

## Special Called Meeting of the DCTA Board of Directors

## for the DCTA BUDGET WORKSHOP June 18, 2020 | 10:00 a.m.

City of Lewisville Grand Theater | Black Box Room located at 100 N Charles St, Lewisville, TX 75057 and available remotely through Zoom Webinar using the following link: <a href="https://zoom.us/j/96242823735">https://zoom.us/j/96242823735</a> or by telephone dialing +1 346 248 7799 and using Webinar ID: 962 4282 3735

## **AGENDA**

NOTICE IS HEREBY GIVEN that there will be a special called meeting of the DCTA Board of Directors for the DCTA Budget Workshop at the time and location above.

### 1) ITEMS FOR DISCUSSION

a. Discussion of Proposed Fiscal Year 2021 Operating & Capital Budget and Reserve Policies

### EXECUTIVE SESSION

- 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 551.072 Deliberation regarding Real Property: Discuss acquisition, sale or lease of real property related to long-range service plan within the cities of Denton, Lewisville, Highland Village, or the A-train corridor.

### 3) RECONVENE OPEN SESSION

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

### 4) ADJOURN

#### **Board Members:**

Dianne Costa, Highland Village, *Chair*TJ Gilmore, Lewisville, *Vice Chair*Sam Burke, Denton County Seat 2, *Secretary*Cesar Molina, Denton County Seat 1
Chris Watts, Denton

## Non-Voting Board Members:

Mark Miller, Ron Trees, Connie White, Carter Wilson, Tom Winterburn, Joe Perez

#### Staff Liaison:

Marisa Perry, Chief Financial Officer/VP of Finance

The Denton County Transportation Authority meeting rooms are wheelchair accessible. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by emailing bpedron@dcta.net or calling Brandy Pedron at 972-221-4600.

This notice was posted on 6/12/2020 at 2:42 PM.

randy Pedron, Executive Administrator Open Records



## Board of Directors Memo

June 8, 2020

SUBJECT: Fiscal Year 2021 Operating & Capital Schedules for Review

In preparation for the upcoming FY2021 Operating & Capital Budget Workshop scheduled on June 18th, we have attached the following schedules for your review:

## **Exhibits**

The following exhibits are attached:

- 1. Change in Net Position Budget v. Actual History
- 2. Change in Net Position by Function
- 3. Revenues & Ridership
- 4. Grant Detail
- 5. Capital Improvement & Major Maintenance Plan
- 6. Expanded Level Project Forms & Support
- 7. Long Range Financial Plan
- 8. DCTA Organizational Chart
- 9. NTMC Organizational Chart
- 10. Full-Time Equivalent Five-Year History
- 11. Budget Detail by Department
- 12. Budget Detail by Function
- 13. Line Item Detail Professional & Legal Services
- 14. Line Item Detail Employee Development

Staff will present the Proposed FY 2021 Operating & Capital Budget along with the Long Range Financial Plan at the upcoming budget workshop. The completed presentation will be sent out for your review on June 15<sup>th</sup>.

Submitted By:

Amanda Riddle, Senior Manager of Budget

Final Review

Marisa Perry, CPA

Chief Financial Officer/VP of Finance

## DENTON COUNTY TRANSPORTATION AUTHORITY

## FY21 Proposed Budget

## Change in Net Position - Budget v. Actual History

(Not Including Depreciation)

					DCTA	DCTA	NTMC FY 2019	NTMC	Total	Total	DCTA FY 2020	NTMC FY 2020	Total FY 2020	DCTA FY 2021	NTMC FY 2021	Total FY 2021
	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	Budget	FY 2019	FY 2019	FY 2019	Working	Working	Working	Proposed	Proposed	Proposed
Description	Budget	Actuals	Budget	Actuals	Budget		June-Sept 2019)	Actuals	Budget	Actuals	Budget	Budget	Budget	Budget	Budget	Budget
OPERATING REVENUE																
Passenger Revenues (Bus Farebox)	\$ 636,871		\$ 527,390 \$	,	\$ 433,248 \$		- \$	- \$	,	613,408	\$ 370,591 \$	- \$	,	\$ 277,826 \$	- 3	,
Passenger Revenues (Rail Farebox)	809,137	712,360	547,200	562,424	447,200	744,283	-	-	447,200	744,283	421,578	-	421,578	248,579	-	248,579
Contract Service Revenue	3,824,987	3,716,481	3,508,104	3,416,001	4,132,383	4,201,278	-	-	4,132,383	4,201,278	4,416,160	-	4,416,160	3,525,585	-	3,525,585
Total Operating Revenue	5,270,995	5,009,206	4,582,694	4,530,735	5,012,831	5,558,969	-	-	5,012,831	5,558,969	5,208,329	-	5,208,329	4,051,990		4,051,990
OPERATING EXPENSES																
Salary, Wages & Benefits	10,920,329	10,425,981	11,902,272	11,137,613	10,287,136	9,681,725	2,674,142	2,685,968	12,961,278	12,367,693	4,659,734	7,531,382	12,191,116	4,193,211	6,646,645	10,839,856
Outsourced Services & Charges	3,098,447	6,209,389	8,465,147	4,348,623	4,634,656	6,173,872	29,154	28,449	4,663,810	6,202,321	3,805,477	261,629	4,067,106	3,698,888	389,853	4,088,741
Materials & Supplies	3,281,014	2,317,170	3,123,778	2,508,020	3,165,045	2,445,770	-	-	3,165,045	2,445,770	2,554,461	-	2,554,461	2,456,247	2,604	2,458,851
Utilities	481,264	427,013	460,164	439,476	503,723	445,809	-	-	503,723	445,809	490,988	-	490,988	509,266	-	509,266
Insurance, Casualties & Losses	1,539,494	1,600,932	1,726,783	1,707,909	1,767,923	1,655,084	40,408	42,105	1,808,331	1,697,189	1,752,329	132,636	1,884,965	1,709,953	125,244	1,835,197
Purchased Transportation Services Employee Development	10,934,513 381,655	10,587,125 203,467	9,628,343 423,326	8,980,451 274,072	10,342,159 535,869	9,755,585 278,188	- 74.147	3,780	10,342,159 610,016	9,755,585 281,968	10,271,634 296,935	74,700	10,271,634 371,635	9,791,164 245,804	52,700	9,791,164 298,504
Leases & Rentals	306,776	248,128	265,880	213,497	234.974	270,100	74,147	3,760	234,974	221,903	229,633	74,700	229,633	238,468	52,700	238.468
Leases & Remais	300,770	240,120	203,000	213,497	234,974	221,903		_	234,974	221,903	229,033		229,033	230,400	_	230,400
Total Operating Expenses	30,943,492	32,019,205	35,995,693	29,609,661	31,471,485	30,657,936	2,817,851	2,760,302	34,289,336	33,418,238	24,061,191	8,000,347	32,061,538	22,843,001	7,217,046	30,060,047
Operating Income / (Loss)	(25,672,497)	(27,009,999)	(31,412,999)	(25,078,926)	(26,458,654)	(25,098,967)	(2,817,851)	(2,760,302)	(29,276,505)	(27,859,269)	(18,852,862)	(8,000,347)	(26,853,209)	(18,791,011)	(7,217,046)	(26,008,057)
NON-OPERATING REVENUE / (EXPENSE)																
Investment Income	40,000	122,250	78,000	350,924	200,000	597,793	-	-	200,000	597,793	325,000	-	325,000	100,000	-	100,000
Misc. Revenues	1,001,500	408,658	738,255	860,988	86,761	228,499	-	-	86,761	228,499	52,000	-	52,000	-	-	-
Sales Tax Revenue	25,624,601	26,790,098	26,649,585	27,937,707	28,450,180	28,735,383	-	-	28,450,180	28,735,383	21,464,452	-	21,464,452	26,624,124	-	26,624,124
Federal Grants & Reimbursements	15,753,477	11,429,852	8,668,022	7,116,197	6,858,947	9,146,240	-	-	6,858,947	9,146,240	13,426,759	-	13,426,759	21,679,879	-	21,679,879
State Grants & Reimbursements	1,541,533	3,434	310,610	- (2.0.40.2.(2)	1,303,696	1,706,197	-	-	1,303,696	1,706,197	438,548	-	438,548	- (0.41.000)	-	- (0.41.000)
Long Term Debt Interest/Expense	(1,098,412) 42,862,699	(1,098,107)	(1,008,084)	(1,040,263)	(974,984)	(972,668) 39,441,444	<u> </u>	-	(974,984) 35,924,600	(972,668) 39,441,444	(909,480)	-	(909,480)	(841,080) 47,562,923	-	(841,080) 47,562,923
Total Non-Operating Revenue / (Expense)	42,002,077	37,030,103	33,430,366	33,223,333	33,724,000	37,441,444			33,924,000	37,441,444	34,777,277		34,777,277	47,302,923		47,302,923
Income (Loss) Before Transfers	17,190,202	10,646,186	4,023,389	10,146,627	9,465,946	14,342,477	(2,817,851)	(2,760,302)	6,648,095	11,582,175	15,944,417	(8,000,347)	7,944,070	28,771,912	(7,217,046)	21,554,866
Transfers Out	-	-	-	-	(2,817,851)	(2,760,302)	-	_	(2,817,851)	(2,760,302)	(8,000,347)	-	(8,000,347)	(7,217,046)	_	(7,217,046)
Transfers In	-	-	-	-	-	-	2,817,851	2,760,302	2,817,851	2,760,302	-	8,000,347	8,000,347	-	7,217,046	7,217,046
Total Transfers	-	-	-	-	(2,817,851)	(2,760,302)	2,817,851	2,760,302	-	-	(8,000,347)	8,000,347	-	(7,217,046)	7,217,046	-
					-											
CHANGE IN NET POSITION	\$ 17,190,202	\$ 10,646,186	\$ 4,023,389	5 10,146,627	\$ 6,648,095	11,582,175 \$	- \$	- \$	6,648,095 \$	11,582,175	\$ 7,944,070 \$	- \$	7,944,070	\$ 21,554,866 \$	- (	\$ 21,554,866
Net Position - Beginning of Year:												Ş	327,800,795		Š	\$ 331,593,716
Net Position - End of Year:												Ş	335,744,865		Ş	\$ 353,148,582
Transfer to Capital Projects	\$ (24,793,967)	\$ (9,505,420)	\$ (15,633,998)	\$ (2,872,255)				Ş	(8,303,877) \$	(5,930,563)		Ş	\$ (4,151,149)		,	\$ (9,289,076)
Net Position After Capital Project Transfer																

## DENTON COUNTY TRANSPORTATION AUTHORITY FY21 Proposed Budget

## Change in Net Position by Function - Combined Statement (DCTA & NTMC)

(Not Including Depreciation)

	, ,	<u> </u>		
	FY 2019	FY 2020	FY 2021	\$ Increase /
Description	Actuals	Working Budget	Proposed Budget	(Decrease)
OPERATING REVENUE				
Passenger Revenues (Bus Farebox)	\$ 613,408 \$	370,591 \$	277,826 \$	(92,765)
Passenger Revenues (Rail Farebox)	744,283	421,578	248,579	(172,999)
Contract Service Revenue	4,201,278	4,416,160	3,525,585	(890,575)
Total Operating Revenue	5,558,969	5,208,329	4,051,990	(1,156,339)
GENERAL & ADMINISTRATIVE EXPENSES				
Salary, Wages & Benefits	3,725,534	3,718,249	3,531,672	(186,577)
Outsourced Services & Charges	1,734,198	1,799,114	2,188,015	388,901
Materials & Supplies	113,499	108,600	70,050	(38,550)
Utilities Insurance, Casualties & Losses	26,748	24,800	23,600	(1,200) 468
Purchased Transportation Services	12,435 128,903	13,320	13,788	400
Employee Development	225,101	206,058	212,004	5,946
Leases & Rentals	118,671	125,500	131,400	5,900
Total G&A Operating Expenses	6,085,088	5,995,641	6,170,529	174,888
JS OPERATIONS EXPENSES				
Salary, Wages & Benefits	8,174,399	8,043,248	7,019,755	(1,023,493)
Outsourced Services & Charges	1,143,368	1,804,966	7,019,735 1,421,700	(383,266)
Materials & Supplies	1,808,543	1,788,137	1,551,301	(236,836)
Utilities	156,868	175,620	219,898	44,278
Insurance, Casualties & Losses	447,646	470,941	482,448	11,507
Purchased Transportation Services	309,871	633,161	854,746	221,585
Employee Development	38,655	158,055	77,200	(80,855)
Leases & Rentals	101,570	101,733	104,668	2,935
Total Bus Operations Expenses	12,180,920	13,175,861	11,731,716	(1,444,145)
AIL OPERATIONS EXPENSES				
Salary, Wages & Benefits	467,760	429,619	288,429	(141,190)
Outsourced Services & Charges	3,324,755	463,026	479,026	16,000
Materials & Supplies	523,728	657,724	837,500	179,776
Utilities	262,194	290,568	265,768	(24,800)
Insurance, Casualties & Losses Purchased Transportation Services	1,237,108 9,316,811	1,400,704 9,638,473	1,338,961 8,936,418	(61,743) (702,055)
Employee Development	18,212	7,522	9,300	1,778
Leases & Rentals	1,662	2,400	2,400	-
Total Rail Operations Expenses	15,152,230	12,890,036	12,157,802	(732,234)
Total Operating Expenses	33,418,238	32,061,538	30,060,047	(2,001,491)
Operating Income / (Loss)	(27,859,268)	(26,853,209)	(26,008,057)	845,152
ON-OPERATING REVENUE / (EXPENSE)				
Investment Income	597,793	325,000	100,000	(225,000)
Misc. Revenues	228,499	52,000	-	(52,000)
Sales Tax Revenue	28,735,383	21,464,452	26,624,124	5,159,672
Federal Grants & Reimbursements	9,146,240	13,426,759	21,679,879	8,253,120
State Grants & Reimbursements	1,706,197	438,548	-	(438,548)
Long Term Debt Interest/Expense	(972,668)	(909,480) 34,797,279	(841,080) 47,562,923	68,400 12,765,644
Total Non-Operating Revenue / (Expense)	39,441,444	34,797,279	47,302,923	12,765,644
Income (Loss) Before Transfers	11,582,176	7,944,070	21,554,866	13,610,796
Transfers Out	(2,760,302)	(8,000,347)	(7,217,046)	783,301
Transfers In	2,760,302	8,000,347	7,217,046	(783,301)
Total Transfers	-	-	-	-
CHANGE IN NET POSITION	\$ 11,582,176	\$ 7,944,070	\$ 21,554,866	\$ 13,610,796
Net Position - Beginning of Year:		\$ 327,800,795	\$ 331,593,716	
Net Position - End of Year:		\$ 335,744,865	\$ 353,148,582	
Transfer to Capital Projects		\$ (4,151,149)	\$ (9,289,076)	
Net Position After Capital Project Transfer	4	\$ 331,593,716	\$ 343,859,506	
. tet. ostaon Arter Capital Project Transfer	4	9 991,979,710	\$ 3.13,037,300	

# DENTON COUNTY TRANSPORTATION AUTHORITY FY21 Proposed Budget Revenues & Ridership

Bus C	Operati	ions				
				FY 2020		FY 2021
		FY 2019		Working		Proposed
		Actual		Budget		Budget
PASSENGER REVENUES (BUS FAREBOX) Fixed Route	\$	515,177	ċ	297,075	\$	215,746
Demand Response	Ş	81,198	Ş	58,466	Ş	48,422
Frisco		7,099		4,924		6,745
CCT		3,245		2,630		4,349
North Texas Xpress		6,689		7,496		2,564
Total Passenger Revenues (Bus Farebox)	\$	613,408	\$	370,591	\$	277,826
CONTRACT SERVICE REVENUE						
Fixed Route	\$	- ,	\$	,	\$	57,000
UNT		2,919,212		3,150,948		2,123,130
UNT Fuel (Direct Pass Thru) NCTC		<i>307,174</i> 228,429		<i>234,290</i> 223,034		<i>255,991</i> 242,352
NCTC Fuel (Direct Pass Thru)		25,935		46.500		36,205
Frisco		379,658		318,790		318,254
CCT		247,735		220,598		345,653
North Texas Xpress		36,134		75,000		75,000
Mobility as a Service (MaaS)  Total Contract Service Revenue	\$	4 201 270	\$	90,000	\$	72,000 3,525,585
Total Contract Service Revenue	\$	4,201,278	Ş	4,416,160	Ş	3,323,303
Total Bus Operations Revenue	\$	4,814,686	\$	4,786,751	\$	3,803,411
Rail C	Operat	ions				
	<b>, po. a</b> c	.01.0		FY 2020		FY 2021
		FY 2019		Working		Proposed
		Actual		Budget		Budget
Passenger Revenues (Rail Farebox)	\$	744,283	\$	421,578	\$	248,579
Total Rail Operations Revenue	\$	744,283	\$	421,578	\$	248,579
Non-Ope	rating	Revenue		EV 2020		EV 2021
Non-Ope	rating			FY 2020 Working		FY 2021
Non-Ope	rating	Revenue FY 2019 Actual		FY 2020 Working Budget		Proposed
Non-Ope		FY 2019 Actual		Working Budget		Proposed Budget
Investment Income	rating \$	FY 2019 Actual 597,793	\$	Working Budget	\$	Proposed
Investment Income Misc. Revenues		FY 2019 Actual 597,793 228,499	\$	Working Budget 325,000 52,000	\$	Proposed Budget 100,000
Investment Income Misc. Revenues Sales Tax Revenue		FY 2019 Actual 597,793 228,499 28,735,383	\$	Working Budget 325,000 52,000 21,464,452	\$	Proposed Budget 100,000 - 26,624,124
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants		FY 2019 Actual 597,793 228,499	\$	Working Budget 325,000 52,000	\$	Proposed Budget 100,000
Investment Income Misc. Revenues Sales Tax Revenue		FY 2019 Actual 597,793 228,499 28,735,383 6,664,660	\$	Working Budget 325,000 52,000 21,464,452 12,400,872	\$	Proposed Budget 100,000 - 26,624,124 15,585,520
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants		FY 2019 Actual 597,793 228,499 28,735,383 6,664,660 2,481,580	\$	Working Budget 325,000 52,000 21,464,452 12,400,872 1,025,887	\$	Proposed Budget 100,000 - 26,624,124 15,585,520
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants Total Non-Operating Revenue	\$	FY 2019 Actual 597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197	\$	Working Budget 325,000 52,000 21,464,452 12,400,872 1,025,887 438,548 35,706,759	\$	Proposed Budget 100,000 - 26,624,124 15,585,520 6,094,359 - 48,404,003
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants	\$	FY 2019 Actual 597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197		Working Budget 325,000 52,000 21,464,452 12,400,872 1,025,887 438,548		Proposed Budget 100,000 - 26,624,124 15,585,520 6,094,359 -
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants  Total Non-Operating Revenue	\$ \$	FY 2019 Actual 597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197 40,414,112 45,973,081	\$	Working Budget 325,000 52,000 21,464,452 12,400,872 1,025,887 438,548 35,706,759	\$	Proposed Budget 100,000 - 26,624,124 15,585,520 6,094,359 - 48,404,003
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants  Total Non-Operating Revenue	\$	FY 2019 Actual 597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197 40,414,112 45,973,081	\$	Working Budget 325,000 52,000 21,464,452 12,400,872 1,025,887 438,548 35,706,759	\$	Proposed Budget 100,000 - 26,624,124 15,585,520 6,094,359 - 48,404,003
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants  Total Non-Operating Revenue	\$ \$	FY 2019 Actual 597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197 40,414,112 45,973,081	\$	Working Budget 325,000 52,000 21,464,452 12,400,872 1,025,887 438,548 35,706,759	\$	Proposed Budget 100,000 - 26,624,124 15,585,520 6,094,359 - 48,404,003
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants  Total Non-Operating Revenue	\$ \$	FY 2019 Actual 597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197 40,414,112	\$	Working Budget 325,000 52,000 21,464,452 12,400,872 1,025,887 438,548 35,706,759 40,915,088	\$	Proposed Budget 100,000 - 26,624,124 15,585,520 6,094,359 - 48,404,003 52,455,993
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants  Total Non-Operating Revenue	\$ \$	FY 2019 Actual 597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197 40,414,112 45,973,081	\$	Working Budget 325,000 52,000 21,464,452 12,400,872 1,025,887 438,548 35,706,759 40,915,088 FY 2020 Budgeted	\$	Proposed Budget 100,000 - 26,624,124 15,585,520 6,094,359 - 48,404,003 52,455,993 FY 2021 Projected
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants  Total Non-Operating Revenue  TOTAL REVENUE	\$ \$	FY 2019 Actual 597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197 40,414,112 45,973,081	\$	Working Budget 325,000 52,000 21,464,452 12,400,872 1,025,887 438,548 35,706,759 40,915,088 FY 2020 Budgeted Ridership	\$	Proposed Budget  100,000  - 26,624,124 15,585,520 6,094,359  - 48,404,003  52,455,993  FY 2021 Projected Ridership
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants  Total Non-Operating Revenue  TOTAL REVENUE  Richt Fixed Route Demand Response Frisco Demand Response	\$ \$	FY 2019 Actual  597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197  40,414,112  45,973,081  FY 2019 Ridership  556,059 38,799 6,706	\$	Working Budget 325,000 52,000 21,464,452 12,400,872 1,025,887 438,548 35,706,759 40,915,088 FY 2020 Budgeted Ridership 330,451 31,415 4,023	\$	Proposed Budget  100,000 - 26,624,124 15,585,520 6,094,359 - 48,404,003  52,455,993  FY 2021 Projected Ridership 251,586 32,133 6,356
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants  Total Non-Operating Revenue  TOTAL REVENUE  Richt Fixed Route Demand Response Frisco Demand Response CCT Demand Response	\$ \$	FY 2019 Actual 597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197 40,414,112 45,973,081  FY 2019 Ridership 556,059 38,799 6,706 2,496	\$	Working Budget 325,000 52,000 21,464,452 12,400,872 1,025,887 438,548 35,706,759 40,915,088 FY 2020 Budgeted Ridership 330,451 31,415 4,023 2,342	\$	Proposed Budget  100,000 - 26,624,124 15,585,520 6,094,359 - 48,404,003  52,455,993  FY 2021 Projected Ridership  251,586 32,133 6,356 3,663
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants  Total Non-Operating Revenue  TOTAL REVENUE  Richard Route Demand Response Frisco Demand Response CCT Demand Response North Texas Xpress	\$ \$	FY 2019 Actual 597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197 40,414,112 45,973,081  FY 2019 Ridership 556,059 38,799 6,706 2,496 12,804	\$	Working Budget 325,000 52,000 21,464,452 12,400,872 1,025,887 438,548 35,706,759 40,915,088 FY 2020 Budgeted Ridership 330,451 31,415 4,023 2,342 9,487	\$	Proposed Budget  100,000  - 26,624,124 15,585,520 6,094,359  - 48,404,003  52,455,993  FY 2021 Projected Ridership  251,586 32,133 6,356 3,663 4,474
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants  Total Non-Operating Revenue  TOTAL REVENUE  Richt Fixed Route Demand Response Frisco Demand Response CCT Demand Response North Texas Xpress UNT	\$ \$	FY 2019 Actual 597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197 40,414,112 45,973,081  FY 2019 Ridership 556,059 38,799 6,706 2,496 12,804 1,775,087	\$	Working Budget 325,000 52,000 21,464,452 12,400,872 1,025,887 438,548 35,706,759 40,915,088 FY 2020 Budgeted Ridership 330,451 31,415 4,023 2,342 9,487 1,813,391	\$	Proposed Budget  100,000 - 26,624,124 15,585,520 6,094,359 - 48,404,003  52,455,993  FY 2021 Projected Ridership  251,586 32,133 6,356 3,663 4,474 671,458
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants  Total Non-Operating Revenue  TOTAL REVENUE  Richt Fixed Route Demand Response Frisco Demand Response CCT Demand Response North Texas Xpress UNT NCTC	\$ \$	FY 2019 Actual  597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197  40,414,112  45,973,081  FY 2019 Ridership  556,059 38,799 6,706 2,496 12,804 1,775,087 12,797	\$	Working Budget  325,000 52,000 21,464,452 12,400,872 1,025,887 438,548  35,706,759  40,915,088  FY 2020 Budgeted Ridership 330,451 31,415 4,023 2,342 9,487 1,813,391 13,716	\$	Proposed Budget  100,000 - 26,624,124 15,585,520 6,094,359 - 48,404,003  52,455,993  FY 2021 Projected Ridership  251,586 32,133 6,356 3,663 4,474 671,458 5,655
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants  Total Non-Operating Revenue  TOTAL REVENUE  Richard Response Frisco Demand Response CCT Demand Response North Texas Xpress UNT NCTC Frisco Taxi	\$ \$	FY 2019 Actual 597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197 40,414,112 45,973,081  FY 2019 Ridership 556,059 38,799 6,706 2,496 12,804 1,775,087 12,797 5,455	\$	Working Budget  325,000 52,000 21,464,452 12,400,872 1,025,887 438,548  35,706,759  40,915,088  FY 2020 Budgeted Ridership 330,451 31,415 4,023 2,342 9,487 1,813,391 13,716 3,610	\$	Proposed Budget  100,000 - 26,624,124 15,585,520 6,094,359 - 48,404,003  52,455,993  FY 2021 Projected Ridership 251,586 32,133 6,356 3,663 4,474 671,458 5,655 4,375
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants  Total Non-Operating Revenue  TOTAL REVENUE  Richtary  Fixed Route Demand Response Frisco Demand Response CCT Demand Response North Texas Xpress UNT NCTC Frisco Taxi CCT Taxi	\$ \$	FY 2019 Actual  597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197  40,414,112  45,973,081  FY 2019 Ridership  556,059 38,799 6,706 2,496 12,804 1,775,087 12,797 5,455 9,065	\$	Working Budget  325,000 52,000 21,464,452 12,400,872 1,025,887 438,548  35,706,759  40,915,088  FY 2020 Budgeted Ridership 330,451 31,415 4,023 2,342 9,487 1,813,391 13,716 3,610 11,167	\$	Proposed Budget  100,000 - 26,624,124 15,585,520 6,094,359 - 48,404,003  52,455,993  FY 2021 Projected Ridership  251,586 32,133 6,356 3,663 4,474 671,458 5,655 4,375 9,473
Investment Income Misc. Revenues Sales Tax Revenue Federal Operating Grants Federal Capital Grants State Capital Grants  Total Non-Operating Revenue  TOTAL REVENUE  Richard Response Frisco Demand Response CCT Demand Response North Texas Xpress UNT NCTC Frisco Taxi	\$ \$	FY 2019 Actual 597,793 228,499 28,735,383 6,664,660 2,481,580 1,706,197 40,414,112 45,973,081  FY 2019 Ridership 556,059 38,799 6,706 2,496 12,804 1,775,087 12,797 5,455	\$	Working Budget  325,000 52,000 21,464,452 12,400,872 1,025,887 438,548  35,706,759  40,915,088  FY 2020 Budgeted Ridership 330,451 31,415 4,023 2,342 9,487 1,813,391 13,716 3,610	\$	Proposed Budget  100,000 - 26,624,124 15,585,520 6,094,359 - 48,404,003  52,455,993  FY 2021 Projected Ridership 251,586 32,133 6,356 3,663 4,474 671,458 5,655 4,375

