting.

**Bus Operations and Maintenance Facility**

The plans were issued for bid on September 6th with bids due on October 9th. The pre-bid conference was held September 13, 2012 with approximately 30 contractors and sub-contractors in attendance. Huitt-Zollars, DCTA and NJDHS staff are finalizing the plat notes required for final submission to the City of Denton. We anticipate Award of the contract in October 2012, and Project Completion in January, 2014.

**Community Enhancements**

Jacobs Engineering has completed a revised schematic design for DCTA that will fulfill the constraints identified by the City of Denton water and electric utilities. A public meeting was held September 5, 2012 and the schematic was favorably received. A meeting with the neighborhood association is planned for late September. Jacobs will complete surveying of the project location in September and begin design development and environmental documentation.

**Lewisville Hike/Bike Trail**

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

**Positive Train Control (PTC)**

Serious unanswered questions remain at the national level (funding, radios, and spectrum). We have not received a response from the FRA to our request for exception, and staff is proceeding under the assumption that the exception will be denied. DCTA staff will attend a conference in mid-October with APTA and the FRA, and we continue to work with our regional partners on the ultimate solution.

**Passenger Amenities**

The first permit package for the 22 Denton shelters was submitted in August. Staff is responding to the comments received and will complete the entire permit package by mid-October. We expect to issue an RFP for installation no later than mid-October.

**Station Kiosks**

Manufacturing of the kiosks for the Hebron, Highland Village/Lewisville Lake, Old Town, Medpark and Downtown Denton Transit Center locations is in process. Installation will be complete by October 15, 2012.



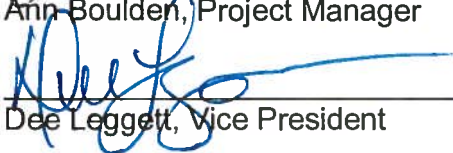
**A-train Closeout**


Traffic signal work at Colorado and Medpark is complete. A few minor documentation issues remain to be complete. We have received a one year extension from TDLR on the pedestrian crossing issue at Shady Oaks and this will be addressed as part of the Community Enhancements project.

**IH35 E Managed Lanes Project**

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

Submitted by:   
Ann Boulden, Project Manager

Final Review:   
Dee Leggett, Vice President

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



# COMMUNICATIONS AND PLANNING REPORT

September 27, 2012

## Marketing and Communications Initiatives

- |                                      |   |
|--------------------------------------|---|
| Western Days Event Transportation    | Social Media Presence Enhancement             |
| DART Orange Line Communications      | Public Art Display Policy Development         |
| State Fair of Texas Communications   | Social Media Policy Development               |
| Texas-OU Game Transportation         | Website Enhancement                           |
| Denton Food Truck Event              | Commuter Vanpool Program                      |
| January Fare Changes Public Meetings | Passenger Information Improvement & Reporting |
| January Service Changes              | Call Center/Customer Service Improvements     |
| Employer Trip Reduction Initiatives  |   |

## January Service Change Public Involvement

DCTA hosted a series of public meetings in September in Lewisville, Denton and Highland Village to discuss proposed service changes for January 2013. These meetings included the agency's first Twitter Town Hall. A copy of the Tweet Chat is attached. An overview of the public meeting comments is provided below:

- Improve service to special events, especially State Fair
- Improve on-time performance. Some routes in Denton and Lewisville are running behind schedule, especially with the August 20 changes.
- Minimize wait times between bus to bus connections and bus to rail connections.
- Improve marketing and communication of services.
- Improve website and make it mobile friendly.
- Extend hours on train and buses to better align with school hours and night classes.
- Customer service hours and transit center hours should mirror operating hours.
- Customers need to be better educated on fares, reduced eligibility and how to use the TVMs.
- Extend service to Unicorn Lake and State School.
- Better market Connect RSVP.

The public meetings were advertised in accordance with the agency's Public Involvement Plan and promoted through both print and online media.

## Recent Events

7/29	July 29: TWU Pioneer Power Spring	270	attendees
8/3	August 3: UNT Transfer Student Orientation	200	attendees
8/3	August 3: TWU Student Orientation	200	attendees
8/7	August 7: Highland Village Up, Up & Away Resource Fair	150	attendees
8/10	August 10: Lewisville & Flower Mound Agency Roundtable	35	attendees
8/11	August 11: LISD Back To School Resource Fair	2500	attendees
8/15 - 8/17	August 15-17: Irving Transportation Summit	300	attendees
8/17	LHS Hay Day Fair	300	attendees
8/18	Lewisville Chin Population Resource Fair	300	attendees
8/18	DCTA Community Celebration	1500	attendees
8/20	Little Elm ISD Teacher Travel Training	50	attendees
8/21	UNT International Student Orientation	150	attendees

**COMMUNICATIONS AND PLANNING REPORT**

September 27, 2012

8/22	UNT Orientation	300 attendees
8/22	UNT Housing Department Travel Training	50 attendees
8/23	UNT Orientation	300 attendees
8/24	UNT Transfer Student Orientation	200 attendees
8/24	TWU Maroon & White Block Party	300 attendees
8/24	Rail Ready Outreach: Great American Trucking Show	1206 attendees
8/27 - 8/31	Welcome Back Students Promo	1600 attendees
8/31	Rail Ready Outreach: TEXITE Conference	35 attendees
8/29	TWU Part-Time Job Fair	75 attendees
9/4	Public Meeting: Proposed January Changes ( <i>Lewisville</i> )	2 attendees
9/5	Public Meeting: Proposed January Changes ( <i>UNT</i> )	8 attendees
9/5	Public Meeting: Proposed Jan. Changes & Capital Proj Update ( <i>DDTC</i> )	8 attendees
9/6	Public Meeting: Proposed January Changes ( <i>Highland Village</i> )	5 attendees
9/13	Rail Ready Presentation: TxDOT	35 attendees
9/13	Public Meeting: Proposed January Changes ( <i>Twitter</i> )	
9/18	Rail Ready Presentation: TxDOT	
9/18	Public Meeting: Proposed January Changes ( <i>TWU</i> )	
9/20	Stakeholder Meeting: Proposed January Changes ( <i>DDTC</i> )	

**Upcoming Events****Denton Food Truck Event**

DCTA and the City of Denton are hosting a food truck event at the Downtown Denton Transit Center. The purpose of this event is to increase ridership, to promote weekend rail service and to promote Denton as a Food Truck destination. Food truck events/festivals have proven popular in other North Texas cities and in other regions. The event will be held October 26, 2012 from 5:00 p.m. until 10:00 p.m. Eight to ten food trucks can be accommodated onsite. Additional vendors will include one beer/wine vendor and artisans from the Denton Community Market. Event parking will be accommodated at City Hall East and the city lot on the corner of Hickory and Exposition. DCTA will close the DDTC parking lot on the evening of October 25<sup>th</sup> and reopen the lot on Saturday, October 27<sup>th</sup>. Passengers and staff will be directed to park at the lot on Hickory and Exposition or at MedPark.

**Other Upcoming Events:**

9/28 - 9/29	Lewisville Western Day Festival
10/1 - 10/5	TWU Commuter Appreciation Week
10/6	Rail Ready Outreach: Home Depot Safety Fair
10/8	Fare Changes Public Meeting ( <i>Lewisville Municipal Annex</i> )
10/3	TWU Commuter Appreciation Luncheon
10/10	Fare Changes Public Meeting ( <i>Highland Village Council Chamber</i> )
10/11	Fare Changes Public Meeting ( <i>DDTC</i> )
10/11	Lewisville Citizen's Advisory Team
10/18	Denton Citizen's Advisory Team
10/25	Denton Chamber Planner's Zone



# COMMUNICATIONS AND PLANNING REPORT

September 27, 2012

- 10/26 Denton Food Truck Event (DDTC)
- 10/27 Lewisville Spooktacular Trails Extravaganza
- 11/15 DCTA's 10 Year Anniversary Celebration
- 11/30 Denton Holiday Lighting Festival
- 12/1 Lewisville Holiday at the Hall

### Upcoming Rail Safety Outreach

10/6 Home Depot Safety Fair

### General DCTA Related Media

Articles Mentioning DCTA	17	Month Total Ad Value	\$ 12,161
Web Reach Per Million	388	YTD Total Ad Value	\$ 343,543

### Topic Highlights:

- DCTA Community Wide Celebration
- TWU decides not to renew DCTA contract
- DCTA to hold public meetings on service changes

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

Title	Source
North Texas is Angling for a Light Rail Manufacturing Plant (Translation: Jobs!)	Dallas Observer Blogs
DCTA Community Celebration	Flicker
Denton County Transportation Authority Community Celebration	Flicker
DTV Newsbreak - DCTA set to celebrate two milestone events	You Tube
DART's Fares are Going Up	Dallas Observer Blogs

# COMMUNICATIONS AND PLANNING REPORT

September 27, 2012

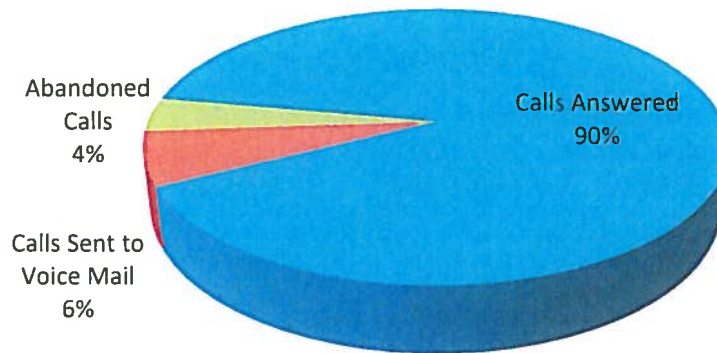
## Customer Service Performance

### Call Center Monthly Statistics

In August, DCTA's call center received 6,621 calls compared to 4,660 calls in July (42% increase). 5,716 of those calls were answered, 402 were sent to a voicemail box and 503 were abandoned. A call volume by day has been included to demonstrate the increase associated with service changes and the start of school.

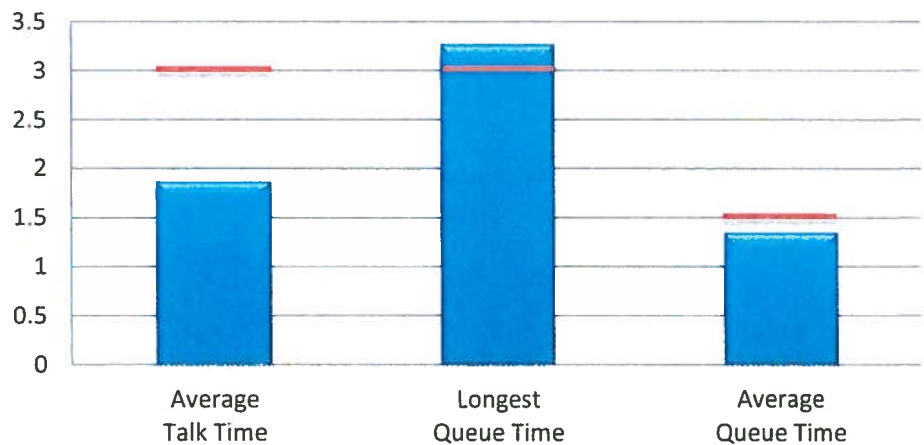
#### Incoming Calls

8/1/12 - 8/31/12



#### Call Center Performance

8/1/12 - 8/31/12



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

# COMMUNICATIONS AND PLANNING REPORT

September 27, 2012

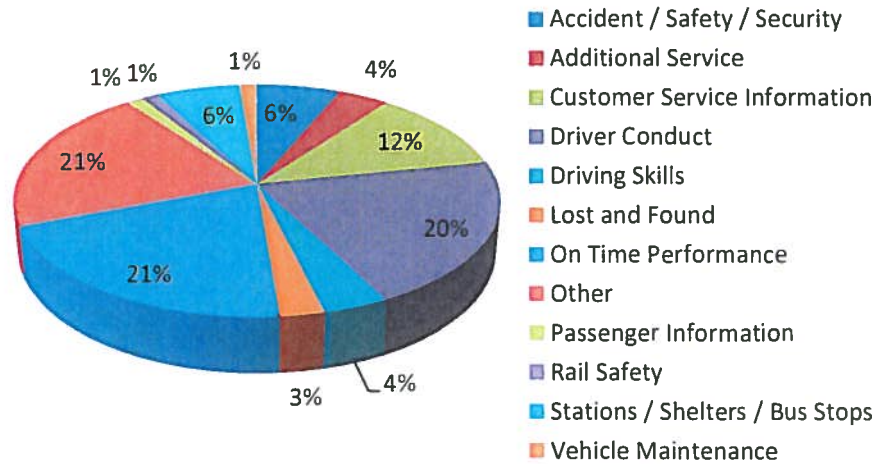
## GoRequest Monthly Statistics

DCTA had a total of 78 requests during the month of August. This is a 105% increase from the month of July.

Accident / Safety / Security	5
Additional Service	3
Customer Service Information	9
Driver Conduct	16
Driving Skills	3
Lost and Found	2
On Time Performance	16
Other	16
Passenger Information	1
Rail Safety	1
Stations / Shelters / Bus Stops	5
Vehicle Maintenance	1

### Topic Counts of Opened Requests

8/1/12 - 8/31/12

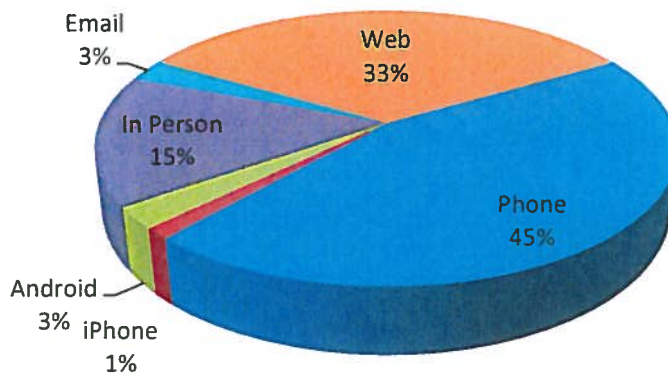


When a passenger enters a request they are asked to categorize it into a particular type. There are five request types to choose from: complaint, compliment, problem, question and suggestion. Of the 78 requests received in August, the breakout looks like this:

Complaint	39
Compliment	7
Problem	3
Question	20
Suggestion	9

### How Requests Are Reported

8/1/12 - 8/31/12



# COMMUNICATIONS AND PLANNING REPORT

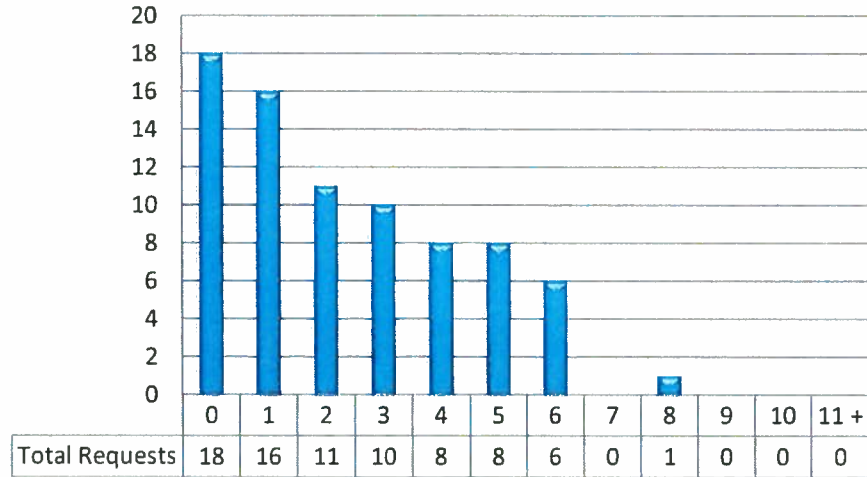
September 27, 2012

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

In this reporting period it took, on average, 2.36 days to close out a request. All cases were closed within ten days, with only one exceeding the seven day preference.

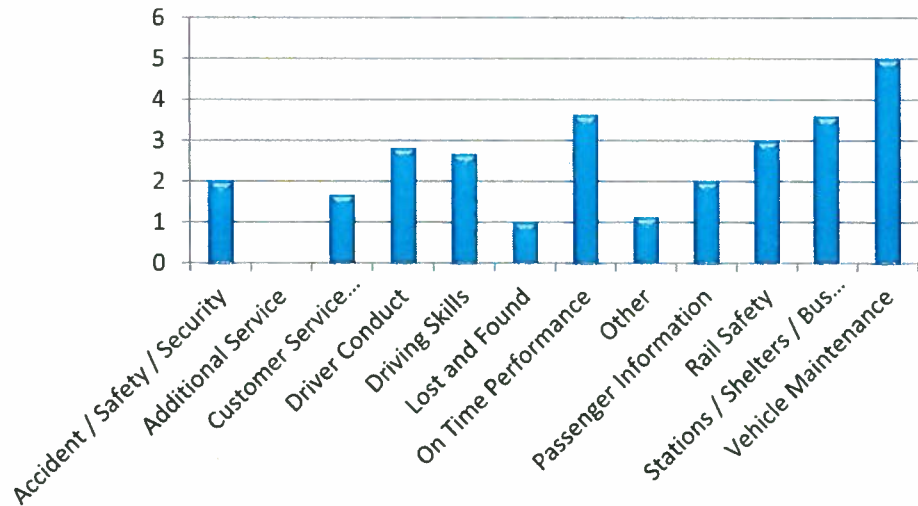
## Number of Days to Close a Request

08/01/2012 - 08/31/2012



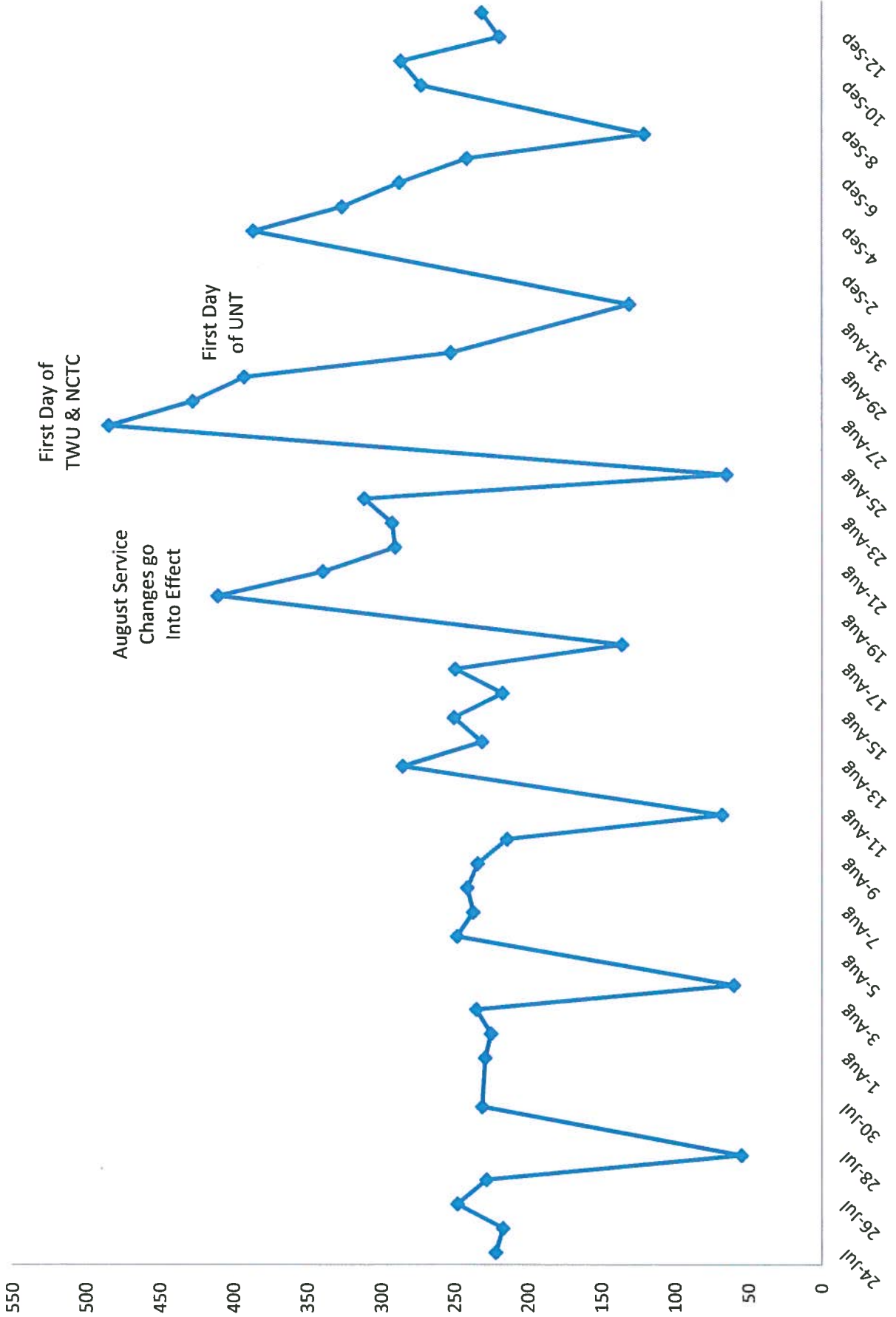
## Average Number of Days to Close a Request by Topic