## DENTON COUNTY TRANSPORTATION AUTHORITY

## FY21 Proposed Budget Grant Budget Detail

CAPITAL PROJECTS & ASSOCIATED GRANTS	FY 2021 CAPITAL PROJECTS	FEDERAL REIMBURSEMENT PERCENTAGE		TOTAL FY 2021 CAPITAL GRANTS	NOTES
POSITIVE TRAIN CONTROL ENHANCEMENTS (PHASE 2 - CRISI GRANT) \$	3,000,000	80%	\$	2,400,000 As of N	lay 27th, 2020: FRA's Office of Chief Counsel is reviewing the draft grant agreement. We expect it could take 2-4 weeks.
POSITIVE TRAIN CONTROL IMPLEMENTATION (TX-95-X079) \$	887,931	80%	\$	710,345 Anticip	ate remaining grant funds of \$533,022 in TX-95-X079 based on current project budget drawn down at 80%
FLEET (2021) - REVENUE VEHICLES (\$2,810,400)					
FY16 5307 & 5339 Funds (TX-2017-011-00) \$		85%	\$	,	e Vehicles - 85% federal/15% local
FY17 5307 Funds (TX-2019-073-00) \$		100%	\$		oplied for this grant - 100% match; no local funds required
FY18 5339 Funds \$	,	85%	\$ \$	,	e Vehicles - 85% federal /15% local
FY19 5339 Funds \$	354,000	100%	\$	354,000 TDCs a	oplied for this grant - 100% match; no local funds required
FLEET (2021) - NON-REVENUE VEHICLES (\$132,300)					
FY17 5339 Funds \$	. ,	80%	\$	- /-	v Vehicles - 80% federal/20% local
FY17 5339 Funds Including TDCs \$		100%	\$		oplied for this grant - 100% match; no local funds required
FY19 5339 Funds \$	61,934	100%	\$	61,934 IDCs a	oplied for this grant - 100% match; no local funds required
INTEGRATED FARE PAYMENT - FY17 5339 Funds \$	300,000	100%	\$	250,000 TDCs a	oplied for this grant - 100% match; no local funds required for first \$250k of project (total grant funds \$250k)
TOTAL CAPITAL PROJECTS & ASSOCIATED GRANTS \$	7,130,631		\$	6,094,359	
OPERATING EXPENSES & ASSOCIATED GRANTS	FY 2021 OPERATING EXPENSE	FEDERAL REIMBURSEMENT PERCENTAGE	C	TOTAL FY 2021 OPERATING GRANTS	NOTES
				TDCs a	oplied for this grant - 100% match; no local funds required
TRAIN THE TRAINER - NEW FREEDOM GRANT \$	125,540	100%	\$		es for Train the Trainer program that was approved in the May Board Meeting
BUS PREVENTIVE MAINTENANCE					
FY18 5307 Funds (TX-2019-071-00) \$	332,011	80%	\$	265,609 Formul	a funding available and programmed for bus preventive maintenance
FY19 5307 Funds \$	900,474	100%	\$	900 474 TDCs a	oplied for this grant - 100% match; no local funds required a funding available and programmed for bus preventive maintenance
ADA OPERATING ASSISTANCE - FY19 5307 Funds \$	300,000	100%	\$	300,000 TDCs a	oplied for this grant - 100% match; no local funds required a funding available and programmed for ADA demand response service (Access)
VANPOOL - FY18 Sec 5307 STP Flex Funds \$	320,854	100%	\$	320.854 DCTA (	overs a portion of the total vanpool program expense (35%) with the remaining 65% covered by the vanpool passengers. Assumes 100% own for DCTA portion of expenses
SURVEILLANCE/SECURITY EQUIPMENT - FY19 5307 Funds \$	80,391	80%	\$	64,313 Genera	l safety & security expenses (based on funds in FY19 5307 POP)
FIXED GUIDEWAY - FY19 5337 Funds \$	2,299,479	100%	\$	2,299,479 TDCs a Car Mil	oplied for this grant - 100% match; no local funds required es, Ticket Vending Machine & Platform Maintenance, Facility Maintenance, Maintenance of Way/Signals/Communications
CARES OPERATING ASSISTANCE - BUS \$	5,056,280	100%	\$		Act funding requires no local match rsements for bus operations expenses: Connect Fixed Route service (personnel, fuel, insurance), bus support functions, customer service
CARES OPERATING ASSISTANCE - RAIL \$	6,252,971	100%	\$		Act funding requires no local match rsements for rail operations expenses: train crew hours, dispatch, support personnel, fuel, insurance, facility costs
TOTAL OPERATING EXPENSES & ASSOCIATED GRANTS \$	15,668,000		\$	15,585,520	
			_		

## DENTON COUNTY TRANSPORTATION AUTHORITY

## FY21 Proposed Budget

Capital Improvement & Major Maintenance Plan

Project Name	Current Capital Projects	Proposed FY 2021 NEW Capital Projects	Project LTD thru FY 2019	FY 2020 Revised	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024	Proposed FY 2025	Proposed FY 2026	Anticipated Project Total (Thru 2026)
BUS CAPITAL											
IOMF Fuel Tanks - Lewisville (CLOSED)	\$ 1,037,000		\$ 1,013,923	\$ 8,237	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,022,159
BUS FLEET REPLACEMENT											
Fleet (2021)	2,543,600	399,100	-	10,000	2,932,700	-	-	-	-	-	2,942,700
FUTURE: Fleet Replacement	-		-	-	-	1,284,854	1,886,455	2,379,917	2,478,457	2,581,412	10,611,095
PROFESSIONAL SERVICES/TECHNOLOGY IMPROVEMI	ENTS										
Stadler Diagnostic Laptops (2)	80,000			80,000							80,000
Integrated Fare Payment	600,000				300,000	300,000					600,000
Server & Network Infrastructure	350,000		303,352	46,648							350,000
FUTURE: Stadler Laptop Replacement									80,000		80,000
FUTURE: Server & Network Infrastructure								350,000			350,000
TRANSIT SAFETY IMPROVEMENTS											
Trail Safety Improvements	181,157		56,500	124,657							181,157
Safety & Security Improvements	267,678		67,678	200,000							267,678
HIKE & BIKE TRAILS											
Lewisville Bike Trail - Eagle Point Section (CLOSED)	2,995,873		2,305,775	630,144							2,935,919
MAJOR MAINTENANCE ITEMS											
Major Maintenance - Rail (FY20)	2,024,826			2,024,826							2,024,826
NEW: Major Maintenance - Rail (Proposed FY21)		2,124,693			2,124,693						2,124,693
Major Maintenance - Bus (FY20)	125,000			125,000							125,000
FUTURE: Major Maintenance - Rail						2,062,535	1,798,907	1,099,619	1,704,328	1,900,386	8,565,775
FUTURE: Major Maintenance - Bus						179,530	238,264	273,851	200,000	200,000	1,091,645
POSITIVE TRAIN CONTROL											
Positive Train Control Implementation	16,720,141		15,268,565	563,645	887,931						16,720,141
Positive Train Control Enhancements (Phase 2)	5,000,000			150,000	3,000,000	1,850,000					5,000,000
INFRASTRUCTURE ACQUISITION	400,000		242,008	157,992							400,000
BROWNFIELD REMEDIATION	385,000		311,248	30,000	43,752						385,000
TOTAL CAPITAL BUDGET	\$ 32,710,275	\$ 2,523,793	\$ 19,569,049	\$ 4,151,149	\$ 9,289,076	\$ 5,676,919	\$ 3,923,626	\$ 4,103,387	\$ 4,462,785	\$ 4,681,798	\$ 55,857,788

## DENTON COUNTY TRANSPORTATION AUTHORITY DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

(To be completed for all Expanded Level Projects that include plans for expansion, an increase in service or new operating programs above and beyond the current service level/budget)

	PROJECT DETAILS		
Project Name:	Brownfield Remediation (Project Rollover)	Project Ranking:	High
Project Manager:	Ann Boulden	Phone:	X5112
Department:	Planning and Development	Location:	Rail O&M
Desired project timing:	Start Date: FY 2017	Completion Date:	March 30, 2021
	·		•

## PROJECT DESCRIPTION/JUSTIFICATION

\*Attach additional documentation as necessary

## WHY IS THIS PROJECT BEING REQUESTED?

This project represents the completion of the Brownfield Remediation project. The Rail O&M facility is located on an unpermitted landfill. In 2019 we began a project to remove surface debris from the vacant property because of safety concerns. We then received an Environmental Protection Agency (EPA) grant to complete a Phase 2 Environmental Assessment. The assessment has been completed and found no actionable contaminants other than some restrictions to use of ground water. The site must be officially closed with the Texas Commission on Environmental Quality (TCEQ). This requires a Municipal Site Designation (MSD) from the City of Lewisville. All appropriate documents have been filed and we are waiting on public meetings that the City is required to conduct. Once that is complete we can file for closure certificate.

## WHAT HAVE YOU DONE TO HANDLE THE ISSUE UNTIL NOW?

The project is approximately 85% complete. The remaining work includes final documentation and a Municipal Site Designation (MSD) from the City of Lewisville. This requires public meetings that have been delayed due to COVID-19, but the original project schedule allowed up to 18 months to complete the paperwork with the State.

## WHAT WOULD HAPPEN IF THIS PROJECT WAS NOT FUNDED?

Physical work on the project is complete. Debris has been removed and Phase 2 testing has been completed. We are partnering with the City of Lewisville to obtain a "Municipal Site Designation" and then close the site with TCEQ. The MSD has been delayed. If the balance of the project funds are not available, we will not be able to close the site and there may be restrictions on future use.

## PROJECT DESCRIPTION/JUSTIFICATION

\*Attach additional documentation as necessary

WHAT EXISTING FUNDING (POSITIONS/PROGRAMMING) HAVE YOU EVALUATED FOR USE IF NO ADDITIONAL RESOURCES ARE APPROVED?

RESOURCES ARE AFFROVED!
\$178,200 of the project cost was funded by an EPA grant. As part of our application, DCTA agreed to fund the balance of
the project with local funds. All available grant money has been drawn down.
Requested project has been included in the Long Range Financial Plan and Proposed FY21 Capital Budget in order to understand the financial impact. Project will be presented to the Board for review.
WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?
No

\*\*DATA SUPPORTING THE REQUEST WILL BE REQUIRED AND SHOULD BE ATTACHED\*\*

## PROJECT COST ESTIMATE

\*Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach all supporting documents/plans.

## TIMING OF PROJECT COSTS

Lif	e-to-Date thru FY 2020	Amount	\$	341,248
Fiscal Year	2021	Amount	\$	43,752
Fiscal Year		Amount		
Fiscal Year		Amount		
Total Project Cost Estimate				385,000

## PROJECT FUNDING SOURCES - GRANTS

\*If the project is funded by a specific grant, please specify the grant number & amount below

Grant Number: EPA/BF-01F37901-0 (depleted)	Amount: \$	\$ 178,200
	_	
Grant Number:	Amount: \$	

## ANNUAL OPERATING IMPACT

\*Provide cost estimates relating to the annual impact of this project on the operating budget. For example, increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data including increased staff, supplies, software, etc. Include any foreseen cost savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project.

	Annual INCREASE in	Annual DECREASE in
_	Operating Costs	Operating Costs
Maintenance Costs/Services:		
Supplies Required:		
Utility Costs:		
Salary Costs (FT/PT - # of Positions):		
Benefit Costs:		
IT Requirements (Software & Hardware):		
TOTAL	\$ -	\$ -
Additional Estimated Revenue to be Generated:	\$	-

PROJECT ANALYSIS						
Operating: X						
Capital: Useful Life (Years):						
*Complete additional information if capital   Justification:						
*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.						
BUDGET OFFICE AUTHORIZATION						
DATE RECEIVED: APPROVED AMOUNT:						
PROJECT NOTES:						



BF - 01F37901 - 0 Page 1

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## U.S. ENVIRONMENTAL PROTECTION AGENCY

## **Cooperative Agreement**

**GRANT NUMBER (FAIN):** 01F37901 **MODIFICATION NUMBER: 0** DATE OF AWARD PROGRAM CODE: 08/29/2017 BF TYPE OF ACTION MAILING DATE New 09/05/2017 **PAYMENT METHOD:** ACH# pend

RECIPIENT TYPE:	Send Payment Request to:
Other	Las Vegas Finance Center
RECIPIENT:	PAYEF.

**Denton County Transportation Authority** 

1955 Lakeway Drive Lewisville, TX 75057-6440 EIN: 68-0569464

PAYEE:

TX DCTA - Denton County Transportation Authority

1955 Lakeway Drive Lewisville, TX 75057-6440

PROJECT MANAGER **EPA PROJECT OFFICER EPA GRANT SPECIALIST** Ann Boulden

1955 Lakeway Drive Lewisville, TX 75057-6440 E-Mail: aboulden@dcta.net Phone: 972-966-5112

Denise Williams Superfund Division, 6SF-VB Lisa Kapsh Grants Program Section, 6MD-CG E-Mail: Kapsh.Lisa@epa.gov Phone: 214-665-7335

E-Mail: Williams.Denise@epa.gov Phone: 214-665-9749

PROJECT TITLE AND DESCRIPTION

Lewisville Maintenance Facility Phase II Subsurface Investigation Project

This assistance agreement will provide funding for Denton County Transportation Authority to conduct one Phase II Environmental Site Assessment (ESA). The project will include project oversight, community involvement, assessment planning, contractor procurement, and cleanup planning for the Brownfields site located at their Lewisville Maintenance Facility, Lewisville, Texas. Brownfields are real property, the expansion, development or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

**BUDGET PERIOD** PROJECT PERIOD TOTAL BUDGET PERIOD COST TOTAL PROJECT PERIOD COST 10/01/2017 - 09/30/2020 10/01/2017 - 09/30/2020 \$178,200.00 \$178,200.00

## **NOTICE OF AWARD**

Based on your Application dated 12/20/2016 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$178,200. EPA agrees to cost-share 100,00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$178,200. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.

ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)	AWARD APPROVAL OFFICE
ORGANIZATION / ADDRESS	ORGANIZATION / ADDRESS
Grant Programs Section, 6MD-CG 1445 Ross Avenue, Suite 1200 Dallas, TX 75202-2733	U.S. EPA, Region 6 Superfund Division (6SF) 1445 Ross Avenue, Suite 1200 Dallas, TX 75202-2733
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## THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY

Digital signature applied by EPA Award Official Donna Miller - Chief, Grant Programs Section DATE 08/29/2017

## EPA Funding Information BF - 01F37901 - 0 Page 2

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$	\$ 178,200	\$ 178,200
EPA In-Kind Amount	\$	\$	\$ (
Unexpended Prior Year Balance	\$	\$	\$ (
Other Federal Funds	\$	\$	\$ (
Recipient Contribution	\$	\$	\$ (
State Contribution	\$	\$	\$ (
Local Contribution	\$	\$	\$ (
Other Contribution	\$	\$	\$ (
Allowable Project Cost	\$0	\$ 178,200	\$ 178,20

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.818 - Brownfields Assessment and Cleanup Cooperative Agreements	CERCLA: Sec. 104(k)(2)	2 CFR 200 2 CFR 1500 and 40 CFR 33
	4	_

				Fiscal					
Site Name	Req No	FY	Approp. Code	Budget Organization		Object Class	Site/Project	Cost Organization	Obligation / Deobligation
DCTA DCTA	1706BFG015 1706BFG015	17 17	E4 E4	0600AG7 0600AG7	301D79 301D79XBP	4114 4114	G600NY00 G600OR00		89,100 89,100
									178,200

Budget Summary Page: Phase II Environment Site Assessment

Table A - Object Class Category (Non-construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$0
2. Fringe Benefits	\$0
3. Travel	\$0
4. Equipment	\$0
5. Supplies	\$0
6. Contractual	\$178,200
7. Construction	\$0
8. Other	\$0
9. Total Direct Charges	\$178,200
10. Indirect Costs: % Base	\$0
11. Total (Share: Recipient <u>0.00</u> % Federal <u>100.00</u> %.)	\$178,200
12. Total Approved Assistance Amount	\$178,200
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$178,200
15. Total EPA Amount Awarded To Date	\$178,200

## **Administrative Conditions**

### **General Terms and Conditions**

The recipient agrees to comply with the current EPA general terms and conditions available at: <a href="https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-april-27-2017-or-later">https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-april-27-2017-or-later</a>. These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at <a href="http://www.epa.gov/grants/grant-terms-and-conditions">http://www.epa.gov/grants/grant-terms-and-conditions</a>.

## A. UTILIZATION OF SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES GENERAL COMPLIANCE, 40 CFR, Part 33

The recipient agrees to comply with the requirements of EPA's Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33.

## MBE/WBE REPORTING, 40 CFR, Part 33, Subpart E

MBE/WBE reporting is required in annual reports. Reporting is required for assistance agreements where there are funds budgeted for procuring construction, equipment, services and supplies, including funds budgeted for direct procurement by the recipient or procurement under subawards or loans in the "Other" category that exceed the threshold amount of \$150,000, including amendments and/or modifications.

Based on EPA's review of the planned budget, this award meets the conditions above and is subject to the Disadvantaged Business Enterprise (DBE) Program reporting requirements. However, if recipient believes this award does not meet these conditions, it must provide **Debora Bradford**, **SDB Coordinator** with a justification and budget detail within 21 days of the award date clearly demonstrating that, based on the planned budget, this award is not subject to the DBE reporting requirements.

The recipient agrees to complete and submit a "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements" report (EPA Form 5700-52A) on an annual basis. All procurement actions are reportable, not just that portion which exceeds \$150,000.

When completing the annual report, recipients are instructed to check the box titled "annual" in section 1B of the form. For the final report, recipients are instructed to check the box indicated for the "last report" of the project in section 1B of the form. Annual reports are due by October 30<sup>th</sup> of each year. Final reports are due by October 30<sup>th</sup> or 90 days after the end of the project period, whichever comes first.

The reporting requirement is based on total procurements. Recipients with expended and/or budgeted funds for procurement are required to report annually whether the planned procurements take place during the reporting period or not. If no budgeted procurements take place during the reporting period, the recipient should check the box in section 5B when completing the form.

MBE/WBE reports should be sent to <u>R6 EPA Grants Programs@epa.gov</u>. The current EPA Form 5700-52A can be found at the EPA Office of Small Business Program's Home Page at <a href="http://www.epa.gov/osbp/dbe">http://www.epa.gov/osbp/dbe</a> reporting.htm

This provision represents an approved deviation from the MBE/WBE reporting requirements as described in 40 CFR, Part 33, Section 33.502; however, the other requirements outlined in 40 CFR Part 33 remain in effect, including the Good Faith Effort requirements as described in 40 CFR Part 33 Subpart C, and Fair Share Objectives negotiation as described in 40 CFR Part 33 Subpart D and explained below.

## FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D

A recipient must negotiate with the appropriate EPA award official, or his/her designee, fair share objectives for MBE and WBE participation in procurement under the financial assistance agreements.

In accordance with 40 CFR, Section 33.411 some recipients may be exempt from the fair share objectives requirements as described in 40 CFR, Part 33, Subpart D. Recipients should work with their DBE coordinator, if they think their organization may qualify for an exemption.

## Accepting the Fair Share Objectives/Goals of Another Recipient

The dollar amount of this assistance agreement, or the total dollar amount of all of the recipient's financial assistance agreements in the current federal fiscal year from EPA is \$250,000, or more. The recipient accepts the applicable MBE/WBE fair share objectives/goals negotiated with EPA by the **Texas Commission on Environmental Quality** as follows:

MBE: CONSTRUCTION 7.34%; SUPPLIES 19.37%; SERVICES 12.98%; EQUIPMENT 19.57%

WBE: CONSTRUCTION 10.60%; SUPPLIES 14.15%; SERVICES 23.70%; EQUIPMENT 19.64%

By signing this financial assistance agreement, the recipient is accepting the fair share objectives/goals stated above and attests to the fact that it is purchasing the same or similar construction, supplies, services and equipment, in the same or similar relevant geographic buying market as **Texas Commission on Environmental Quality.** 

## Negotiating Fair Share Objectives/Goals, 40 CFR, Section 33.404

The recipient has the option to negotiate its own MBE/WBE fair share objectives/goals. If the recipient wishes to negotiate its own MBE/WBE fair share objectives/goals, the recipient agrees to submit proposed MBE/WBE objectives/goals based on an availability analysis, or disparity study, of qualified MBEs and WBEs in their relevant geographic buying market for construction, services, supplies and equipment.

The submission of proposed fair share goals with the supporting analysis or disparity study means that the recipient is **not** accepting the fair share objectives/goals of another recipient. The recipient agrees to submit proposed fair share objectives/goals, together with the supporting availability analysis or disparity study, to the Regional MBE/WBE Coordinator within 120 days of its acceptance of the financial assistance award. EPA will respond to the proposed fair share objective/goals within 30 days of receiving the submission. If proposed fair share objective/goals are not received within the 120 day time frame, the recipient may not expend its EPA funds for procurements until the proposed fair share objective/goals are submitted.

## SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

- (a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

- (c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- (d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- (e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- (f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

## CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302

The recipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

## BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)

Recipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

## **Programmatic Conditions**

#### **Assessment Terms and Conditions**

Please note that these Terms and Conditions (T&Cs) apply to Brownfields Assessment Cooperative Agreements awarded under CERCLA § 104(k).

## I. GENERAL FEDERAL REQUIREMENTS

NOTE: For the purposes of these Terms and Conditions the term "assessment" includes, eligible activities under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) 104(k)(2)(A)(i) such as activities involving the inventory, characterization, assessment, and planning relating to brownfield sites as described in the EPA approved workplan.

## A. Federal Policy and Guidance

- 1. a. Cooperative Agreement Recipients: By awarding this cooperative agreement, the Environmental Protection Agency (EPA) has approved the proposal for the Cooperative Agreement Recipient (CAR) submitted in the Fiscal Year 2017 competition for Brownfields assessment cooperative agreements.
  - b. In implementing this agreement, the CAR shall ensure that work done with cooperative agreement funds complies with the requirements of the CERCLA § 104(k). The CAR shall also ensure that assessment activities supported with cooperative agreement funding comply with all applicable federal and state laws and regulations.
  - c. The CAR must comply with federal cross-cutting requirements. These requirements include, but are not limited to, DBE requirements found at 40 CFR Part 33; OSHA Worker Health & Safety Standard 29 CFR 1910.120; the Uniform Relocation Act; National Historic Preservation Act; Endangered Species Act; and Permits required by Section 404 of the Clean

Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC § 327-333) the Anti-Kickback Act (40 USC § 276c) and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250.

d. The CAR must comply with Davis-Bacon Act prevailing wage requirements and associated U.S. Department of Labor (DOL) regulations for all construction, alteration and repair contracts and subcontracts awarded with funds provided under this agreement. Activities conducted under assessment cooperative agreements generally do not involve construction, alteration and repair within the meaning of the Davis-Bacon Act. However, the recipient must contact the EPA Project Officer if there are unique circumstances (e.g. removal of an underground storage tank or another structure and restoration of the site) which indicate that the Davis-Bacon Act applies to an activity the CAR intends to carry out with funds provided under this agreement. EPA will provide guidance on Davis-Bacon Act compliance if necessary.

## II. SITE ELIGIBILITY REQUIREMENTS

## A. Eligible Brownfields Site Determinations

- a. The CAR must provide information to EPA about site-specific work prior to
  incurring any costs under this cooperative agreement for sites that have not already been
  pre-approved in the CAR's workplan by EPA. The information that must be provided
  includes whether or not the site meets the definition of a brownfield site as defined in §
  101(39) of CERCLA, whether the CAR is the potentially responsible party under CERCLA §
  107 and/or has defenses to liability.
  - b. If the site is excluded from the general definition of a brownfield, but is eligible for a property-specific funding determination, then the CAR may request a property-specific funding determination. In their request, the CAR must provide information sufficient for EPA to make a property-specific funding determination on how financial assistance will protect human health and the environment, and either promote economic development or enable the creation of, preservation of, or addition to parks, greenways, undeveloped property, other recreational property, or other property used for nonprofit purposes. The CAR must not incur costs for assessing sites requiring a property-specific funding determination by EPA until the EPA Project Officer has advised the CAR that the Agency has determined that the property is eligible.
- 2. a. For any petroleum contaminated brownfield site that is not included in the CAR's

EPA approved workplan, the CAR shall provide sufficient documentation to EPA prior to incurring costs under this cooperative agreement which documents that:

- (1) a State has determined that the petroleum site is of relatively low risk, as compared to other petroleum-only sites in the State,
- (2) the State determines there is "no viable responsible party" for the site;
- (3) the State determines that the person assessing or investigating the site is a person who is not potentially liable for cleaning up the site; and
- (4) the site is not subject to any order issued under section 9003(h) of the Solid Waste Disposal Act.

This documentation must be prepared by the CAR or the State, following contact and discussion with the appropriate petroleum program official. Refer to EPA's FY17 Proposal

Guidelines for Brownfields Assessment Grants, EPA-OLEM-OBLR-16-08 for discussion on this element.

- b. Documentation must include (1) the identity of the State program official contacted, (2) the State official's telephone number, (3) the date of the contact, and (4) a summary of the discussion relating to the state's determination that the site is of relatively low risk, that there is no viable responsible party and that the person assessing or investigating the site is not potentially liable for cleaning up the site. Other documentation provided by a State to the recipient relevant to any of the determinations by the State must also be provided to the EPA Project Officer.
- c. If the State chooses not to make the determinations described in Section II.A.2.a. above, the CAR must contact the EPA Project Officer and provide the necessary information for EPA to make the requisite determinations.
- d. EPA will make all determinations on the eligibility of petroleum-contaminated brownfields sites located on tribal lands (i.e., reservation lands or lands otherwise in Indian country, as defined at 18 U.S.C. 1151). Before incurring costs for these sites, the CAR must contact the EPA Project Officer and provide the necessary information for EPA to make the determinations described in Section II.A.2.a. above.

## III. GENERAL COOPERATIVE AGREEMENT ADMINISTRATIVE REQUIREMENTS

## A. Term of the Agreement

- 1. The term of this agreement is three years from the date of award, unless otherwise extended by EPA at the CAR's request.
- 2. If after 18 months from the date of award, EPA determines that the CAR has not made sufficient progress in implementing its cooperative agreement, the recipient must implement a corrective action plan approved by the EPA Project Officer. Alternatively, EPA may terminate this agreement under 2 CFR 200.339 for material non-compliance with its terms, or with the consent of the CAR as provided at 2 CFR 200.339 if EPA determines that insufficient progress was not the fault of the CAR. For purposes of assessment cooperative agreements, the CAR demonstrates "sufficient progress" when 35% of funds have been drawn down and obligated to eligible activities; for assessment coalition cooperative agreements "sufficient progress" is demonstrated when a solicitation for services has been released, sites are prioritized or an inventory has been initiated if necessary, community involvement activities have been initiated and a Memorandum of Agreement is in place, or other documented activities that demonstrate to EPA's satisfaction that the CAR will successfully perform the cooperative agreement.
- 3. Assessment funding for an eligible brownfield site may not exceed \$200,000 unless a waiver has been granted by EPA. Following the granting of a waiver, funding is not to exceed \$350,000 at the site.

#### **B.** Substantial Involvement

- 1. EPA may be substantially involved in overseeing and monitoring this cooperative agreement.
  - a. Substantial involvement by EPA generally includes administrative activities by the Project Officer such as monitoring, reviewing project phases, and approving

substantive terms included in professional services contracts.

- b. Substantial EPA involvement also includes brownfields property-specific funding determinations described in Section I.B. If the CAR awards a subaward for site assessment, the CAR must obtain technical assistance from EPA on which sites qualify as a brownfield site and determine whether the statutory prohibition found in section 104(k)(4)(B)(i)(IV) of CERCLA applies. This prohibition does not allow the subrecipient to use EPA funds to assess a site for which the subrecipient is potentially liable under § 107 of CERCLA. (See Section III.C.3. for more information on subawards.)
- c. Substantial EPA involvement may include reviewing financial and environmental status reports; and monitoring all reporting, record-keeping, and other program requirements.
- d. EPA may waive any of the provisions in Term and Condition III.B.1. with the exception of property-specific funding determinations. EPA will provide waivers in writing.

## 2. Effect of EPA's substantial involvement includes:

- a. EPA's review of any project phase, document, or cost incurred under this cooperative agreement, will not have any effect upon CERCLA § 128 *Eligible Response Site* determinations or rights, authorities, and actions under CERCLA or any federal statute.
- b. The CAR remains responsible for ensuring that all assessments are protective of human health and the environment and comply with all applicable federal and state laws.
- c. The CAR and its subrecipients remain responsible for incurring costs that are allowable under 2 CFR Part 200 Subpart E.

## C. Cooperative Agreement Recipient Roles and Responsibilities

- 1. The CAR must acquire the services of a qualified environmental professional(s) to coordinate, direct, and oversee the brownfields assessment activities at a particular site, if they do not have such a professional on staff.
- 2. The CAR is responsible for ensuring that contractors and subrecipients comply with the terms of their agreements with the CAR, and that agreements between the CAR and subrecipients and contractors comply with the terms and conditions of this agreement.
- 3. Subawards are defined at 2 CFR 200.92. The CAR may not subaward to for-profit organizations. The CAR must obtain commercial services and products necessary to carry out this agreement under competitive procurement procedures as described in 2 CFR Part 200.317 through 200.326. In addition, EPA policy encourages awarding subawards competitively and the CAR must consider awarding subawards through competition.
- 4. The CAR is responsible for ensuring that EPA's Brownfields assessment funding received under this cooperative agreement, or in combination with any other previously awarded Brownfields Assessment cooperative agreements does not exceed the \$200,000 funding limitation for an

individual brownfield site. Waiver of this funding limit for a brownfields site must be approved by EPA prior to the expenditure of funding exceeding \$200,000. In no case may EPA funding exceed \$350,000 on a site receiving a waiver.