8/01/12 - 8/31/12




Dee Leggett  
VP of Communications & Planning

# Call Volume by Day





# COMMUNICATIONS AND PLANNING REPORT

September 27, 2012

## Twitter Town Hall Comments – September 13, 2012

**DCTA** @RideDCTA 1h  
 @RideDCTA: @RideDCTA Changes are looking at Denton Rt 1 extension to Cinemark and Unicorn Lake? Good idea? #DCTAPubMtg  
 Expand

**John Clower** @reverendbigdawg 11h  
 agrees completely! RT @RideDCTA: @RideDCTA Changes are looking at Denton Rt 1 extension to Cinemark and Unicorn Lake? Good idea? #DCTAPubMtg  
 Expand

**DCTA** @RideDCTA 11h  
 @RideDCTA Changes are looking at Denton Rt 1 extension to Cinemark and Unicorn Lake? Good idea? #DCTAPubMtg  
 Expand

**Susan Manuel** @SusanManuel 11h  
 Yes! And bike racks there. " @RideDCTA: Changes are looking at Denton Rt 1 extension to Cinemark and Unicorn Lake? Good idea? #DCTAPubMtg"  
 from Denton, TX

**Hunter Bonner** @HunterBonner 11h  
 #DCTAPubMtg I think more shelters at bus stops are a must along with trash cans My church has a bus stop at it and there is litter  
 Expand

**Vicki Oppenheim** @greenleafenplan 11h  
 I'm glad to see #1 bus to expand South. What about Lillian Miller and medical offices? #DCTAPubMtg  
 Expand

**Richard Wessels** @RORWessels 11h  
 @RideDCTA #DCTAPubMtg you should know that commuters are leaving mass transit too, because of DART, not DCTA. But it will effect you as well  
 from Carrollton, TX

**Richard Wessels** @RORWessels 11h  
 @RideDCTA #DCTAPubMtg the later that A train runs and the more often, the better.  
 from Carrollton, TX

**C. Troy Mathis** @CTroyMathis 11h  
 @RideDCTA #DCTAPubMtg And, perhaps this is "KEY" long-term engagement, an entrenched ridership even when I-35E is "done" some day...  
 View conversation

**Hunter Bonner** @HunterBonner 12h  
 #DCTAPubMtg I haven't seen any but does DCTA do local TV advertisement? That would be a good way to get word out more that y'all are here!  
 Expand

**DCTA** @RideDCTA 12h  
 This is fun. Are you having fun yet?  
 Expand

**C. Troy Mathis** @CTroyMathis 12h  
 @RideDCTA #DCTAPubMtg Of course!  
 Hide conversation Reply Retweet Favorite  
 8:46 PM - 13 Sep 12 Details

**Hunter Bonner** @HunterBonner 12h  
 #DCTAPubMtg Understood about working with cities. Probably need to push the fact I35 construction will present a need for traffic easing  
 Collapse Reply Retweet Favorite  
 1 RETWEET  
 8:43 PM - 13 Sep 12 Details

**DCTA** @RideDCTA 12h  
 @hunterbonner I-35 is going 2 be a gre GR8T 4 ndership @DCTA\_Pres says thats going 2 be our best ridership day when bridge is under const  
 Expand

**Hunter Bonner** @HunterBonner 12h  
 @RideDCTA @dcta\_pres %DCTAPubMtg agreed I would say not even the bridge alone but the whole road!  
 Expand

**Hunter Bonner** @HunterBonner 13h  
 #DCTAPubMtg I would say that buses need to run to the lake if they don't already. Perhaps to the major beaches  
 Expand

**DCTA** @RideDCTA 13h  
 @penland365 Better frequency on Denton Connect, Lville Connect or A-train? #DCTAPubMtg  
 View conversation

**Glenn H.** @FoodNerdGlenn 13h  
 RT @RideDCTA Where are some additional areas in Lewisville/Highland Village that we should serve? #DCTAPubMtg // N Garden Ridge & FM 407  
 Expand

**DCTA** @RideDCTA 13h  
 What is more critical/highest priority – service area, hours of operation, or frequency? #DCTAPubMtg  
 Expand

**Shane Strawbridge** @ShaneStraw 13h  
 @RideDCTA Thanks for taking time to answer our questions #DCTAPubMtg  
 View conversation

**Hunter Bonner** @HunterBonner 14h  
 #dctapubmtg one thing that needs support from DCTA passengers is to support the proposed smoking ban for Denton Platform smoke is horrible  
 Expand



## BUS OPERATIONS REPORT

Thursday, September 27, 2012

### ❖ OPERATIONS

- **Ridership:** Bus services carried 103,579 passengers for the month of August. There was a slight decrease in ridership for August due to the number of school days for UNT in August 2012 vs the number of school days in August 2011. There were 6 more school days in August 2011 thus ridership is showing a decrease. However, overall, UNT ridership was an average of 12,946 in August 2012 compared to 9,685 in August 2011.
- 
- **On Time Performance:** Bus services achieved OTP of 98.7% for the month of August.
- **Amalgamated Transit Union:** Negotiations between ATU and First Transit are on-going.

### ❖ SAFETY/SECURITY

- Bus operations experienced 3.5 accidents per 100,000 miles in August.

### ❖ FLEET

- **UNT Vehicles:** The new UNT vehicles were placed into operation on August 29, the first day of school. DCTA Fleet Maintenance has been working through numerous issues with National Bus Sales and UNT to keep the new buses in operation.
- **ROAD CALLS:** Bus maintenance experienced 43,991 miles between road calls in August.

### ❖ PLANNING

- January 2013 service change recommendations are being finalized.

# BUS OPERATIONS PERFORMANCE INDICATORS

## Ridership

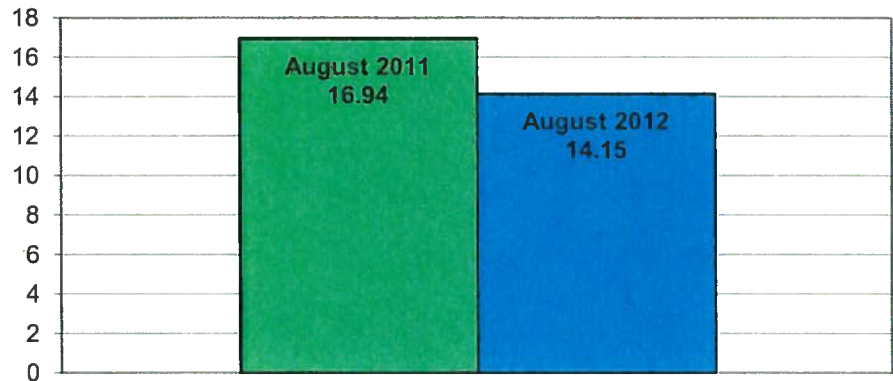
### Ridership

August 2011 & August 2012

### Performance Measures

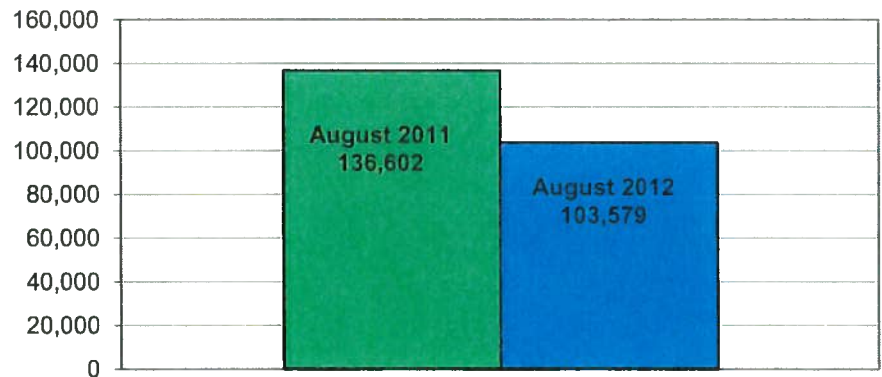
#### Systemwide Ridership per Revenue Hour

Ridership per revenue hour is showing a decrease of 16%. The decline of ridership is primarily in UNT Shuttle due to fewer operating days.



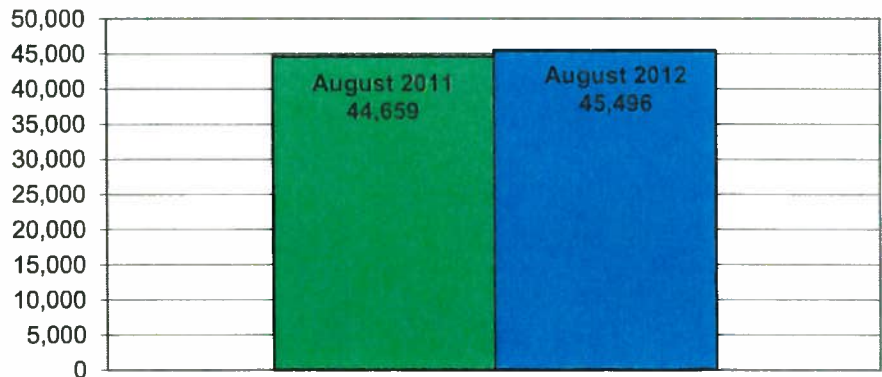
#### Systemwide Ridership

Systemwide ridership decreased by 24%.



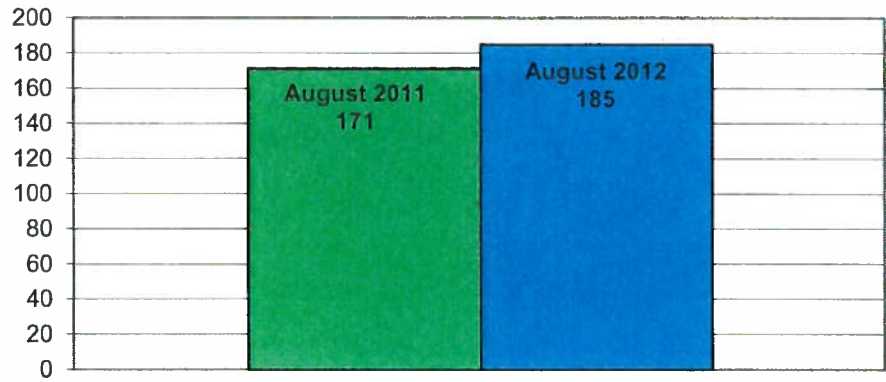
#### Connect Ridership

Connect ridership increased 2% over August 2011. In Denton, Route 4 showed an increase of 38% over the same time last year. In Lewisville, Route 23 showed the highest increase of ridership (8%) from August 2012.



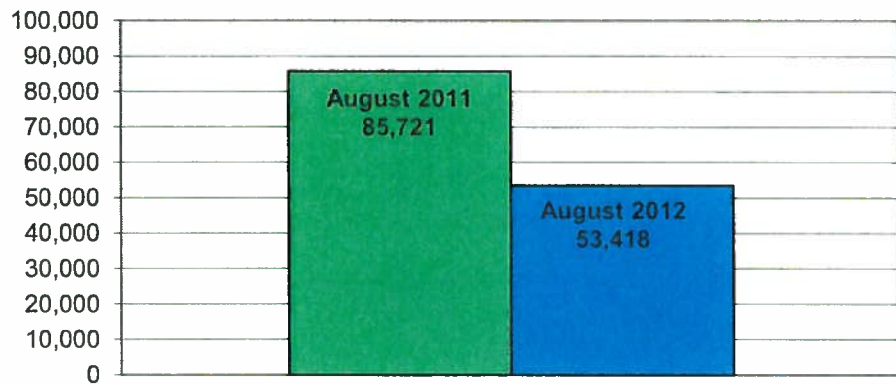
### **RSVP Ridership**

RSVP ridership showed an increase of 8%.



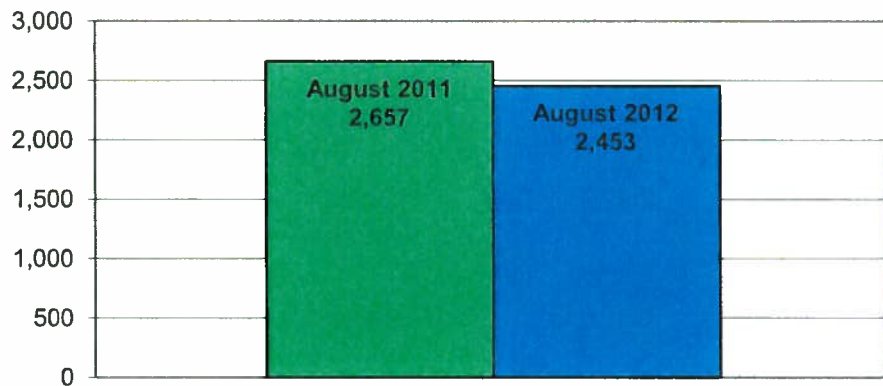
### **UNT Ridership**

UNT ridership decreased by 37% due to fewer operating days in 2012 (5 workdays and one Saturday in 2011 vs 3 workdays and 0 Saturday in 2012). The average daily ridership in August 2011 was 9,685 while in August 2012, it was 12,946.



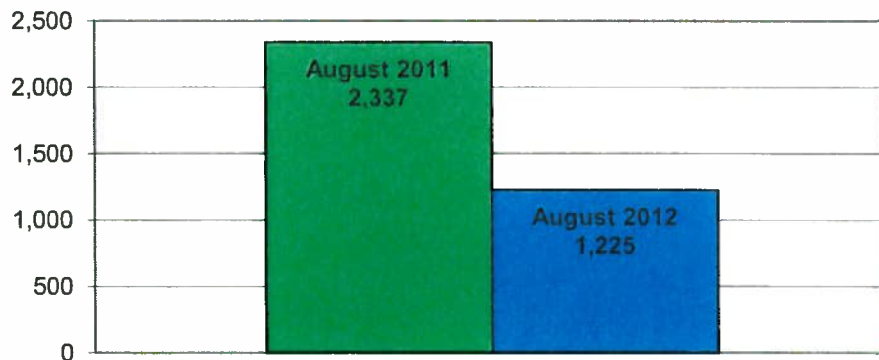
### **Access Ridership**

Access ridership decreased 8%.



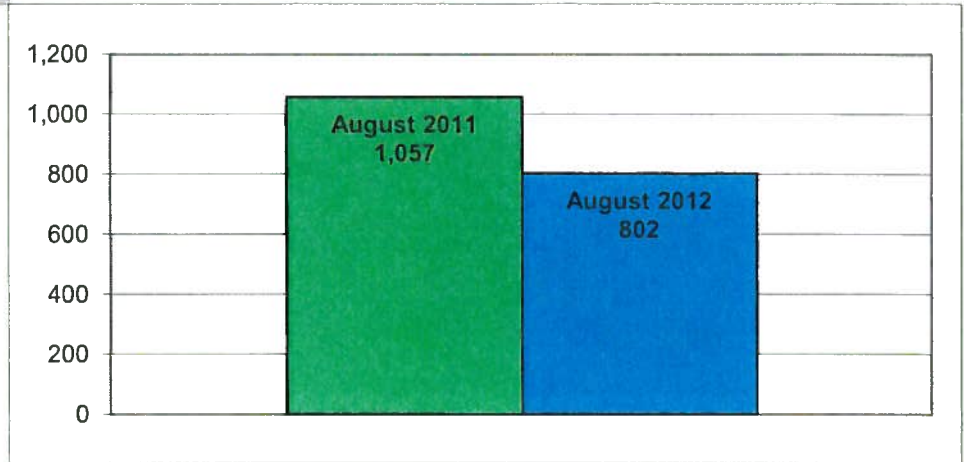
### **Station Shuttle Ridership**

This is the final month for the Station Shuttle.



### ***NCTC Ridership***

NCTC ridership decreased 24%; however, in 2011, NCTC classes began on August 22 while 2012 classes began on August 27.



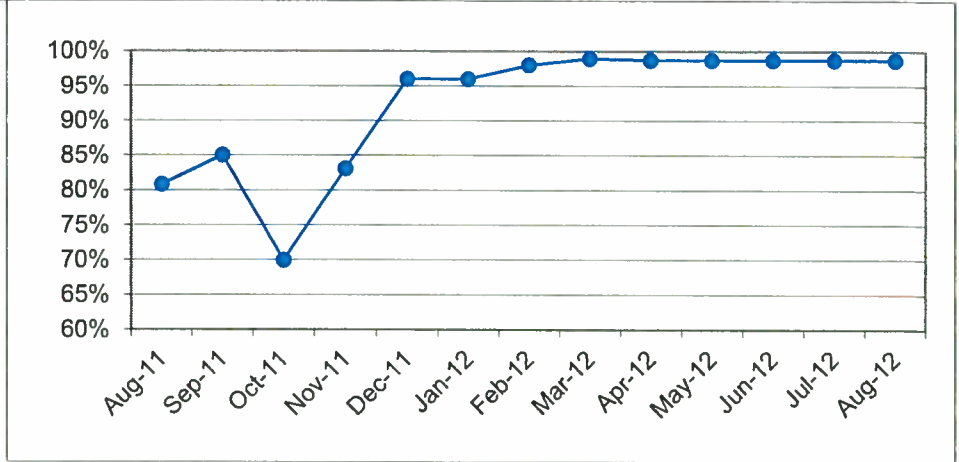
# Customer Satisfaction

## Systemwide Performance August 2011- August 2012

## Performance Measures

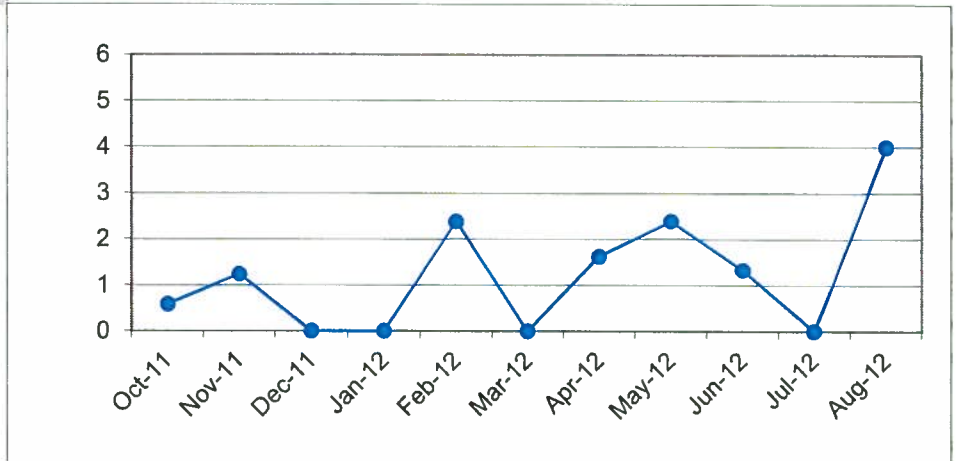
### Systemwide On-Time Performance

On-time performance continues to trend above 95%.