- 5. CARs expending funding from a community-wide assessment cooperative agreement must include this amount in any total funding expended on the site.
- 6. Competency of Organizations Generating Environmental Measurement Data: In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements, the CAR agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable, the CAR agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. The CAR shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at <a href="http://www.epa.gov/fem/lab\_comp.htm">http://www.epa.gov/fem/lab\_comp.htm</a> or a copy may also be requested by contacting the EPA Project Officer for this award.

## D. Quarterly Progress Reports

1. In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, 200.328 monitoring and reporting program performance), the CAR agrees to submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures and financial status for each workplan task, along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

Quarterly progress reports must clearly differentiate which activities were completed with EPA funds provided under the Brownfield assessment cooperative agreement, versus any other funding source used to help accomplish project activities.

In addition, the report shall include brief information on each of the following areas: 1) a comparison of actual accomplishments to the anticipated outputs/outcomes specified in the cooperative agreement workplan; 2) reasons why anticipated outputs/outcomes were not met; and 3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs. The CAR agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the cooperative agreement workplan.

- 2. The CAR must submit progress reports on a quarterly basis to the EPA Project Officer. quarterly progress reports must include:
  - a. Summary and status of approved activities performed during the reporting quarter, summary of the performance outputs/outcomes achieved during the reporting quarter, a description of problems encountered or difficulties during the reporting quarter that may affect the project schedule and a discussion of meeting the performance outputs/outcomes.
  - b. An update on project schedules and milestones; including an explanation of any

- discrepancies from the approved workplan.
- c. A list of the properties where assessment activities were performed and/or completed during the reporting quarter.
- d. A budget recap summary table with the following information: current approved project budget; costs incurred during the reporting quarter; costs incurred to date (cumulative expenditures); and total remaining funds. The CAR should include an explanation of any discrepancies in the budget from the approved workplan.
- 3. If the CAR makes any subawards under this agreement, then it becomes a pass-through entity under the "Establishing and Managing Subaward" General Term and Condition of this agreement. As the pass-through entity, the CAR must report to EPA on its subaward monitoring activities under 2 CFR 200.331(d), including the following information on subawards as part of the CAR's quarterly performance reporting:
  - a. Summaries of results of reviews of financial and programmatic reports.
  - b. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.
  - c. Environmental results the subrecipient achieved.
  - d. Summaries of audit findings and related pass-through entity management decisions.
  - e. Actions the pass-through entity has taken to correct any deficiencies such as those specified at 2 CFR 200.331(e), 2 CFR 200.207 and the 2 CFR Part 200.338 Remedies for Noncompliance.
- 4. The CAR must maintain records that will enable it to report to EPA on the amount of funds disbursed by the CAR to assess specific properties under this cooperative agreement.
- 5. In accordance with 2 CFR 200.328(d)(1), the CAR agrees to inform EPA as soon as problems, delays, or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the approved workplan.

## E. Property Profile Submission

1. The CAR must report on interim progress (i.e., assessment started) and any final accomplishments (i.e., assessment completed, cleanup required, contaminants, institution controls, engineering controls) by completing and submitting relevant portions of the Property Profile Form using the Brownfields Program on-line reporting system, known as Assessment, Cleanup and Redevelopment Exchange System (ACRES). The CAR must enter the data in ACRES as soon as the interim action or final accomplishment has occurred, or within 30 days after the end of each reporting quarter. EPA will provide the CAR with training prior to obtaining access to ACRES. The training is required to obtain access to ACRES. The CAR must utilize the ACRES system unless approval is obtained from the regional Project Officer to utilize and submit the Property Profile Form instead.

## F. Community Outreach

- 1. The CAR agrees to clearly reference EPA investments in the project during all phases of community outreach outlined in the EPA-approved workplan, which may include the development of any post-project summary or success materials that highlight achievements to which this project contributed. Specifically:
  - a. The CAR agrees to notify the EPA Project Officer listed in this award document of public or media events publicizing the accomplishment of significant events related to construction or site reuse projects as a result of this agreement, and provide the opportunity for attendance

- and participation by federal representatives with at least ten (10) working days' notice.
- b. To increase public awareness of projects serving communities where English is not the predominant language, recipients are encouraged to include in their outreach strategies communication in non-English languages. Translation costs for this purpose are allowable, provided the costs are reasonable.

## Project Outreach Materials

- i) If any document, fact sheet, and/or web material are developed as part of this cooperative agreement, then they shall include the following statement: "Though this project has been funded, wholly or in part, by EPA, the contents of this document do not necessarily reflect the views and policies of EPA."
- ii) If a sign is developed, as part of a project funded by this cooperative agreement, then the sign shall include either a statement (e.g., this project has been funded, wholly or in part, by EPA) and/or EPA's logo acknowledging that EPA is a source of funding for the project. The EPA logo may be used on project signage when the sign can be placed in a visible location with direct linkage to site activities. Use of the EPA logo must follow the sign specifications available at: <a href="http://www.epa.gov/ogd/tc.htm">http://www.epa.gov/ogd/tc.htm</a>.

## G. Final Technical Cooperative Agreement Report with Environmental Results

In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, 200.328 monitoring and reporting program performance), the CAR agrees to submit to the EPA Project Officer within 90 days after the expiration or termination of the approved project period a final technical report on the cooperative agreement and at least one reproducible copy suitable for printing. The final technical report shall document project activities over the entire project period and shall include brief information on each of the following areas: 1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement workplan; 2) reasons why anticipated outputs/outcomes were not met; and 3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs. The CAR agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the cooperative agreement workplan.

## H. Conflict of Interest

- The CAR shall establish and enforce conflict of interest provisions that prevent the award of subawards that create real or apparent personal conflicts of interest, or the CAR's appearance of lack of impartiality. Such situations include, but are not limited to, situations in which an employee, official, consultant, contractor, or other individual associated with the CAR (affected party) approves or administers a subaward to a subrecipient in which the affected party has a financial or other interest. Such a conflict of interest or appearance of lack of impartiality may arise when:
  - (i) The affected party,
  - (ii) Any member of his immediate family,
  - (iii) His or her partner, or
  - (iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the subrecipient.

Affected employees will neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients. Recipients may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by affected parties.

## IV. FINANCIAL ADMINISTRATION REQUIREMENTS

## A. Eligible Uses of the Funds for the Cooperative Agreement Recipient

- 1. To the extent allowable under the workplan, cooperative agreement funds may be used for eligible programmatic expenses to inventory, characterize, assess, and conduct planning and outreach. Eligible programmatic expenses include activities described in Section IV. of these Terms and Conditions. In addition, eligible programmatic expenses may include:
  - a. Determining whether assessment activities at a particular site are authorized by CERCLA § 104(k);
  - b. Ensuring that an assessment complies with applicable requirements under federal and state laws, as required by CERCLA § 104(k);
  - c. Using a portion of the cooperative agreement funds to purchase environmental insurance for the characterization or assessment of the site. Funds may not be used to purchase insurance intended to provide coverage for any of the ineligible uses under Section IV.B.; and
  - d. Any other eligible programmatic costs including direct costs incurred by the recipient in reporting to EPA; procuring and managing contracts; awarding and managing subawards to the extent allowable under Section IV.B.2.; and carrying out community involvement pertaining to the assessment activities.
- 2. **Local Governments only.** No more than 10% of the funds awarded by this agreement may be used by the CAR itself as a programmatic cost for brownfield program development and implementation (including monitoring of health and institutional controls).

## B. Ineligible Uses of the Funds for the Cooperative Agreement Recipient

- 1. Cooperative agreement funds shall <u>not</u> be used by the CAR for any of the following activities:
  - a. Cleanup activities;
  - b. Site development activities that are not brownfields assessment activities (e.g., construction of a new facility);
  - c. Job training unrelated to performing a specific assessment at a site covered by the cooperative agreement;
  - d. To pay for a penalty or fine;
  - e. To pay a federal cost share requirement (for example, a cost-share required by another federal grant) unless there is specific statutory authority;

- f. To pay for a response cost at a brownfields site for which the CAR of the cooperative agreement or subaward recipient is potentially liable under CERCLA § 107;
- g. To pay a cost of compliance with any federal law, excluding the cost of compliance with laws applicable to the assessment; and
- h. Unallowable costs (e.g., lobbying and fund raising) under 2 CFR Part 200 Subpart E.
- 2. Under CERCLA § 104(k)(4)(B), administrative costs are prohibited costs under this agreement. Prohibited administrative costs include all indirect costs under 2 CFR Part 225 for state, local and tribal governments, as applicable.
  - a. Ineligible administrative costs include costs incurred in the form of salaries, benefits, contractual costs, supplies, and data processing charges, incurred to comply with most provisions of the *Uniform Administrative Requirements, Cost Principles and Audit requirements for Federal Awards at* 2 CFR 200 and 2 CFR 1500. Direct costs for cooperative agreement administration, with the exception of costs specifically identified as eligible programmatic costs, are ineligible even if the CAR is required to carry out the activity under the cooperative agreement. Costs incurred to report quarterly performance to EPA under the cooperative agreement are eligible.
  - b. Ineligible cooperative agreement administration costs include direct costs for:
    - (1) Preparation of applications for brownfields grants;
    - (2) Record retention required under 2 CFR 1500.6;
    - (3) Record-keeping associated with equipment purchases required under 2 CFR 200.313;
    - (4) Preparing revisions and changes in the budgets, scopes of work, program plans and other activities required under 2 CFR 200.308;
    - (5) Maintaining and operating financial management systems required under 2 CFR 200.302;
    - (6) Preparing payment requests and handling payments under 2 CFR 200.305;
    - (7) Non-federal audits required under 2 CFR 200 Subpart F; and
    - (8) Close out under 2 CFR 200.343.
- 3. Cooperative agreement funds may <u>not</u> be used for any of the following properties:
  - a. Facilities listed, or proposed for listing, on the National Priorities List (NPL);
  - Facilities subject to unilateral administrative orders, court orders, and administrative orders on consent or judicial consent decree issued to or entered by parties under CERCLA;
  - c. Facilities that are subject to the jurisdiction, custody or control of the United States government except for land held in trust by the United States government for an

Indian tribe; or

d. A site excluded from the definition of a brownfields site for which EPA has not made a property-specific funding determination.

## C. Interest-Bearing Accounts and Program Income

- 1. In accordance with 2 CFR 1500.7, during the performance period of the cooperative agreement the CAR is authorized to add program income to the funds awarded by EPA and use the program income under the same terms and conditions of this agreement. Program income for the assessment CAR shall be defined as the gross income received by the recipient, directly generated by the cooperative agreement award or earned during the period of the award. Program income includes, but is not limited to, fees charged for conducting assessment, site characterizations, clean up planning or other activities when the costs for the activity is charged to this agreement.
- 2. The CAR must deposit advances of cooperative agreement funds and program income (i.e. fees) in an interest bearing account.
  - a. For interest earned on advances, CARs are subject to the provisions of 2 CFR 200.305(b)(7)(ii) relating to remitting interest on advances to EPA on a quarterly basis.
  - b. Interest earned on program income is considered additional program income.
  - c. The CAR must disburse program income (including interest earned on program income) before requesting additional payments from EPA as required by 2 CFR 1500.8.

## V. ASSESSMENT ENVIRONMENTAL REQUIREMENTS

### A. Authorized Assessment Activities

1. Prior to conducting or engaging in any on-site activity with the potential to impact historic properties (such as invasive sampling), the CAR shall consult with EPA regarding potential applicability of the National Historic Preservation Act and, if applicable, shall assist EPA in complying with any requirements of the Act and implementing regulations.

## B. Quality Assurance (QA) Requirements

1. When environmental data are collected as part of the brownfields assessment, the CAR shall comply with 2 CFR 1500.11 requirements to develop and implement quality assurance practices sufficient to produce data adequate to meet project objectives and to minimize data loss. State law may impose additional QA requirements.

## C. All Appropriate Inquiry

1. As required by CERCLA § 104(k)(2)(B)(ii) and CERCLA § 101(35)(B), the CAR shall ensure that a Phase I site characterization and assessment carried out under this agreement will be performed in accordance with EPA's all appropriate inquiries regulation. The CAR shall utilize the practices in ASTM standard E1527-13 "Standard Practices for Environmental Site Assessment: Phase I Environmental Site Assessment Process," or EPA's All Appropriate

Inquiries Final Rule (40 CFR 312). A suggested outline for an AAI final report is provided in "All Appropriate Inquiries Rule: Reporting Requirements and Suggestions on Report Content", (Publication Number: EPA 560-F-14-003). This does not preclude the use of cooperative agreement funds for additional site characterization and assessment activities that may be necessary to characterize the environmental impacts at the site or to comply with applicable State standards.

- 2. All Appropriate Inquiries (AAI) final reports produced with funding from this agreement must comply with 40 C.F.R. Part 312 and must, at a minimum, include the information below. All AAI reports submitted to EPA Project Officers as deliverables under this agreement must be accompanied by a completed "All Appropriate Inquiries Final Rule: Reporting Requirements Checklist for Assessment Grant Recipients" (Publication Number: EPA 560-R-10-030) that EPA's Project Officer will provide to the recipient. The checklist also is available to CARs on EPA's website at <a href="https://www.epa.gov/brownfields">www.epa.gov/brownfields</a>.
  - a. An *opinion* as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.
  - b. An identification of "significant" data gaps (as defined in 40 C.F.R. 312.10), if any, in the information collected for the inquiry. Significant data gaps include missing or unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property. The documentation of significant data gaps must include information regarding the significance of these data gaps.
  - c. **Qualifications** and **signature** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:
    - · ''[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we]

      meet the definition of Environmental Professional as defined in §312.10 of this part.''
  - "[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312."

Note: Please use either "I" or "We."

- d. In compliance with §312.31(b), the environmental professional must include in the final report an *opinion regarding additional appropriate investigation*, if the environmental professional has such an opinion.
- 3. EPA may review checklists and AAI final reports for compliance with the AAI regulation documentation requirements at 40 CFR part 312 (or comparable requirements for those using ASTM Standard 1527-13). Any deficiencies identified during an EPA review of these documents

must be corrected by the recipient within 30 days of notification. Failure to correct any identified deficiencies may result in EPA disallowing the costs for the entire AAI report as authorized by 2 CFR 200.338 through 2 CFR 200.342. If a recipient willfully fails to correct the deficiencies the Agency may consider other available remedies under 2 CFR 200.342.

## D. Completion of Assessment Activities

1. The CAR shall properly document the completion of all activities described in the EPA approved workplan. This must be done through a final report or letter from a qualified environmental professional, or other documentation provided by a State or Tribe that shows assessments are complete.

#### VII. PRE-AWARD COSTS

In accordance with 2 CFR 1500.8, the grantee may charge pre-award costs (both Federal and non-Federal matching shares) incurred from 90 days prior to the actual award date provided that such costs were contained in the approved application and all costs are incurred within the approved budget period.

#### VIII. PAYMENT AND CLOSEOUT

## A. Payment Schedule

#### DRAFT Assessment T&C 5/20/05

1. The CAR may request payment from EPA pursuant to 2 CFR 200.305.

## **B.** Schedule for Closeout

- Closeout will be conducted in accordance with 2 CFR 200.343. EPA will close out the award
  when it determines that all applicable administrative actions and all required work under the
  cooperative agreement have been completed.
- 2. The CAR, within 90 days after the end date of the period of performance or the termination of the cooperative agreement, must submit all financial, performance, and other reports required as a condition of the cooperative agreement or 2 CFR Part 200.
  - a. The CAR must submit the following documentation:
  - (1) The Final Technical Cooperative Agreement Report as described in Section III.G. of these Terms and Conditions.
    - (2) A Final Federal Financial Report (FFR SF425). Submitted to:

US EPA, Las Vegas Finance Center 4220 S. Maryland Pkwy, Bldg C, Rm 503 Las Vegas, NV 89119 https://www.epa.gov/financial/grants

(3) A Final MBE/WBE Report (EPA Form 5700-52A). Submitted to the regional office.

- b. The CAR must ensure that all appropriate data has been entered into ACRES or all Property Profile Forms are submitted to the Region.
- c. The CAR must immediately refund to EPA any balance of unobligated (unencumbered) cash advanced that is not authorized to be retained for use on other cooperative agreements.

## DENTON COUNTY TRANSPORTATION AUTHORITY DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

(To be completed for all Expanded Level Projects that include plans for expansion, an increase in service or new operating programs above and beyond the current service level/budget)

	PROJECT DETAILS	
Project Name: Rail S	Station Canopy Repair	Project Ranking: High
Project Manager: Ann	Boulden	Phone: 972-966-5112
D	tal Davida mant	l a satisfaci
Department: Capi	tal Development	Location:
Desired project timing:	Start Date: October 1, 2020	Completion Date: September 30, 2021
	PROJECT DESCRIPTION/JUSTIF	
WHY IS THIS PROJECT BEING	*Attach additional documentation a G REOUESTED?	as necessary
		ent and were programmed in the financial plan to
		ocess in 1st quarter FY21 and complete work by
end of 3rd quarter FY21.	. We expect to begin the procurement pro	seess in 1st quarter 1 121 and complete work by
Teria or sta quarter 1 121.		
WHAT HAVE YOU DONE TO	O HANDLE THE ISSUE UNTIL NOW?	
Contracted with Jacobs Engi	neering to provide assessment of areas that	t need attention.
	-	
	THIS PROJECT WAS NOT FUNDED?	
Facilities would be subject to	o canopy fascia failure which could result ir	n additional damage and a potential safety issue.

## PROJECT DESCRIPTION/JUSTIFICATION

\*Attach additional documentation as necessary

WHAT EXISTING FUNDING (POSITIONS/PROGRAMMING) HAVE YOU EVALUATED FOR USE IF NO ADDITIONAL RESOURCES ARE APPROVED?

RESOURCES ARE APPROVED?	
	e Financial Plan and Proposed FY21 Capital Budget in order to
understand the financial impact. Project will be presen	ted to the Board for review.
WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?	
No	
**DATA SUPPORTING THE REQUEST V	VILL BE REQUIRED AND SHOULD BE ATTACHED**
DATA CONTINUE THE NEGOCIATION	VILL BE THE GITTE STITLE BE TO THE
PROJEC	T COST ESTIMATE
	relates to construction/remodeling, please attach all supporting
do	cuments/plans.
	DF PROJECT COSTS
	2021 Amount \$ 486,127
Fiscal Year	Amount
Fiscal Year	Amount
Fiscal Year	Amount 486,127
Total Proje	ct Cost Estimate \$ 486,127
PROJECT ELINI	DING SOURCES - GRANTS
	ant, please specify the grant number & amount below
The project is funded by a specific give	
Grant Number:	Amount: \$
<u> </u>	
Grant Number:	Amount: \$

## ANNUAL OPERATING IMPACT

\*Provide cost estimates relating to the annual impact of this project on the operating budget. For example, increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data including increased staff, supplies, software, etc. Include any foreseen cost savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project.

	Annual INCREASE in	Annual DECREASE in
	Operating Costs	Operating Costs
Maintenance Costs/Services:		
Supplies Required:		
Utility Costs:		
Salary Costs (FT/PT - # of Positions):		
Benefit Costs:		
IT Requirements (Software & Hardware):		
TOTAL	\$ -	\$ -
_		
Additional Estimated Revenue to be Generated:		

PROJECT ANALYSIS
Operating: X  Capital: Useful Life (Years):
*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.
BUDGET OFFICE AUTHORIZATION

APPROVED AMOUNT:

PROJECT NOTES:

DATE RECEIVED:

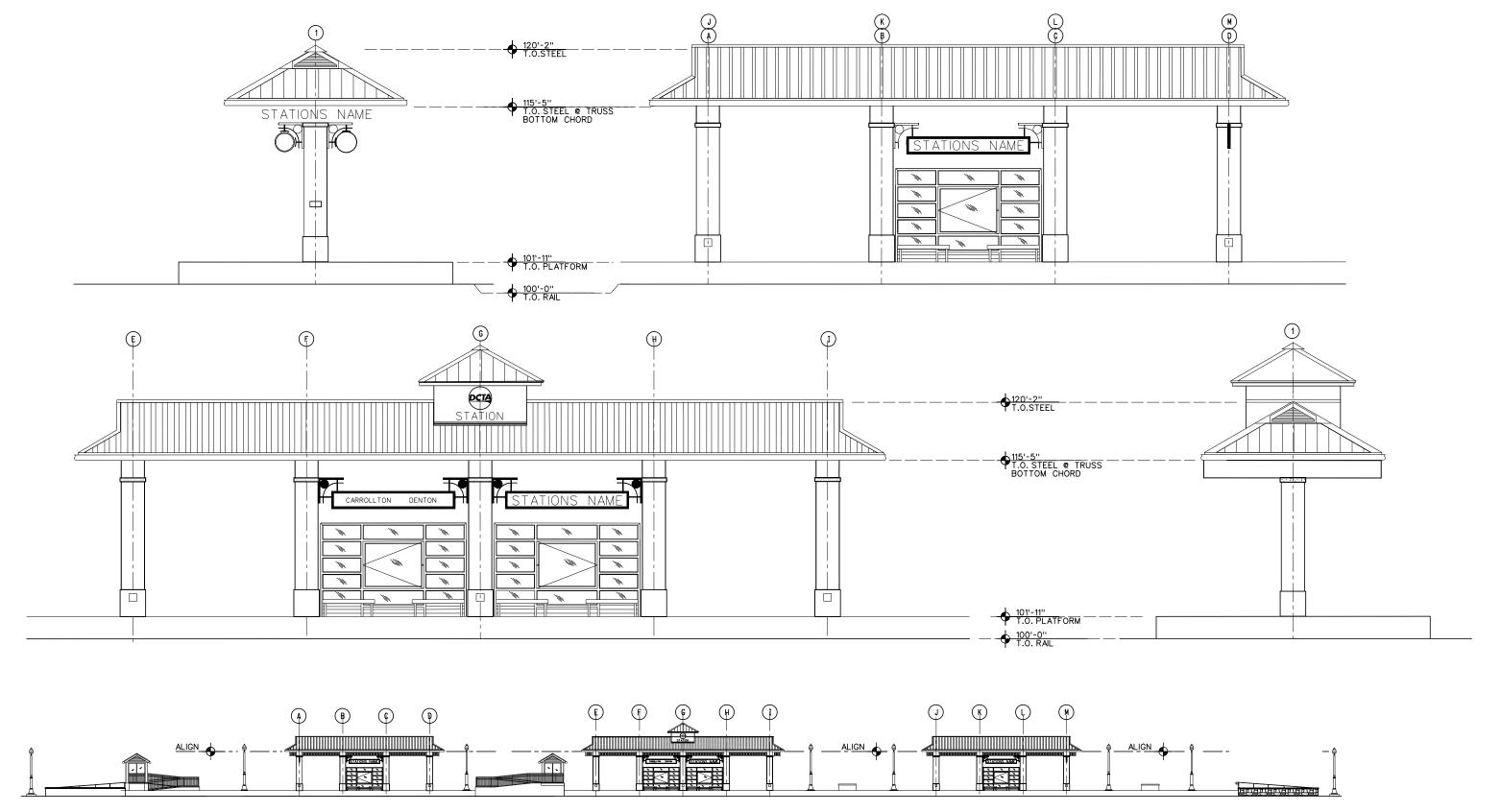


Highland Village: Existing Photograph 05/06/2020

These photos are for illustration only to demonstrate the new appearance of the stations. The Highland Village photo was the best available for this purpose. This station will not be modified.



Highland Village: Station Exhibit
Photo showing removal of EIFS, stud and steel framing.
05/06/2020
34



## Option #2

- -Remove plaster
- -Remove plaster wall and metal soffit at all canopy ends
- -Remove all hanging support steel
- -Patch and repair all gutter / downspout wraps at beam locations



## **DCTA Station Canopy Frieze Replacement**

## **Field Report / Recommendations**

Document No. | 001 March 8, 2019 F8Y97714





#### **DCTA Station Canopy Frieze Replacement**

Project No: F8Y97714

Document Title: Field Report

Document No.: A001

Revision:

Date: March 08, 2019

Client Name: Denton County Transit Authority

Project Manager: Robert Manley

Author: Steven Tremmel, AIA & Thalia McAdory

File Name: Document5

1999 Bryan St. Suite 1200 Dallas, Texas 75231 T +214- 638-0145

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#### **Document history and status**

Revision	Date	Description	Ву	Review	Approved

## Field Report



#### **Contents**

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1.	Introduction	2
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	Town Station	
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Dow	vntown Denton	13
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## **Executive Summary**

DCTA has conducted water tests to determine how and why damage occurred to the Stucco / EIFS frieze panels at each of the above stations. The conclusion of this testing is a report that states water has been leaking through gutter components infusing the Stucco / EIFS with water causing the material and supporting framing to deteriorate.

Jacobs will assist DCTA with developing biddable documents to replace the frieze panels at all stations. Jacobs will document the Stucco / EIFS conditions at all stations. Jacobs will explore and propose materials that will have a longer life on the stations than the current Stucco / EIFS that provide for a similar frieze pattern that is consistent at all stations.



#### 1. Introduction

On February 13, 2019 Jacobs Staff met members of Rio Grande Pacific (Stephen Pope and Francisco) at Hebron Station. After a brief discussion Stephen left and Francisco escorted us to all 5 stations. Hebron, Old Town, Lewisville Lake Station, MedPark and Downtown Denton Transit center.

We have attached plans indicating where visual damage was observed during these walkthroughs. After severe damage occurred at Old Town Station, the plaster at the south end of a canopy has been removed in it's entirety to prevent any safety issues. At Downtown Denton Station a similar situation appears to be eminent and the area has been blocked for potential safety concerns. Because of these issues DCTA has drilled holes approximately 1" in diameter on the underside of all canopies as a preventive measure through the plaster to relieve pressure and remove water. Under some of these holes there is evidence where water accumulated based on rust color on the concrete pavement from the water that drained from these cavities.

#### Drainage System

The Frontier Waterproofing, Inc. report references issues to clogged gutter connections. The interior drain makes two 90 degree turns prior to getting below grade and making a direct connection to an underground storm sewer. There was no evidence on the station platform of any clean-out for the drain line. There is no easy way to add these cleanouts without the removal of brick/cast stone at the columns.

The Frontier Waterproofing, Inc. report notes that there were downspouts with debris. Per the contract drawings gutter guards were supposed to have been installed. It would be our recommendation to install gutter guards

#### Structural Steel

All canopy steel is not fully encapsulated in a waterproof membrane. Because of this all steel shall be considered exterior exposed, our recommendation during design would have been that all steel should have been hot-dipped G90 galvanized or epoxy coated. It was observed during our walkthrough that the inside of tubes both structural and non-structural are rusting. After removal of the plaster/EIFS frieze elements we recommend prepping the steel for application of a rust-inhibitive primer which is also recommended by Frontier. The process could be by shot blasting, hand grinding or brushing. This process should lengthen the life span of the steel, but this will not stop any chemical process that has already started.

#### Water

At the double HSS tube beam locations there are no weep holes on the bottom metal wrap that would allow water to escape. Added to this there appears to be bird debris in these uncovered "troughs". (See photo following) When this debris gets wet it is sitting on the backside of the un-finished metal starting the corrosion process. If DCTA has a power washing contract for station cleaning spraying the underside of each canopy could be allowing water to accumulate in the sheet metal enclosure around the steel tubes.

Our recommendation to correct is to remove the bird guard along these 2 tubes at all column locations and install an additional piece of material, then replacing the bird guards.



Along the long sides of the canopies there is a continuous gap between the plaster and the metal deck above. It is not evident that there is any sealant or closure piece that could prevent water from entering the back side again from the underside due to power-washing cleaning. Once water is in this area it would not be able to escape so sealing off this area is critical.







## 2. Proposed Solution

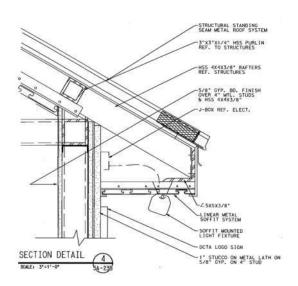
#### **Proposed Solution**

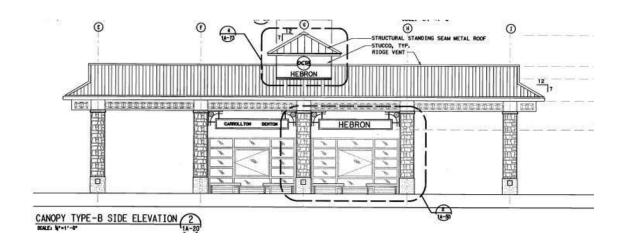
- 1. Remove the plaster/EIFS frieze along the perimeter of the canopy. This should also include the removal of all light-gauge framing and sheathing.
  - a. At the location where the plaster fell off, it was noted by Frontier that significant corrosion had occurred. We anticipate that where there is damage to plaster this framing and sheathing has been exposed to significant water exposure and would need to be removed.
- 2. Remove the pre-finished sheet metal enclosure around the ends of beams, typically to the back side of the plaster. This section is about 2' long. Clean the remaining "trough" section.
- 3. Prepare steel (Shot-blast, hand grind or brush) per paint manufactures preparation requirements, then apply a rust-inhibitive primer to the hanging steel posts and channels used to support the frieze.
- 4. Remove gutters
- 5. While cladding this with new material we suggest altering framing to avoid potential corrosion.
- 6. Add an additional trim piece along the exterior and inside. At the interior section place edge of flashing in a full bed of sealant.
- 7. Install gutter overflows in gutters prior to re-installing.
- 8. Connect gutter downspout. Use new sealant and straps
- 9. Install gutter guards
- 10. Install new frieze (material to be determined: Formed / Pressed metal, GFRC, GFRP, metal. Along the bottom surface, weeps or continuous vent shall be installed to allow system to breath and water out that may get int the cavity.

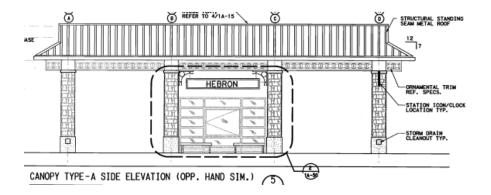
#### Assumptions:

- Based on current conditions it is unknown the severity of corrosion on steel but assume that Old Town
  has the most steel damage.
  - o Our assumption is the structural steel will be ok.
  - o Light gauge framing to support plaster will most likely need to be removed.
- Knowing there is varying factors of the water penetration from station to station the addition of overflow scuppers and weeps at the bottom of the frieze will reduce the possibility of this occurring again











## Appendix A. Field Conditions

Jacobs team visited the following DCTA stations:

- 1- Old Town Station
- 2- Highland Village/ Lewisville lake
- 3- MedPark
- 4- Downtown Denton
- 5- Hebron Station



## **Old Town Station**



At the west end of the Old Town Station first canopy (type A), water marks are present on the east end of this canopy. The middle canopy (type B) also shows some water marks with evident rust. And mineral deposits on the east end.







The most damaged structure at this station is the east end canopy (type A). Its exposed structure shows the water has rusted the steel and destroyed the finishes.



















## **Highland Village/ Lewisville Lake Station**



At Highland village/ Lewisville Lake Station some water damage is also visible through water marks and water deposits. Throughout the three canopies, no rust marks or cracks were present at the time this study was conducted.







### **MedPark Station**



DCAT Medpark Station's canopies are also showing rusted water marks. All three canopies present very similar conditions, rust and water marks along the cracks. At some points finishes are starting to fall off. The extend of the damage to the structural frame is unknown, rust suggests that some steel members might be affected.





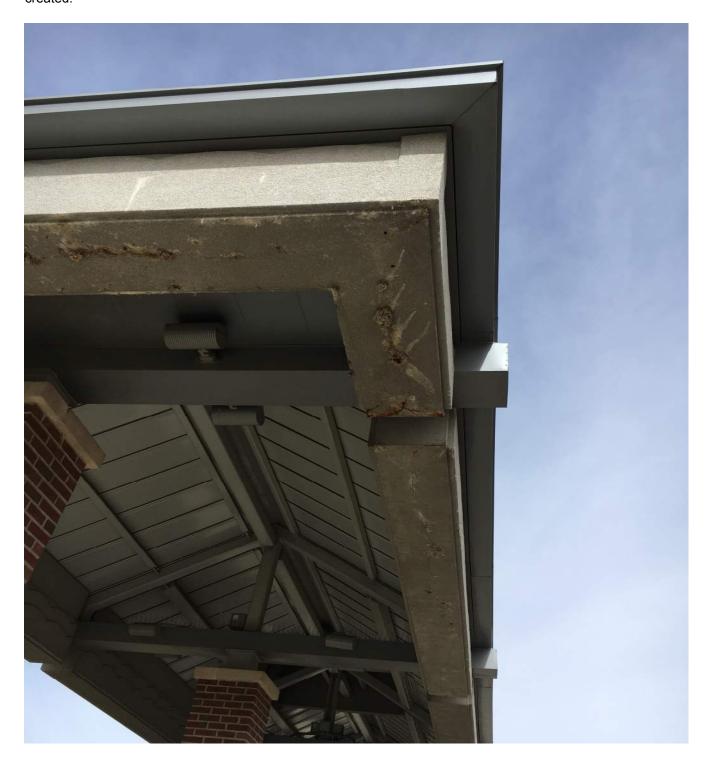






## **Downtown Denton**

The conditions at Downtown Denton are also in need of repair. Water damage is visible mostly at the east end of the west canopy (type A) and the center canopy (type B). Where water deposits as well as cracks and rust are visible present. The east side canopy (type A) water corrosion was not visible at the time this report was created.















## **Hebron**



Hebron Station's canopies have some significantly water damage, east canopy (type A) shows water marks as well as rusted metal.







Center canopy (type B) also shows rusted marks along cracks and at the north side of this canopy was leaking at the time of the site visit.



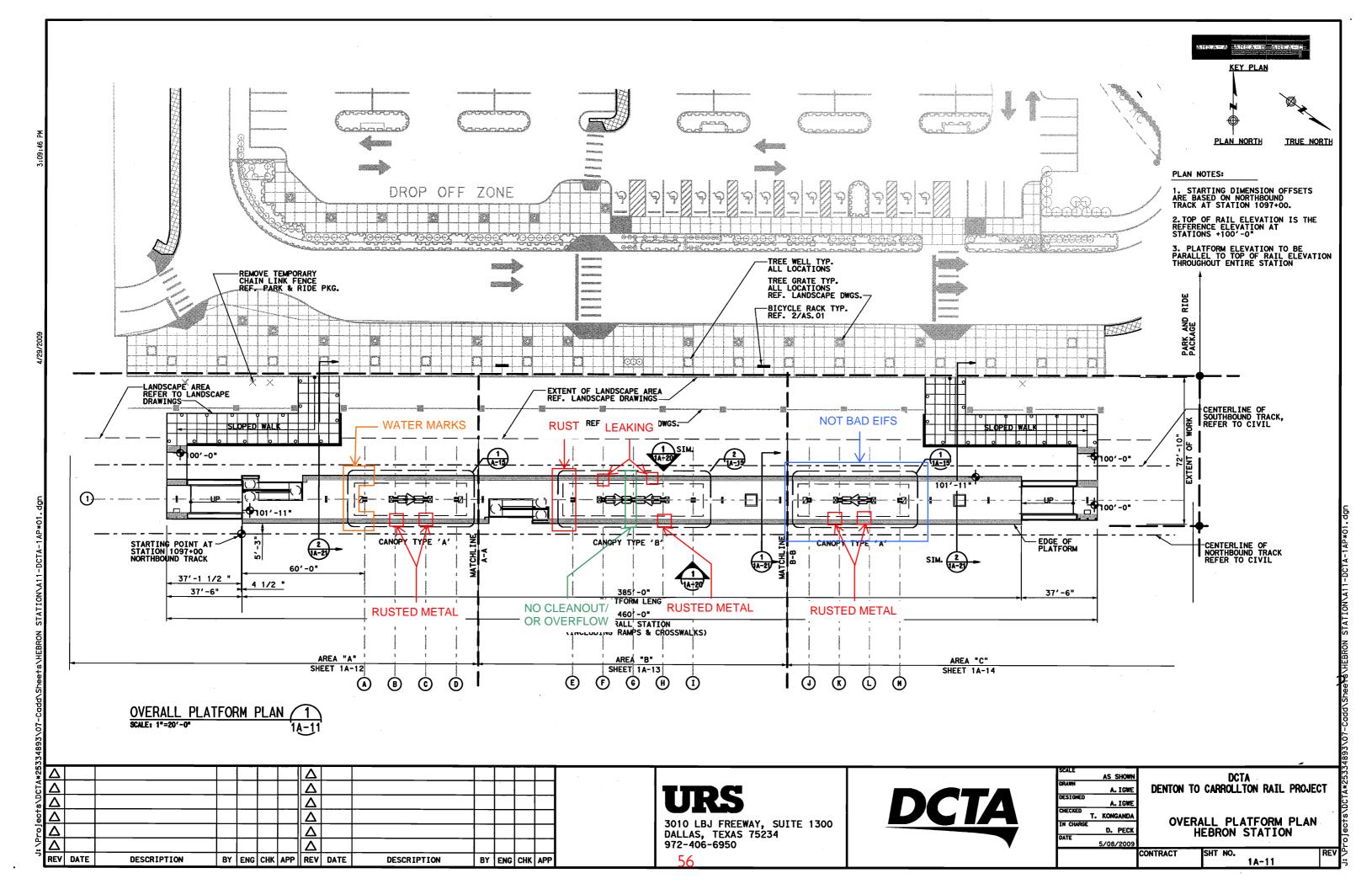


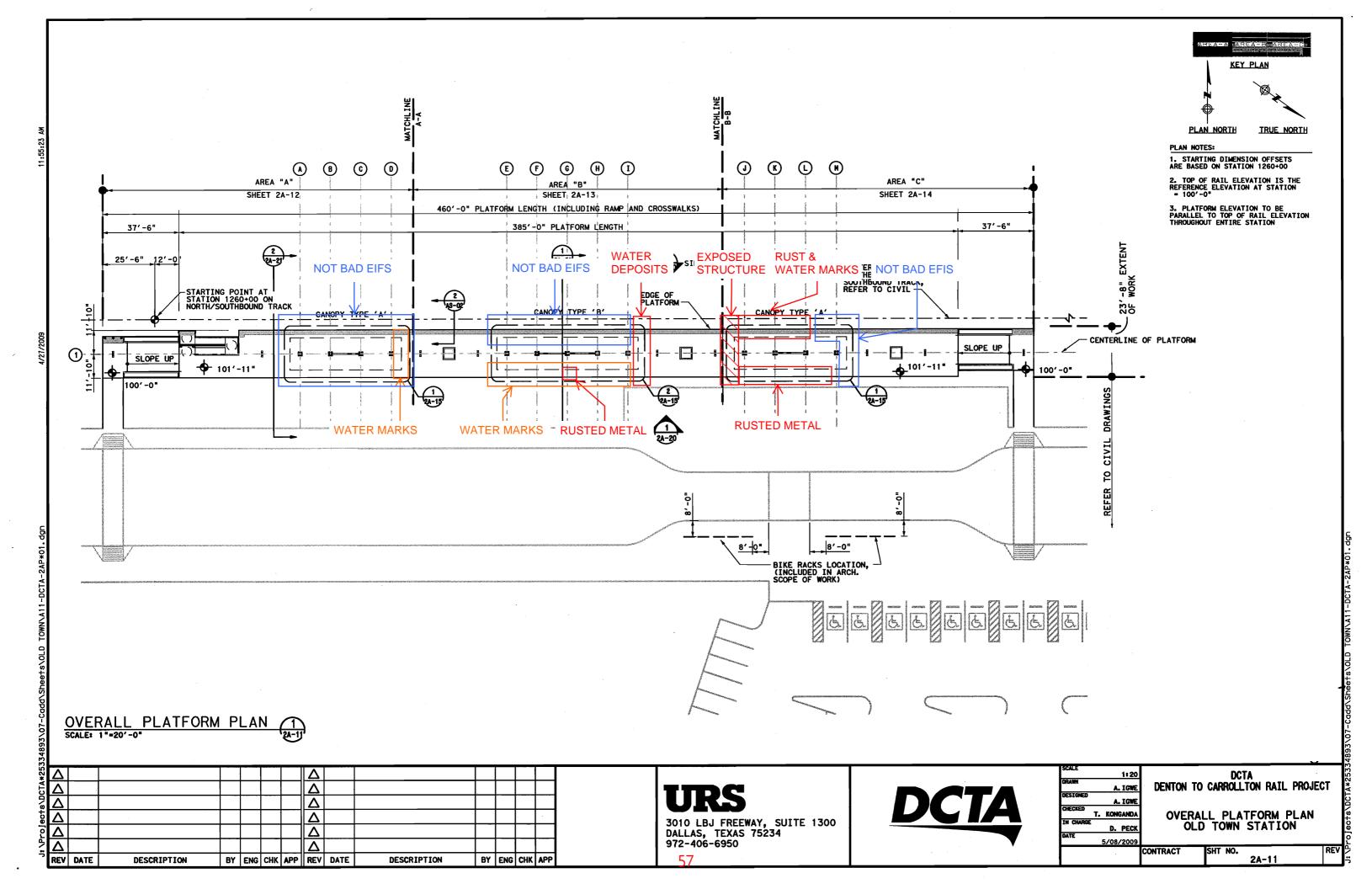


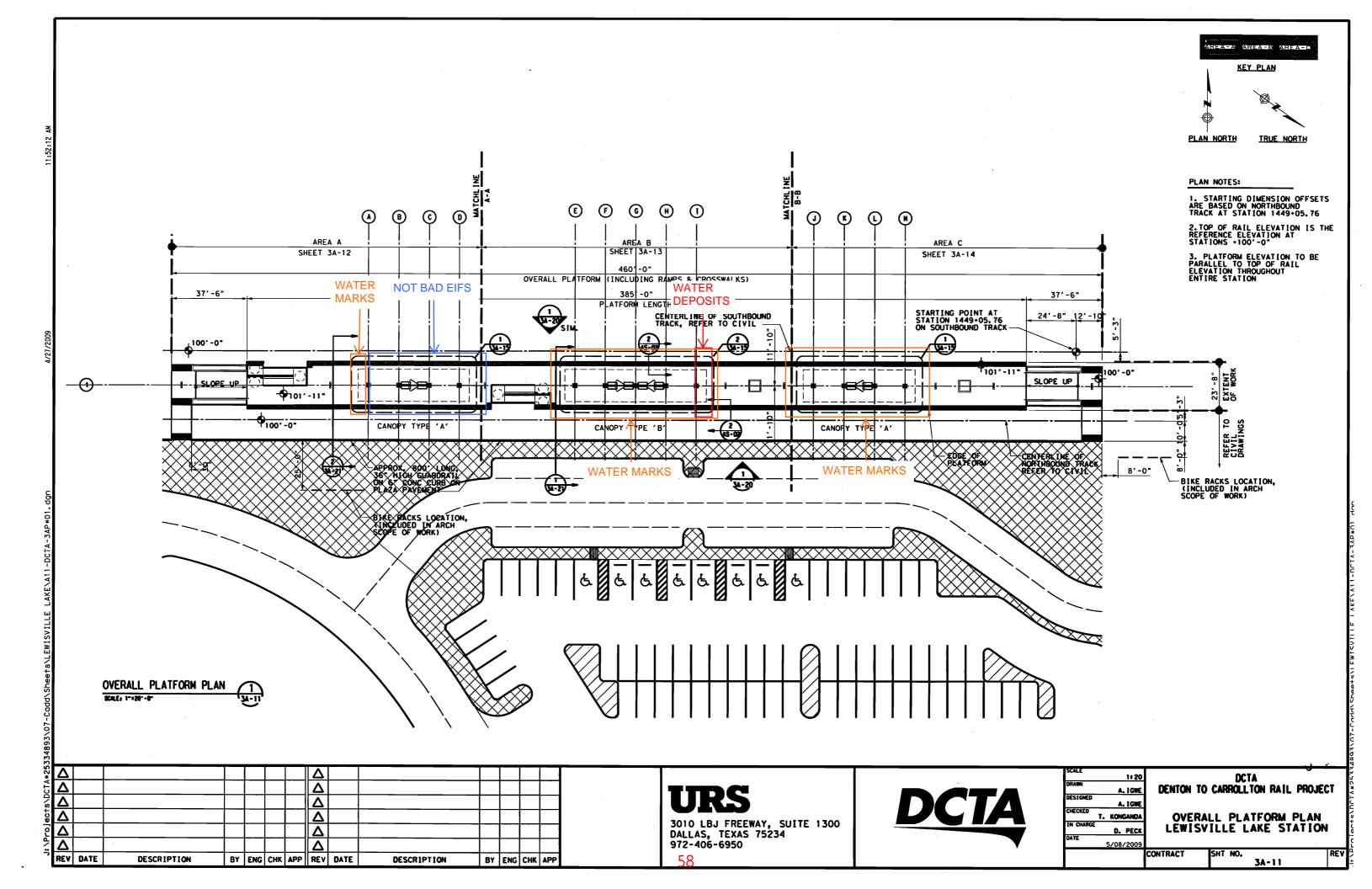


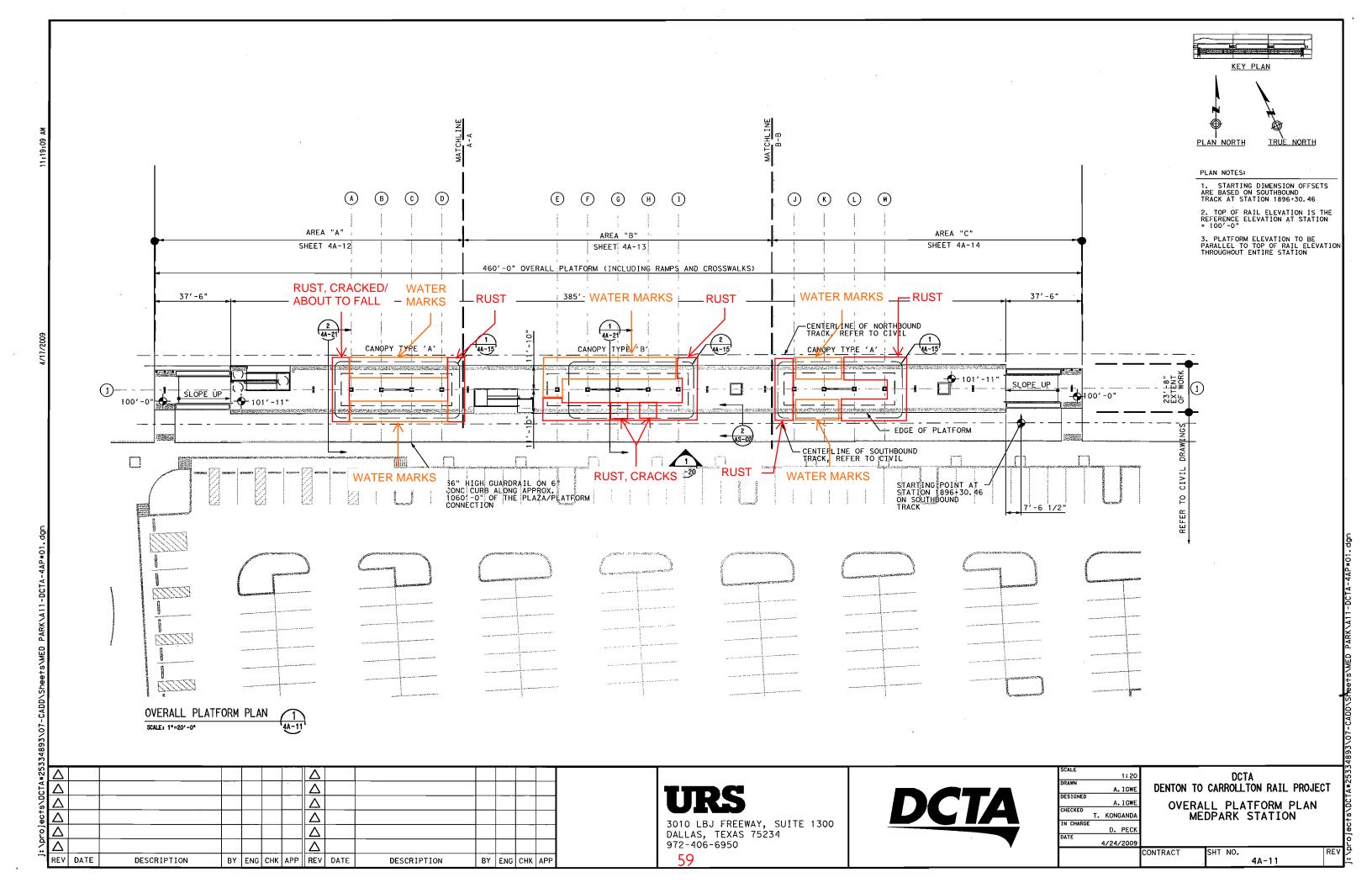
## Appendix B. Drawings

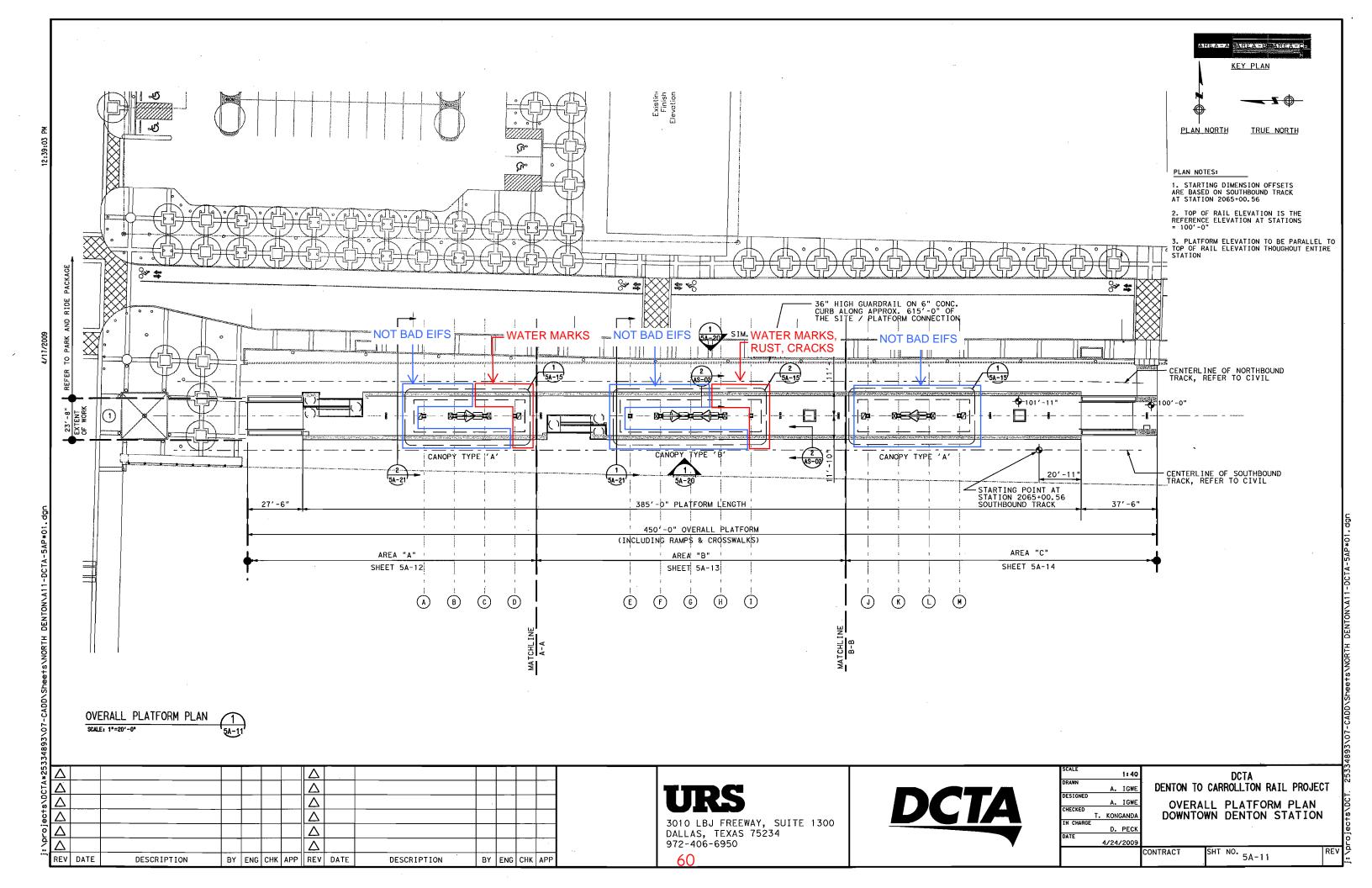
- 1- Existing Conditions
- 2- Recommended Details

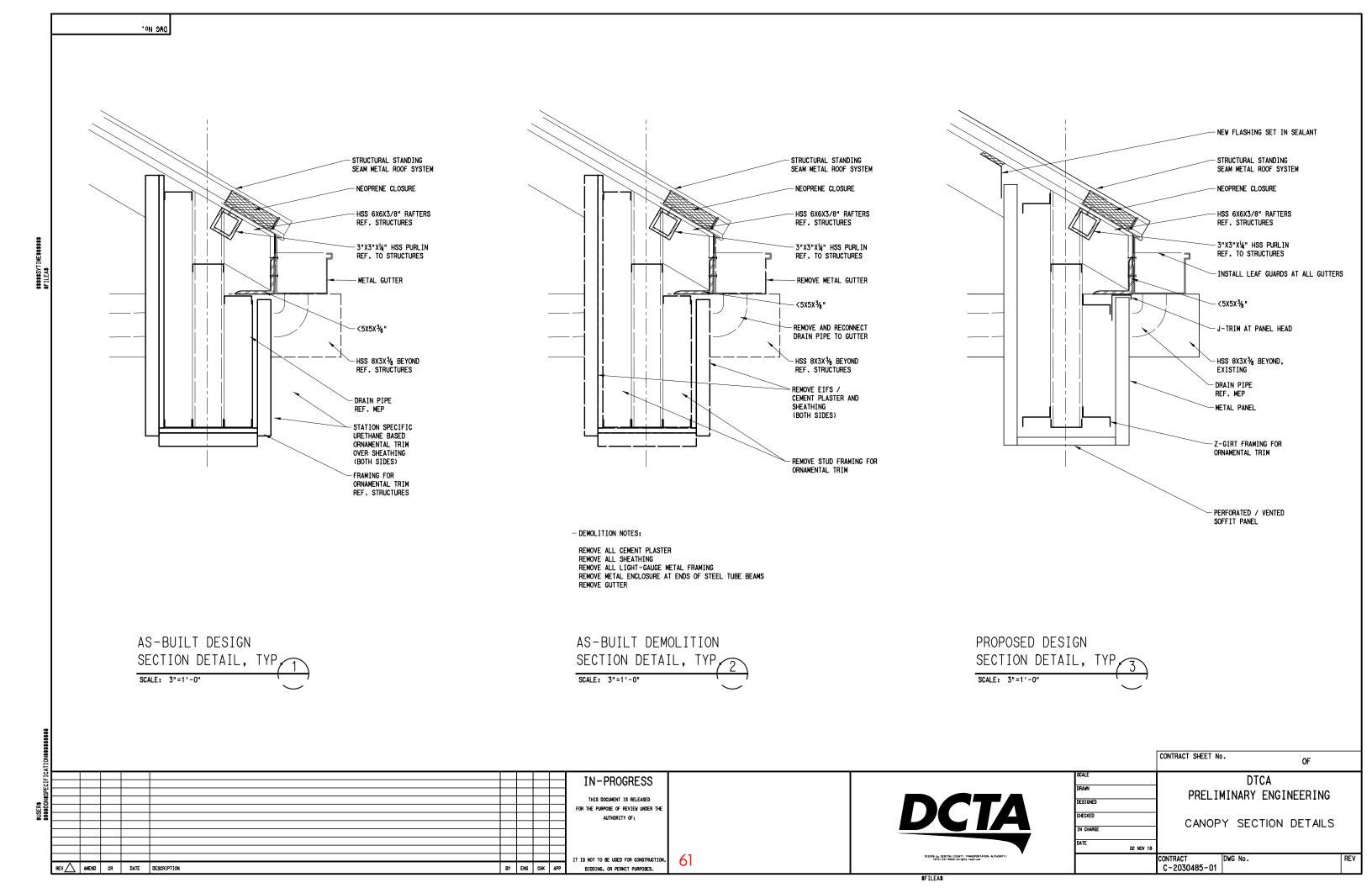












## DENTON COUNTY TRANSPORTATION AUTHORITY DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

(To be completed for all Expanded Level Projects that include plans for expansion, an increase in service or new operating programs above and beyond the current service level/budget)

	PROJECT DETAILS		
Project Name:	Fleet Replacement (2021)	Project Ranking:	Medium
Project Manager:	Troy Raley	Phone:	940-218-1629
Department:	Bus Operations	Location:	Bus OMF
Desired project timing:	Start Date: October 1, 2020	Completion Date:	September 30, 2021

#### PROJECT DESCRIPTION/JUSTIFICATION

\*Attach additional documentation as necessary

#### WHY IS THIS PROJECT BEING REQUESTED?

Each year, Bus Operations staff reviews the current levels of service, identifies fleet requirements, reviews existing fleet, and updates the Fleet Replacement Plan. There were no fleet purchases made in FY2019 as there was an issue with the cooperative contract that did not allow for a purchase in the fiscal year. The purchase of fleet in FY2020 has been delayed due to COVID-19 production delays. Therefore, in FY2021, DCTA proposes to roll the existing two fleet replacement projects into FY2021 and combine to create one capital fleet replacement project. This project would allow DCTA to purchase a total of twenty four (24) small vehicles and three (3) non-revenue vehicles, which will replace existing vehicles that have exceeded their useful life in age and/or mileage.