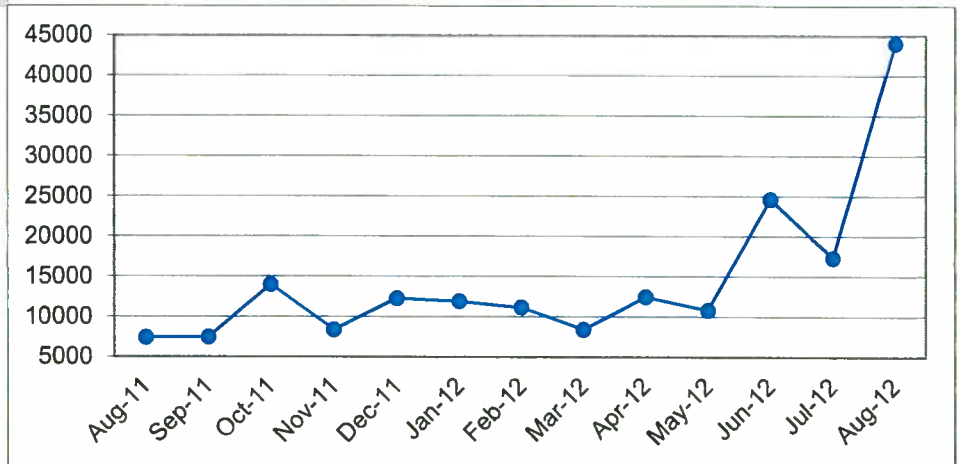
### Systemwide Accidents per 100k Miles

Systemwide accidents per 100,000 miles were 3.5.



### Miles Between Road Calls

There were 43,991 miles between road calls for August.



**Access**

August 2011 & August 2012

**Performance Measures**

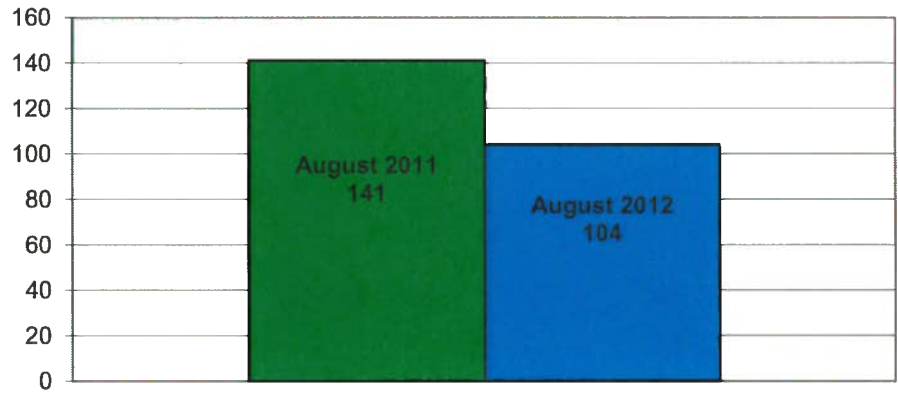
**Trip Denials**

Trip denials for non-ADA trips decreased by 41%.



**No-Shows**

No-shows dropped by 26% compared to the same time last year.





## RAIL OPERATIONS REPORT

Thursday, September 27, 2012

### ❖ RIDERSHIP

- The A-train carried 37,732 passengers during the month of August. This reflects an overall increase in ridership of 26% for the month of August 2012, when compared to August 2011.
- Refer to attached ridership charts.

### ❖ OPERATIONS

- August "On Time Performance" (OTP) was 99.70%.
- Mid-day service started on August 20, 2012.

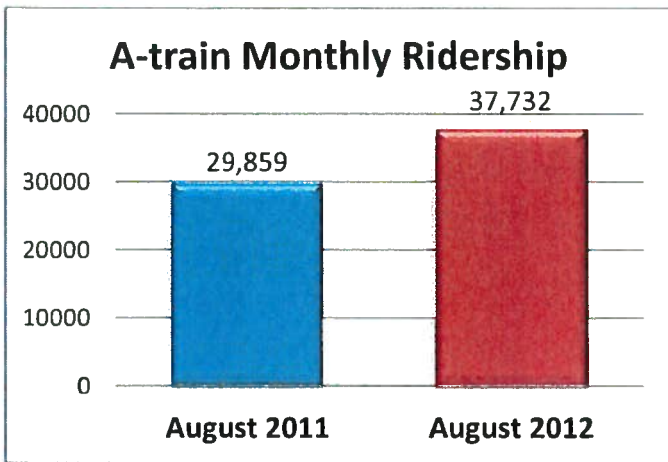
### ❖ SAFETY/SECURITY

- DCTA Rail Operations Injury Free Workdays: 79 days
- 3 more vehicle issues at Eagle Point road crossing. No track damage, delays to trains were minimal.

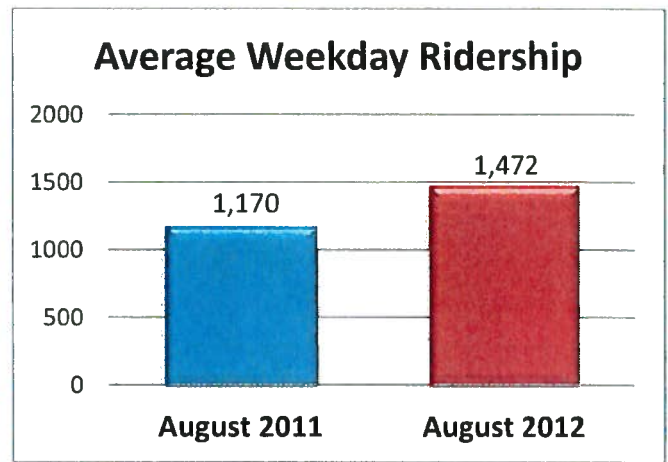
### ❖ MAINTENANCE

- **Right of Way:** Routine daily inspections are being performed by the contractor.
- **Signal/Communications:** No issues to report for August.
- **Stations:** DCTA contract operations (HTSI) continues to perform weekly safety inspections, which have not identified any major issues and any minor aesthetic issues have been quickly resolved (i.e. landscape maintenance, etc.).
- **Mechanical:** DCTA contract operations (HTSI) reported several minor mechanical issues in the month of August with the Stadler vehicles, none of which caused any late trains.

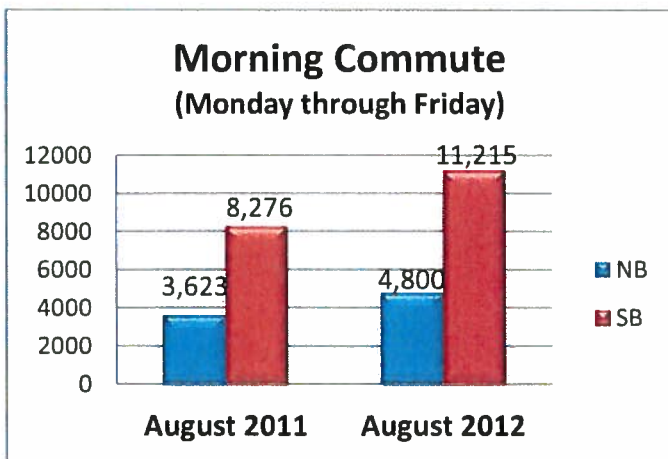




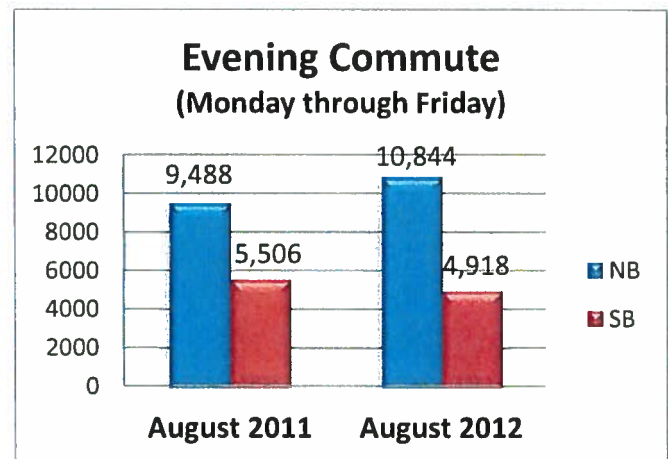
The A-train moved 37,732 passengers during the month of August, a 26% increase over August 2011.



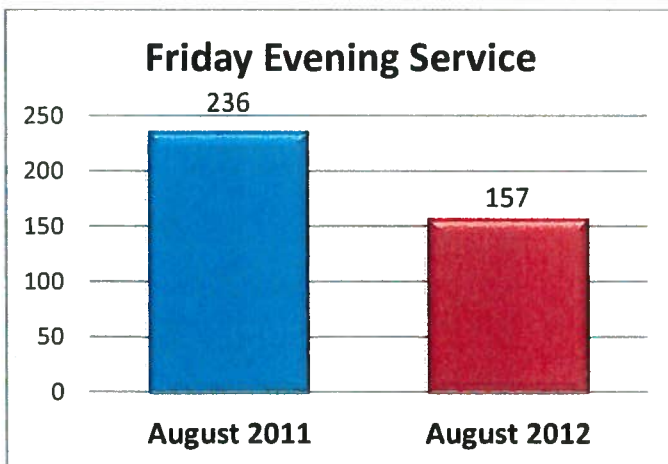
The average daily A-train ridership for the month of August was 1,472 passengers per day, an increase of 26% over August 2011.



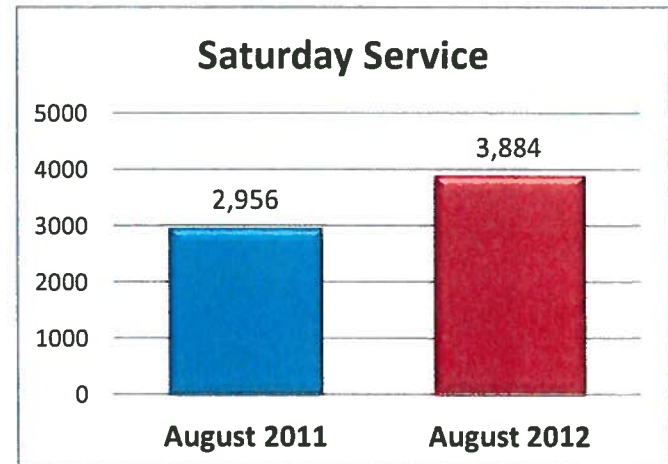
Morning commute ridership increased by 32% for northbound and 36% for southbound, compared to August 2011.



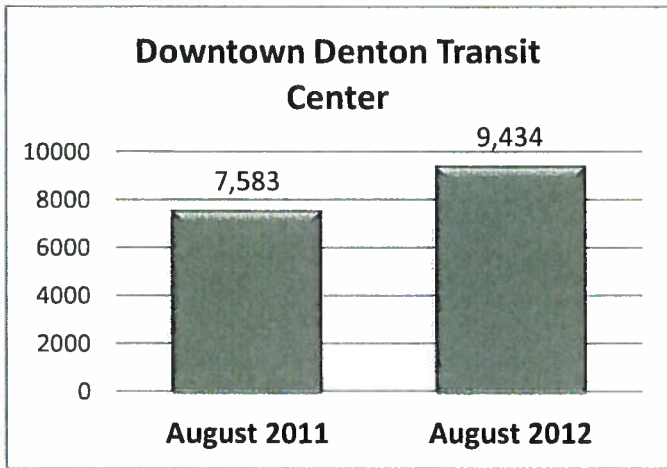
Evening commute ridership increased by 14% for northbound, but decreased 11% for southbound, compared to August 2011.



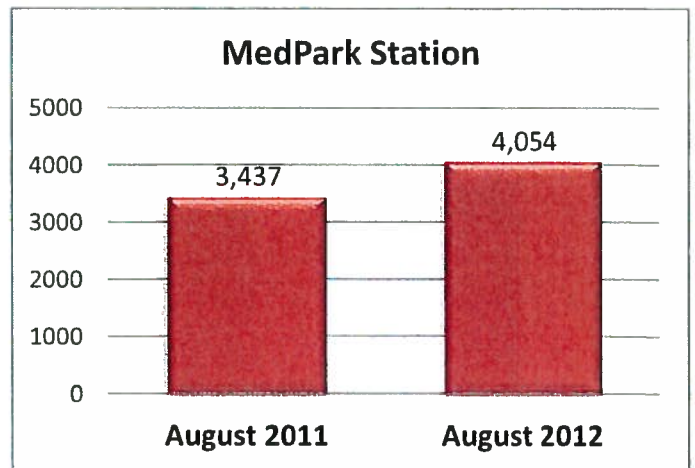
Friday evening service experienced an decrease of 33% in ridership for the month of August 2012, compared to August 2011.



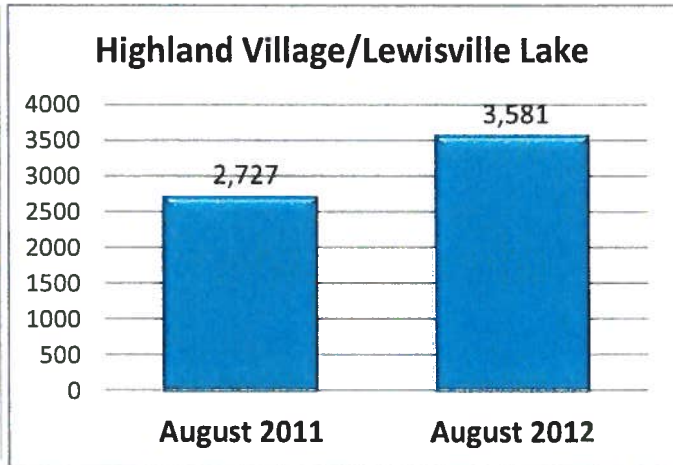
Saturday ridership increased by 31% for the month of August 2012, compared to the August 2011.



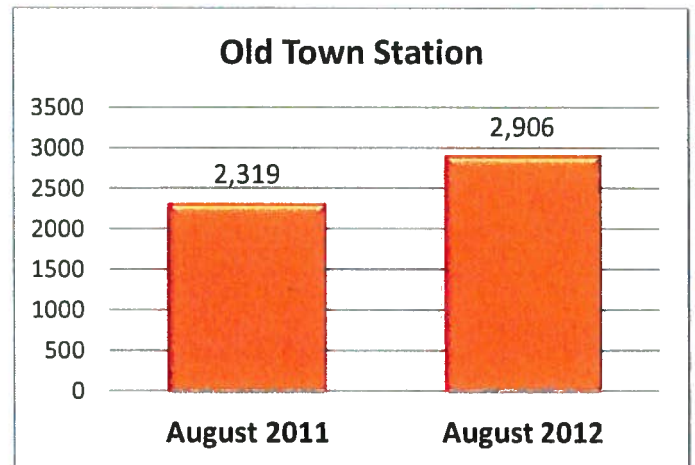
DDTC A-train ridership increased by 24%.



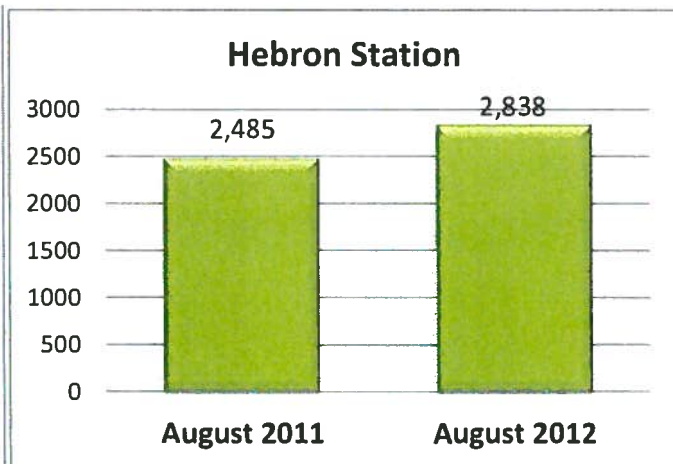
MedPark A-train ridership increased by 18%.



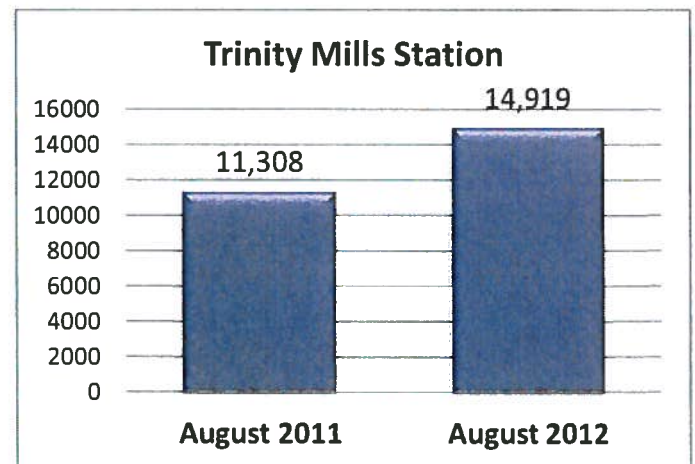
Highland Village/Lewisville Lake A-train ridership increased by 31%.



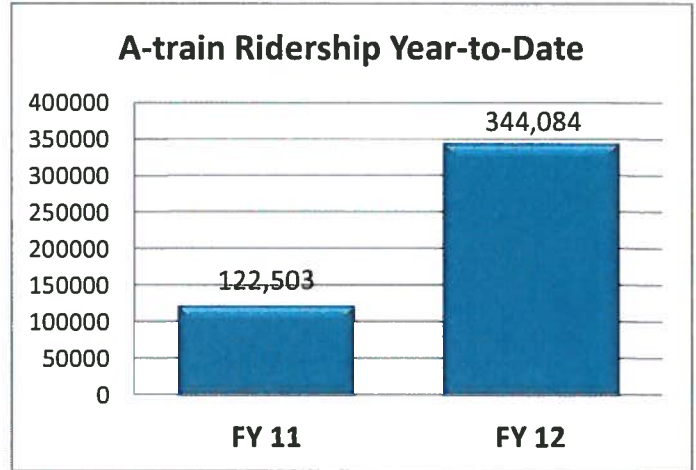
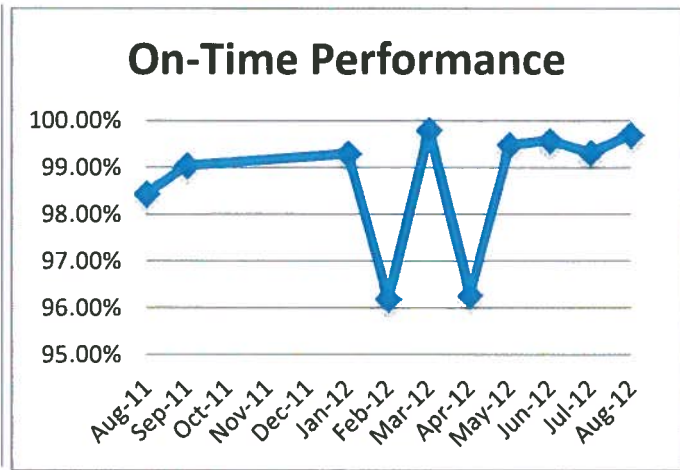
Old Town A-train ridership increased by 25%.



Hebron A-train ridership increased by 14%.



Trinity Mills A-train ridership increased by 32%.