#### Cost Breakdown:

24 Small Vehicles @ \$116k/each = \$2,784,000 Buy America Audit Expense @ \$1,100/each = \$26,400 3 Non-Revenue Vehicles @ \$44,100/each = \$132,300 PROJECT TOTAL = \$2,942,700

#### Current Approved Capital Projects:

Fleet (2019) - \$1,481,000 (rollover into FY21) Fleet (2020) - \$1,062,600 (rollover into FY21) \*Additional Funding (2021) - \$399,100 TOTAL = \$2,942,700

#### WHAT HAVE YOU DONE TO HANDLE THE ISSUE UNTIL NOW?

WHAT HAVE TOO DONE TO HANDLE THE 1990E ON HE HOW!
Continue to use the vehicles in the existing fleet.

If these vehicles are not replaced in a timely fashion, staff would expect to see an increase in maintenance expenses as
well as road calls, leading to service delays and missed trips.
PROJECT DESCRIPTION/JUSTIFICATION
*Attach additional documentation as necessary
·
WHAT EXISTING FUNDING (POSITIONS/PROGRAMMING) HAVE YOU EVALUATED FOR USE IF NO ADDITIONAL
RESOURCES ARE APPROVED?
The replacement cost of both the revenue and non-revenue vehicles is an eligible expense under FTA's Urbanized Area
Formula Program and Bus and Bus Facilities Program. The vehicle replacement expenses are federally reimbursable at
85% federal with a 15% local match. \$1.6 million of the applicable grant funding listed below includes Transportation
Development Credits in lieu of a local match, for 100% reimbursement.
Requested project has been included in the Long Range Financial Plan and Proposed FY21 Capital Budget in order to
understand the financial impact. Project will be presented to the Board for review.
WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?
No
**DATA SUPPORTING THE REQUEST WILL BE REQUIRED AND SHOULD BE ATTACHED**
PROJECT COST ESTIMATE
*Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach all supporting

documents/plans.

#### TIMING OF PROJECT COSTS

· · · · · · · · · · · · · · · · · · ·						
Fiscal Year	2020	Amount	\$	10,000		
Fiscal Year	2021	Amount	\$	2,932,700		
Fiscal Year		Amount				
Fiscal Year Amount						
Total Project Cost Estimate				2.942.700		

### PROJECT FUNDING SOURCES - GRANTS

Grant Number: TX-2017-011-00	Amount: \$	\$ 588,717
Grant Number: FY17 5339 Grant Funds	Amount: \$	\$ 66,522
Grant Number: FY18 5339 Grant Funds	Amount: \$	\$ 572,056
Grant Number: FY19 5339 Grant Funds	Amount: \$	\$ 415,934
Grant Number: TX-2019-073-00	Amount: \$	\$ 1,090,785
	TOTAL GRANT FUNDS:	\$ 2,734,014

#### ANNUAL OPERATING IMPACT

\*Provide cost estimates relating to the annual impact of this project on the operating budget. For example, increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data including increased staff, supplies, software, etc. Include any foreseen cost savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project.

	Annual INCREASE in	Annual DECREASE in
	Operating Costs	Operating Costs
Maintenance Costs/Services:		
Supplies Required:		
Utility Costs:		
Salary Costs (FT/PT - # of Positions):		
Benefit Costs:		
IT Requirements (Software & Hardware):		
TOTAL	\$ -	\$ -
Additional Estimated Revenue to be Generated:		

PROJECT ANALYSIS	
Operating:	
Capital: X Useful Life (Years):	5
*Complete additional information if capital Justification:	Replaces fleet that has met or exceeded its useful life.
*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.	

	BUDGET OFFICE AUTHORIZATION
DATE RECEIVED:	APPROVED AMOUNT:
PROJECT NOTES:	

### **FY2021 Fleet Replacement**

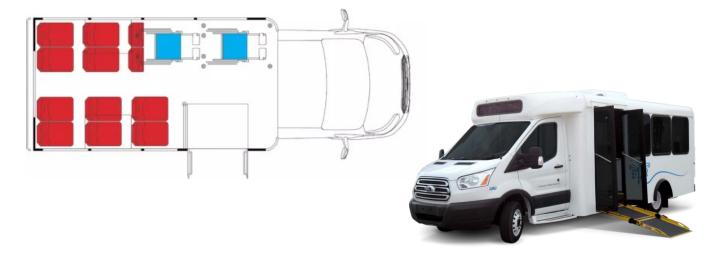


There were no fleet purchases made in FY2019 because the contract staff intended to utilize for the purchase expired and the renewal of the contract was held up unexpectedly. This caused staff to push the purchase to FY2020. As the order was submitted and the required Buy America audit scheduled for this purchase, the production was halted as the COVID-19 pandemic reached its heights. Production of these vehicles is anticipated to commence in August or September of this year. Therefore, in FY2021, DCTA anticipates the need to roll all three year's purchases into one purchase of twenty-four (24) small vehicles to replace existing vehicles that have exceeded their useful life in age and/or mileage.

For these purchases, DCTA intends to purchase twentyfour Arboc Spirit of Independence vehicles. These vehicles will be a 23' vehicle configured with 10 ambulatory seats, 2 flip seats and 2 wheelchair positions.

A purchased twelve of these vehicles in FY2018 and they have proven to be capable units in daily fixed route service in the cities of Denton and Lewisville. Therefore, these twenty-four new vehicles will be used in fixed route service as well. This will allow for the disposition of several vehicles that are currently past their useful life in the existing fleet.





# DENTON COUNTY TRANSPORTATION AUTHORITY DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

(To be completed for all Expanded Level Projects that include plans for expansion, an increase in service or new operating programs above and beyond the current service level/budget)

	PROJECT DETAILS	
Project Name: Integrated Fare Paymer	nt	Project Ranking: FY20 Rollover
Project Manager: Marisa Perry		Phone: 972-316-6093
Department: Finance		Location:
	O-t-1-2020	
Desired project timing: Start Date:	October 1, 2020	Completion Date: September 30, 2022
	CT DESCRIPTION/JUSTIF	
WHY IS THIS PROJECT BEING REQUESTED?		,
to better track ridership trends, reduce in-hous systems could also feature fare capping and in customer experience by streamlining the custo	egration with DART's fare	e payment system to improve the overall
WHAT HAVE YOU DONE TO HANDLE THE ISS		
Current fareboxes hold coin and currency fares via courier. Ridership is tracked manually. The passenger. Passengers utilizing DART's GoPass® DCTA since DCTA does not currently accept the	se fareboxes require exac Tap Card system are req	· · ·
WHAT WOULD HAPPEN IF THIS PROJECT WAS		
Operations can continue to use the current far to track regional ridership (i.e. riders that utilize		efficiencies noted above and without the ability ore than one transit agency).

#### PROJECT DESCRIPTION/JUSTIFICATION

\*Attach additional documentation as necessary

WHAT EXISTING FUNDING (POSITIONS/PROGRAMMING) HAVE YOU EVALUATED FOR USE IF NO ADDITIONAL RESOURCES ARE APPROVED?

Grant funding of \$250,000 with the use almost half the cost.	e of Transportation D	evelopmen	t Credits is	s programmed fo	or this project	t to cover
Requested project has been included ir understand the financial impact. Projec			•	•	Budget in ord	er to
WILL THE REQUEST PROVIDE ADDITIO	NIAL DEVENILIE?					
No	INAL REVENUE!					
**DATA SUPPORTING	THE REQUEST WILL E	BE REQUIRE	D AND SH	HOULD BE ATTA	CHED**	
	PROJECT CO				,	
*Attach detailed breakdown of co.		s to construc nts/plans.	ction/remc	deling, please atti	ach all support	ing
	aocamer	rest plans.				
	TIMING OF PRO	OJECT COS	TS			
Fiscal Year	2021	Amount		300,000		
Fiscal Year	2022	Amount	\$	300,000		
Fiscal Year		Amount				
Fiscal Year	Total Project Co	Amount st Estimate	\$	600,000		
	Total Troject Co.	or Estimate	7	000,000		
	PROJECT FLINDING	SOLIRCES.	- GRANTS			

\*If the project is funded by a specific grant, please specify the grant number & amount below

Grant Number: FY17 5339 Formula Funding	Amount: \$	\$ 250,000
Grant Number:	Amount: \$	

#### ANNUAL OPERATING IMPACT

\*Provide cost estimates relating to the annual impact of this project on the operating budget. For example, increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data including increased staff, supplies, software, etc. Include any foreseen cost savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project.

	Annual INCREASE in	Annual DECREASE in
_	Operating Costs	Operating Costs
Maintenance Costs/Services:		
Supplies Required:		
Utility Costs:		
Salary Costs (FT/PT - # of Positions):		
Benefit Costs:		
IT Requirements (Software & Hardware):		
TOTAL	\$ -	\$ -
Additional Estimated Revenue to be Generated:		
•	_	•

PROJECT ANALYSIS	
Operating:	
Capital: X Useful Life (Years):	7
*Complete additional information if capital ——>Justification:	Capital assets include card validators and backend software/hardware.
*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.	

	BUDGET OFFICE AUTHORIZATION
DATE RECEIVED:	APPROVED AMOUNT:
PROJECT NOTES:	

## DENTON COUNTY TRANSPORTATION AUTHORITY DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

(To be completed for all Expanded Level Projects that include plans for expansion, an increase in service or new operating programs above and beyond the current service level/budget)

PROJECT DETAILS				
Project Name: Age	ncy Long Range Service Plan		Project Ranking: HIGH	
Project Manager: Tim	Palermo		Phone: 972-316-6099	
Department: Plan	ning and Development		Location: System Wide	
Desired project timing:	Start Date: November 1, 2020		Completion Date: June 30, 2021	

#### PROJECT DESCRIPTION/JUSTIFICATION

\*Attach additional documentation as necessary

#### WHY IS THIS PROJECT BEING REQUESTED?

DCTA's Transformation Initiative will help establish a new agency vision, goals, and framework to move the agency forward. An updated Long Range Service Plan is required to align elements of the transformation with future service and capital project needs. Also, an updated long range plan is needed to identify any unfunded capital needs which may be included into future updates of the RTC's Metropolitan Transportation Plan, to strengthen coordination between other transit providers and multiple planning processes. The Long Range Service Plan provides an opportunity to explore alternative futures, and leverage funding mechanisms and community support for new mobility improvements.

#### WHAT HAVE YOU DONE TO HANDLE THE ISSUE UNTIL NOW?

DCTA has deferred updating the Long Range Service Plan to address multiple ad-hoc, short-range planning needs and an evolving shift towards different service types and performance standards at the agency. Following the results from the Transformation Initiative represents a unique opportunity to prepare the update as the implementation strategy for transformation.

#### WHAT WOULD HAPPEN IF THIS PROJECT WAS NOT FUNDED?

Failure to update the Long Range Service Plan will put the agency at a considerable competitive disadvantage when competing for discretionary grants and may place the agency at risk of our Title VI plan being found not compliant with FTA regulations. Failure to update the long range plan will result in a substantial disconnect between the recommendations and performance standards which will emerge from the Transformation Initiative and the agency's programming of future service and capital investments.

#### PROJECT DESCRIPTION/JUSTIFICATION

\*Attach additional documentation as necessary

WHAT EXISTING FUNDING (POSITIONS/PROGRAMMING) HAVE YOU EVALUATED FOR USE IF NO ADDITIONAL RESOURCES ARE APPROVED?

RESOURCES ARE AFFROVED!	
Planning initiatives are typically eligible for reimbursement l development of the FY20 Program of Projects (POP).	by grant funding. Staff will consider this project for
0 , ( )	
Requested project has been included in the Long Range Final understand the financial impact. Project will be presented to	·
WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?	
No	
**DATA SUPPORTING THE REQUEST WILL	BE REQUIRED AND SHOULD BE ATTACHED**
PROJECT CC	OST ESTIMATE
	es to construction/remodeling, please attach all supporting
docume	nts/plans.
TIMING OF PR	OIFCT COSTS
Fiscal Year 2021	Amount \$ 400,000
Fiscal Year	Amount
Fiscal Year	Amount
Fiscal Year	Amount
Total Project Co	st Estimate \$ 400,000
DROIECT ELINIDINIC	SOURCES - GRANTS
	lease specify the grant number & amount below
Grant Number:	Amount: \$
Grant Number:	Amount: \$

#### ANNUAL OPERATING IMPACT

\*Provide cost estimates relating to the annual impact of this project on the operating budget. For example, increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data including increased staff, supplies, software, etc. Include any foreseen cost savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project.

	Annual INCREASE in	Annual DECREASE in
	Operating Costs	Operating Costs
Maintenance Costs/Services:		
Supplies Required:		
Utility Costs:		
Salary Costs (FT/PT - # of Positions):		
Benefit Costs:		
IT Requirements (Software & Hardware):		
TOTAL	\$ -	\$ -
Additional Estimated Revenue to be Generated:	\$	-

PROJECT ANALYSIS		
Operating: X		
Capital: Useful Life (Years):		
*Complete additional information if capital Justification:		
*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.		

BUDGET OFFICE AUTHORIZATION			
DATE RECEIVED:	APPROVED AMOUNT:		

PROJECT NOTES: Project coded to the Strategic Planning Dept (130) operating budget: Professional Services (50309)

# DENTON COUNTY TRANSPORTATION AUTHORITY DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

(To be completed for all Expanded Level Projects that include plans for expansion, an increase in service or new operating programs above and beyond the current service level/budget)

PROJECT DETAILS				
Project Name:	PTC Enhancements-Phase 2 (Project Rollover)	Project Ranking: High		
Project Manager:	Rony Philip	Phone: 972-966-5117		
Department:	Rail Operations	Location:		
Desired project timing:	Start Date: 7/1/2019*	Completion Date: September 30, 2022		
	PROJECT DESCRIPTION/JUSTI *Attach additional documentation of			
WHY IS THIS PROJECT  Transit systems nations		rporate Positive Train Control (PTC) technology.		
Control (E-ATC) system would involve raising the increased track speeds.	safer but inherently causes delays. This has been a used by DCTA. However, the system can be fin- ne existing track speeds and subsequently progra DCTA received a Consolidated Rail Infrastructu istration to help offset the additional costs. The	e tuned to offset delays caused by E-ATC. This amming the signal system to accommodate the re and Safety Improvement (CRISI) grant from the		
*Pre-award authority w	as granted in July 2019 for preliminary engineeri	ng required to finalize the project scope.		
NOD UOY 3VAH TAHW	NE TO HANDLE THE ISSUE UNTIL NOW?			
The existing PTC system is in extended Revenue Service Demonstration (RSD) mode. We are awaiting final approval from the Federal Railroad Administration. The need for enhancements was identified during prolonged testing.				
WHAT WOULD HAPPEN IF THIS PROJECT WAS NOT FUNDED?  The inherent delays caused by PTC implementation are having adverse effects on passenger commute time.				
i i ne innerent delays cal	used by PTC implementation are having adverse	errects on passenger commute time.		

## PROJECT DESCRIPTION/JUSTIFICATION

\*Attach additional documentation as necessary

WHAT EXISTING FUNDING (POSITIONS/PROGRAMMING) HAVE YOU EVALUATED FOR USE IF NO ADDITIONAL RESOURCES ARE APPROVED?

This project will be funded by an 80% reimbursab grant.	ole Consolidated Rai	Infrastructure a	nd Safety Improvemen	t (CRISI)
Requested project has been included in the Long understand the financial impact. Project will be p	-	·	Y21 Capital Budget in c	rder to
, , , , , , , , , , , , , , , , , , , ,				
WILL THE REQUEST PROVIDE ADDITIONAL REVE	NUE?			
No				
**DATA SUPPORTING THE REQU	FST WILL BE REOLI	RED AND SHOU	I D RE ATTACHED**	
DATA SOFT CRITICO THE REGIO	LOT WHEE DE REGOT	ALD AIND SI IOO	LD DE ATTACHED	
	OJECT COST ESTIN			
*Attach detailed breakdown of costs. If the pr	oject relates to consti documents/plans.	ruction/remodelir	g, please attach all suppo	orting
	documents/ plans.			
TIMI	ING OF PROJECT CO	STS		
Fiscal Year	2020 Amour		150,000	
Fiscal Year Fiscal Year	2021 Amour 2022 Amour	<u> </u>	000,000 850,000	
Fiscal Year Fiscal Year	Amour	<del>-   '</del>	030,000	
	Project Cost Estimat		000,000	
			-	

## PROJECT FUNDING SOURCES - GRANTS

\*If the project is funded by a specific grant, please specify the grant number & amount below

Grant Number: FRA CRIS	SI Grant	Amount: \$	\$ 4,000,000
Grant Number:		Amount: \$	

## ANNUAL OPERATING IMPACT

\*Provide cost estimates relating to the annual impact of this project on the operating budget. For example, increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data including increased staff, supplies, software, etc. Include any foreseen cost savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project.

	Annual INCREASE in	Annual DECREASE in
	Operating Costs	Operating Costs
Maintenance Costs/Services:		
Supplies Required:		
Utility Costs:		
Salary Costs (FT/PT - # of Positions):		
Benefit Costs:		
IT Requirements (Software & Hardware):		
TOTAL	\$ -	\$ -
Additional Estimated Revenue to be Generated:	\$	-

PROJECT ANALYSIS	
Operating:	
Capital: X Useful Life (Years):	10
*Complete additional information if capital   Justification:	Rail systems asset acquisition/implementation
*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.	

	BUDGET OFFICE AUTHORIZATION	
DATE RECEIVED:	APPROVED AMOUNT:	
PROJECT NOTES:		

#### STATEMENT OF WORK

## **Denton County Transportation Authority**

## **Positive Train Control Enhancements Project**

Positive Train Control Systems Grants under the Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program, Fiscal Year 2018

#### I. AUTHORITY

Authorization	49 U.S.C. § 24407(c)(1) moved to 49 U.S.C § 22907 (c)(1)
Funding Authority/Appropriation	Consolidated Appropriations Act, 2018, Division L, Title I, Public Law 115-141 (2018 Appropriation)
Notice of Funding Opportunity (NOFO)	Notice of Funding Opportunity for Positive Train Control Systems Grants under the Consolidated Rail Infrastructure and Safety Improvements Program for Fiscal Year 2018, 83 FR 23328, May 18, 2018.

To the extent there is a conflict between Attachment 1 and this Attachment 2, Attachment 1 governs.

#### II. BACKGROUND

This Agreement funds the deployment of: system/engineering design; implementation of wayside and Stadler Diesel Multiple Units onboard software modifications; dispatch software and hardware integration; testing; and, training (Project).

In response to the NOFO, the Denton County Transportation Authority (DCTA or Grantee) submitted an application for the Positive Train Control (PTC) Enhancements Project to fine-tune the PTC system. On August 23, 2018, Federal Railroad Administration (FRA) announced that the Grantee would receive an award up to \$4,000,000 (FRA Award) to complete the Project.

The Grantee is the railroad of record for the A-train commuter rail service in Denton County, TX. The A-train is a 21.3-mile commuter rail service connecting downtown Denton, Texas to the Green Line on the Dallas Area Rapid Transit's light rail transit network at the Trinity Mills Station. This service operates Stadler Diesel Multiple Units (DMU) on a single-tracked rail line with passing/siding tracks. During peak operation, four trains are in operation. There are five

stations on the route serving the cities of Denton, Lewisville, and Highland Village. The passenger service is temporally separated from very limited freight service (3-4 trains per week) on the southern seven miles of the line. The line does not extend beyond the northernmost station (the Downtown Denton Transit Center), and there is no through traffic.

The Grantee was mandated to implement a PTC system on all required route miles by December 31, 2018 per the PTC Enforcement and Implementation Act of 2015 (PTCEI Act). The Grantee elected to implement an Enhanced Automatic Train Control (E-ATC) system to meet the federal requirement. This system provides overspeed, train-train collision, work zone, and misaligned switch protection. DCTA has installed 100 percent of the E-ATC system, and has completed required training static and dynamic testing as of December 2018; DCTA is in extended Revenue Service Demonstration (RSD) as of April 2020.

During static and dynamic testing of the E-ATC system, the Grantee noticed an increase in the travel time of 10 minutes (i.e., delay) from the starting station to the ending station of the entire corridor, when there's no opposing train move (i.e., no train waiting in a siding). The delay is attributed to E-ATC. As a result, the critical concerns in its E-ATC implementation are the impact of the E-ATC operation on travel time and increased operating costs for dispatch operations. Furthermore, the existing long block lengths on the track will magnify the impact of work zones, mandatory directives, and temporary speed restrictions providing an even greater impact than E-ATC alone on passenger travel time and scheduling. Furthermore, the existing long block lengths on the track will magnify the impact of work zones, mandatory directives, and temporary speed restrictions on passenger travel time and scheduling. Through this Project, the Grantee will fine-tune the E-ATC system to address the delay issue (and anticipates reducing the average trip time to at least 6 minutes) with wayside modifications, as well as improve dispatch operations by integrating the train management dispatch system (TMDS) with the E-ATC Temporary Speed Restriction (TSR) server and modifying the onboard software on the Stadler DMUs.

All necessary planning and National Environmental Policy Act (NEPA) requirements have been completed. FRA issued a Categorical Exclusion (CE) for the Project on 8/23/2018. The CE is on file with FRA.

#### III. OBJECTIVE

The objective of the Project is to progress the implementation from PTC compliance to optimization of the E-ATC system, reduce travel time for passengers, and reduce operating costs through more efficient dispatch operations.

## IV. PROJECT LOCATION

The Project will take place within the Grantee's existing right-of-way and certain offices. The Project elements will take place in the locations described below.

- Implementation of the wayside modifications will take place at locations (determined by signal design) along the 21.3 miles where overlay circuits will be added. Testing will take place in the entire 21.3 miles of DCTA alignment.
- Training will take place at the Grantee's Rail Operations and Maintenance facility in Lewisville, Texas.

## V. DESCRIPTION OF WORK

## **Task 1: Project Administration**

Project Administration includes all work that is necessary for the Grantee to manage this Project. The Grantee will prepare a Detailed Project Work Plan, Budget, and Schedule for the following tasks, which may result in amendments to this Agreement. The Detailed Project Budget will be consistent with the Approved Project Budget but will provide a greater level of detail. The Detailed Project Work Plan will describe, in detail, the activities and steps necessary to complete the tasks outlined in this Statement of Work. The Detailed Project Work Plan will also include information about the project management approach (including team organization, team decision-making, roles and responsibilities and interaction with FRA), as well as address quality assurance and quality control procedures. In addition, the Detailed Project Work Plan will include the Project Schedule (with Grantee and agency review durations) and a detailed Project Budget. Similarly, agreements governing the construction, operation and maintenance of the Project should also be included. The Detailed Project Work Plan, Budget, and Schedule will be reviewed and approved by the FRA.

The Grantee acknowledges that work on subsequent tasks will not commence until the Detailed Project Work Plan, Budget, and Schedule has been completed, submitted to FRA, and the Grantee has received approval in writing from FRA, unless such work is permitted by pre-award authority provided by FRA. The FRA will not reimburse the Grantee for costs incurred in contravention of this requirement unless otherwise notified by FRA.

This task also includes the completion of reports as required in Attachment 1.

#### Task 1 Deliverables:

- Detailed Project Work Plan, Budget, and Schedule
- Final Performance Report

#### Task 2: System/Engineering Design

The Grantee will conduct necessary activities to complete the system/engineering design as described in the Detailed Project Work Plan, and summarized in the following bullets:

Track study to inform final design and the project scope details. The study will
determine if the maximum authorized speed can be increased on the main track, siding
track and curves. It will also identify the modifications that could be done on the track
structure to increase the track speed (e.g., wayside modifications, super elevation
modification, etc.).

- Revision of the wayside design to account for: 1) the existing E-ATC design does not account for electric locks not being hard-wired into the system; 2) E-ATC wayside software would be modified to include maximum authorized speed changes dictated from the track study implementation; 3) Additional wayside overlay track circuits to add granularity for time code change points in a block; 4) Design change on any grade crossings that might be impacted as a result of wayside design or track speed changes.
- Revision of the TMDS dispatch hardware and software programming to allow for integration with the E-ATC TSR server software and use of single office dispatch display screen. The Grantee will evaluate hardware needs (e.g., if a new server is needed) to support the integration. If hardware is needed, the Grantee will procure necessary hardware.
- Modification of the existing onboard DMU software and Alstom Ultracab software to include E-ATC configuration parameters and additional operational features introduced to improve system efficiency.

This task also includes the procurement of all necessary, relevant materials to complete the task and for implementation of activities described in Task 3.

#### Task 2 Deliverables:

- Final Design and requirements documents for completion of wayside modifications
- Final Design and requirements documents for the revised DMU onboard software.

## **Task 3: Implementation and Testing**

#### • Subtask 3a: Implementation

The Grantee will implement wayside and DMU onboard software modifications as described in the Detailed Project Work Plan. The following bullets provide an overview of the planned activities:

- O Wayside modifications: Wayside application software logic changes and all additional wayside overlay track circuits (to reduce E-ATC block lengths) through laying wiring and software modifications, electric lock integrations in the bungalows, grade crossing active warning device design changes including programming (software) changes and testing. The overlay track circuits will improve the granularity of the signal system to gain better visibility of the permanent speed restrictions that are ahead of the train.
- TMDS software and hardware integration with the E-ATC system. The TMDS software for the signal system and the E-ATC TSR server software need to be integrated so that the dispatcher has one screen for running trains equipped with E-ATC. The integration will help reduce the risk of human error of the dispatcher when two separate systems are used.
- Onboard software modifications to the DMUs: The DMUs were originally designed for an Interoperable Electronic Train Management System (I-ETMS) overlay PTC system. Since the Grantee is using an E-ATC system, the DMUs

controlling software needs to be modified with E-ATC parameters. The Alstom Ultracab software (E-ATC) will be modified to accommodate any operational efficiencies

## • Subtask 3b: Testing

Once subtask 3a is done, the Grantee will conduct system testing as described in the Detailed Project Work Plan. The following bullets provide an overview of the anticipated activities:

- o Complete all static and dynamic system testing to determine how the wayside modifications described in subtask 3a have improved the delay time.
- o Complete all necessary testing of the revised DMU onboard software.
- o Complete all necessary testing of the newly integrated TMDS and E-ATC office hardware and software.

#### Task 3 Deliverables:

- Technical documentation (report) of the reduction in the system run time
- Copy of the revised user and operations/maintenance manual for the newly integrated TMDS-E-ATC screen

## **Task 4: Training**

The Grantee will complete 'train the trainer' courses, as described in the Detailed Project Work Plan, for select personnel performed by a vendor. The courses will cover operations, mechanical, dispatch team, and wayside/signal equipment. As a result, personnel will be prepared to train new personnel.