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



## Board of Directors Memo

September 27, 2012

### Subject: January 2013 Service Changes

#### Background

DCTA has committed to review system performance and recommend service changes, if necessary, twice a year in August and January. Following detailed route analysis and public input, DCTA Planning staff has developed proposed service changes to be implemented on January 14, 2013.

The goals of the service changes are in keeping with the goals of the adopted Long-Term Service Plan and the Service Standards. The specific service standards and long-term service plan goals targeted for this service change are:

- Service Standards
  - Frequencies no less than 30 minutes
- Long-term Service Plan Goals
  - Maximize service efficiency and reliability
    - Consistent headways and operate on schedule
  - Maximize the effectiveness of service for DCTA's ridership markets
    - Provide access to major centers of demand
    - Transfers between routes and services should be convenient and effective
  - Tie the provision of transit to land-use and resulting demand levels
    - Existing services that fail to achieve established performance levels should be considered for remedial action.
    - Existing services that significantly exceed standards should be augmented.

The August service changes accomplished two goals:

- Frequencies and bus to rail connections were improved on key routes.
- The number of route interlines was reduced, but not eliminated, to allow for more flexible scheduling.

The January 2013 proposal is intended to achieve the following goals:

- Further reducing the number of interlined routes in Denton;
- Making sure bus to train and bus to bus transfers are maximized;
- Taking remedial measures to increase ridership on Route 1; and
- Small routing changes to maximize the efficiency of the Route 2 and serve a major employer (Sally Beauty) which has been requesting closer bus service.

## Proposal

The January 2013 proposed service changes are as follows:

- Denton
  - Extend the Route 1 to include the Unicorn Lake area. This will include services to a variety of businesses and medical offices and get passengers closer to the Denton State School and businesses along the I-35E service road. A small section of Route 1 serving Londonderry and Sam Bass Blvd. will be eliminated. Many residents served in this area have access to the UNT Sam Bass Route and/or are within walking distance to the proposed Route 1.
  - During A-train construction, Route 2 was modified to avoid roads which crossed the rail corridor. The proposal would revert Route 2 to the original design.
  - The southern portion of the Route 2 will be modified slightly to better serve nearby medical facilities and allow better access to Sally Beauty Company.
  - The last set of interlined routes will be the 1 & 6. Route 3 is slowly increasing in ridership and with the remainder of the Denton County offices moving to the Administration complex, there is anticipated need for more frequent service. The Route 4 will be a stand-alone route in order to serve northeast Denton area more effectively including the developing Serve Denton facility. This facility will house a homeless shelter and a variety of social service agencies.
  - All schedules will be examined to further enhance connectivity within the system.
- Lewisville
  - An additional bus will be added to Route 22 during the peak period so that all 3 routes operate every 30 minutes. This will improve bus to bus transfers and bus to rail transfers.
- A-train
  - The proposed A-train schedule modification will eliminate the existing service gap between the hours of 6:40 pm and 8:06 pm northbound from Trinity Mills. The proposal is to close the gap by adding an additional train at Trinity Mills at approximately 7:26 pm. This is achieved by eliminating two under-performing trips:
    - 5330: 2:48 pm from Old Town to Trinity Mills
    - 5929: 3:22 pm from Downtown Denton Transit Center
- Other items being evaluated
  - Later bus and rail service to accommodate UNT/TWU students
  - Improved Connect frequency in Lewisville during midday

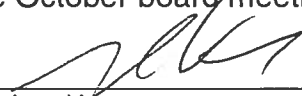
**Financial Impact**

The proposed FY13 operating budget includes an additional 32 hours per day of bus service. The current proposal provides an additional 17 daily revenue hours in Denton and 11 daily revenue hours in Lewisville. Staff anticipates the A-train schedule modifications to remain budget neutral.

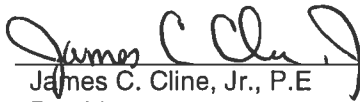
**Recommendation**

This item is for informational purposes only. Staff will present their final recommendation at the October board meeting.

Final Review:

  
\_\_\_\_\_  
Jarod Varner,  
Vice President Transit Operations

Approval:

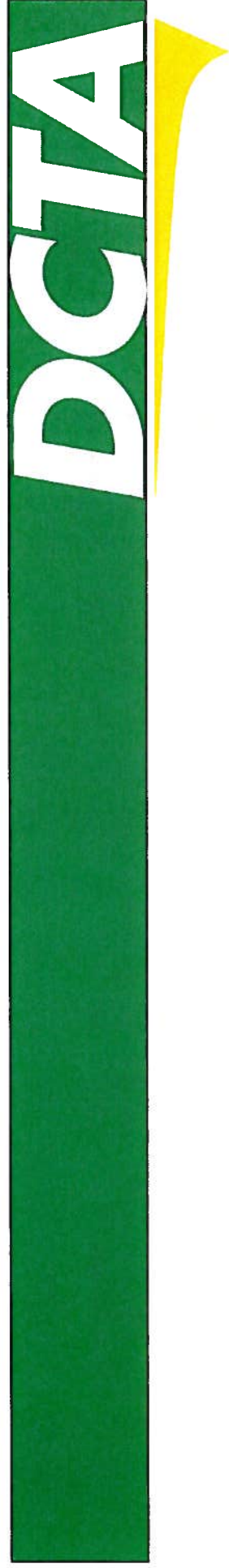
  
\_\_\_\_\_  
James C. Cline, Jr., P.E  
President

# January 2013 Service Changes

Tuesday, September 4, 2012

Wednesday, September 5, 2012

Thursday, September 6, 2012



# Intent of Service Changes

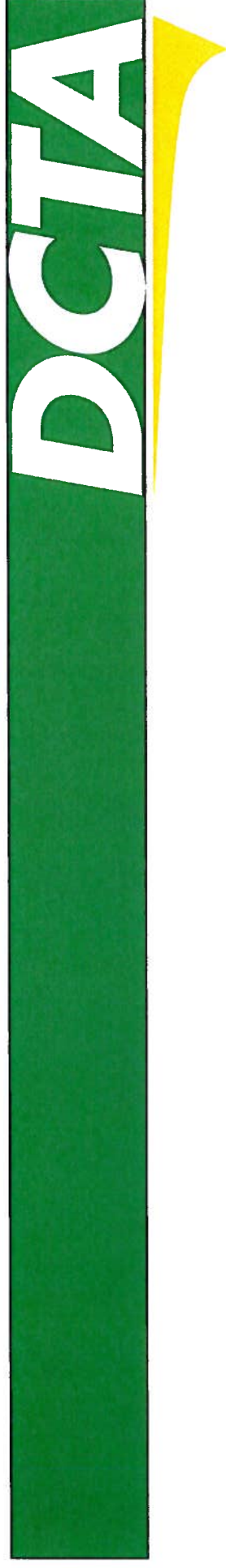
- Customer Feedback
  - Better connectivity
    - Bus to Train
    - Bus to Bus
- This service change will address connectivity and schedules
- The goal is to minimize wait time thus encouraging transit uses.
- Gather information for future service changes

The logo for DCTA (Dallas County Transit Authority) features the letters "DCTA" in a bold, white, sans-serif font. The letters are set against a dark green rectangular background. A yellow swoosh or underline is positioned beneath the letters, extending to the right and curving upwards.



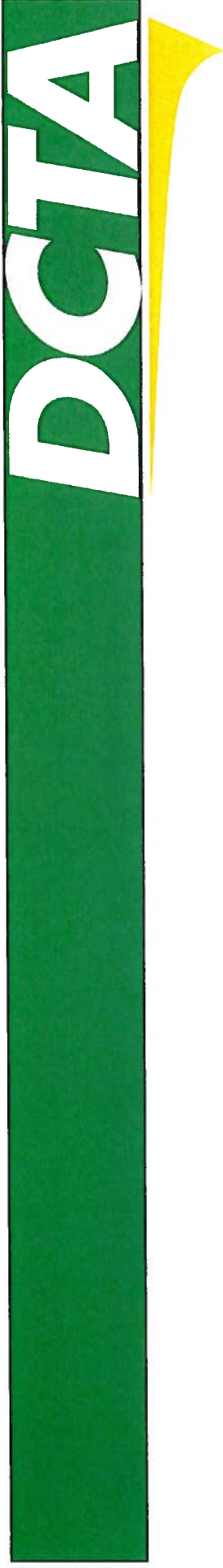
# Overview of Current Routes

- DCTA currently operates:
  - Denton
    - Route 1: serving southwest Denton (west of I-35)
    - Route 2: serving Denton Reg'l Medical Center/MedPark Rail Station/Golden Triangle Mall
    - Route 3: east McKinney Street corridor
    - Route 4: TWU/Emily Fowler Library/east University Dr
    - Route 5: TWU/North Library/North Central Denton
    - Route 6: West University Drive corridor to I-35E
    - Route 7: Oak Street, Presbyterian Hospital/I-35E area
    - Route 8: Oak Street, Eagle Drive/North Central Denton corridor
    - Route 9: Hickory/Oak Corridor



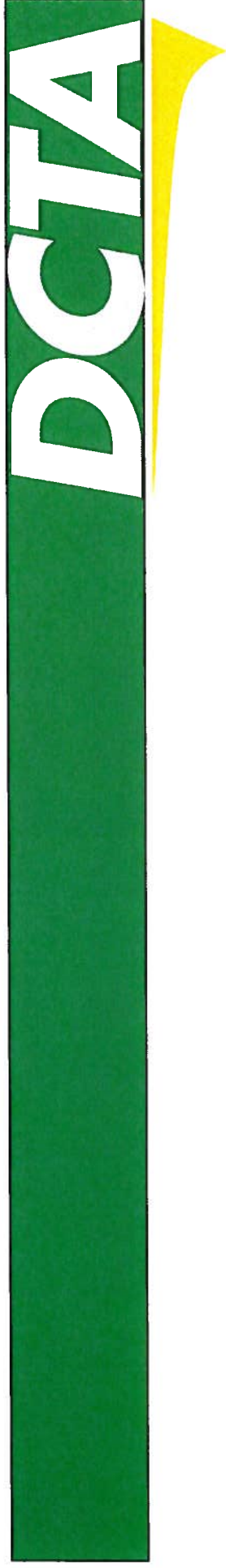
# Overview of Current Routes

- Highland Village
  - RSVP Service
  - Public service for all residents in Highland Village
- Lewisville
  - Route 21: Vista Ridge Mall/Hebron Rail Station/Northwest Central Lewisville/Main Street (FM 1170)
  - Route 22: Vista Ridge Mall/Lewisville HS/Mill Street/Main Street (FM 1170)
  - Route 23: Vista Ridge Mall/west FM 3040/Old Town Rail Station



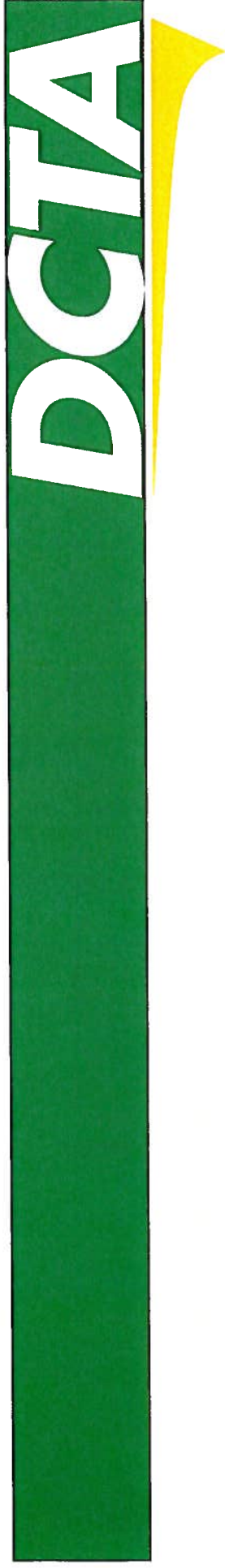
# Public Involvement

- Past Surveys & Community Meetings
  - 2011 Community-Wide Survey
- Community Celebration-August 18
- Public Meetings
  - September 3, 4, 5, 18
  - Lewisville, Highland Village, Denton, UNT & TWU
- Townhall Twitter Meeting
  - September 13, 8 pm

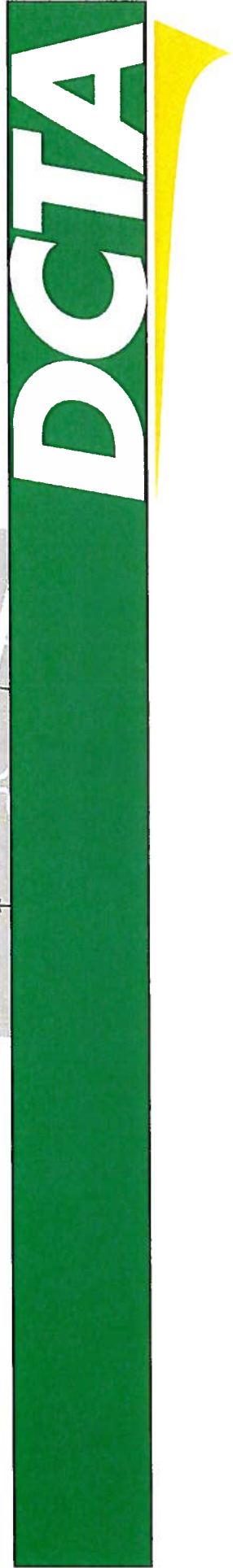
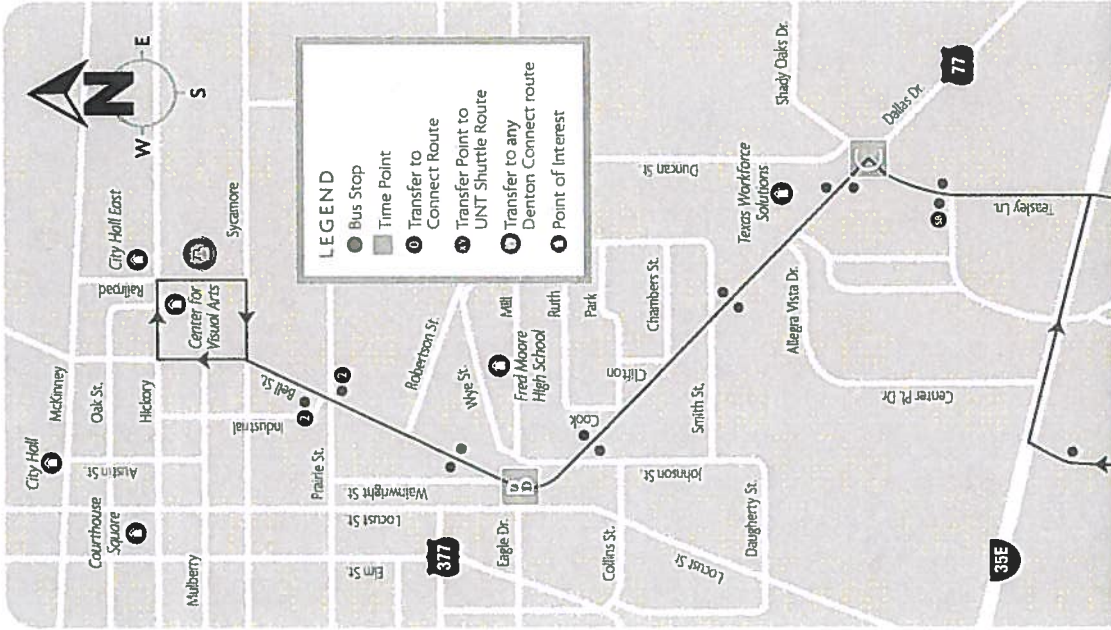


# Proposed Denton Changes

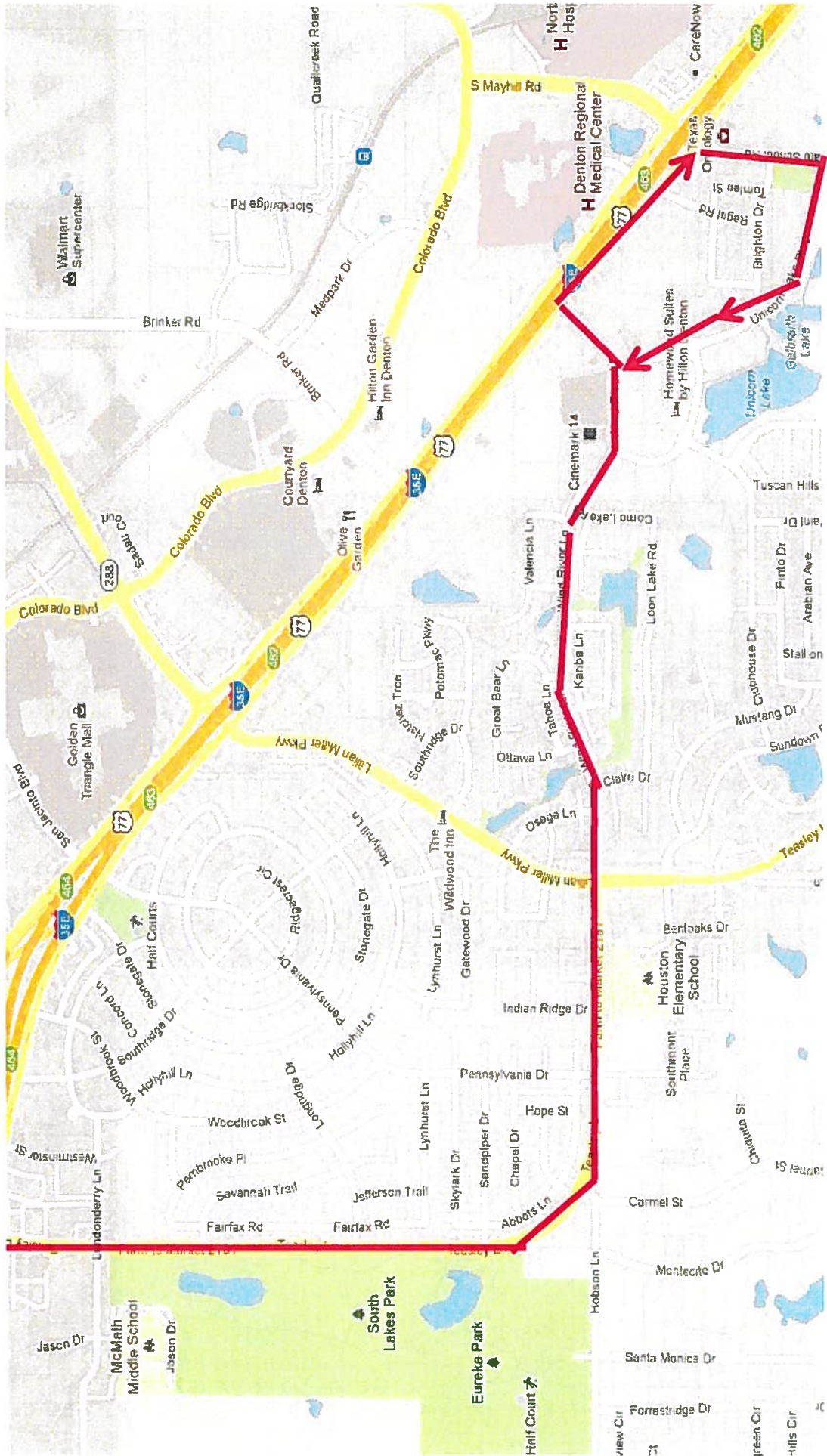
- Route 1
  - Expansion of route to Unicorn Lake area, Denton State School & Josten’s
- Route 2
  - Better service through Southeast Denton
  - Closer stop to Sally Beauty
- Routes 3 and 4 become stand-alone routes
  - Better connectivity with other bus routes & A-train
  - Both routes go from a 73 minute headway to approximately 30 minute headway
- Routes 1 and 6 become ‘interlined’. Last set but headways improve slightly
- Schedule changes to ensure better connections at DDTC and MedPark with the A-train



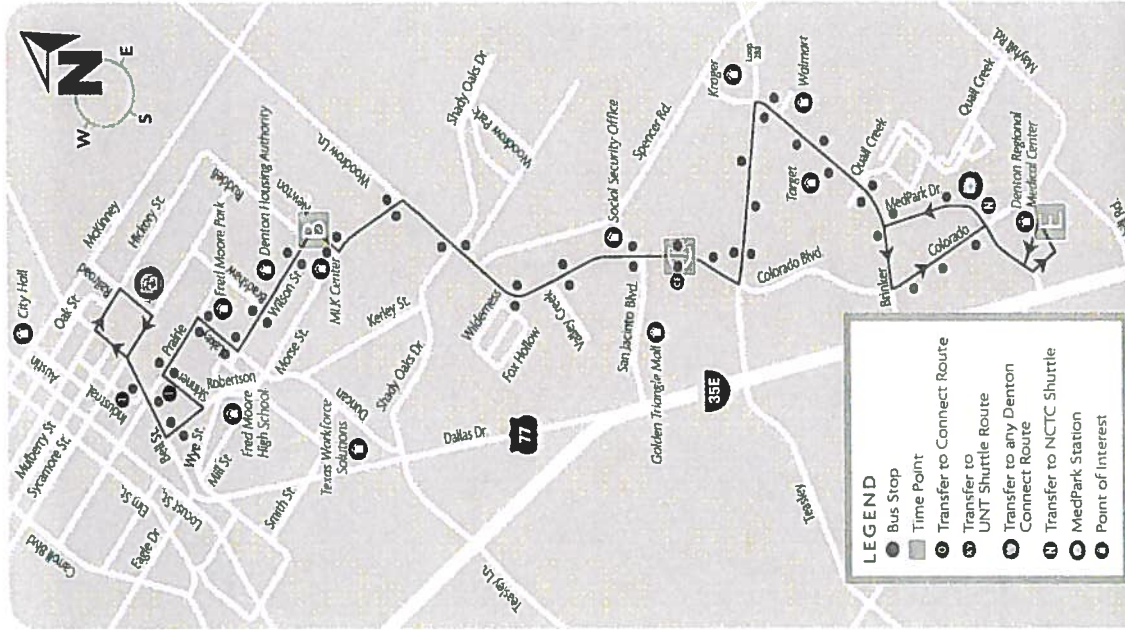
# Current Route 1



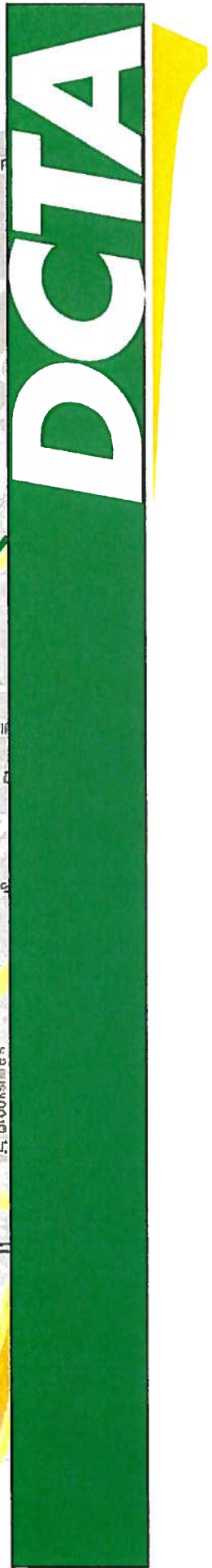
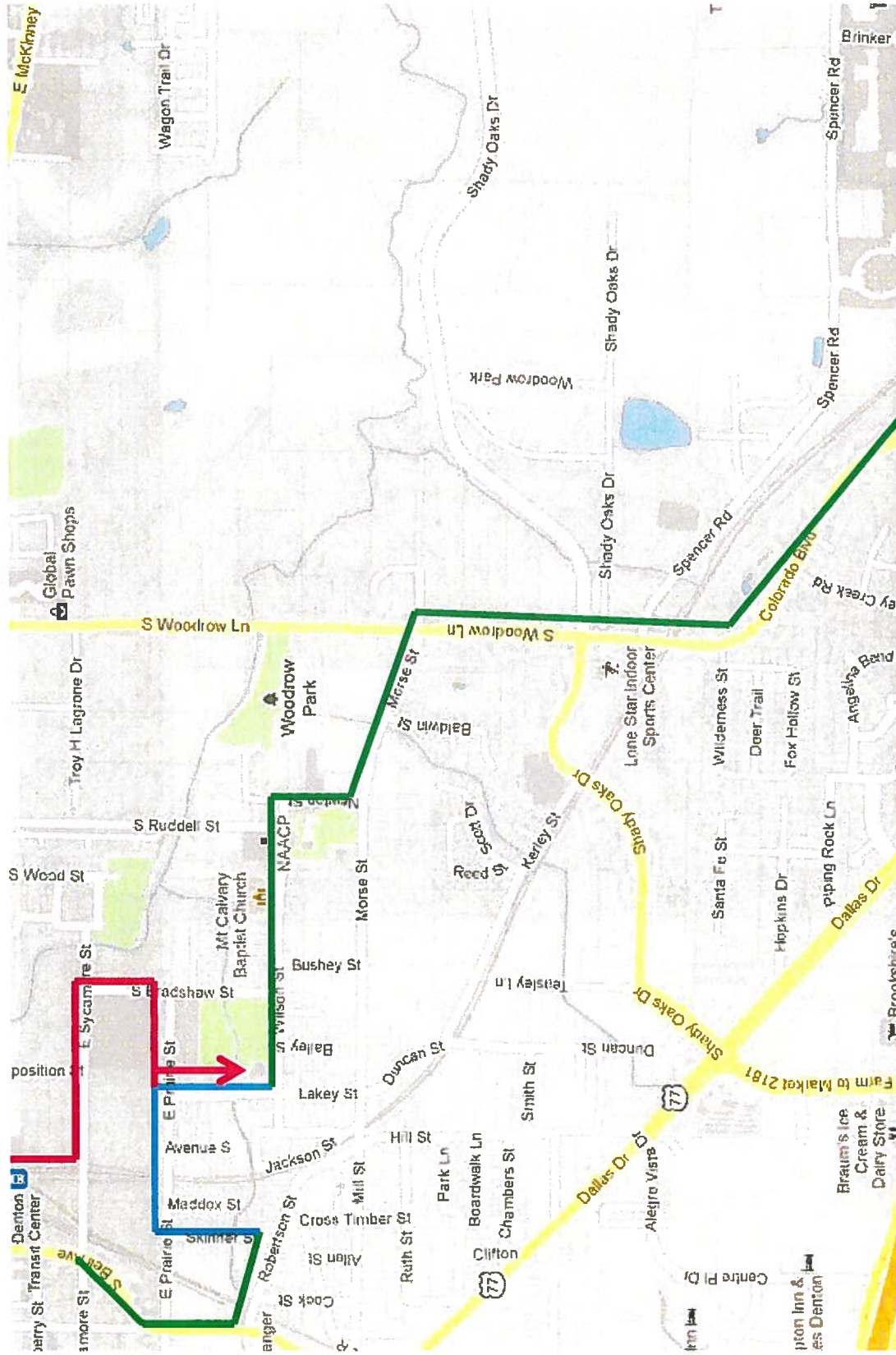
# Proposed Extension of Current Route 1



# Current Route 2

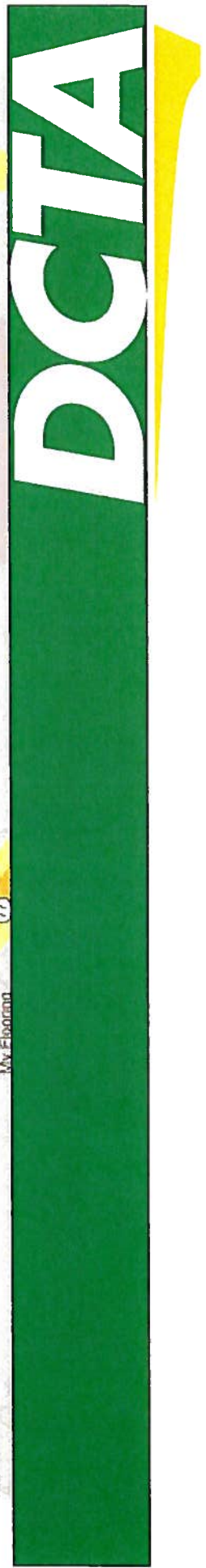
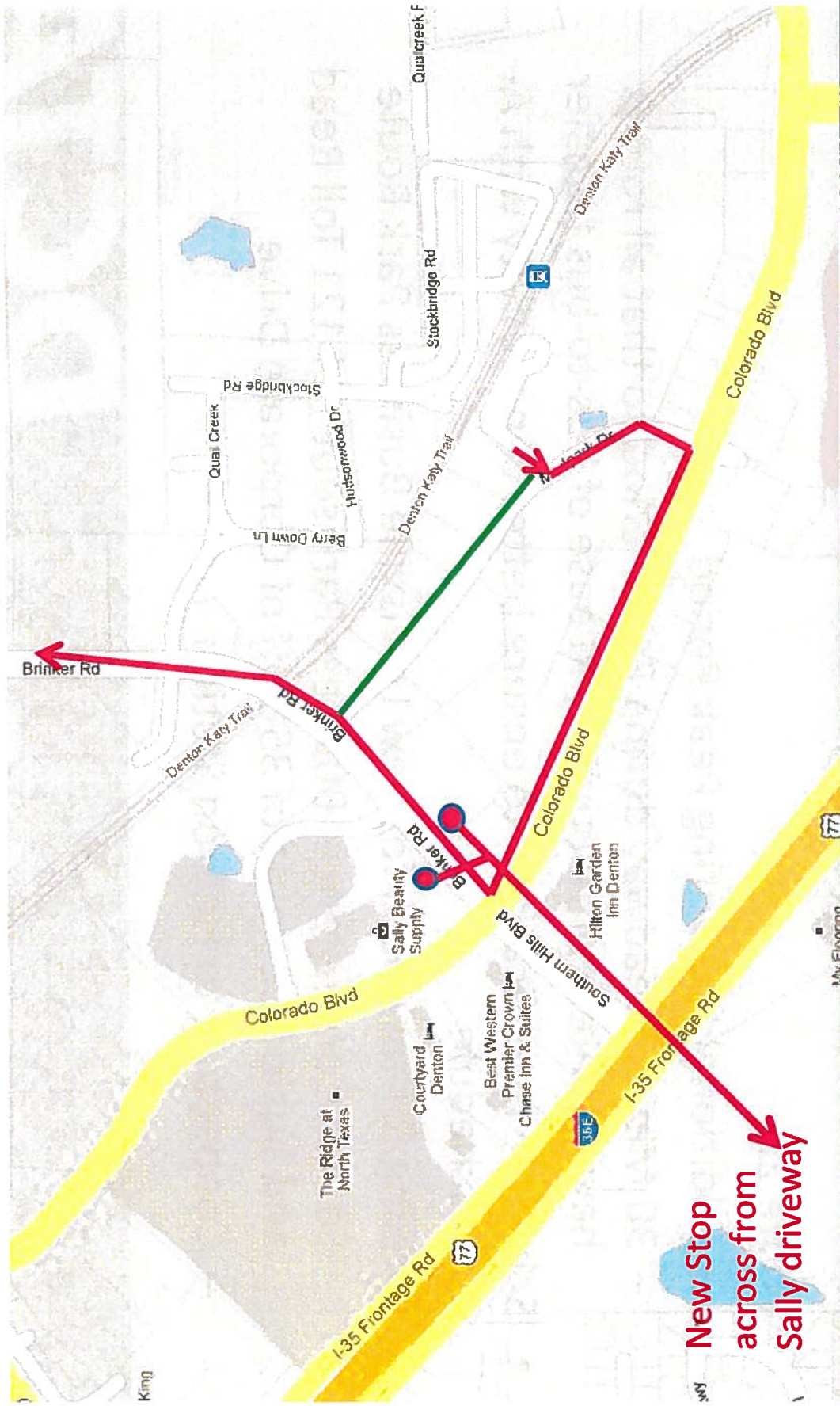


# Route 2 Modification



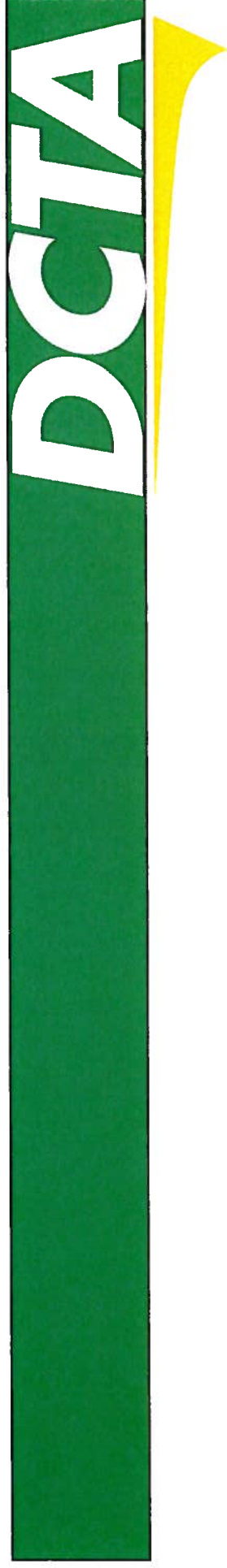


# Route 2 Modification-Serving Sally Beauty-Inbound Trip

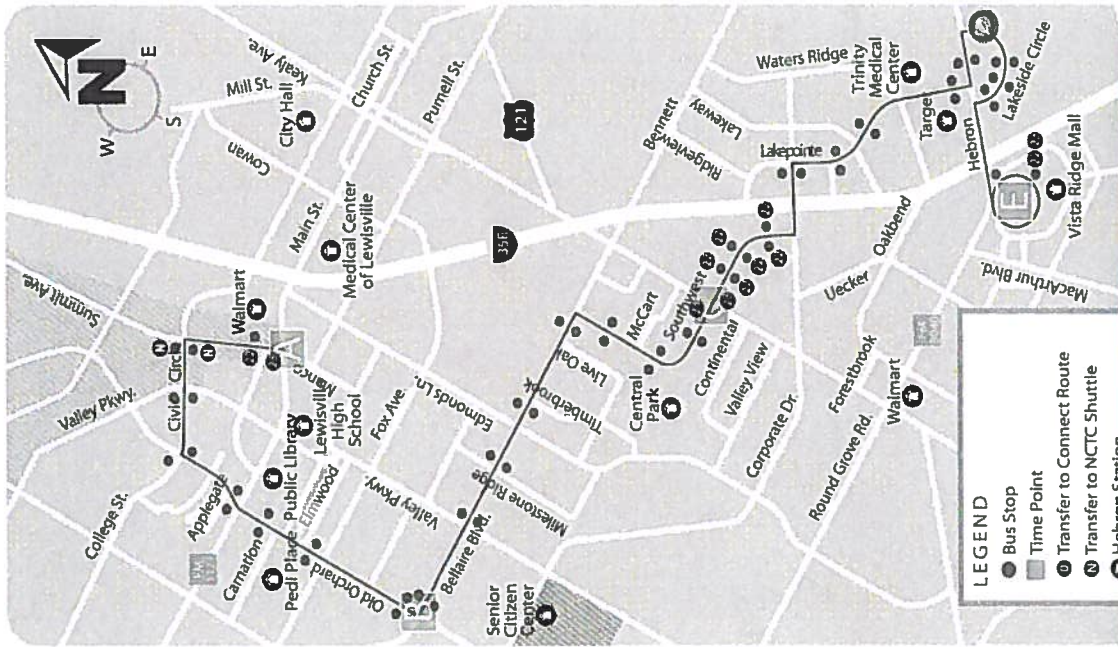


# Proposed Lewisville Changes

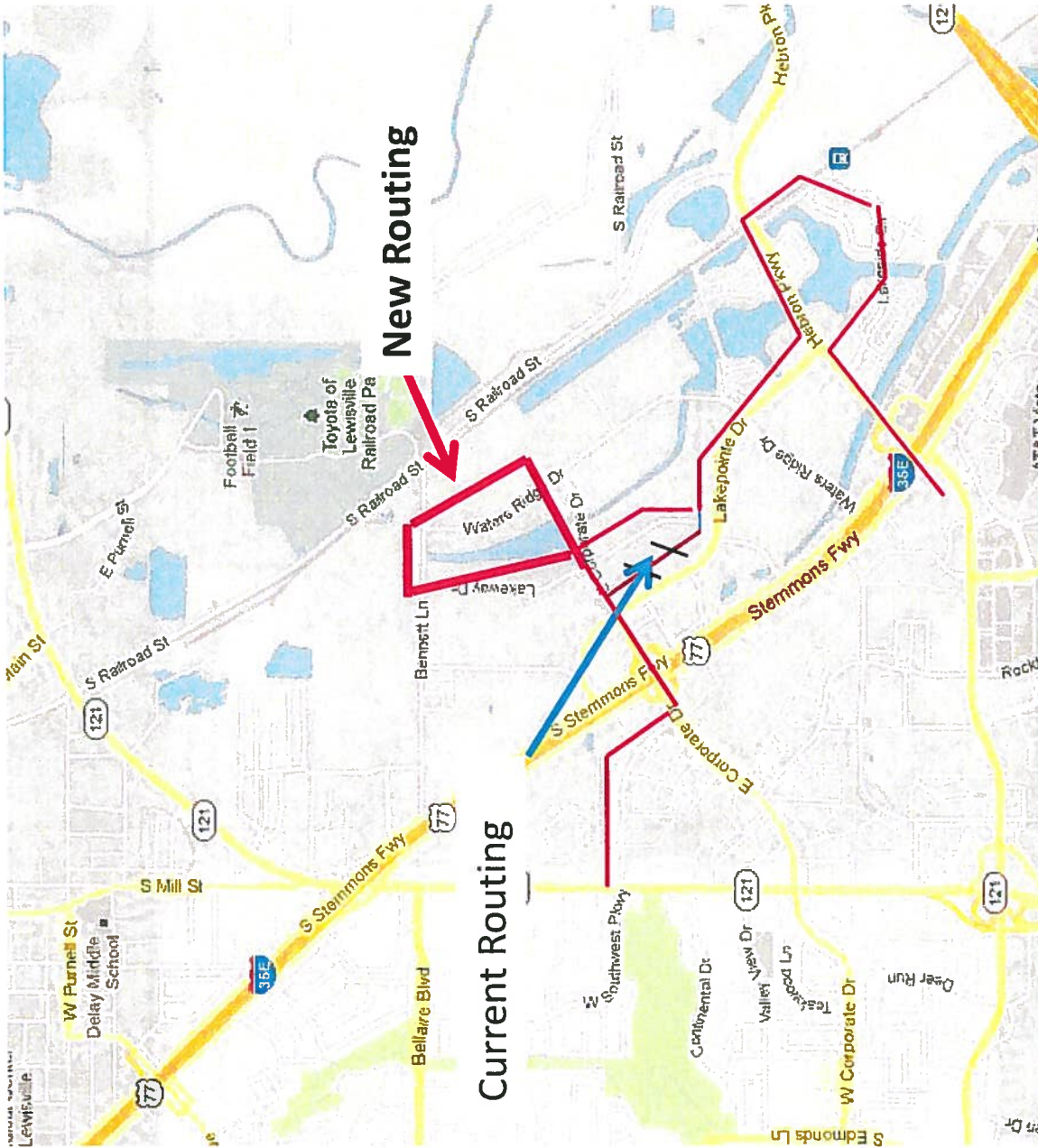
- Route 22
  - Additional bus during Peak Period
  - 30 Minute headway during Peak Period so that all routes have greater connectivity and ease of bus-to-bus transfer
- Schedule modifications to ensure better connectivity with A-train schedule
- Looking for feedback for new Lewisville Business Park Route
  - Serves Convergence, Business Park south of 121 Toll Road and businesses east of 35E off of Corporate Drive
  - Connection to Hebron Station