#### Task 4 Deliverables:

• Copy of the syllabus for each of the train the trainer courses

#### VI.PROJECT COORDINATION

The Grantee shall perform all tasks required for the Project through a coordinated process, which will involve affected railroad owners, operators, and funding partners, including:

- Vendors/Contractors
- Dallas Garland and North Eastern (DGNO) Railroad
- FRA

## VII. PROJECT MANAGEMENT

The Grantee is responsible for facilitating the coordination of all activities necessary for implementation of the Project. The Grantee will utilize its Project Management Policies and Procedures Manual in project delivery. Upon award of the Project, the Grantee will monitor and evaluate the Project's progress through regular meetings scheduled throughout the period of performance. The Grantee will:

- Participate in a project kickoff meeting with FRA
- Complete necessary steps to hire a qualified consultant/contractor to perform required Project work
- Hold regularly scheduled Project meetings with FRA
- Inspect and approve work as it is completed
- Review and approve invoices as appropriate for completed work
- Perform Project close-out audit to ensure contractual compliance and issue close-out report
- Submit to FRA all required Project deliverables and documentation on-time and according to schedule, including periodic receipts and invoices
- Read and understand the Terms and Conditions of this Agreement (Attachment 1)
- Notify FRA of changes to this Agreement that require written approval or modification to the Agreement
- Comply with all FRA Project reporting requirements, including, but not limited to, providing the following information in the quarterly progress reports:
  - a. Status of project by task breakdown and percent complete
  - b. Changes and reason for change in project's scope, schedule and/or budget
  - c. Description of unanticipated problems and any resolution since the immediately preceding progress report
  - d. Summary of work scheduled for the next progress period
  - e. Updated Project schedule

#### PROJECT SCHEDULE AND DELIVERABLES

## **Denton County Transportation Authority**

## **Positive Train Control Enhancements Project**

## PTC Systems Grants under CRISI, FY18

The period of performance for this Project will be as stated on the cover sheet of this Agreement. Unless otherwise approved, requests for extensions of the Project Performance Period must be submitted not later than 90 days before the end of the Project Performance Period, consistent with Section 4(b) of Attachment 1.

## **Approved Project Schedule**

Task #	Task Name	Estimated Start Date	Estimated End Date
1	Project Administration	Continuous through Agree	
2	System/Engineering Design	June 1, 2019	October 31, 2020
3	Implementation and Testing	January 1, 2021	June 30, 2021
4	Training	July 1, 2021	August 31, 2021

The deliverables associated with this Agreement are listed below. The Grantee must complete these deliverables to FRA's satisfaction in order to be authorized for funding reimbursement and for the Project to be considered complete.

## **Deliverables**

Task Deliverable Due Date
---------------------------

Task	Deliverable	<b>Due Date</b>
1	Detailed Project Work Plan, Budget, and Schedule	Within 30 days of Agreement execution date
1	Final Performance Report	Within 90-day closeout period
2	Final Design and Requirements documents for completion of wayside modifications	December 31 2020
2	Final Design and Requirements documents for the revised DMU onboard software.	December 31 ,2020
3	Copy of the revised user and operations/maintenance manual for the newly integrated TMDS-E-ATC screen	December 31,2021
3	Technical documentation (report) of the reduction in the system run time	September 30,2021
4	Copy of the syllabus for each course that the newly trained train the trainer personal will be presenting to train other railroad personnel	December 31,2021

#### APPROVED PROJECT BUDGET

## **Denton County Transportation Authority**

## **Positive Train Control Enhancements Project**

## PTC Systems Grants under CRISI, FY18

The total estimated cost of the Project is \$5,000,000, for which the FRA grant will contribute up to 80% of the total cost, not to exceed \$4,000,000. The Grantee's Non-Federal Contribution is comprised of cash contributions only in the amount of \$1,000,000. Any additional expense required beyond that provided in this Agreement to complete the Project shall be borne by the Grantee.

In a letter to Grantee dated 5/07/2019, FRA authorized the incurrence of certain pre-agreement costs on or after 6/01/2019 for Task 2 in the amount of \$150,000, of which \$120,000 is Federal Contribution and \$30,000 is Non-Federal Contribution, in anticipation of the execution of this Agreement. Such costs are allowable only to the extent that they are otherwise allowable under the terms of this Agreement.

## **Project Estimate by Task**

Task #	Task Name	Federal Contribution	Non-Federal Contribution	Total Cost
1	Project Administration	\$80,000	\$20,000	\$ 100,000
2	System/Engineering Design	\$2,800,000	\$700,000	\$3,500,000
3	Implementation and Testing	\$960,000	\$240,000	\$ 1,200,000
4	Training	\$160,000	\$40,000	\$200,000
	Total Project Cost	\$4,000,000	\$1,000,000	\$5,000,000

Revisions to the Approved Project Budget shall be made in compliance with Attachment 1 of this Agreement. The Grantee will document expenditures by task, and by Federal and Non-Federal Contributions, when seeking reimbursement from FRA.

## **Project Estimate Contributions**

Funding Source	Project Contribution Amount	Percentage of Total Project Cost
----------------	--------------------------------	-------------------------------------

Federal Contribution (FRA Award)	\$ 4,000,000	80%
Non-Federal Contribution (Grantee)	\$ 1,000,000	20%
Total Project Cost	\$ 5,000,000	100%

## PERFORMANCE MEASUREMENTS

**Denton County Transportation Authority** 

## **Positive Train Control Enhancements Project**

## PTC Systems Grants under CRISI, FY18

The table below contains the performance measures that this Project is expected to achieve. These performance measures will enable FRA to assess Grantee's progress in achieving strategic goals and objectives. The Grantee will report on these performance measures per the frequency and duration specified in the table.

Upon Project completion, Grantee will submit reports comparing the Actual Project Performance of the new and or improved asset(s) against the Pre-Project (Baseline) Performance and Expected Post-Project Performance as described in Tables 1-3 below. Grantee need not include any analysis in addition to the described data; however, Grantee is welcome to provide information explaining the reported data. Grantee will submit the performance measures report to the Regional Manager one time upon Project completion.

Table 1: PTC Training - Performance Measurement			
Performance Measure	Description of Measure	Measurement	Reporting
PTC Training	Training funded by the project aligns with the railroad's 49 CFR §\$236.1041–1043 compliant PTC training program, and all training associated with the project is successfully completed in compliance with 49 CFR §\$236.1041–1049.	Pre-Project (Baseline) Performance as of 10/26/18: No	Actual Performance after Project Completion: Comparison of actual performance of asset(s) versus the baseline and expected post-project performance. Frequency: Upon project

		completion
	Expected Post-Project Performance: Yes	Duration:
		One time

Table 2: PTC Testing - Performance Measurement			
Performance Measure	Description of Measure	Measurement	Reporting
PTC Testing	Confirmation that the railroad has obtained FRA approval to conduct field testing of the PTC system, and that all field testing associated with the project has been satisfactorily completed.	Pre-Project (Baseline) Performance as of 08/23/2018: No	Actual Performance after Project Completion: Comparison of actual performance of asset(s) versus the baseline and expected post-project performance. Frequency: Upon project completion
		Expected Post-Project Performance: Yes	<b>Duration:</b> One time

Table 3: PTC Equipment and Software Conformance - Performance Measurement			
Performance Measure	Description of Measure	Measurement	Reporting
PTC	Confirmation that the PTC components (e.g. wayside signal equipment, locomotive equipment,	Pre-Project (Baseline) Performance as of 08/23/2018:	Actual Performance after Project Completion:
Equipment and Software Conformance	IT equipment, software) that will be procured as part of the project conform with the PTC system and interoperability requirements (if any) identified in the FRA approved	No	Comparison of actual performance of asset(s) versus the baseline and expected post-project performance.

PTC Implementation Plan.		Frequency:
		Upon project completion
	<b>Expected Post-Project Performance:</b> Yes	<b>Duration:</b> One time
		One unic

# DENTON COUNTY TRANSPORTATION AUTHORITY DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

(To be completed for all Expanded Level Projects that include plans for expansion, an increase in service or new operating programs above and beyond the current service level/budget)

PROJECT DETAILS			
Project Name: PTC In	nplementation (Project Rollover)	Project Ranking: High	
Project Manager: Rony F	<u>Philip</u>	Phone: 972-966-5117	
Department: Rail O	perations	Location:	
Desired project timing:	Start Date: In Progress	Completion Date: December 31, 2020	
	PROJECT DESCRIPTION/JUST *Attach additional documentation		
WHY IS THIS PROJECT BEING			
This project is for the federally mandatory Positive Train Control (PTC) implementation due by December 31, 2020. It is required under Rail Safety Improvement Act of 2008 (RSIA). The remainder of the project budget needs to be rolled over to FY21 for project completion.			
WHAT HAVE YOU DONE TO HANDLE THE ISSUE UNTIL NOW?			
by the Federal Railroad Admin	nistration by December 31, 2020.	nstration (RSD) phase and on target to be certified	
	HIS PROJECT WAS NOT FUNDED?		
This project was mandated by implemented.	the federal government. FRA can officia	ally stop DCTA rail operations if PTC was not	

## PROJECT DESCRIPTION/JUSTIFICATION

\*Attach additional documentation as necessary

WHAT EXISTING FUNDING (POSITIONS/PROGRAMMING) HAVE YOU EVALUATED FOR USE IF NO ADDITIONAL RESOURCES ARE APPROVED?

· · · · · · · · · · · · · · · · · · ·	
This project is funded at 80% reimbursement by an FTA grant.	
Requested project has been included in the Long Range Financial Plan and Pro	. •
understand the financial impact. Project will be presented to the Board for re	view.
WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?	
No	
**DATA SUPPORTING THE REQUEST WILL BE REQUIRED AN	O SHOULD BE ATTACHED**
PROJECT COST ESTIMATE	
*Attach detailed breakdown of costs. If the project relates to construction/r	emodeling, please attach all supporting
documents/plans.	
TIMING OF PROJECT COSTS  Life-to-Date thru FY 2020 Amount \$	15,832,210
Fiscal Year 2021 Amount \$	887,931
Fiscal Year Amount	
Fiscal Year Amount	
Total Project Cost Estimate \$	16,720,141
PROJECT FUNDING SOURCES - GRAI	NTS
*If the project is funded by a specific grant, please specify the gra	
Grant Number: TX-95-X079-00 Amou	nt: \$ \$12,500,000
Grant Number: Amou	nt: \$
Amou	· · · · · ·

## ANNUAL OPERATING IMPACT

\*Provide cost estimates relating to the annual impact of this project on the operating budget. For example, increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data including increased staff, supplies, software, etc. Include any foreseen cost savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project.

	Annual INCREASE in	Annual DECREASE in
_	Operating Costs	Operating Costs
Maintenance Costs/Services:	\$ 200,000.00	
Supplies Required:		
Utility Costs:		
Salary Costs (FT/PT - # of Positions):		
Benefit Costs:		
IT Requirements (Software & Hardware):		
TOTAL	\$ 200,000.00	\$ -
Additional Estimated Revenue to be Generated:	\$	-

PROJECT ANALYSIS		
Operating:		
Capital: X Useful Life (Years):	10	
*Complete additional information if capital Justification:	Acquisition/implementation of federally mandated safety system	
*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.		

BUDGET OFFICE AUTHORIZATION		
DATE RECEIVED:	APPROVED AMOUNT:	
PROJECT NOTES:		

## DENTON COUNTY TRANSPORTATION AUTHORITY DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

(To be completed for all Expanded Level Projects that include plans for expansion, an increase in service or new operating programs above and beyond the current service level/budget)

	PROJECT DETAILS		
Project Name: Le	egistar Public Meeting Software Solution	Project Ranking:	Medium
Project Manager: Br	andy Pedron	Phone:	972-316-6032
Department: Cl	EO	Location:	Administrative Offices
Desired project timing:	Start Date: October 1, 2020	Completion Date:	September 30, 2023

#### PROJECT DESCRIPTION/JUSTIFICATION

\*Attach additional documentation as necessary

#### WHY IS THIS PROJECT BEING REQUESTED?

Granicus/Legistar is a full-spectrum, robust software as a service solution that enhances and enables public participation in the governing body meeting process. Legistar streams the meeting live online and indexes each agenda item to the corresponding video segment, so a member of the public can quickly and easily access an agenda item of interest. This project is being requested to enhance board meeting transparency and public engagement during and after board meetings. Currently, if a member of the public or other interested stakeholder would like to participate or view the Board of Directors meeting in real time, they must generally do so in person. In response to COVID-19 social distancing regulations, staff has been able to provide an audio solution, but the video, when available, and audio are low-quality and ineffective solutions in the long-term. The public participation process is greatly inhibited under the current system. It is cumbersome for a member of the public to locate an agenda item's video clip or identify votes cast on particular items, thereby impeding transparency efforts. In addition, the City of Lewisville and the City of Denton are both current users of this system, as is Denton County. As such, members of our shared public are very familiar with Legistar and how to access meetings, meeting materials, and videos, agenda items, and associated agenda item video clips.

There is a one-time hardware delivery, setup, and training fee of \$24,457 in year 1, plus the first year's annual fee of \$22,528. Thereafter, year 2 is estimated at \$24,106 and year 3 at \$25,793. These estimates exclude any consideration of expenses in FY20. If FY20 funding were to be made available, the FY 21 request would decrease. Attached is the Granicus proposal. This budget request excludes the VoteCast option to acknowledge current budgetary constraints, but would like to consider this in out years as an option for the Board's consideration.

#### WHAT HAVE YOU DONE TO HANDLE THE ISSUE UNTIL NOW?

We do not currently provide concurrent video streaming, so if a member of the public wants to view the meeting in real-time, they must attend in person. All videos are archived in-full on YouTube separate from the Board agenda materials, located on the DCTA website. There are no integration capabilities in the system currently being used.

Staff would continue to manage the manual legislative preeting on YouTube without concurrent streaming cap.	process, agenda development, and providing the video of a
	RIPTION/JUSTIFICATION
	documentation as necessary
,	NG) HAVE YOU EVALUATED FOR USE IF NO ADDITIONAL
RESOURCES ARE APPROVED?	· · · · · · · · · · · · · · · · · · ·
There are currently no other resources available for such	n programming.
Decreased project has been included in the Long Dange	Financial Plan and Proposed FV21 Operating Rudget in order to
understand the financial impact. Project will be presented	Financial Plan and Proposed FY21 Operating Budget in order to
Junderstand the imancial impact. Project will be presented	ed to the board for review.
WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?	
No, the focus of this request is improved public involved	ment and board governance transparency.
**DATA SUPPORTING THE REQUEST W	ILL BE REQUIRED AND SHOULD BE ATTACHED**
PROJECT	COST ESTIMATE
	elates to construction/remodeling, please attach all supporting
docu	uments/plans.
	F PROJECT COSTS
	021 Amount \$ 46,985
Fiscal Year	Amount
Fiscal Year	Amount
Fiscal Year	Amount
Total Project	Cost Estimate \$ 46,985
	ING SOURCES - GRANTS
*If the project is funded by a specific gran	nt, please specify the grant number & amount below
Grant Number:	Amount: \$
Count Ni mil	A
Grant Number:	Amount: \$

## ANNUAL OPERATING IMPACT

\*Provide cost estimates relating to the annual impact of this project on the operating budget. For example, increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data including increased staff, supplies, software, etc. Include any foreseen cost savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project.

	Annual INCREASE in	Annual DECREASE in
_	Operating Costs	Operating Costs
Maintenance Costs/Services:		
Supplies Required:		
Utility Costs:		
Salary Costs (FT/PT - # of Positions):		
Benefit Costs:		
IT Requirements (Software & Hardware):	\$ 26,000	
TOTAL	\$ 26,000	\$ -
Additional Estimated Revenue to be Generated:	\$	-

PROJECT ANALYSIS	
Operating: X	
Capital: Useful Life (Years):	
*Complete additional information if capital Justification:	
*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.	

	BUDGET OFFICE AUTHORIZATION	AUTHORIZATION
DATE RECEIVED:	APPROVED AMOUNT:	APPROVED AMOUNT:

PROJECT NOTES: Project coded to the Board of Directors Dept (110) operating budget: Computer Software & Supplies (50313)



Procurement Vehicle: Texas Department of Information

Resources (DIR)

In Support of: Denton County Transportation Authority TX

#### **Granicus Contact**

**Name:** Benjamin Shor **Phone:** (202) 407-7418

Email: benjamin.shor@granicus.com

#### **Proposal Details**

Quote Number: Q-95087 Prepared On: 6/8/2020 Valid Through: 7/31/2020

## Pricing

Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

Currency: USD

**Period of Performance:** The term of the Agreement will commence on the date this document is signed and will

continue for 36 months.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Open Platform - Setup and Configuration	Up Front	1 Hours	\$0.00
Legistar - Setup & Configuration	Upon Delivery	1 Each	\$12,150.00
Legistar - Onsite Training	Upon Delivery	3 Days	\$6,750.00
Legistar (Admin) - Online Training	Upon Delivery	4 Hours	\$810.00
Open Platform - Setup and Configuration	Up Front	1 Hours	\$0.00
Government Transparency - Setup & Configuration	Up Front	1 Each	\$0.00
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	Upon Delivery	1 Each	\$3,150.00
Granicus Encoding Appliance Hardware - Setup & Config	Upon Delivery	1 Each	\$787.50
		SUBTOTAL:	\$24,457.50



One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
US Shipping Charge C - Large Item	Upon Delivery	1 Each	\$0.00
Meeting Efficiency - Setup & Configuration (Standard)	Up Front	1 Each	\$810.00
eComment - Online Training	Upon Delivery	1 Hours	\$0.00
eComment - Setup and Configuration	Up Front	1 Each	\$0.00
		SUBTOTAL:	\$24,457.50

Annual Fees for New Subscriptions			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Legistar	Annual	1 Each	\$14,936.40
Open Platform Suite	Annual	1 Each	\$0.00
Government Transparency Suite	Annual	1 Each	\$4,622.40
Open Platform Suite	Annual	1 Each	\$0.00
Granicus Encoding Appliance Software (GT)	Annual	1 Each	\$1,080.00
Meeting Efficiency Suite	Annual	1 Each	\$0.00
eComment	Annual	1 Each	\$1,890.00
		SUBTOTAL:	\$22,528.80

Remaining Period(s)		
Solution(s)	Year 2	Year 3
Legistar	\$15,981.95	\$17,100.68
Open Platform Suite	\$0.00	\$0.00
Government Transparency Suite	\$4,945.97	\$5,292.19
Open Platform Suite	\$0.00	\$0.00
Granicus Encoding Appliance Software (GT)	\$1,155.60	\$1,236.49
Meeting Efficiency Suite	\$0.00	\$0.00
eComment	\$2,022.30	\$2,163.86
SUBTOTAL:	\$24,105.82	\$25,793.22



<b>Product Descriptions</b>	
Name	Description
Legistar	Legistar is a Software-as-a-Service (SaaS) solution that enables government organizations to automate the entire legislative process of the clerk's office. Clerks can leverage Legistar to easily manage the entire legislative process from drafting files, through assignment to various departments, to final approval. Legistar includes:  • Unlimited user accounts  • Unlimited meeting bodies and meeting types  • Unlimited data storage and retention  • Up to one (1) Legistar database  • Up to one (1) InSite web portal
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Open Platform - Setup and Configuration	Setup and configuration for Open Platform
Legistar - Setup & Configuration	<ul> <li>Setup and Configuration for Legistar includes:</li> <li>Access to an implementation consultant until project acceptance</li> <li>Access to existing Web-based recorded trainings around standard account functions and capabilities</li> <li>Up to five (5) two-hour needs analysis calls with a business analyst</li> <li>Up to one (1) Standard Agenda and Minutes report template</li> <li>Configuration of up to one (1) meeting body or type</li> </ul>
Legistar - Onsite Training	Legistar - Onsite Training is for onsite training for Legistar, which allows clients to have a Granicus trainer onsite to show them how to use the system.  Onsite Training includes travel, meals and lodging expenses.
Legistar (Admin) - Online Training	Legistar Admin - Online Training is for online training for Legistar Administration, which allows clients to have online sessions with a Granicus trainer to learn how to use the system.
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, and indexing of events.
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Open Platform - Setup and Configuration	Setup and configuration for Open Platform



<b>Product Descriptions</b>	
Name	Description
Government Transparency - Setup & Configuration	<ul> <li>Setup and Configuration for Government Transparency Suite includes implementation of:</li> <li>Up to one (1) View Page and Player template</li> <li>Up to one (1) Live Manager configuration</li> </ul>
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	AMAX Encoder with Osprey SDI Card. Used to pass commands and data from LiveManager that include Start/Stop of webcast, indexing, and document display. Also serves to distribute video and captions to be distributed to the CDN or Performance Accelerator.
Granicus Encoding Appliance Software (GT)	Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.
Granicus Encoding Appliance Hardware - Setup & Config	Remote configuration and deployment of an encoding appliance.
US Shipping Charge C - Large Item	US shipping of a large item
Granicus Video - Online Training	Granicus Video - Online Training
Meeting Efficiency Suite	Meeting Efficiency is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to simplify the in-meeting management and post-meeting minutes creation processes of the clerk's office. By leveraging this solution, the client will be able to streamline meeting data capture and minutes production, reducing staff efforts and decreasing time to get minutes published. During a meeting, use LiveManager to record roll calls, motions, votes, notes, and speakers, all indexed with video. Use the index points to quickly edit minutes, templates to format in Microsoft Word, and publish online with the click of a button. Meeting Efficiency includes:  • Unlimited user accounts  • Unlimited meeting bodies  • Unlimited storage of minutes documents  • Access to the LiveManager software application for recording information during meetings  • Access to the Word Add-in software component for minutes formatting in MS Word if desired  • Up to one (1) MS Word minutes template (additional templates can be purchased if needed)



Product Descriptions	
Name	Description
Meeting Efficiency - Setup & Configuration (Standard)	<ul> <li>Setup and Configuration for Meeting Efficiency Suite includes implementation of:</li> <li>Up to one (1) client Installation of Minutes Maker (compatible client hardware required for software)</li> <li>Up to one (1) Minutes report</li> </ul>
Minutes - Online Training	online training for Minutes, which allows clients to have online sessions with a Granicus trainer to show clerks how to take minutes during a meeting and how to edit and publish them after a meeting.
eComment	eComment reduces staff time by providing the ability to effortlessly collect and manage citizen input on agenda items. Citizens are allowed to either/or submit comments in regards to items or sign up to speak before a scheduled meeting.
eComment - Online Training	Virtual training session with a Granicus professional services trainer.



#### **Terms and Conditions**

- Terms and Conditions are in accordance with the Granicus Texas Department of Information Resources agreement (DIR-TSO-3631 for SaaS and DIR-TSO-3948 for Hardware) and takes precedence over all other conflicting terms and conditions incorporated herein.
- Link to Terms: <a href="https://granicus.com/pdfs/Master\_Subscription\_Agreement.pdf">https://granicus.com/pdfs/Master\_Subscription\_Agreement.pdf</a>
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Customer for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Denton County Transportation Authority TX to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

#### **Agreement and Acceptance**

**Billing Information** 

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Name.	
Phone:	
Email:	
Address:	
Denton County Transportation Authority TX	
Signature:	
Name:	
Title:	
Date:	

## DENTON COUNTY TRANSPORTATION AUTHORITY DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

(To be completed for all Expanded Level Projects that include plans for expansion, an increase in service or new operating programs above and beyond the current service level/budget)

	PROJECT DETAILS		
Project Name: F	Railroad Crossing Refurbishments	Project Ranking:	High
Project Manager: F	Rony Philip	Phone:	972-966-5117
Department: F	Rail Operations	Location:	
Desired project timing:	Start Date: October 1, 2020	Completion Date:	September 30, 2021

#### PROJECT DESCRIPTION/JUSTIFICATION

\*Attach additional documentation as necessary

## WHY IS THIS PROJECT BEING REQUESTED?

Railroad crossings at MP 727.57 Corinth Parkway and MP 721.78 Sycamore Street in Denton were installed with tub style concrete crossings when the rail corridor was built for the A-train. Over time, these crossings have begun to sink which causes the track geometry to deteriorate in the track profile and alignment areas. Based on Federal (49 CFR Part 213) track safety standards, crossings are at risk of dropping below current operating standards. If the crossings drop below the prescribed standards, then a speed restriction is required. DCTA, along with rail contractor (Rio Grade Pacific), has determined that replacing these tub crossings with concrete lag down crossing panels will enable the railroad to function with minimal disruption and will reduce maintenance costs in the long run. Maintenance cost is reduced because the concrete lag down crossing panels can be removed for maintenance without requiring the removal of the entire crossing that is required with the current concrete tub crossings.

Replacement cost for Corinth Parkway is \$193,508 and Sycamore Street is \$224,062.

#### WHAT HAVE YOU DONE TO HANDLE THE ISSUE UNTIL NOW?

DCTA's railroad contractor monitors the condition of the crossing and when necessary a slow order (15 MPH) will be issued based on railroad safety standards which will negatively impact service. We have grout injected crossings in the past, when the deterioration represented an emergency. But, grout injection can run as much as \$40,000 per crossing and will not last more than a year.

## WHAT WOULD HAPPEN IF THIS PROJECT WAS NOT FUNDED?

Mandatory Directives, in the form of slow orders, would be required which would make it impossible to maintain the rail timetable. If the crossing doesn't conform to Federal Railroad Administration standards, regulations require that mandatory directives would have to be escalated to include preventing the train from travelling through the crossing. Grout injections will be required annually. Grout injections have proved to be a temporary fix and not a good substitute for replacing the tub style crossing with the concrete lag down crossing panels.

	ON/JUSTIFICATION umentation as necessary
WHAT EXISTING FUNDING (POSITIONS/PROGRAMMING) RESOURCES ARE APPROVED?	HAVE YOU EVALUATED FOR USE IF NO ADDITIONAL
Requested project has been included in the Long Range Final	ncial Plan and Proposed FY21 Capital Budget in order to
understand the financial impact. Project will be presented to	o the Board for review.
WILL THE DECLIECT DROVIDE ADDITIONAL DEVENIES	
WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?	
**DATA SUPPORTING THE REQUEST WILL I	BE REQUIRED AND SHOULD BE ATTACHED**
PROJECT CO	OST ESTIMATE
	s to construction/remodeling, please attach all supporting
docume	nts/plans.
TIMINIC OF DD	OIECT COSTS
TIMING OF PR Fiscal Year 2021	Amount \$ 417,570
Fiscal Year	Amount
Fiscal Year	Amount
Fiscal Year	Amount ct Estimate C 417 F70
Total Project Co	st Estimate \$ 417,570
PROJECT FUNDING	SOURCES - GRANTS
*If the project is funded by a specific grant, pl	ease specify the grant number & amount below
Grant Number:	Amount: \$
Grant Number.	Amount 3
Grant Number:	Amount: \$

## ANNUAL OPERATING IMPACT

\*Provide cost estimates relating to the annual impact of this project on the operating budget. For example, increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data including increased staff, supplies, software, etc. Include any foreseen cost savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project.

	Annual INCREASE in	Annual DECREASE in
	Operating Costs	Operating Costs
Maintenance Costs/Services:		
Supplies Required:		
Utility Costs:		
Salary Costs (FT/PT - # of Positions):		
Benefit Costs:		
IT Requirements (Software & Hardware):		
TOTAL	\$ -	\$ -
Additional Estimated Revenue to be Generated:		
		<u>.</u>
PROJECT	· ANIAI VCIC	
PROJECT	AIVALTOID	

PROJECT ANALYSIS
Operating: X
Capital: Useful Life (Years):
*Complete additional information if capital   Justification:
*Routine maintenance would be expensed under the operating budget. Maintenance that substantially inproves/extends the life of the original asset can be capitalized.
BUDGET OFFICE AUTHORIZATION

DATE RECEIVED: APPROVED AMOUNT: PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

(To be completed for all Expanded Level Projects that include plans for expansion, an increase in service or new operating programs above and beyond the current service level/budget)

	PROJECT DETAILS	
Project Name:	Rail OMF Scheduled Maintenance	Project Ranking: Medium
Project Manager:	Rony Philip	Phone: 972-966-5117
Department:	Rail Operations	Location:
Desired project timing:	Start Date: October 1, 2020	Completion Date: September 30, 2021
	PROJECT DESCRIPTION/JUSTIF *Attach additional documentation a	
WHY IS THIS PROJECT I		
prepare a facility assess following areas: parking	Maintenance facility is approximately 10 years ol ment of DCTA's facilities. The assessment ident tot striping, roof drainage system, exterior wind tached Jacobs Engineering assessment.	ified repairs that need to be done to the
WHAT HAVE YOU DON	NE TO HANDLE THE ISSUE UNTIL NOW?	
	Engineering to provide assessment of areas that hing the facility subject to the contract \$10,000	
WHAT WOULD HAPPEI	N IF THIS PROJECT WAS NOT FUNDED?	
	es to be deferred, there is the potential for facili	ity to not be in compliance with safety and

## PROJECT DESCRIPTION/JUSTIFICATION

\*Attach additional documentation as necessary

WHAT EXISTING FUNDING (POSITIONS/PROGRAMMING) HAVE YOU EVALUATED FOR USE IF NO ADDITIONAL RESOURCES ARE APPROVED?