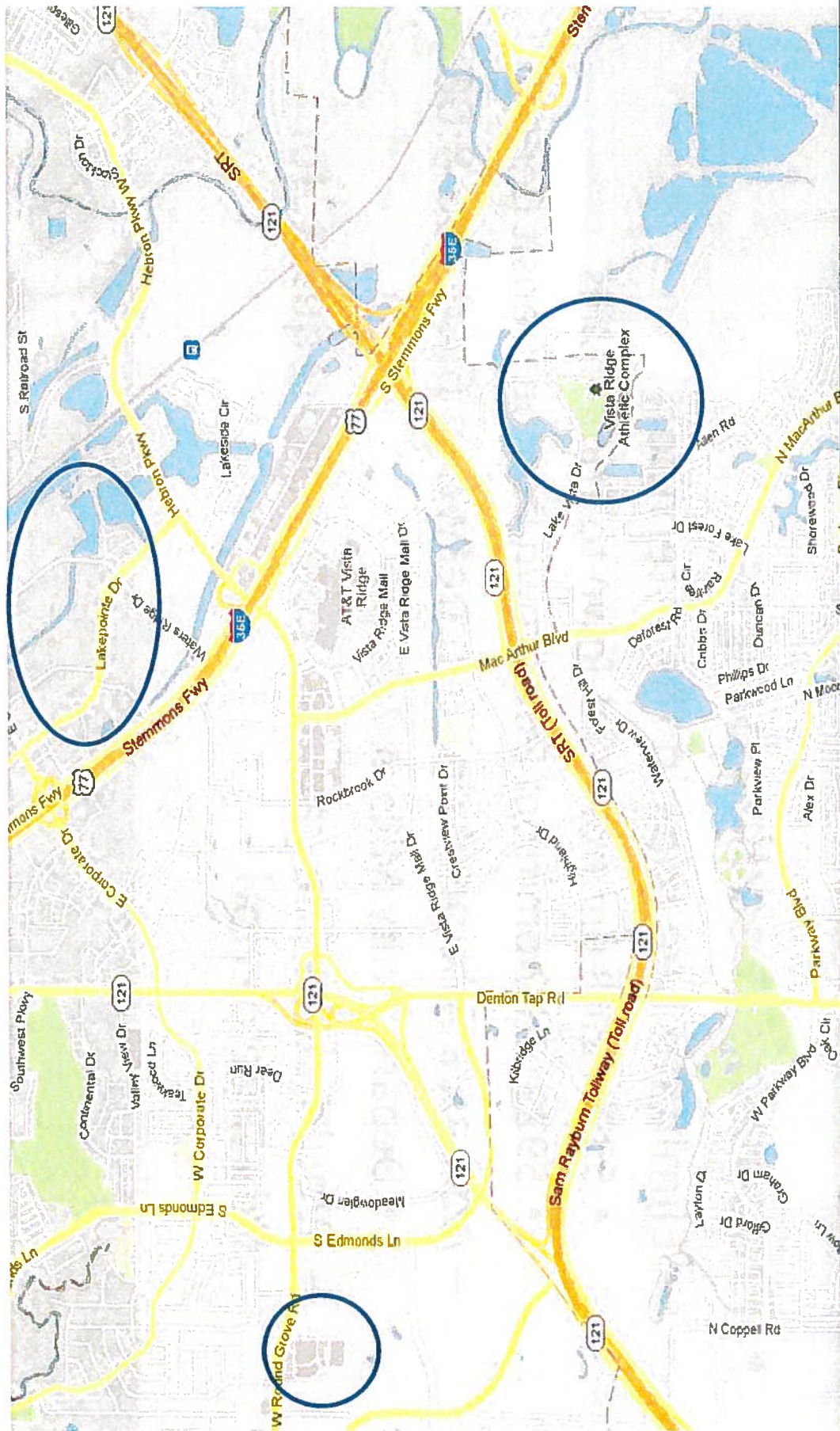
# Current Route 21



# Route 21 Proposed New Routing

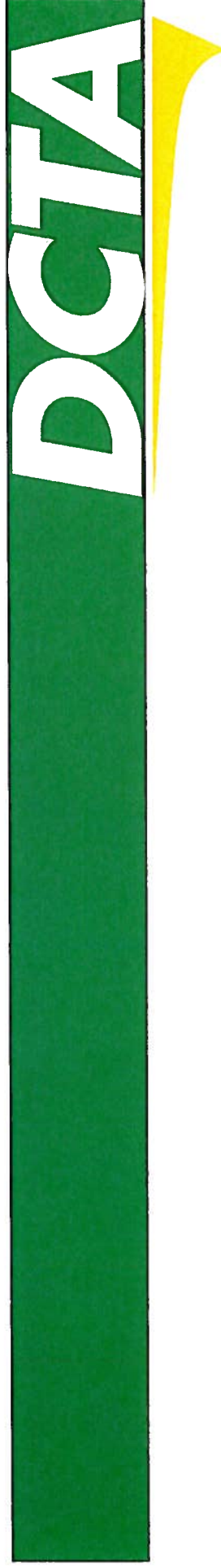


# Areas of Interest



# A-train Schedule Adjustments

- Proposed schedule changes
  - Eliminate two trips in the afternoon
    - 5330: 2:48 pm from Old Town to Trinity Mills
    - 5929: 3:22 pm from Downtown Denton Transit Center
  - Add an additional pm trip between 6:40 and 8:06
    - Depart Trinity Mills at 7:26 pm
  - Would close the gap, per customer request, for this time period



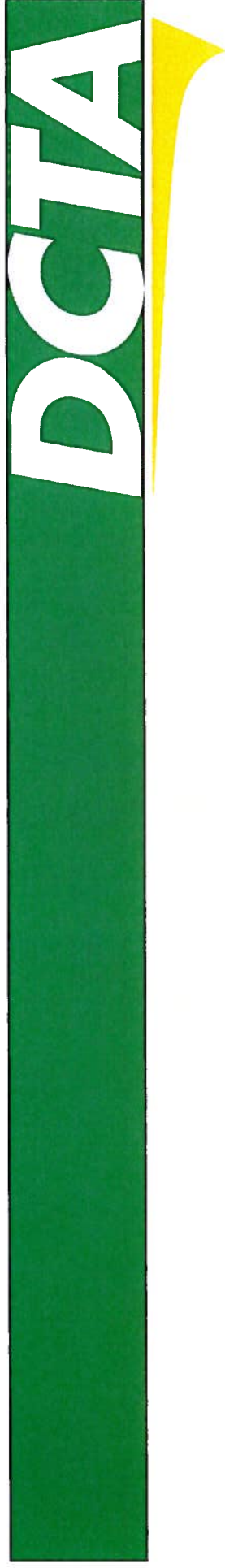
# Next Steps

- Additional Public Meetings & Involvement Opportunities
  - September 5: Downtown Denton Transit Center
  - September 5: UNT Student Center
  - September 6: Highland Village Council Chamber
  - September 13: Twitter Townhall Meeting
  - September 18: TWU Student Center
- Board Approval: October 24
- Implementation: January 14, 2013



# Contact Information

- Sr Transit Planner: Cheri Soileau, AICP, PMP
  - 972-316-6105
  - [csoileau@dcta.net](mailto:csoileau@dcta.net)
- [www.DCTA.net](http://www.DCTA.net)
  - [www.facebook.com/ridedcta](https://www.facebook.com/ridedcta)







Board of Directors Memo

September 27, 2012

**Subject: WS 2(c) Proposed Fare Structure Modifications**

### **Background**

DCTA, DART and the T have agreed to coordinate the development of the regional transit fare structure. DCTA's partner agencies have expressed a need to increase regional fares; therefore DCTA should consider the same. Proposed changes are intended to align DCTA with its regional transit partners, modify the Local System passes to encourage ridership between Carrollton, Lewisville and Denton on the DCTA system and encourage ridership during the middle of the day when ridership is typically lower. DCTA is not proposing any changes to Connect, Connect RSVP or Access fares.

Some of the goals associated with these changes are:

- Encouraging use of mid-day A-train service;
- Balance ridership growth while improving cost-recovery;
- Improve opportunities for travel between Carrollton, Lewisville and Denton on DCTA's Local System;
- Minimize impact on transit dependent;
- Encourage bulk pass purchase partnerships; and
- Provide regional fare consistency with DART and The T

Key elements of the fare changes include:

- No changes or increases to Connect, Connect RSVP or Access fares;
- No increases to local system passes;
- No changes to reduced rider eligibility;
- No changes to the Bulk Annual Pass Program pricing;
- Decrease to Local System University Pass pricing;
- Increase to the regional monthly and regional annual pass costs;
- Increase to reduced pass structure for local system/regional trips;
- Creation of a new Reduced Regional Annual Pass;
- Creation of a bulk pass program for non-profits, social service agencies, and special groups;
- Replacement of one-way (single-ride) trips to two-hour passes on A-train and regional transit network;
- Lower cost fare for mid-day trips (M-F, 9am – 3pm);

In accordance with DCTA's Public Involvement Plan, public meetings will be held beginning on Monday October 8<sup>th</sup> to garner feedback from the community regarding the recommended modifications. Staff anticipates further Board consideration of the proposed Fare Structure Modifications at the October Board Meeting with implementation to coincide with the January 14, 2013 service change.

**Identified Need**

An updated, balanced fare structure which incorporates regional priorities and encourages Local System and midday ridership.


**Financial Impact**

Staff is continuing to analyze the potential ridership and farebox revenue impacts of the Fare Structure Modification. Staff anticipates providing additional information in the final Board packet and at in the presentation at the Board Meeting.

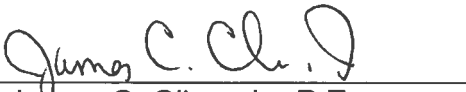
**Recommendation**

This item is for discussion purposes only.

Final Review:

  
Jarod Varner  
Vice President

Approval:

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



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

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

## Work Session Minutes

The Board of Directors of the Denton County Transportation Authority convened with Chairman Charles Emery presiding at 1:30 p.m. August 23, 2012 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

### Attendance

#### Small Cities

Bill Walker  
Skip Kalb  
Tom Spencer (1:35 pm arrival)

#### Large Cities

Charles Emery, Lewisville, *Chairman*  
Paul Pomeroy, Highland Village, *Treasurer*  
Dave Kovatch, The Colony, *Secretary*  
Richard Huckaby, Denton  
Jim Robertson, Flower Mound (1:40 pm arrival)  
Daniel Peugh, Corinth

#### Denton County Unincorporated

Charles Correll, *Vice-Chairman*  
Don Hartman (1:35 pm arrival)

#### Denton County at Large

#### Board Members Absent

Doug Peach, Little Elm  
Thomas Smith

#### DCTA Staff

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

#### Legal Counsel

Pete Smith

#### Others in Attendance

Mark Nelson, City of Denton  
Steve Bacchus, City of Lewisville  
Ken Kindle, UNT

### 1. Routine Briefing Items

- a. Financial Reports – Anna Mosqueda presented information
  - i. Financial Statements
  - ii. Capital Projects Fund
  - iii. Sales Tax Report
  - iv. Procurement Report

- b. Capital Projects Update – Dee Leggett presented information.
    - i. GTW Integration
    - ii. Bus Operations and Maintenance Facility (OMF) – Map presentation by Dee Leggett
    - iii. Community Enhancements – Presentation from Stakeholders meeting – Dee Leggett
    - iv. Lewisville Bike Trail – Dee Leggett
    - v. Positive Train Control (PTC) – Information provided by Jim Cline
    - vi. A-train Close-out Status
    - vii. Passenger Amenities
    - viii. Station Kiosks
    - ix. Interstate Highway 35 East Impacts / Grade Crossing Agreement
  - c. Communications and Planning – Information provided by Dee Leggett
    - i. Marketing and Communications Initiatives
    - ii. Media Coverage
    - iii. Safety Campaign
    - iv. Customer Service
  - d. Transit Operations – Jarod Varner gave a briefing on the following items:
    - i. Bus Operation
    - ii. Rail Operations
2. Items for Discussion
    - a. Discussion of Social Media Policy – Jim Cline and Dee Leggett presented information on proposed policy.
  3. Committee Briefings – Reports by Committee Chairmen
    - a. Budget Committee – Committee Chairman Paul Pomeroy provided a brief review of Budget Committee meeting.
  4. Discussion of Regular Board Meeting Agenda Items (August 26, 2012) – not necessary
  5. Executive Session
    - 2:33 p.m. – 3:49 p.m. Item 5b
    - 4:00 p.m. – 5:09 p.m. Item 5c
      - a. As Authorized by Section 551.071(2) of the Texas Government Code, the Work Session or the Regular Board Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein.
      - b. As authorized by Texas Government Code section 551.071 consultation with General Counsel regarding pending litigation Cause No 2011-30066-211; URS Corporation v. Denton County Transportation Authority; 211th District Court, Denton County, Texas.
      - c. As Authorized by Section 551.074 the Texas Government Code, the Meeting may be Convened into Closed Executive Session for the Purpose of Discussion regarding Personnel. Annual performance review of DCTA President.

6. Reconvene Open Session – 5:09 p.m.
  - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.  
-Motion by Dave Kovatch to increase President base salary to \$178, 500.00 effective next pay period. 2<sup>nd</sup> by Daniel Peugh. Vote carried unanimously.

5:11 p.m. Tom Spencer left the meeting.

7. Discussion of Future Agenda Items – Jim Cline reviewed future agenda items.
  - a. Hike / Bike Trail Maintenance Agreement
  - b. Board Member Requests

Completed Work Session 5:12 p.m.



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

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

## Board Meeting Minutes

The Board of Directors of the Denton County Transportation Authority convened with Chairman Charles Emery presiding at 5:19 p.m. August 23, 2012 at 1660 S. Stemmons, Suite 250, Lewisville, TX 75067. A quorum was present.

### Attendance

#### Small Cities

Bill Walker  
Skip Kalb

#### Large Cities

Charles Emery, Lewisville, *Chairman*  
Paul Pomeroy, Highland Village, *Treasurer*  
Dave Kovatch, The Colony, *Secretary*  
Richard Huckaby, Denton  
Jim Robertson, Flower Mound  
Daniel Peugh, Corinth

#### Denton County Unincorporated

Charles Correll, *Vice-Chairman*  
Don Hartman

#### Denton County at Large

#### Board Members Absent

Doug Peach, Little Elm  
Thomas Smith  
Tom Spencer

#### DCTA Staff

James C. Cline, Jr., P.E., President  
Dee Leggett, VP Program Development  
Anna Mosqueda, CFO/ VP Finance  
Amanda Riddle, Budget Analyst  
Ann Boulden, Project Manager

#### Legal Counsel

Pete Smith

#### Others in Attendance

Mark Nelson, City of Denton  
John Cabrales, City of Denton  
Steve Bacchus, City of Lewisville

CALL TO ORDER – Charles Emery called to order at 5:19 pm

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS – Charles Correll

INVOCATION – Charles Emery

WELCOME AND INTRODUCTION OF VISITORS – Charles Emery (no visitors)

1. CONSENT AGENDA

- a. Approval of Minutes – July 26, 2012
- b. Approval of Minutes – August 8, 2012 Board Meeting and Budget Committee Meeting
- c. Approval of Resolution 12-03 Revision of Fare Evasion Administrative Fee
- d. Authorize the President to Execute an Agreement with Resources Global Professionals for Professional Services
- e. Authorize the President to Execute an Agreement with Younger and Associates for Creative, Marketing and Public Relations Services
- f. Authorize the President to Execute an Agreement with Aria Agency for Creative, Marketing and Public Relations Services
- g. Acceptance of Financial Reports
- h. Authorize the President to Enter into an Interlocal Agreement with the City of Lewisville to Perform Facilities Modification, Maintenance and Repair on Denton County Transportation Authority Property within the City of Lewisville.

-Motion by Richard Huckaby to approve Consent Agenda Items 1a-h. 2<sup>nd</sup> by Skip Kalb. Motion carried unanimously.

2. REGULAR AGENDA

- a. Discussion / Approval of Resolution 12-04 Supporting the North Central Texas Regional Rail Partnership

-Motion by Charles Correll to approve Resolution 12-04 Supporting the North Central Texas Regional Rail Partnership in a form similar to that presented. 2<sup>nd</sup> by Jim Robertson. Motion carried unanimously.

- b. Discussion / Approval of Dallas Area Rapid Transit Operations and Maintenance Agreement Renewal

-Motion by Jim Robertson to approve Dallas Area Rapid Transit Operations and Maintenance Agreement Renewal. 2<sup>nd</sup> by Daniel Peugh. Motion carried unanimously.

- c. Proposed FY2013 Operating and Capital Budget

- i. Presentation and Discussion of Proposed FY2013 Budget

- ii. Conduct Public Hearing on Proposed FY2013 Budget.

-Presentation by Anna Mosqueda. No one from the public in attendance.

3. CHAIR REPORT – Chairman Charles Emery announced that the Executive Committee will be reestablished and noted that meetings will be double posted as both Committee and Board Meetings. Executive Committee Members are: Charles Emery, Chairman, Charles Correll, Paul Pomeroy, Dave Kovatch, and Richard Huckaby.

- a. Discussion of Regional Transportation Issues
  - b. Discussion Legislative Issues
    - i. Regional
    - ii. State
    - iii. Federal
4. PRESIDENT'S REPORT – Jim Cline presented photo organizational chart of DCTA staff and contractors.
- a. Staff Overview
5. REPORT ON ITEMS OF COMMUNITY INTEREST
- Jim Cline displayed and announced recent award received by Chairman Charles Emery: Excellence in Transportation Award presented during the Annual Transit Summit.
  - Anna Mosqueda presented the Government Finance Officers Association of Texas Budget Award to Budget Analyst Amanda Riddle for Denton County Transportation Authority's Fiscal Year 2012 Budget.
- a. Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.
6. CONVENE EXECUTIVE SESSION - none
- a. As Authorized by Section 551.071(2) of the Texas Government Code, the Board Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein.
7. RECONVENE OPEN SESSION – not necessary
- a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
8. ADJOURN REGULAR MEETING - 6:14 p.m.
- Motion to adjourn by Charles Correll, 2<sup>nd</sup> by Skip Kalb. Motion carried.

The minutes of the August 23, 2012 meeting of the Board of Directors were passed, and approved by a vote on this 27<sup>th</sup>, day of September, 2012.

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Charles Emery, Chairman

ATTEST

---

Dave Kovatch, Secretary



Special Called Meeting of the DCTA Board of Directors  
and the Executive Committee  
of the DCTA Board of Directors  
**2:00 p.m., September 06, 2012**  
1660 S. Stemmons, Suite 250 Conference Room  
Lewisville, Texas 75067

**MINUTES**

**Attendance**

Charles Emery	Richard Huckaby
Charles Correll	Tom Spencer
Paul Pomeroy	Jim Cline, President
Dave Kovatch	Pete Smith, General Counsel

Welcome and Introductions - Committee Chairman Charles Emery convened Special Called Meeting of the DCTA Board of Directors and the Executive Committee at 2:05 p.m.

- 1) EXECUTIVE SESSION 2:05 p.m.
  - a. As Authorized by Section 551.074 the Texas Government Code, the Meeting may be Convened into Closed Executive Session for the Purpose of Discussion regarding Personnel. Annual performance review of DCTA President.
  
- 2) RECONVENE OPEN SESSION 3:24 p.m. No action
  - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
  
- 3) DISCUSSION ITEM
  - a. Future Executive Committee Meeting Schedule and Agenda  
-Committee members set the October meeting for a Tuesday at 2:00 p.m., date to be determined.
  
- 4) ADJOURN 3:30 p.m.

**Executive Committee**  
**Chair – Charles Emery**  
**Members – Charles Correll, Paul Pomeroy, Dave Kovatch, Richard Huckaby**  
**Staff Liaison – Jim Cline, President**

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Leslee Bachus, Executive Assistant





Special Called Meeting of the DCTA Board of Directors  
and the Executive Committee  
of the DCTA Board of Directors  
**3:00 p.m., September 20, 2012**  
1660 S. Stemmons, Suite 250 Conference Room  
Lewisville, Texas 75067

**MINUTES**

**Attendance**

Charles Emery	Tom Spencer
Charles Correll	
Paul Pomeroy	Jim Cline, President
Richard Huckaby	Pete Smith, General Counsel

Welcome and Introductions - Committee Chairman Charles Emery convened Special Called Meeting of the DCTA Board of Directors and the Executive Committee at 3:00 p.m.

**1) ITEMS FOR INFORMATION / DISCUSSION - GENERAL**

- a. Review Draft Agenda for September 27, 2012 Board Meeting – Jim Cline reviewed the Draft Agenda
- b. Discussion of North Central Texas Regional Rail Alliance – Charles Emery discussed final version of the document that will be signed by Denton County Transportation Authority, Dallas Area Rapid Transit, and The T.

**2) EXECUTIVE SESSION 4:17 p.m.**

- 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.
- b. As authorized by Texas Government Code section 551.071 consultation with General Counsel regarding pending litigation Cause No 2011-30066-211; URS Corporation v. Denton County Transportation Authority; 211th District Court, Denton County, Texas.

**3) RECONVENE OPEN SESSION 4:40 p.m. No Action**

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

**4) ADJOURN 4:41 p.m.**

**Executive Committee**  
**Chair – Charles Emery**  
**Members – Charles Correll, Paul Pomeroy, Dave Kovatch, Richard Huckaby**  
**Staff Liaison – Jim Cline, President**

---

Leslee Bachus, Executive Assistant



Board of Directors Memo

September 27, 2012

**Subject: RM 1(b) Discuss Social Media Policy**

### **Background**

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

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

### **Identified Need**

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

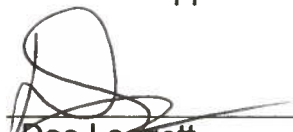
### **Financial Impact**

None at this time.


### **Recommendation**

This item is recommended for approval and incorporation in the agency's personnel manual.

Final Review:

  
\_\_\_\_\_  
Dee Leggett,  
Vice President

Approval:

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

## 7.12 POLICY ON SOCIAL MEDIA USE

**7.12.1 Purpose.** This policy outlines the protocol and procedures for use of social media to publicize official Denton County Transportation Authority's (DCTA) services and events. In addition, this policy addresses the responsibilities of DCTA employees with regard to social media sites that are DCTA approved and use of personal social media sites by employees when such use has an effect on DCTA and the DCTA work environment.

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

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

### 7.12.4 Official DCTA Social Media Sites.

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

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

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

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

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

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

**7.12.5 Use of Social Media at Work on DCTA approved Social Media Sites.** The following guidelines apply to DCTA employees when participating in social media sites that are approved by DCTA:

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

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

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

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

DCTA  
Social Media Request Form

Name & Title: \_\_\_\_\_

Department: \_\_\_\_\_

Social Media Application Requested (*Include website address*): \_\_\_\_\_

\_\_\_\_\_

Login ID: \_\_\_\_\_ Password: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Provisions Will be Made if Designated Employee Leaves Position? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**APPROVALS:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Public Information Officer



**DCTA  
Social Media Use Agreement**

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

1. Post on social media sites and pages that have been approved by \_\_\_\_\_ (DEPARTMENT);
2. Provide DEPARTMENT with the login and password to the social media site(s)/page(s). If the site requires login and password updates, I will notify DEPARTMENT of any changes;
3. Ensure site content provides information about DCTA's schedules, events and activities;
4. Ensure all communication through social media platforms complies is consistent with DCTA's communication's protocol and messages, adheres to the sites' terms of usage and does not violate copyright laws or any other applicable federal or state law;
5. Ensure the social media site contains DCTA's disclaimer as described in Section 7.12.4;
6. Respond to public comments, inquiries or complaints with approval from \_\_\_\_\_;
7. Follow established procedures as it relates to media inquiries submitted through social media platforms;
8. Refrain from discussing information about DCTA's employees, citizens, vendors, issues, business or legal matters without express consent to do so.

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

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

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

## 7.12 POLICY ON SOCIAL MEDIA USE

**7.12.1 Purpose.** This policy outlines the protocol and procedures for use of social media to publicize official Denton County Transportation Authority's (DCTA) services and events. In addition, this policy addresses the responsibilities of ~~individual DCTA employees and DCTA staff~~ with regard to social media sites that are DCTA approved and use of personal social media sites by employees when such use has an effect on DCTA and the DCTA work environment, and the use of DCTA resources (time/equipment), as well as responsibilities related to public records.

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

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

### 7.12.4 Official DCTA Social Media Sites.

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

- (ii) Promote the positive aspects of DCTA to DCTA's customers, general public and ~~to those in and outside the member cities~~stakeholders.
- d. DCTA's official website, DCTA.net, will remain the official location for content regarding DCTA business, services and events. Whenever possible, links within social media formats should direct users back to DCTA's website for more information, forms, documents or on-line services necessary to conduct business with DCTA or utilize the services of DCTA.
- e. Content posted by "friends", "followers" or "fans" will not constitute a representation, agreement or endorsement on the part of DCTA. DCTA reserves the right to delete any comment or posting that is deemed inappropriate, malicious, offensive, threatening, profane or insulting. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, disability, national origin or sexual orientation will not be permitted. Users who violate these guidelines may be blocked from posting commentary to DCTA social media sites/pages.
- f. If a question arises regarding the use or posting of confidential information (e.g. litigation, investigations, etc.) on a social media site, the matter shall be referred to DCTA General Counsel for review. The information in question shall not be posted, or if already posted, shall be removed until an opinion is rendered by General Counsel. The President or designee reserves the right to restrict or remove information from an official DCTA social media site if the President believes that the information does not serve the best interests of DCTA.
- g. Official DCTA Social Media Site/Pages, whenever possible, should include a Disclaimer that contains the following information:

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

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

*This site/page may contain links to other Internet sites and resources as a convenience to the viewer. Linked sites/pages are not under the control*

*of, nor maintained by, the DCTA is not responsible for the content of these sites. In addition, the inclusion of a linked site/page does not constitute an endorsement or promotion by DCTA."*

**7.12.5 Use of Social Media at Work on DCTA approved Social Media Sites.** ~~The lines between public and private, personal and professional can become blurred in on-line social media. With that in mind, The following below are guidelines apply to for use by~~ DCTA employees when participating in social media sites that are approved by DCTA. ~~The following guidelines apply to the use of social media on DCTA approved social media sites and are subject to DCTA's Policies & Procedures:~~

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

**7.12.6 Use of Personal Social Media Sites.** While DCTA encourages its employees to enjoy and make good use of their off-duty time, certain activities on the part of employees ~~may can be grounds for disciplinary action, up to and including termination become a concern~~ if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile work environment

for any employee; disrupting the smooth and orderly flow of work within the office; or harming the goodwill and reputation of DCTA. In the area of social media, employees may use such media in any way they choose as long as such use does not produce the adverse consequences noted above. For this reason, DCTA reminds its employees that the following guidelines apply in their use of social media, both on and off duty:

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- g. DCTA reserves the right to monitor employee use of social media sites accessed ~~during work hours~~ on agency equipment. Users should have no expectation of privacy or confidentiality when using these resources. Employees use of social media sites shall also comply with the regulations set forth in this Chapter regarding "Policy on Electronic Communications and System Access use" and in accordance with the DCTA IT User Access Policy."

**7.12.7 Enforcement.** DCTA reserves the right to remove content that is deemed in violation of this policy or any applicable law. Violations of this policy may result in immediate revocation of any or all electronic communications access and

|

user privileges and may be grounds for disciplinary action up to and including termination. Certain violations could result in civil or criminal liabilities for the user.

**DCTA**  
**Social Media Request Form**

Name & Title: \_\_\_\_\_

Department: \_\_\_\_\_

Social Media Application Requested (*Include website address*): \_\_\_\_\_

\_\_\_\_\_

Login ID: \_\_\_\_\_ Password: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What Provisions Will be Made if Designated Employee Leaves Position? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPROVALS:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Public Information Officer

**DCTA  
Social Media Use Agreement**

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2. Provide DEPARTMENT with the login and password to the social media site(s)/page(s). If the site requires login and password updates, I will notify DEPARTMENT of any changes;
3. Ensure site content provides information about DCTA's schedules, events and activities;
4. Ensure all communication through social media platforms complies is consistent with DCTA's communication's protocol and messages, adheres to the sites' terms of usage and does not violate copyright laws or any other applicable federal or state law;
5. Ensure the social media site contains ~~city's~~ DCTA's disclaimer as described in Section 4.97.12.4;
6. Respond to public comments, inquiries or complaints with approval from \_\_\_\_\_;
7. Follow established procedures as it relates to media inquiries submitted through social media platforms;
8. Refrain from discussing information about DCTA's employees, citizens, vendors, issues, business or legal matters without express consent to do so.

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

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

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



**Board of Directors Memo**

**September 27, 2012**

**Item 2 9 (a) Submit vote for TML-IRP Board of Trustees**

**Background**

As a member of the Texas Municipal Intergovernmental Risk Pool, the DCTA Board of Directors has the opportunity to submit its votes for four places on the TML-IRP Board of Trustees. The terms for Trustees are six years. Elections are held every year for one-third of the elected board. The Board also has three citizen members who are appointed for six-year terms.

Ballots were sent to each TML-IRP member in mid-August and the TML-IRP Board Secretary must receive votes by September 30<sup>th</sup>. The votes will be tabulated and results announced and new board members will begin their terms on October. 1<sup>st</sup> 2012.

Candidates for the four Trustee position are the following:

**Place 11:**

- Bill Agan, Mayor Richland Hills
- Greg Ingham, City Manager, Plainview
- Kavon Novak, Alderman, Caldwell
- Troy Stegemoeller, Mayor Pro Tem, Idalou

**Place 12:**

- Larry Gilley, City Manager, Abilene
- Pete Gonzales, Deputy City manager, Brownsville

**Place 13**

- Byron Black, Chairman Central Appraisal District of Johnson County
- Gary Kent, Councilmember, Copperas Cove
- Keith Olson, councilmember, Huntsville

- Cynthia Kirk, Risk Manager, Bryan
- Pat Norriss, Executive Board, Nortex Regional Planning Commission
- Michael Nyren, Risk Manager, Capital Metro Transportation Authority

The Board of Trustees nominated Greg Ingham, Plainview for Place 11, Larry Gilley, Abilene, for Place 12; Byron Black, Burleson for Place 13; and Pat Norriss, for Place 14.

**Need**

Provides the Board of Directors an opportunity to submit their vote for the TML-IRP Board of Trustees

**Recommendation**

Final Review:   
 Anna Mosqueda,  
 CFO

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



# PLAINVIEW, TX

*city of plainview*

August 22, 2012

Re: TML-Intergovernmental Risk Pool Board Election – **Place 11 – Greg Ingham**

Dear Ms Anna Mosqueda,

You have recently received your Official Ballot to vote for four members of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool. I am running for re-election for Place 11 and I would appreciate your vote and support.

The mission of the TML Intergovernmental Risk Pool is to provide Texas cities and other units of local government with a stable source of risk financing and loss prevention services at the lowest cost consistent with sound business practices. By pursuing these goals together we have built one of the largest local government risk pools in the country. Over the years we have expanded our coverage lines to include not only cities, but also local governmental entities such as appraisal districts, councils of governments, housing authorities, water districts, and others to broaden our base.

Last year our Pool's Loss Prevention Staff presented on-site training to nearly 9,000 local government employees and officials; and on-line training to another 6,800 participants to help provide a safer work environment and to control losses. These efforts, when combined with the Board's efforts to build a strong financial base have enabled your Pool to assume additional risk to control operating costs; at the same time **return equity to our members sixteen times since 1993 totaling over \$130,000,000**; and reduce rates for certain coverages in ten of the years during that time frame.

The Plainview City Council and the TML-IRP Board have nominated me for your consideration for Place 11 on the Texas Municipal League Intergovernmental Risk Pool Board of Trustees. I look forward to the opportunity to continue serving you – the cities and other local governments of Texas in this office.

I would appreciate your vote and continuing support.

Thank you,

Greg Ingham, City Manager



## Board of Directors Memo

September 27, 2012

### **Subject: NCTCOG Enhanced Employer Trip Reduction Program Annual Work Plan Fiscal Year 2013**

#### **Background**

The purpose of the Employee Trip Reduction Program is to increase transit use in Denton County during FY2013 by educating commuters and employers about the benefits of public transportation and its impact on the environment by reducing congestion, emissions and vehicle miles traveled.

DCTA will focus its efforts on five different areas:

- 1) Promoting transit connections to key destinations including employment, educational and retail opportunities and multi-family housing;
- 2) Promote A-train which offers connectivity between Denton and Dallas Counties and connections with DART's Green and Orange Lines;
- 3) Promote DCTA's commuter vanpool program;
- 4) Continue to increase awareness within the business community through an Employer Outreach program to encourage employees of local business to utilize public transportation and educate employers on transit benefit opportunities for employees including DCTA's bulk pass program; and,
- 5) Generate increased awareness and encourage behavioral changes during the Ozone Season.

This program will continue to target local businesses to educate their employees about the availability of public transportation. This program will promote DCTA services as well as help initiate rideshare opportunities when DCTA is not available.

#### **Identified Need**

DCTA must continue to reach out to potential riders to increase ridership and increase awareness of transit's economic and environmental benefits. The investment from North Central Texas Council of Governments will help leverage DCTA's marketing activities to promote the programs previously mentioned.

#### **Financial Impact**

NCTCOG will provide \$54,000 for project costs. DCTA will pay \$14,985 which includes 20% of project costs and \$1,485 administrative costs.

#### **Recommendation**

DCTA staff recommends approval.

Final Review:

Department Head

**The Denton County Transportation Authority (DCTA)  
Enhanced Employer Trip Reduction Program  
Annual Work Plan  
FY 2013  
October 1, 2012 – September 30, 2013**

**PROJECT**

Enhanced Employer Trip Reduction Program Annual Work Plan

**PROGRAM SERVICE AREA**

Denton County, specifically I-35 E Corridor, I-35 W Corridor, and the cities of Denton, Highland Village and Lewisville.

**DESCRIPTION**

According to Regional Transportation Council (RTC) Resolution R98-01, Travel Demand Management (TDM) strategies must be included in Major Investment Studies (MIS). The purpose of the Enhanced ETR Program is to plan and implement ETR strategies that assist TDM efforts in the MIS corridors.

In addition, the purpose of this program is to increase employer participation in ETR programs by encouraging the:

- Appointment of company Employee Transportation Coordinators (ETCs)
- Participation in carpool, vanpool, and/or ride-matching programs
- Participation on the Try Parking It Web site, NCTCOG Commuter Tracking and Rideshare Application, [www.tryparkingit.com](http://www.tryparkingit.com)
- Education of commuters about congestion and air quality benefits from transit, carpool, and vanpool strategies.

Marketing of the ETR strategies should be allocated as follows:  
Transit 60% and vanpool/carpool 40%

Funds for this program will be used to plan and implement ETR programs within the program service area. As outlined in the interlocal agreement, funding is available for fiscal year 2013 or until funds are exhausted, whichever occurs first.

**PERFORMANCE REPORTS**

DCTA will provide comprehensive monthly ETR program performance reports to the North Central Texas Council of Governments (NCTCOG). These reports shall contain the following performance data:

- Total number of participating employers (clients with ETR programs)
- Total number of participating employees
- Type of industry of employer
- Name and location of employer - address and zip code
- Number of employees at employers' worksite
- Number of employers with an assigned ETC
- ETC contact information (name, email address, employer, date contact information last updated) per quarter
- Employer subsidy statistics for employers inside the Transit Service Area (TSA), by type (van, transit or combination)

- Employer subsidy statistics for employers outside the TSA, by type (van, transit or combination)
- Total number of Guaranteed Ride Home Trips and explanation of service provided
- Number of employees (new and existing) enrolled into ETR/TDM program(s) by type: carpool, vanpool, and transit pass type, Number of employees withdrawing from ETR/TDM program(s) per quarter
- List of employers contacted by sales call, direct mail, and telemarketing
- Number of callback and/or mail-back inquiries received as a result of marketing material distributed
- List of employers that were introduced to the Try Parking It website

### **ANTICIPATED OUTCOMES**

The anticipated outcomes will be measured through the performance reports. Anticipated outcomes will determine how the ETR program can be improved for the following fiscal year.

- Enlist major employers located within the program service area into the Enhanced ETR program
- Increase the number of employers participating in the Enhanced ETR program
- Increase the number of employers with an assigned ETC
- Increase the number of employees participating in ETR/TDM programs by: 5-10 Percent Inside TSA and 1-3 Percent Outside TSA
- Increase the number of employees that use transit, carpools, and vanpools. Increase the number of employers that register and participate on the Try Parking It website located in the program service area by 10 percent over the levels in FY 12
- Increase the number of employees that register and participate on the Try Parking It website located in the program service area by 10 percent over the levels in FY 12

### **PROGRAM MATERIAL**

DCTA will provide the following ETR Program Material to NCTCOG with the first invoice of the fiscal year and subsequent to any revision in program material:

- ETR program educational material packet that is distributed to prospective employers, by type: carpool, vanpool, transit pass type and Try Parking It website
- Training material for prospective ETCs
- Action plan to increase the number of employees and employers participating in the Enhanced ETR program

### **VANPOOL VEHICLE PERFORMANCE REPORTS & PARTICIPATION GUIDELINES**

DCTA will provide the following Vanpool Program Vehicle Data to NCTCOG with the first invoice submitted through the JA/RC Program and subsequent to revisions in vanpool policy guidelines or vehicle information:

- Passenger and Driver Policy guidelines
- Vehicle make, model, year and fuel type for each van in fleet
- Vehicle longevity and turnover statistics
- Vehicle maintenance policy
- Vanpool route statistics for each vehicle in fleet, to include route origin/destination and average number of passengers per vehicle
- Vanpool Waiting List Policy/Procedure
- Vanpool Program Material as submitted to prospective employers

## Board of Directors Memo

September 23, 2012

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

### Background

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

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

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

The Budget Committee forwarded the proposed FY13 Budget to the Board of Directors for review and comment. The Board also held a public hearing on the budget to allow for citizen input. Staff presents the FY 13 Budget for final review and adoption by the Board. The only change to the FY13 budget and cash flow model as presented last month is the addition of the Rail Scrubbing capital project for \$204,000. The capital/infrastructure reserve has been reduced by that amount in BY2013 to offset the planned expenditure. The Board has been previously briefed on the important need to incorporate this additional capital project.

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

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

### Identified Need

Approval of Resolution 12-05, adopting the FY13 Operating and Capital Budget which will begin October 1, 2012.

### Committee Review

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

### Financial Impact

This item will determine the budget for FY13 and will begin October 1, 2012.

### Recommendation

Staff recommends the approval of Resolution 12-05, adopting the FY2012-13 Operating & Capital Budget, Budget Contingency Plan and Cash Flow Model.