RESOURCES ARE APPROVED?
Requested project has been included in the Long Range Financial Plan and Proposed FY21 Capital Budget in order to
understand the financial impact. Project will be presented to the Board for review.
WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?
No No
**DATA SUPPORTING THE REQUEST WILL BE REQUIRED AND SHOULD BE ATTACHED**
DATA 3011 OKTING THE REQUEST WILE BE REQUIRED AND SHOOLD BE ATTACHED
PROJECT COST ESTIMATE
*Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach all supporting
documents/plans.
TIMING OF PROJECT COSTS
Fiscal Year 2021 Amount \$ 38,670
Fiscal Year Amount
Fiscal Year Amount
Fiscal Year Amount Section Cost Estimate Cost Section 20 (70)
Total Project Cost Estimate \$ 38,670
PROJECT FUNDING SOURCES - GRANTS
*If the project is funded by a specific grant, please specify the grant number & amount below
in the project is runded by a specific grain, prease specify the grain namber a amount below
Grant Number: Amount: \$
Grant Number: Amount: \$

## ANNUAL OPERATING IMPACT

\*Provide cost estimates relating to the annual impact of this project on the operating budget. For example, increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data including increased staff, supplies, software, etc. Include any foreseen cost savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project.

Operating Costs	Operating Costs					
\$ -	\$ -					
PROJECT ANALYSIS						
	\$ -					

Capital:	Useful Life (Years):	
	<b>_</b>	
*Complete additional information i	f capitalJustification:	
	•	
*Routine maintenance would be expens	sed under the operating	
budget. Maintenance that substantially	, 0	
life of the original asset can be capitalize	zed.	
		L

	BUDGET OFFICE AUTHORIZATION
DATE RECEIVED:	APPROVED AMOUNT:
PROJECT NOTES:	



## **DCTA Rail Maintenance Facility - Deficiency Summary Site Level Deficiencies**

_			
•	п	٠	^

	<u> </u>	UoM 	Priority	Repair Cost	ID OIL
	5 t	Ea.	3	\$1,153	24
stem 1	4 :	items		\$1,153	
tem	٠.	ILEIIIS		\$1,133	
	_	UoM	Priority	Repair Cost	ID
1	1 E	Ea.	3	\$444	25
				****	
		items		\$444	
evel 2	2 1	items		\$1,597	
All I					
Qty	ty l	UoM	Priority	Repair Cost	ID
40	O L	LF	3	\$22	23
	1				
				142000	
item 1	1 i	items		\$22	
	_	UoM	Priority	Repair Cost	ID_
31	11 E	Ea.	3	\$28,719	21
200	0 5	SF	5	\$301	20
200		Wall		Ψ501	20
item 2	2 i	items		\$29,020	
Qty	ly (	UoM	Priority	Repair Cost	ID
1	1 E	Ea	3	\$9,002	26
900	0 5	SF	3	\$3,554	22
ement					
item 2	2 i	items		\$12,556	
Qty	y t	UoM	Priority	Repair Cost	ID
	1 E		4	\$419	53
5	5 E	Ea	4	\$2,349	54
in the men's ro	oon	m need	d replacen	nent	
tem 2	2 i	items		\$2,768	
ility 7	7 i	items		\$44,367	
	<u> </u>	UoM	Priority	Repair Cost	ID
15	5 L	LF	3	\$284	28
tem 1	1 i	items		\$284	
					g
	tem	tem i	tem 1 items	tem 1 items	tem 1 items \$20%





DCTA Rail Maintenance Facility

## **Exterior**

Deficiency		Category	Qty UoM	Priority	Repair Cost	ID
Exterior Metal Door	Requires Repainting	Deferred Maintenance	1 Door	3	\$124	27
Note:	The exterior metal door is scuffed and dirty.					
		Sub Total for System	1 items		\$124	
Electrical						
Deficiency		Category	Qty UoM	Priority	Repair Cost	ID
Lightning Protection	n System Is Required	Functional Deficiency	3,600 SF	3	\$3,043	55
		Sub Total for System	1 items		\$3,043	
		Sub Total for Building 02 - Storage	3 items		\$3,451	
		Total for Campus	12 items		\$49,415	

## Buildings with no reported deficiencies

03 - Fuel Canopy



# DENTON COUNTY TRANSPORTATION AUTHORITY DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

(To be completed for all Expanded Level Projects that include plans for expansion, an increase in service or new operating programs above and beyond the current service level/budget)

PROJECT DETAILS	
Project Name: Stadler Vehicle OEM Replacements	Project Ranking: High
Project Manager: Rony Philip	Phone: 972-966-5117
Department: Rail Operations	Location:
Desired project timing: Start Date: October 1, 2020	Completion Date: September 30, 2021
PROJECT DESCRIPTION/JUSTIFICATION  *Attach additional documentation as necessary	
WHY IS THIS PROJECT BEING REQUESTED?	
Stadler Rail Vehicles contain consumable components that require periodic replacement. The rail service contract establishes a threshold of \$10,000. Items under \$10,000 are covered in the contractor's base contract fee. Items over \$10,000 are the responsibility of DCTA. Please refer to attached list of consumable components over \$10,000.	
WHAT HAVE YOU DONE TO HANDLE THE ISSUE UNTIL NOW?	
Normal maintenance continues.	
WHAT WOULD HAPPEN IF THIS PROJECT WAS NOT FUNDED?	
Maintenance would have to be deferred, which would impact fleet negatively impact the agency's eligibility for federal funding.	availability for passenger service and could

### PROJECT DESCRIPTION/JUSTIFICATION

\*Attach additional documentation as necessary

WHAT EXISTING FUNDING (POSITIONS/PROGRAMMING) HAVE YOU EVALUATED FOR USE IF NO ADDITIONAL RESOURCES ARE APPROVED?

RESOURCES ARE APPROVED?
Requested project has been included in the Long Range Financial Plan and Proposed FY21 Capital Budget in order to
understand the financial impact. Project will be presented to the Board for review.
WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?
No.
**DATA SUPPORTING THE REQUEST WILL BE REQUIRED AND SHOULD BE ATTACHED**
DATA 3011 OKTING THE REQUEST WILL BE REQUIRED AND SHOOLD BE ATTACHED
PROJECT COST ESTIMATE
*Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach all supporting
documents/plans.
TIMING OF PROJECT COSTS
Fiscal Year 2021 Amount \$ 1,182,326
Fiscal Year Amount
Fiscal Year Amount
Fiscal Year Amount
Total Project Cost Estimate \$ 1,182,326
PROJECT FUNDING SOURCES - GRANTS
*If the project is funded by a specific grant, please specify the grant number & amount below
- The project is tunded by a specific grant, pieuse specify the grant number & amount below
Grant Number: Amount: \$
Grant Number: Amount: \$

### ANNUAL OPERATING IMPACT

\*Provide cost estimates relating to the annual impact of this project on the operating budget. For example, increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data including increased staff, supplies, software, etc. Include any foreseen cost savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project.

Annual INCREASE in

Operating Costs

Annual DECREASE in

Operating Costs

Maintenance Costs/Services:		
Supplies Required:		
Utility Costs:		
Salary Costs (FT/PT - # of Positions):		
Benefit Costs:		
IT Requirements (Software & Hardware):		
TOTAL	\$ - \$	-
Additional Estimated Revenue to be Generated:		
PROJECT	ANALYSIS	
	ife (Years):	
BUDGET OFFICE	AUTHORIZATION	
DATE RECEIVED:	APPROVED AMOUNT:	
PROJECT NOTES:		

#### 13. PRICE SCHEDULE

The Price Schedule is attached in Appendix 1. Contractor shall supply rates in the following manner:

- Operations & Dispatch, Vehicles & Facilities Maintenance, Maintenance of Way & Signals/Comms
  - Enter rate for each Fiscal Year from FY17 Rate FY25 Rate in base period and from FY25 Rate – FY30 Rate in Option Period

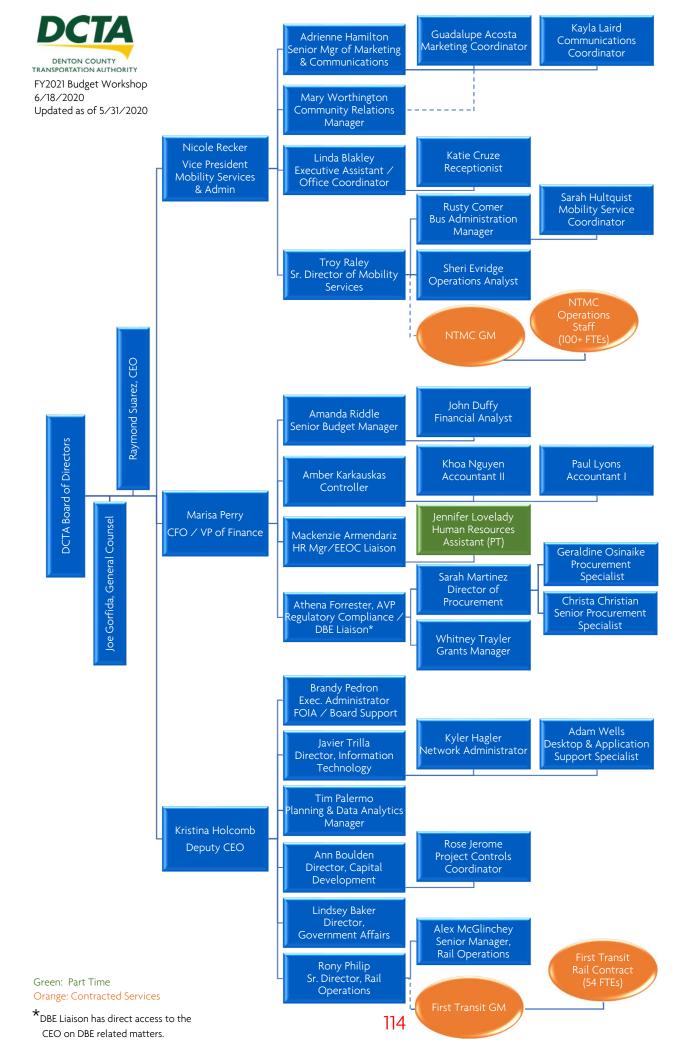
#### Additional Definitions:

- · Train Crew Hours
  - Sum of all hours that railcars operate including scheduled hours, test trains, and maintenance yard movements. This includes Special Trains. NTE hours are provided and if the hours increase in subsequent years, a contract modification will be issued.
  - Hours are to be calculated as the grand total of hours run per consist.
- · Car Miles
  - Sum of all scheduled car miles and all other miles that railcars operate including scheduled miles, test trains, and maintenance yard movements. This includes Special Trains. NTE car miles are provided and if the miles increase in subsequent years, a contract modification will be issued.
  - Car Miles are to be calculated as the grand total of miles run per each railcar in the consist. Consists may be comprised of 1 or 2 car train sets. DCTA estimates 75 % of car miles will be operated as 1 car and 25 % as 2 car consists.
- Maintenance of Way Requirements over the Capital Threshold (allowance)
  - The Contractor is responsible for costs up to \$10,000. DCTA is responsible for the cost of capital maintenance items above \$10,000 per occurrence at any location.
- Stadler GTW Maintenance above the Capital Threshold (allowance)
  - The Contractor is responsible for costs up to \$10,000. DCTA is responsible for the cost of capital maintenance items above \$10,000 per occurrence per vehicle.
- Flagging.
  - Flaggers shall be GCOR and RWP qualified
- Capital Reserve
  - Prior to each fiscal year, the contractor shall work with DCTA to identify a capital program for the next fiscal year. This shall be negotiated in good faith by both parties based on need. Prior to capital work being performed, the contractor shall obtain written approval from DCTA, and all required procurement procedures shall be met.

Designation	Description	Asset Classification	Notes	2021
Stadler Vehicle Paintin	g Exterior Vehicle Refresh	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	Vehicles went into service 2011 need to paint one every year beginning 2024 (3% escalator)	\$0
Stadler Vehicle OEM Replacement	Batteries/Compressed Air Systems/Cab HVAC compressors/Fire protection systems/Passenger area HVAC compresors/Pneumatic suspension systems	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	Stadler OEM manual recommended replacement parts (1st Transit specs 3 year interval) — Budget Every Year starting FY20 with 3% escalation	\$329,600
Stadler Vehicle OEM Replacement	Master Controllers	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	Stadler OEM manual recommended replacement parts (1st Transit specs 6 year interval) — divide 1st Transit total, divide by 4 & avg from FY20 - FY23 with 3% escalation	\$145,936
Stadler Vehicle OEM Replacement	Automatic couplers & bearings/Emergency lighting/Entrance door anti-trap systems & telescopic cylinders/Flange lubricators/Fuel tank & intermediate tank/Ground brushes/Headlights/HVAC units/Machine room doors/Master controllers/Motor trucks/Power convertor-cooling modules & cooling systems/Trailer trucks/Windshield wiper drives & seals/Trailer & Motor Truck wheelsets and vibration dampers	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	Stadler OEM manual recommended replacement parts (1st Transit specs 8 year interval) divide 1st Transit total, divide by 4 & avg from FY20 - FY23 with 3% escalation	\$682,976
Stadler Vehicle OEM Replacement	Fire protection extinguishing agent replacements/Power convertors	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	Stadler OEM manual recommended replacement parts (1st Transit specs 10 year interval) — divide 1st Transit total, divide by 4 & avg from FY21 - FY24 with 3% escalation Stadler OEM manual recommended	\$50,663
Stadler Vehicle OEM Replacement	Automatic couplers/Traction Motors	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	replacement parts (1st Transit specs 16 year interval) — divide 1st Transit total, divide by 4 & avg from FY31 - FY36 with 3% escalation Stadler OEM manual recommended	\$0
Stadler Vehicle OEM Replacement	Charge air coolers/combination coolers/convertor cooler/Diesel engine	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	replacement parts (1st Transit specs 25k service hour interval) divide 1st Transit total, divide by 4 & avg from FY20 - FY23 with 3% escalation Stadler OEM manual recommended	\$268,731
Stadler Vehicle OEM Replacement	Generators/Engine couplings	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	replacement parts (1st Transit specs 50k service hour interval) divide 1st Transit total, divide by 4, spread from FY31 - FY36 with 3% escalation	\$0
Stadler Vehicle OEM Replacement	Engine/Brake Valves	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	Current FY19 authorized work	\$0
Stadler Vehicle Maintenance Tot				\$1,182,326

## DENTON COUNTY TRANSPORTATION AUTHORITY FY21 Proposed Budget Long Range Financial Plan

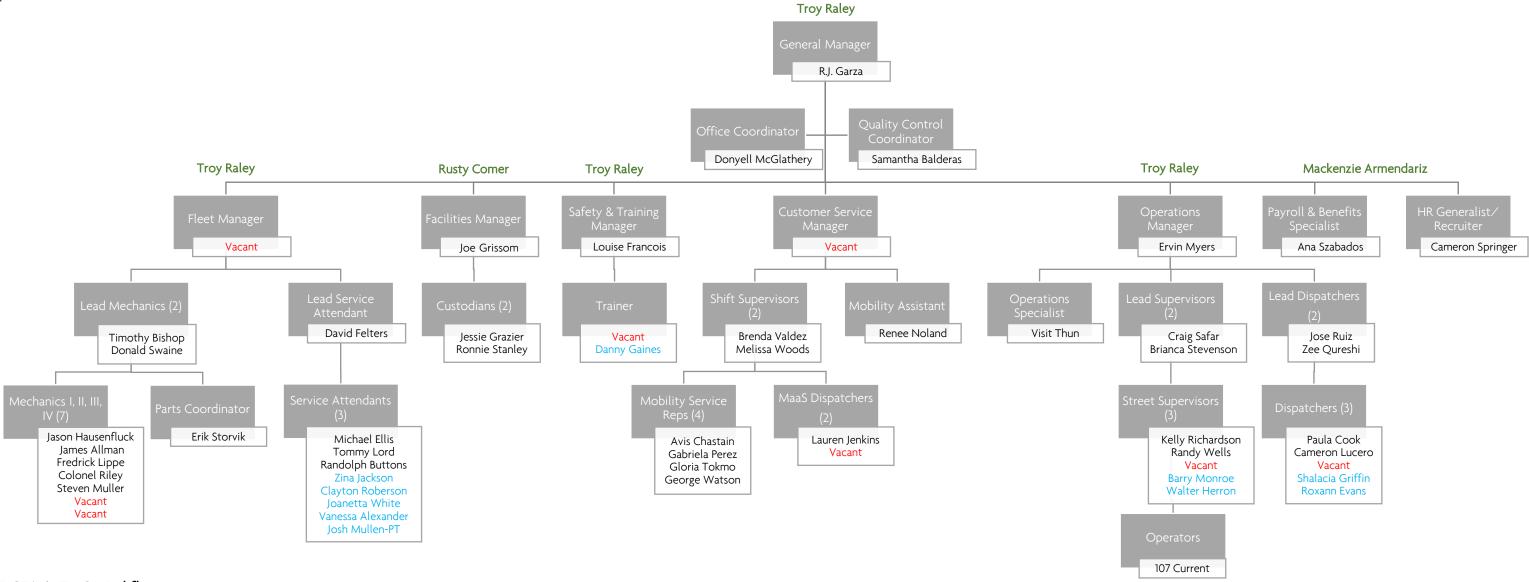
	Adopted FY2020	Revised FY2020	Proposed FY2021	Proposed FY2022	Proposed FY2023	Proposed FY2024	Proposed FY2025	Proposed FY2026	Proposed FY2027	Proposed FY2028	Proposed FY2029	Proposed FY2030	Proposed FY2031	Proposed FY2032	Proposed FY2033	Proposed FY2034	Proposed FY2035	Proposed FY2036	FY20: FY20
eginning Fund Balance:	\$ 34,263,794 \$	34,263,794 \$	36,086,716 \$	46,297,506 \$	54,312,204 \$	56,249,419 \$	57,541,551 \$	58,220,306 \$	58,207,092 \$	58,541,474 \$	57,847,599 \$	56,676,672 \$	54,473,120 \$	52,659,205 \$	48,989,568 \$	46,547,596 \$	40,910,027 \$	34,541,232	\$ 34,263,
OPERATING REVENUES																			
Bus Operating Revenue	5,040,209	4,786,751	3,803,411	3,901,341	3,979,896	4,078,360	4,176,170	4,284,315	4,391,227	4,506,826	4,531,613	4,559,439	4,585,827	4,610,792	4,640,024	4,666,324	4,693,692	4,754,547	74,950,5
Rail Operating Revenue	588,272	421,578	248,579	251,065	253,576	256,112	258,673	261,260	263,873	266,512	269,177	271,869	274,588	277,334	280,107	282,908	285,737	288,594	4,711,5
Misc. Revenue	52,000	52,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	52,0
NON-OPERATING REVENUES																			
Sales Tax Revenue	29,019,184	21,464,452	26,624,124	27,955,330	28,514,437	29,084,726	29,666,420	30,259,748	30,864,943	31,482,242	32,111,887	32,754,125	33,409,207	34,077,392	34,758,939	35,454,118	36,163,201	36,886,465	531,531,
Operating Grants	5,253,753	12,400,872	15,585,520	12,960,525	6,509,093	6,089,651	6,005,892	5,918,380	6,889,017	6,666,761	7,199,034	5,735,320	7,345,990	5,303,963	7,082,434	5,780,764	5,842,224	5,108,706	128,424,
Investment Income	400,000	325,000	100,000	92,595	108,624	112,499	115,083	174,661	174,621	175,624	173,543	170,030	217,892	210,637	195,958	186,190	163,640	172,706	2,869,3
TOTAL REVENUES	40,353,418	39,450,653	46,361,634	45,160,856	39,365,626	39,621,347	40,222,238	40,898,365	42,583,682	43,097,966	44,285,254	43,490,783	45,833,505	44,480,117	46,957,463	46,370,305	47,148,493	47,211,018	742,539,3
OPERATING EXPENSES																			
Bus Operating Expense	14,183,370	13,175,861	11,731,716	12,488,906	12,997,647	13,548,502	13,886,032	14,484,544	15,325,508	16,115,585	16,772,911	17,706,962	18,332,462	19,183,914	20,111,584	20,904,097	22,160,759	23,145,809	282,072,8
Rail Operating Expense	13,672,857	12,990,036	12,257,802	12,804,733	13,152,347	13,519,935	13,886,946	14,283,328	14,676,273	15,094,560	15,518,896	15,963,347	16,415,475	16,875,750	17,360,900	17,850,758	18,357,254	18,880,964	259,889,3
G&A Operating Expense	6,320,872	5,995,641	6,170,529	5,943,419	6,138,458	6,343,238	6,558,464	6,784,906	7,023,401	7,274,859	7,540,274	7,820,728	8,117,401	8,431,581	8,764,673	9,118,209	9,493,866	9,893,473	127,413
TOTAL EXPENSES	34,177,099	32,161,538	30,160,047	31,237,058	32,288,452	33,411,674	34,331,443	35,552,778	37,025,182	38,485,004	39,832,081	41,491,037	42,865,339	44,491,245	46,237,157	47,873,065	50,011,879	51,920,246	669,375,2
NET INCOME	6,176,319	7,289,115	16,201,587	13,923,798	7,077,174	6,209,673	5,890,796	5,345,586	5,558,499	4,612,962	4,453,173	1,999,746	2,968,166	(11,127)	720,306	(1,502,760)	(2,863,385)	(4,709,228)	73,164,0
CAPITAL OUTLAY & MAJOR MAINTENANCE																			
Bus Capital	-	8,237	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,3
Bus Fleet Replacement	2,543,600	10,000	2,932,700	1,284,854	1,886,455	2,379,917	2,478,457	2,581,412	1,439,486	1,700,964	1,074,760	2,796,777	901,870	3,304,255	1,211,936	2,743,313	2,671,007	3,533,969	34,932,
Professional Services / Technology Improvements	1,004,472	126,648	300,000	300,000	-	350,000	80,000	-	-	-	350,000	80,000	-	-	-	350,000	80,000	-	2,016,6
Transit Safety Improvements	324,157	324,657	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	324,6
Hike & Bike Trails	923,427	630,144	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	630,
Major Maintenance Items - Rail	2,024,826	2,024,826	2,124,693	2,062,535	1,798,907	1,099,619	1,704,328	1,900,386	1,920,337	1,945,982	1,983,282	2,274,599	3,193,772	2,962,871	2,780,487	3,173,312	2,824,759	2,639,918	38,414
Major Maintenance Items - Bus	125,000	125,000	-	179,530	238,264	273,851	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	3,216,
Positive Train Control	3,062,913	713,645	3,887,931	1,850,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,451,
Infrastructure Acquisition	202,568	157,992	42.752	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	157,
Brownfield Remediation TOTAL CAPITAL OUTLAY & MAJOR MAINTENANCE	71,210 <b>10,282,173</b>	30,000 <b>4,151,149</b>	43,752 <b>9,289,076</b>	5,676,919	3.923.626	4,103,387	4,462,785	4,681,798	3,559,823	3,846,946	3,608,042	5.351.376	4,295,642	6,467,126	4,192,423	6.466.625	5,775,766	6,373,887	73, <b>86,226,</b> 3
·	,	.,,	.,,	-77	-,,	.,,,,	.,,	.,,	.,,	.,,	-,,	-,,	,,,	-,,	.,,	-,,	-,,	,,,,,,,,,,	,,-
CAPITAL SOURCES  Capital Grants	5,753,410	1.464.435	6,094,359	2,572,126	1,603,487	2,022,929	2,106,688	2,194,200	1,223,563	1,445,819	913,546	2,377,260	766,590	2,808,617	1,030,146	2,331,816	2,270,356	3,003,874	36,229
TOTAL CAPITAL SOURCES	5,753,410	1,464,435	6,094,359	2,572,126	1,603,487	2,022,929	2,106,688	2,194,200	1,223,563	1,445,819	913,546	2,377,260	766,590	2,808,617	1,030,146	2,331,816	2,270,356	3,003,874	36,229,
DEBT SERVICE																			
2009 Refunding (Sales Tax) Debt Service	1,715,240	1,715,240	1,714,040	1,715,845	1,715,771	1,713,701	1,714,637	1,713,378	1,714,924	1,714,077	1,715,835	-	-	-	-	-	-	-	17,147,4
2011 Contractual Obligations	1,064,240	1,064,240	1,082,040	1,088,462	1,104,048	1,123,382	1,141,307	1,157,824	1,172,933	1,191,633	1,213,768	1,229,182	1,253,030	-	_	-	-	-	13,821,8
TOTAL DEBT SERVICE	2,779,480	2,779,480	2,796,080	2,804,307	2,819,819	2,837,083	2,855,944	2,871,202	2,887,857	2,905,710	2,929,603	1,229,182	1,253,030	-	-	-	-	-	30,969,2
Internal Debt Service Coverage:	2.22	2.62	5.79	4.97	2.51	2.19	2.06	1.86	1.92	1.59	1.52	1.63	2.37	N/A	N/A	N/A	N/A	N/A	
Outstanding Bond Principal as of September 30th	23,360,000	23,360,000	21,405,000	19,370,000	17,245,000	15,025,000	12,705,000	10,285,000	7,760,000	5,125,000	2,370,000	1,215,000	2.37	-	-	-	-	-	
			46,297,506			57,541,551		58,207,092		' '	56,676,672	54,473,120		48,989,568	46,547,596	40,910,027			
Lass Required Fund Balance (ORM Reserve Policy)		36,086,716 8,040,384		54,312,204	56,249,419		58,220,306	8,888,195	58,541,474	57,847,599			52,659,205			11,968,266	34,541,232	26,461,991	26,461,
Less Required Fund Balance (O&M Reserve Policy)	8,544,275 870 574		7,540,012 708 724	7,809,265	8,072,113 855 133	8,352,919 872.542	8,582,861		9,256,296	9,621,251	9,958,020	10,372,759	10,716,335	11,122,811	11,559,289		12,502,970	12,980,061	
Less Sales Tax Stabilization Fund	870,576 450,000	643,934	798,724	838,660	855,433	<i>872,542</i>	889,993 200,000	907,792	925,948	944,467	963,357	982,624	1,002,276	1,022,322	1,042,768	1,063,624	1,084,896	1,106,594	
Less Fuel Stabilization Fund Less Capital/Infrastructure Fund	450,000 7,500,000	450,000 7,500,000	300,000 7,500,000	300,000 7,500,000	300,000 7,500,000	300,000 7,500,000	300,000 7,500,000	300,000 7,500,000	300,000 7,500,000	300,000 7,500,000	300,000 7,500,000	300,000 7,500,000	300,000 7,500,000	300,000 7,500,000	300,000 7,500,000	300,000 7,500,000	300,000 7,500,000	300,000 7,500,000	





## Organizational Chart

DCTA FY2021 Budget Workshop 6/18/2020 Updated as of 5/30/2020



### DCTA/NTMC Workflow:

- Troy Raley → Oversight of NTMC Contract/General Manager with Assistance from DCTA Program Managers
- DCTA Program Manager → Oversight of Assigned Department

#### Performance Issues:

• DCTA Program Manager → Department Head (attempt to address issue) → Troy Raley / RJ Garza (escalated personnel management)

DCTA employees who oversee NTMC functions are in green

Temporary COVID positions are in light blue

Permanent open positions are in red

## DENTON COUNTY TRANSPORTATION AUTHORITY

### FY21 Proposed Budget

### Full-Time Equivalent (FTE) Five-Year History

Description	FY 2017 Actuals	FY 2018 Actuals	DCTA FY 2019 Actuals	NTMC FY 2019 Actuals	DCTA FY 2020 Working Budget	NTMC FY 2020 Working Budget	DCTA FY 2021 Proposed Budget	NTMC FY 2021 Proposed Budget
Full Time Equivalent (FTE) - DCTA	29.75	36.25	42.50		35.50		35.50	
	<i>(A)</i>	(B)	(C)		(D)		(E)	
Full Time Equivalent (FTE) - TMDC/NTMC	167.00	155.00		139.50		137.00		104.00
	(F)	(G)		(H)		(1)		(1)

#### Full Time Equivalent (FTE) - DCTA

- (A) FY17 Changes: Addition of Grants Manager (previously performed by HR position), Business Manager of Bus Operations & Maintenance, Intern (0.5 FTE)
- (B) FY18 Changes: Addition of Director of Strategic Partnerships, Business Manager of Bus Operations & Maintenance (2), Network Administrator, Director of Railway Systems, AVP of Regulatory Compliance; Conversion of Intern position to Communications Coordinator position (net +0.5 FTE)
- FY19 Changes: Deletion of the Chief Operating Officer position; Addition of a Bus Operations Intern (0.5 FTE), Mobility as a Service Coordinator, Financial Analyst, Receptionist; Conversion of Construction Inspector position to Project Management Specialist position (net +0.25 FTE); Conversion of Community Relations Intern position to a Community Relations Coordinator position (net +0.5 FTE); Transfer of Service Planner, Operations Analysts (2) from third party contract bus operations
- (D) FY20 Changes: Addition of HR Assistant (0.5 FTE); Transfer of Procurement Specialist from NTMC budget; Elimination of 8.5 FTEs: Community Relations Coordinator, Two Marketing Interns (1 FTE), VP of Operations, Manager of Mobility Services, Operations Analyst, Project Management Specialist, Service Planner, Bus Operations Intern (0.5 FTE), AVP of Rail Operations
- (E) FY21 Changes: No change from FY 2020 Working Budget. Detailed organizational chart is included in packet.