Final Review:

  
Anna Mosqueda, CFO

Approval:

  
Jim Cline, President

**DENTON COUNTY TRANSPORTATION AUTHORITY  
RESOLUTION NO. 12-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA) PROVIDING FOR ADOPTION OF THE DENTON COUNTY TRANSPORTATION AUTHORITY OPERATING AND CAPITAL BUDGET FOR FISCAL YEAR 2012 - 2013, BEGINNING OCTOBER 1, 2012 AND ENDING SEPTEMBER 30, 2013; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH THE BUDGET AS ADOPTED; ADOPTING THE BUDGET CONTINGENCY PLAN FOR FISCAL YEAR 2012 - 2013; ADOPTING THE DCTA CASH FLOW MODEL; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

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

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

**WHEREAS**, after consideration, it is the consensus of the DCTA Board of Directors that the proposed FY 2012 - 2013 budget as hereinafter set forth, meets the legal and practical requirements of the DCTA for the proper and sustained operation of DCTA services and capital expenditures and should be approved as presented;

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

**SECTION 1.** The DCTA Operating and Capital Budget for FY 2012 - 2013, the Budget Contingency Plan FY 2012 - 2013, and the DCTA Cash Flow Model, attached as Exhibits "A"- "D", be adopted and approved in all respects, and that the sums of money indicated in the proposed budget be approved as listed, and that the estimate of income and financial support as shown be accepted as proper and sufficient to pay such expenditures for both the operating and capital portions of the Budget.

**SECTION 2.** That all budget amendments and transfers of appropriations budgeted from one account or activity to another within any individual activity for the fiscal year 2011-2012 are hereby ratified, and the budget for fiscal year 2011-2012, heretofore adopted by resolution of the DCTA Board of Directors, be and the same is hereby, amended to the extent of such transfers and amendments for all purposes.

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

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

**DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THE 27<sup>TH</sup> DAY OF SEPTEMBER, 2012.**

**APPROVED:**

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

**ATTEST:**

\_\_\_\_\_  
Dave Kovatch, Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Peter G. Smith, General Counsel  
(PGS:09-19-12:57368)



Denton County Transportation Authority  
 Proposed Fiscal Year 2013 Budget  
 as of September 27, 2012

Description	FY11 Actuals	FY12 Original Budget	FY12 Revised Budget	Actuals as of June 30, 2012	FY13 Proposed Budget	% Increase / (Decrease)
<b>Revenue &amp; Other Income</b>						
Passenger Revenues (Bus Farebox)	471,812	302,905	302,905	317,022	421,157	39%
Passenger Revenues (Rail Farebox)	194,684	1,263,412	570,367	415,517	609,783	7%
Contract Service Revenue	2,560,035	3,013,356	3,013,356	2,361,785	3,001,040	0%
<b>Total Revenue &amp; Other Income</b>	<b>3,226,532</b>	<b>4,579,674</b>	<b>3,886,628</b>	<b>3,094,324</b>	<b>4,031,980</b>	<b>4%</b>
<b>Operating Expenses</b>						
<b>GENERAL &amp; ADMINISTRATIVE</b>						
Salary, Wages and Benefits	1,364,508	1,764,299	1,763,240	1,346,785	1,735,489	-2%
Services	1,197,734	919,654	1,201,854	607,800	936,632	-22%
Materials and Supplies	161,148	96,450	96,450	79,584	74,960	-22%
Utilities	9,562	10,800	10,800	12,058	14,400	33%
Insurance, Casualties and Losses	6,805	7,284	7,284	4,917	9,588	32%
Purchased Transportation Services	-	-	-	-	-	0%
Miscellaneous	147,498	136,078	137,203	71,562	152,490	11%
Leases and Rentals	167,731	164,400	164,400	143,093	152,229	-7%
Depreciation	2,212,260	22,338	2,174	(2,352,918)	-	-100%
Subtotal - G&A	5,267,245	3,121,303	3,383,405	(87,119)	3,075,788	-9%
<b>BUS SERVICES</b>						
Salary, Wages and Benefits	4,387,833	5,054,639	4,913,939	3,550,360	5,292,312	8%
Services	362,075	373,980	355,284	213,791	310,820	-13%
Materials and Supplies	1,694,534	2,043,911	1,976,911	1,305,780	1,819,380	-8%
Utilities	79,341	106,900	106,900	60,507	87,940	-18%
Insurance, Casualties and Losses	291,189	354,456	354,456	231,892	301,144	-15%
Purchased Transportation Services	-	-	-	-	-	0%
Miscellaneous	1,471	2,220	2,320	1,349	3,000	29%
Leases and Rentals	123,205	102,900	114,950	94,033	119,101	4%
Depreciation	929,071	1,222,394	945,201	715,639	939,143	-1%
Subtotal - Bus Services	7,868,720	9,261,400	8,769,960	6,173,351	8,872,840	1%
<b>RAIL SERVICES</b>						
Salary, Wages and Benefits	-	-	-	-	183,424	N/A
Services	129,068	101,340	125,471	109,872	141,000	12%
Materials and Supplies	451,098	1,296,638	1,296,638	728,283	1,600,000	23%
Utilities	86,251	183,473	305,215	209,851	270,400	-11%
Insurance, Casualties and Losses	-	110,000	110,000	23,792	234,000	113%
Purchased Transportation Services	5,537,662	7,544,845	7,597,897	5,311,583	8,430,186	11%
Miscellaneous	-	-	-	-	-	0%
Leases and Rentals	305,300	769,630	769,630	494,285	150,000	-81%
Depreciation	-	3,387,639	5,735,615	6,491,124	8,381,300	46%
Subtotal - Rail Services	6,509,380	13,393,565	15,940,466	13,368,790	19,390,310	22%
<b>Total Operating Expenses</b>	<b>19,645,344</b>	<b>25,776,268</b>	<b>28,093,831</b>	<b>19,455,022</b>	<b>31,338,938</b>	<b>12%</b>
<b>Income Before Non-operating Revenue &amp; Exp</b>	<b>(16,418,813)</b>	<b>(21,196,595)</b>	<b>(24,207,203)</b>	<b>(16,360,698)</b>	<b>(27,306,958)</b>	
<b>Non-Operating Revenues / (Expense)</b>						
Investment Income	110,472	48,000	48,000	44,088	36,000	-25%
Misc Income	183,598	62,000	62,000	25,689	-	-100%
Non-Operating Revenues / (Expense)	(184,095)	-	-	(85,655)	-	0%
RTRFI Funding	77,661,498	5,665,471	6,184,749	6,184,749	-	-100%
Sales Tax Revenue	17,135,359	16,909,740	17,579,537	12,465,625	18,775,391	7%
Federal/State Grants & Reimbursements - Operating	2,383,209	2,772,921	3,131,399	2,057,625	2,780,235	-11%
Federal/State Grants & Reimbursements - Capital	3,305,477	1,573,426	3,281,104	1,224,208	7,467,865	128%
Debt Issuance	14,305,000	-	-	-	13,400,000	N/A
Long Term Debt Interest/Expense	(208,430)	(1,283,919)	(1,484,379)	(1,122,449)	(2,168,920)	46%
<b>Total Non-Operating Revenue / (Expense)</b>	<b>114,692,088</b>	<b>25,747,639</b>	<b>28,802,410</b>	<b>20,793,880</b>	<b>40,290,571</b>	<b>40%</b>
<b>NET INCOME</b>	<b>98,273,275</b>	<b>4,551,044</b>	<b>4,595,207</b>		<b>12,983,613</b>	

DENTON COUNTY TRANSPORTATION AUTHORITY

Revenue Projections  
Proposed Fiscal Year 2013 Budget  
as of August 23, 2012

RM2C (i)  
Revenue Projections

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

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

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

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

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

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

Capital Improvement Plan

PROJECT NAME	Project Number	5 Year Capital Improvement Plan					Actuals FY09 - FY11	FY12	FY13	FY14	FY15	FY16	PROJECT TOTAL
		Original Project Budget	FY12 Approved Project Budget	Total Proposed Project Budget	LTD Expenses (June 2012)								
<b>BUS OPERATIONS</b>													
Passenger Amenities (Phase 2)	50202	174,011	229,326	229,326	134,531	133,789	95,527	-	-	-	-	229,326	
Bus O&M Facility	50301	8,142,667	11,720,717	11,720,717	2,046,774	1,987,610	105,868	8,269,082	1,378,177	-	-	11,720,717	
Bus Maintenance Equipment	50302	500,000	500,000	500,000	57,035	51,435	75,000	373,565	-	-	-	500,000	
Paratransit Scheduling Systems	50403	180,000	180,000	180,000	166,342	147,167	32,833	-	-	-	-	180,000	
Fleet Replacement	50502	1,868,500	3,138,993	3,138,993	2,587,132	2,587,132	548,861	-	1,973,773	-	-	5,110,766	
Where's My Ride	NEW	-	-	940,485	-	-	-	840,485	-	-	-	940,485	
Bus Operations Safety & Security Equipment	NEW	-	-	88,555	-	-	-	88,555	-	-	-	88,555	
DDTC	50303	373,282	373,282	373,282	-	-	-	373,282	-	-	-	373,282	
<b>Total Bus Capital Projects</b>		<b>11,338,480</b>	<b>16,140,310</b>	<b>17,169,358</b>	<b>4,885,814</b>	<b>4,887,143</b>	<b>859,089</b>	<b>10,044,949</b>	<b>1,378,177</b>	<b>1,973,773</b>	<b>-</b>	<b>19,143,131</b>	
<b>RAIL DEVELOPMENT</b>													
Rail Grinding	NEW	-	-	204,000	-	-	-	204,000	-	-	-	408,000	
Passenger Information	60701	56,214	56,214	56,214	4,807	-	28,714	27,500	-	204,000	-	56,214	
Rail Maintenance Equipment	61502	50,000	50,000	50,000	45,000	-	50,000	-	-	-	-	50,000	
ROW Fencing	NEW	-	-	25,000	-	-	-	25,000	-	-	-	25,000	
MedPark Extension	61206	1,000,000	1,000,000	1,000,000	-	-	-	1,000,000	-	-	-	1,000,000	
Fare Collection Systems	61401	569,000	733,105	733,105	633,129	633,129	89,976	-	-	-	-	733,105	
Traffic Signals	61403	2,480,000	3,046,177	3,046,177	2,640,516	2,769,252	276,925	-	-	-	-	3,046,177	
Positive Train Control	61406	16,997,441	16,997,441	16,997,441	751,308	238,172	3,002,070	9,508,758	4,247,441	-	-	16,997,441	
Rail Cars	61501	71,500,000	79,795,524	79,795,524	77,108,590	53,589,443	25,206,081	-	-	-	-	79,795,524	
Studier Implementation	61603	-	895,803	895,803	316,033	-	895,803	-	-	-	-	895,803	
Professional Services	61601	26,200,000	24,267,165	24,267,165	24,439,240	24,104,908	162,257	-	-	-	-	24,267,165	
Community Enhancements	61707	752,708	752,708	752,708	13,091	13,091	140,000	598,617	-	-	-	752,708	
Lewisville Bike Trail	61708	3,489,396	3,489,396	3,489,396	60,685	60,685	-	86,250	741,520	2,600,941	-	3,489,396	
<b>Total Rail Capital Projects</b>		<b>123,094,759</b>	<b>131,063,533</b>	<b>131,108,533</b>	<b>106,012,399</b>	<b>81,409,680</b>	<b>30,861,826</b>	<b>11,451,125</b>	<b>4,868,961</b>	<b>2,804,941</b>	<b>-</b>	<b>131,516,533</b>	
<b>TOTAL CAPITAL PROJECTS BUDGET</b>		<b>134,433,219</b>	<b>147,223,851</b>	<b>148,277,891</b>	<b>110,998,213</b>	<b>86,298,823</b>	<b>31,720,915</b>	<b>21,498,074</b>	<b>6,387,138</b>	<b>4,778,714</b>	<b>-</b>	<b>150,659,684</b>	
<b>CAPITAL FUNDING SOURCES</b>													
<b>RTD/FI FUNDING</b>													
FEDERAL / STATE GRANTS & REIMBURSEMENTS								7,467,865	593,216	2,080,753		13,400,000	
NEW DEBT ISSUANCE (PTC 2013)								9,508,758	3,891,242				
DCTA FUNDING								4,519,451	1,882,680	2,687,861			
<b>TOTAL FY13 FUNDING SOURCES</b>								<b>21,498,074</b>	<b>6,387,138</b>	<b>4,778,714</b>			

## DCTA Budget Contingency Plan FY2013

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

### **Section I: Sales Tax Revenue Shortfall**

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

#### **Initial Precautionary Action**

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

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

#### **2% Reduction (\$375,508)**

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

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

**3% Reduction (\$563,262)**

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

**4% Reduction (\$751,016)**

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

## Section II: Sales Tax Revenue Sustainable Increase

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

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

Increases in sales tax revenue may be utilized to fund:

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

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

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

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

Service Level enhancement decisions will follow annual Decision Cycle framework

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

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

Cash Flow Model (Proposed FY13 Budget)

	2011	2012	2013	2014	2015	2016	2017	TOTAL
<b>OPERATING REVENUES</b>								
Bus Operating Revenue	\$ 3,031,848	\$ 3,326,627	\$ 3,422,197	\$ 3,516,440	\$ 3,655,962	\$ 3,756,198	\$ 3,859,346	24,568,618
Rail Operating Revenue	\$ 194,684	\$ 574,015	\$ 609,783	\$ 640,272	\$ 710,702	\$ 717,809	\$ 724,987	4,172,252
<b>NON-OPERATING REVENUES</b>								
Sales Tax Revenue	17,135,359	17,913,422	18,775,391	19,526,407	20,307,463	21,119,761	21,964,552	136,742,355
Formula Grants (Operating)	2,105,742	3,131,399	2,780,235	3,595,978	3,209,806	2,851,328	2,908,355	20,582,844
Interest Income-Non RTRFI Funds	110,472	48,000	36,000	99,671	103,250	125,160	159,955	682,507
Misc. Revenue	200,888	62,000	-	155,332	152,680	152,680	152,680	876,260
Restricted RTRFI Interest Income	344,975	678,182	-	-	-	-	-	1,023,157
<b>Total Revenues</b>	<b>23,123,967</b>	<b>25,733,645</b>	<b>25,623,606</b>	<b>27,534,099</b>	<b>28,139,863</b>	<b>28,722,936</b>	<b>29,769,876</b>	<b>188,647,993</b>
<b>OPERATING EXPENSES</b>								
Bus Operating Expense	6,939,649	7,824,760	7,933,698	8,274,536	8,531,639	8,865,129	9,199,786	57,569,187
Rail Operating Expense	6,910,500	10,547,785	11,009,010	11,346,195	11,628,222	11,980,481	12,404,636	75,826,829
G&A Operating Expense	2,653,865	3,038,297	3,075,789	3,165,511	3,272,769	3,384,094	3,499,588	22,089,913
<b>NON-OPERATING EXPENSES</b>								
Non-Operating (Income) / Expense	(184,095)	21,410,842	22,018,497	22,786,242	23,432,630	24,229,703	25,104,011	155,301,844
<b>Total Expenses</b>	<b>16,319,919</b>	<b>21,410,842</b>	<b>22,018,497</b>	<b>22,786,242</b>	<b>23,432,630</b>	<b>24,229,703</b>	<b>25,104,011</b>	<b>155,301,844</b>
<b>NET INCOME</b>	<b>6,804,048</b>	<b>4,322,802</b>	<b>3,605,109</b>	<b>4,747,857</b>	<b>4,707,233</b>	<b>4,493,233</b>	<b>4,665,865</b>	<b>33,346,149</b>
<b>CAPITAL OUTLAY</b>								
Bus Capital Expenditure	598,287	309,228	9,104,464	1,378,177	-	-	-	11,380,156
Bus Replacement Expense	2,307,427	549,861	-	-	1,973,773	-	-	4,831,061
CM/GC Construction Phase	81,696,729	2,088,339	-	-	-	-	-	83,785,068
Professional Services	4,680,325	1,024,110	967,985	-	-	-	-	6,672,420
Stadler Fleet (Vehicles)	26,503,820	26,268,745	-	-	-	-	-	52,772,565
Real Estate	742,808	-	1,000,000	-	-	-	-	1,742,808
Right of Way	7,500,040	-	25,000	-	-	-	-	7,525,040
Rail Capital Expenditure (LV Hike & Bike)	60,665	-	86,250	741,520	2,600,941	-	-	3,489,396
Rail Capital Expenditure (Community Enhancements)	13,091	140,000	599,617	-	-	-	-	752,708
<b>Rail Capital Expenditure (Rail Gridding)</b>	<b>239,172</b>	<b>3,002,070</b>	<b>204,000</b>	<b>4,247,441</b>	<b>204,000</b>	<b>204,000</b>	<b>204,000</b>	<b>612,000</b>
<b>Positive Train Control</b>	<b>124,342,384</b>	<b>33,382,353</b>	<b>21,496,074</b>	<b>6,367,138</b>	<b>4,778,714</b>	<b>-</b>	<b>204,000</b>	<b>16,997,441</b>
<b>Total Capital Outlay</b>	<b>14,305,000</b>	<b>6,184,749</b>	<b>13,400,000</b>	<b>2,511,738</b>	<b>3,756,071</b>	<b>96,300</b>	<b>96,300</b>	<b>27,705,000</b>
<b>CAPITAL SOURCES</b>								
New Money (Debt Issuance)	77,661,498	3,281,104	7,467,865	2,511,738	3,756,071	96,300	96,300	83,846,247
Formula Grants (Capital)	3,405,800	9,465,853	20,867,865	2,511,738	3,756,071	96,300	96,300	20,615,178
<b>Total Capital Sources</b>	<b>81,067,298</b>	<b>12,748,957</b>	<b>28,335,730</b>	<b>5,023,476</b>	<b>7,512,142</b>	<b>192,600</b>	<b>192,600</b>	<b>104,461,425</b>
<b>DEBT SERVICE</b>								
2008 Issue (ST) Debt Service	833,512	833,511	1,718,511	1,718,200	1,716,492	1,718,387	1,713,687	10,252,300
2009 Refunding (ST) Debt Service	-	-	-	-	-	-	-	-
2011 Contractual Obligations (Vehicles)	336,945	336,945	336,945	336,945	751,945	763,955	770,183	3,296,918
2011 Contractual Obligations (PTC)	113,463	113,463	113,463	113,463	253,463	254,081	259,542	1,107,475
2013 Contractual Obligations (PTC)	-	-	-	857,700	857,700	857,700	857,700	4,130,800
<b>Total Debt Service</b>	<b>833,512</b>	<b>1,283,919</b>	<b>2,168,919</b>	<b>3,026,308</b>	<b>3,579,600</b>	<b>3,594,123</b>	<b>3,601,112</b>	<b>18,087,493</b>
Gross Sales Tax Coverage:	20.56	13.95	8.66	6.45	5.67	5.88	6.10	-
Internal Debt Service Coverage:	8.16	3.37	1.66	1.57	1.32	1.25	1.30	-
Beginning Fund Balance:	\$ 55,528,022	\$ 32,528,473	\$ 11,650,856	\$ 12,458,838	\$ 10,324,987	\$ 10,429,977	\$ 11,425,387	-
Year End Audit Adjustment	-	-	-	-	-	-	-	-
Ending Fund Balance:	32,528,473	11,650,856	12,458,838	10,324,987	10,429,977	11,425,387	12,382,440	-
Less Restricted RTRFI Interest Income	-	-	-	-	-	-	-	-
Less Required Fund Balance (O&M Reserve Policy):	4,079,980	5,197,803	5,504,624	5,696,561	5,858,158	6,057,426	6,276,003	-
Less Sales Tax Stabilization Fund	-	550,000	550,000	585,792.20	609,223.89	633,592.84	658,936.56	-
Less Fuel Stabilization Fund	-	100,000	100,000	100,000	100,000	100,000	100,000	-
Less Capital/Infrastructure	-	-	1,796,000	2,000,000	2,000,000	2,000,000	2,000,000	-
<b>Net Available Cash</b>	<b>28,448,493</b>	<b>6,453,053</b>	<b>4,508,214</b>	<b>1,942,634</b>	<b>1,862,596</b>	<b>2,634,368</b>	<b>3,347,501</b>	<b>-</b>