#### Full Time Equivalent (FTE) - TMDC/NTMC

- (F) FY17 Changes: Addition of Mechanics (4), Customer Service Representatives (2) and Bus Operators (15 FTEs) to accommodate 31k increased service hours (launch of Connect Shuttle & Community On-Demand Pilot services in Highland Village, implemented Comprehensive Operational Analysis recommendations in Lewisville, and launched North Texas Xpress)
- (G) FY18 Changes: Reduction of Mechanics (2) and Bus Operators (10 FTEs) due to 19k decreased service hours (reduction of HV Connect Shuttle hours, introduced Lyft discount program that replaced HV Demand Response service and implemented Comprehensive Operational Analysis recommendations in Denton)
- (H) FY19 Changes: Reduction of Bus Operators (12.5 FTEs) due to 29k decreased service hours (discontinued Sam Bass route, consolidated Centre Place East & West to one route and improved operational efficiencies resulting in the need for fewer operators); Transfer of Service Planner, Operations Analysts (2) to DCTA budget
- FY20 Changes: Addition of Recruiter/HR Generalist; Conversion of part-time Operations Specialist to full-time position (net +0.5 FTE); Reduction of Bus Operators (3 FTEs) due to a reduction in service hours due to service changes made in March and May; Reduction of General Manager position (moving to a contracted position)
- (J) FY21 Changes: Reduction of Bus Operators (33 FTEs) due to 70k decreased service hours as a result of measures taken during the COVID-19 pandemic

account Number	Account Description	FY21 100 CEO	FY21 105 Administration	FY21 110 Board	FY21 120 Finance	FY21 130 Planning		FY21 150 Transit Management	FY21 170 Human Resources	FY21 180 Information Technology	TOTAL FY21 G&A
40100 40120	Passenger Revenue (Farebox) \$ Contract Revenue \$	- <u>9</u>		- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$			
	TOTAL OPERATING REVENUES \$	- ,	\$ - \$	- \$	- \$	- \$	- \$	- 5	<del>;</del> - 5	; - \$	
perating Exper 50110	Salary & Wages - Regular \$	275,000		- \$ - \$		367,812 \$ - \$	251,148 \$	387,084 \$			2,638,8
50120 50160	Salary & Wages - Overtime \$ Paid Time Off \$	- <u>S</u>		- \$	- \$	- \$ - \$	- \$ - \$	- \$			
50205	ER Medicare & Social Security \$	21,041		- \$	71,844 \$	28,128 \$	19,212 \$	29,616			203,2
50210 50215	ER Match - Retirement \$  Health Insurance \$	17,168 S 22,080 S		- \$ - \$	58,605 \$ 183,180 \$	22,956 \$ 52,668 \$	15,672 \$ 52,668 \$	24,159 \$ 47,328 \$			163, 425,
50225	SUTA \$	1,935		- \$	6,663 \$	2,613 \$	1,782 \$	2,745			18,
50230	FUTA \$	- 9		- \$	- \$	- \$	- \$	- \$			22
50231 50235	Life & Disability Insurance \$  Vision \$	1,080		- \$ - \$	9,096 \$ - \$	3,600 \$ - \$	2,760 \$ - \$	2,748 \$ - \$			23,
50245	Vehicle Allowance \$	9,300		- \$	6,000 \$	- \$	- \$	12,000 \$			27,3
50250	Cell Phone Allowance \$	1,860		- \$	720 \$	2,880 \$	2,160 \$	1,440 \$			11,2
50265	Dental \$  TOTAL SALARY & BENEFITS \$	1,008 S 350,472 .		- \$ - <i>\$</i>	8,328 \$ 1,283,604 \$	2,532 \$ 483,189 \$	2,532 \$ <i>347,934 \$</i>	2,292 \$ 509,412 \$			19, <i>3,531,</i>
50301	Management Services \$	- 9	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
50302	Advertising \$	- 9		- \$	1,000 \$	- \$	65,850 \$	- \$			74,3
50305 50306	Towing \$ Uniforms \$	- <u>S</u>		- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$			
50307	Service Fees \$	- 9	- \$	- \$	15,000 \$	- \$	- \$	- \$	2,400 \$	- \$	17,
50308 50309	Credit Card Clearing Fees \$ Professional Services \$	- S		- \$ 16,000 \$	66,840 \$ 175,960 \$	- \$ 600,000 \$	- \$ 101,800 \$	- \$ - \$			66, 1,254
50310	General Services \$	- 9		\$	- \$	- \$	4,500 \$	- Ş			30,
50311	Printing \$	- 9		- \$	- \$	500 \$	87,000 \$	14,000 \$			114,
50312 50313	Community Involvement \$ Computer & Software Maintenance \$	- <u>S</u>		- \$ 46,985 \$	- \$ 133,490 \$	- \$ 1,550 \$	33,750 \$ 76,360 \$	- \$ 27,000 \$			33, 473
50315	Legal Fees \$	110,000		- \$	- \$	- \$	- \$	- Ş			110,
50316	3rd Party Maintenance \$	- 9		- \$	- \$	- \$	- \$	- \$			
50317 50318	Passenger Amenities Maintenance \$ Facilities Maintenance \$	- S		- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$			12
50410	Fuel \$	- 9		- \$	- \$	- \$	- \$	- Ç		,	12.
50415	Small Tools, Safety & Supplies \$	- 9		- \$	- \$	- \$	- \$	- Ş	•		
50420 50425	Promotional Supplies \$ Office Supplies \$	- <u>S</u>		- \$ 500 \$	- \$ - \$	- \$ - \$	16,100 \$ - \$	- \$ - \$	,		16 13,
50435	Furniture \$	- 9		- \$	- \$	- \$	- \$	- \$			15,
50440	Computer & Software Supplies \$	- 9		- \$	- \$	- \$	- \$	- \$			32,
50445 50450	Postage \$ Tires \$	- <u>S</u>		- \$ - \$	- \$ - \$	- \$ - \$	5,950 \$ - \$	- Ş - Ş			5, 2,
50455	Parts \$	- 9		- \$	- \$	- \$	- \$	- \$			_,
50456	Fluids \$	- 9		- \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$			12.
50515 50520	Data & Phone Circuits \$ Water \$	- <u>\$</u> - <u>\$</u>		- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$			12,
50525	Electricity \$	- 9		- \$	- \$	- \$	- \$	- \$			11,
50530 50605	Other Communications \$ General Liability Insurance \$	- <u>9</u>		- \$ - \$	- \$ 864 \$	- \$	- \$ - \$	- \$ - \$			
50610	Property Damage Insurance \$	- 3		- \$ - \$	852 \$	- \$ - \$	- ş - \$	- \$	,	,	
50615	Vehicle Insurance \$	- 9		- \$	- \$	- \$	- \$	- \$			
50620 50625	Crime Liability Insurance \$ Errors & Omission Liability \$	- <u>S</u>		- \$ - \$	3,948 \$ 5,112 \$	- \$ - \$	- \$ - \$	- \$ - \$			3
50630	Workers Compensation Insurance \$	- 9		- \$	2,172 \$	- \$	- \$	- Ç			:
50635	Auto Liability \$	- 9		- \$	840 \$	- \$	- \$	- \$		- \$	
50640 50810	Pollution Liability Coverage \$ Purchased Transportation \$	- 9		- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$			
50910	Dues & Subscriptions \$	42,840		- \$	5,908 \$	2,660 \$	- 3 3,915 \$	- \$			56
50915	Registration Fees \$	6,900		4,200 \$	6,310 \$	5,050 \$	7,300 \$	- \$			31,
50920 50925	Travel \$  Mileage Reimbursement \$	11,700 S		16,300 \$ 1,000 \$	7,808 \$ 1,200 \$	17,050 \$ 1,200 \$	3,000 \$ 1,000 \$	- \$ - \$			57 8.
50930	Meals - Non Travel \$	3,600	1,750 \$	9,600 \$	3,600 \$	1,000 \$	1,750 \$	- \$	400 \$	300 \$	22,
50940	Other Miscellaneous \$	- 9		- \$	- \$	- \$	- \$ - \$	- Ş			8,
50945 51010	Training & Development \$ Operating Leases \$	- <u>9</u>		- \$ - \$	5,863 \$ - \$	1,000 \$	- \$ 3,600 \$	- \$ - \$			27 131,
TOTA	AL OPERATING (LESS SALARY & BENEFITS) \$	<i>473,540</i> .	\$ 229,980 \$	94,585 \$	436,767 \$	630,010 \$	411,875 \$	41,000	69,200 \$	\$ 251,900 \$	2,638
	TOTAL FY21 OPERATING EXPENSES \$	<i>824,012</i> .	\$ 368,298 \$	94,585 \$	1,720,371 \$	1,113,199 \$	759,809 \$	550,412	<i>202,367 \$</i>	5 537,476 \$	6,170
n-Operating I 40210	Revenue (Expense) Investment Income			\$	100,000					\$	100
40225	Fare Evasion Fee			\$	-					\$	100
40230	Misc Revenue			\$	-					\$	
40235 40243	Refunds & Reimbursements 2009 Series Bonds Interest Exp			\$ \$	(509,040)					\$ \$	(509
40245	2011 Series CO Interest Exp			\$	(332,040)					\$	(332
40300	Sales Tax Revenue			\$	26,624,124					\$	26,624
40400 40410	Federal Operating Grant Federal Capital Grant			\$ \$	15,585,520 6,094,359					\$ \$	15,585 6,094
40413	State Operating Grant			\$	-,07.,007					\$	3,077
40414	State Capital Grant			\$	-					\$	

				budge	Detail by De	partment						
Account Number	Account Description	FY21 200 UNT	FY21 701 NTMC UNT	FY21 210 NCTC N	FY21 702 NTMC NCTC	FY21 220 Frisco 1	FY21 703 NTMC Frisco	FY21 230 CCT	FY21 704 NTMC CCT	FY21 240 MaaS	FY21 500 Bus Service Admin	FY21 700 NTMC Bus Service Admin
40100 40120	Passenger Revenue (Farebox) \$  Contract Revenue \$	- \$ 2,379,121 \$	- \$ - \$	- \$ 278,557 \$	- \$ - \$	6,745 \$ 318,254 \$	- \$ - \$	4,349 \$ 345,653 \$	- \$ - \$			
10120	TOTAL OPERATING REVENUES \$	2,379,121	\$		\$		5					
	TOTAL OF LIVATING NEVEROLS \$	2,377,121	,	270,337	Ţ	324,777	ý	330,002	<i></i>	72,000	ý.	
Operating Expenses 50110	Salary & Wages - Regular \$	- \$	653,356 \$	- \$	100,772 \$	- \$	79,673 \$	- \$	37,388 \$	-	\$ - \$	189,816
50120	Salary & Wages - Overtime \$	- \$	65,335 \$	- \$	8,063 \$	- \$	7,967 \$	- \$	3,740 \$	- :	\$ - \$	3,156
50160 50205	Paid Time Off \$ ER Medicare & Social Security \$	- \$ - \$	54,353 \$ 63,133 \$	- \$ - \$	8,386 \$ 9,737 \$	- \$ - \$	6,628 \$ 7,699 \$	- \$ - \$				
50210	ER Match - Retirement \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$		\$ - \$	
50215	Health Insurance \$	- \$	210,402 \$	- \$	32,452 \$	- \$	25,656 \$	- \$			· ·	- ,
50225 50230	SUTA \$ FUTA \$	- \$ - \$	5,511 \$ - \$	- \$ - \$	850 \$ - \$	- \$ - \$	673 \$ - \$	- \$ - \$	316 \$ - \$		\$ - \$ \$ - \$	
50231	Life & Disability Insurance \$	- \$	11,418 \$	- \$	1,760 \$	- \$	1,393 \$	- \$	653 \$		\$ - \$	2,664
50235 50245	Vision \$ Vehicle Allowance \$	- \$ - \$	3,119 \$ - \$	- \$ - \$	482 \$ - \$	- \$ - \$	381 \$ - \$	- \$ - \$	178 \$ - \$		\$ - \$ \$ - \$	
50250	Cell Phone Allowance \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$				
50265	Dental \$	- \$	7,571 \$	- \$	1,167 \$	- \$	923 \$	- \$				
	TOTAL SALARY & BENEFITS \$	- \$	1,074,198 \$	- \$	163,669 \$	- \$	130,993 \$	- \$	61,470 \$	-	\$ - \$	277,590
50301	Management Services \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$			
50302 50305	Advertising \$ Towing \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$		\$ - \$ \$ - \$	
50306	Uniforms \$	- \$	5,185 \$	- \$	1,635 \$	- \$	1,556 \$	- \$	674 \$		\$ - \$	
50307	Service Fees \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-		
50308 50309	Credit Card Clearing Fees \$ Professional Services \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- :		
50310	General Services \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-	\$ 24,540 \$	36,000
50311 50312	Printing \$  Community Involvement \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$		\$ 11,960 \$ \$ - \$	
50313	Computer & Software Maintenance \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$		\$ 95,500 \$	
50315	Legal Fees \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$		\$ - \$	
50316 50317	3rd Party Maintenance \$ Passenger Amenities Maintenance \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$		\$ - \$ \$ - \$	
50318	Facilities Maintenance \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$		\$ 102,420 \$	-
50410	Fuel \$	255,991 \$	- \$	36,205 \$	- \$	33,084 \$	- \$	14,366 \$	- \$			
50415 50420	Small Tools, Safety & Supplies \$ Promotional Supplies \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	-	\$ 2,400 \$ \$ - \$	
50425	Office Supplies \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$		\$ 13,500 \$	1,404
50435 50440	Furniture \$ Computer & Software Supplies \$	- \$	- \$	- \$	- \$ - \$	- \$	- \$ - \$	- \$	- \$ - \$	- :	ć 2000 ć	
50445	Postage \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$				
50450	Tires \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$				
50455 50456	Parts \$ Fluids \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$			
50515	Data & Phone Circuits \$	- \$	- \$	- \$	- \$	9,478 \$	- \$	3,986 \$	- \$	-		
50520	Water \$	- \$	- \$ - \$	- \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$			
50525 50530	Electricity \$ Other Communications \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$	- \$ - \$	- \$ - \$		\$ 45,000 \$ \$ 6,000 \$	
50605	General Liability Insurance \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$			
50610 50615	Property Damage Insurance \$  Vehicle Insurance \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$			
50620	Crime Liability Insurance \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$			\$ - \$	
50625	Errors & Omission Liability \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$ - \$				
50630 50635	Workers Compensation Insurance \$ Auto Liability \$	- \$ 85,224 \$	32,256 \$ - \$	- \$ 22,056 \$	4,980 \$ - \$	- \$ 20,148 \$	3,936 \$ - \$	- \$ 8,748 \$	1,848 \$ - \$		\$ - \$ \$ - \$	
50640	Pollution Liability Coverage \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-	\$ - \$	-
50810 50910	Purchased Transportation \$  Dues & Subscriptions \$	72,000 \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	105,448 \$ - \$	- \$ - \$	184,243 \$ - \$	- \$ - \$			
50915	Registration Fees \$	- \$ - \$	- \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$	- \$ - \$	- \$ - \$		\$ - \$ \$ - \$	
50920	Travel \$	- \$	- \$	- \$	- \$	6,000 \$	- \$	6,000 \$	- \$			
50925 50930	Mileage Reimbursement \$ Meals - Non Travel \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$	- \$ - \$		\$ - \$ \$ - \$	
50940	Other Miscellaneous \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$ - \$		\$ - \$ \$ - \$	
50945	Training & Development \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$			
51010 TOTAL OF	Operating Leases \$ PERATING (LESS SALARY & BENEFITS) \$	- \$ 413,215 \$	- \$ 37,441 \$	- \$ 58,261 \$	- \$ 6,615 \$	- \$ 174,158 \$	- \$ 5,492 \$	- \$ 217,343 <i>\$</i>				
	TOTAL 51/5			58,261 \$	170,284 \$	174,158 \$	136,485 \$	217,343 \$	63,992 \$	392,855	\$ 696,852 \$	647,530
	TOTAL FY21 OPERATING EXPENSES \$	413,215 \$	1,111,639 \$		.,							
Non-Operating Rever	enue (Expense)	413,215 \$	1,111,639 \$									
40210	enue (Expense) Investment Income	413,215 \$	1,111,639 \$	,								
	enue (Expense)	413,215 \$	1,111,639 \$	,,,,,,								
40210 40225 40230 40235	Inue (Expense)  Investment Income Fare Evasion Fee Misc Revenue Refunds & Reimbursements	413,215 \$	1,111,639 \$									
40210 40225 40230 40235 40243	Investment Income Fare Evasion Fee Misc Revenue Refunds & Reimbursements 2009 Series Bonds Interest Exp	413,215 \$	1,111,639 \$									
40210 40225 40230 40235	Inue (Expense)  Investment Income Fare Evasion Fee Misc Revenue Refunds & Reimbursements	413,215 \$	1,111,639 \$									
40210 40225 40230 40235 40243 40245 40300 40400	Investment Income Fare Evasion Fee Misc Revenue Refunds & Reimbursements 2009 Series Bonds Interest Exp 2011 Series CO Interest Exp Sales Tax Revenue Federal Operating Grant	413,215 \$	1,111,639 \$									
40210 40225 40230 40235 40243 40245 40300 40400 40410	Investment Income Fare Evasion Fee Misc Revenue Refunds & Reimbursements 2009 Series Bonds Interest Exp 2011 Series CO Interest Exp Sales Tax Revenue Federal Operating Grant Federal Capital Grant	413,215 \$	1,111,639 \$									
40210 40225 40230 40235 40243 40245 40300 40400 40410 40413 40414	Investment Income Fare Evasion Fee Misc Revenue Refunds & Reimbursements 2009 Series Bonds Interest Exp 2011 Series CO Interest Exp Sales Tax Revenue Federal Operating Grant	413,215 \$				- \$	- <i>s</i>	- \$	- \$		s - s	

Account Number	Account Description	FY21 505 Bus Ops Mgmt	FY21 511 Denton Fixed Route	FY21 711 NTMC Denton Fixed Route	FY21 513 Lewisville Fixed Route	FY21 713 NTMC Lewisville Fixed Route	FY21 531 Denton Demand Response	FY21 731 NTMC Denton Demand Response	FY21 532 HV Demand Response	FY21 732 NTMC HV Demand Response	FY21 533 Lewisville Demand Response	FY21 733 NTMC Lewisville Demand Response
40100	Passenger Revenue (Farebox) \$	- \$	167,678	\$ - !	48,068	\$ -	\$ 29,814	\$ - \$	1,398 \$	-	\$ 17,210	\$ -
40120	Contract Revenue \$	- \$	35,466	\$ - !	21,534	\$ -	\$ -	\$ - \$	- \$	-	\$ -	\$ -
	TOTAL OPERATING REVENUES \$	- 5	\$ 203,144	,	\$ 69,602	\$ -	\$ 29,814	,	5 1,398		\$ 17,210	
Operating Expens												
50110	Salary & Wages - Regular \$	273,660 \$	; -	\$ 615,126	-	\$ 321,467	\$ -	\$ 180,872	- \$	20,149	\$ -	\$ 178,406
50120	Salary & Wages - Overtime \$	- Ş				*	\$ -					
50160 50205	Paid Time Off \$ ER Medicare & Social Security \$	- \$ 20,940 \$				¥ ==7,: :=	\$ - \$ -					
50210	ER Match - Retirement \$	17,079					\$ -					
50215	Health Insurance \$	52,668 \$				,	\$ - \$ -					
50225 50230	SUTA \$ FUTA \$	1,947 \$ - \$				\$ 2,708 \$ -	\$ -					
50231	Life & Disability Insurance \$	2,844				\$ 5,617	\$ -					
50235 50245	Vision \$ Vehicle Allowance \$	- \$ - \$				\$ 1,536 \$ -	\$ - \$ -				\$ - \$ -	
50250	Cell Phone Allowance \$	1,440					\$ -				•	
50265	Dental \$	2,532 \$				, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$ -					
	TOTAL SALARY & BENEFITS \$	373,110	5 -	\$ 1,007,564	-	\$ 528,524	\$ -	\$ 297,372	\$ - Ş	33,128	\$ -	\$ 293,320
50301	Management Services \$	- ģ				*	\$ -				\$ -	
50302 50305	Advertising \$ Towing \$	- \$ - \$				\$ - \$ -	\$ - \$ -				\$ - \$ -	
50306	Uniforms \$	- 9					\$ - \$ -					
50307	Service Fees \$	- 9				\$ -	\$ -				\$ -	
50308 50309	Credit Card Clearing Fees \$ Professional Services \$	- \$ - \$					\$ - \$ -	\$ - \$ \$ - \$			\$ - \$ -	
50310	General Services \$	- 3				\$ -	\$ -				\$ -	
50311 50312	Printing \$  Community Involvement \$	- \$ - \$				\$ - \$ -	\$ 1,097 \$ -	\$ - \$ \$ - \$			\$ 782 \$ -	
50312	Computer & Software Maintenance \$	- 9					\$ 41,915				\$ 28,376	
50315	Legal Fees \$	- 9				Ť	\$ -				\$ -	
50316 50317	3rd Party Maintenance \$ Passenger Amenities Maintenance \$	- \$ - \$				*		\$ - \$ \$ - \$			\$ - \$ -	
50318	Facilities Maintenance \$	- 9				•	\$ -				\$ -	
50410	Fuel \$	- \$ - \$						\$ - \$ \$ - \$			\$ 27,671 \$ -	
50415 50420	Small Tools, Safety & Supplies \$ Promotional Supplies \$	- 3				Ť	<b>~</b>	\$ - S			\$ - \$ -	
50425	Office Supplies \$	- \$				\$ -	•	\$ - \$				\$ -
50435 50440	Furniture \$ Computer & Software Supplies \$	- \$ - \$		\$ - ! \$ - !	; ;	\$ - \$ -	\$ - \$ 3,279				\$ - \$ 43,106	
50445	Postage \$			٠,	-	Ÿ	\$ -		, ,,,			
50450	Tires \$							\$ - \$				
50455 50456	Parts \$ Fluids \$	- \$ - \$					\$ - \$ -					
50515	Data & Phone Circuits \$	- 9	-	\$ - 5	-	\$ -	\$ 12,375	\$ - \$	1,556 \$	-	\$ 8,603	\$ -
50520 50525	Water \$ Electricity \$	- \$ - \$				*	\$ - \$ -				\$ - \$ -	
50530	Other Communications \$	- 9				*	*	\$ - 5				
50605	General Liability Insurance \$	- \$				\$ -	\$ -					
50610 50615	Property Damage Insurance \$  Vehicle Insurance \$	- \$ - \$				\$ - \$ -	\$ - \$ -	\$ - \$ \$ - \$			\$ - \$ -	
50620	Crime Liability Insurance \$	- \$	-	\$ - 5	-	\$ -	\$ -	\$ - \$	- \$	-	\$ -	\$ -
50625 50630	Errors & Omission Liability \$ Workers Compensation Insurance \$	- Ş - Ş				\$ - \$ 15,876	\$ - \$ -					
50635	Auto Liability \$	- 9					\$ 28,140					
50640	Pollution Liability Coverage \$	- 5	-	\$ - !	-	\$ -	\$ -	\$ - \$	- \$	-	\$ -	\$ -
50810 50910	Purchased Transportation \$  Dues & Subscriptions \$	- \$ 500 \$				*		\$ - \$ \$ - \$				
50915	Registration Fees \$	4,800 \$	-				\$ -	\$ - \$	- \$	-	\$ -	
50920	Travel \$	4,800				*	\$ -				\$ -	
50925 50930	Mileage Reimbursement \$  Meals - Non Travel \$	600 \$ 300 \$				\$ - \$ -	\$ - \$ -				\$ - \$ -	
50940	Other Miscellaneous \$	- 5	-	\$ - !	-	\$ -	\$ -	\$ - \$	- \$	-	\$ -	\$ -
50945 51010	Training & Development \$ Operating Leases \$	1,440 \$ - \$				\$ - \$ -	\$ - \$ -					
	L OPERATING (LESS SALARY & BENEFITS) \$						•					
	TOTAL FY21 OPERATING EXPENSES \$	385,550 \$	5 363,827	\$ 1,044,777 .	\$ 173,870	\$ 548,765	\$ 133,009	\$ 308,418	\$ 41,201 \$	34,391	\$ 126,598	\$ 303,575
Non-Operating R	Revenue (Expense)											
40210 40225	Investment Income Fare Evasion Fee											
40225	Fare Evasion Fee Misc Revenue											
40235	Refunds & Reimbursements											
40243 40245	2009 Series Bonds Interest Exp 2011 Series CO Interest Exp											
40300	Sales Tax Revenue											
40400	Federal Operating Grant											
40410 40413	Federal Capital Grant State Operating Grant											
40414	State Capital Grant											
	ON-OPERATING REVENUES / (EXPENSES) \$	- 5	\$ -	\$		\$ -	\$ -	5 - 5	5 - 5	; -	\$ -	

						an by bepart						
Account Number	Account Description	FY21 540 NTX	FY21 740 NTMC NTX	FY21 570 Customer Service	FY21 770 NTMC Customer Service	FY21 580 S&D	FY21 780 NTMC S&D	FY21 590 Maintenance	FY21 790 NTMC Maintenance	TOTAL FY21 Bus Services (DCTA + NTMC)	TOTAL FY21 Rail Services	TOTAL FY21 Proposed Budget
40100 40120	Passenger Revenue (Farebox) \$ Contract Revenue \$	2,564 \$ 75,000 \$						\$ - 5			\$ 248,579 \$ -	\$ 526,405 \$ 3,525,585
	TOTAL OPERATING REVENUES \$	77,564		\$ -		\$ -		<i>\$</i> -	Ş	5 3,803,411	\$ 248,579	\$ 4,051,990
Operating Expen			00.007	<u></u>	250 712	<u> </u>	500 177		720.500	4 410 0 60	ć 210.020	¢ 72/707/
50110 50120	Salary & Wages - Regular \$ Salary & Wages - Overtime \$	- \$ - \$									\$ 218,928 \$ -	\$ 7,267,876 \$ 343,094
50160	Paid Time Off \$	- \$									\$ -	\$ 188,124
50205	ER Medicare & Social Security \$	- \$									\$ 16,752	\$ 611,435
50210	ER Match - Retirement \$	- \$									\$ 13,665	\$ 226,537
50215	Health Insurance \$	- \$	26,052	\$ - !	135,336	\$ - \$	193,872	\$ - 9	243,408	1,407,921	\$ 32,520	\$ 1,866,057
50225	SUTA \$	- \$									\$ 1,548	\$ 98,689
50230	FUTA \$	- \$									\$ -	\$ 12,807
50231	Life & Disability Insurance \$	- \$									\$ 2,028 \$ -	\$ 98,797 \$ 18,710
50235 50245	Vision \$ Vehicle Allowance \$	- \$ - \$									\$ - \$ -	\$ 18,710 \$ 27,300
50250	Cell Phone Allowance \$	- \$									\$ 1,440	\$ 14,100
50265	Dental \$	- \$									\$ 1,548	\$ 66,330
	TOTAL SALARY & BENEFITS \$	- Ş									\$ 288,429	\$ 10,839,856
50301	Management Services \$	- \$						\$ - 9			\$ -	\$ -
50302	Advertising \$	- \$				\$ - \$					\$ -	\$ 79,150
50305	Towing \$	- \$		\$ - !							\$ -	\$ 4,800
50306 50307	Uniforms \$ Service Fees \$	- \$ - \$				\$ - \$ \$ - \$			,	-,	\$ - \$ -	\$ 40,153 \$ 61,700
50308	Credit Card Clearing Fees \$	- \$									\$ -	\$ 66,840
50309	Professional Services \$	- \$						\$ - 9			\$ 100,000	\$ 1,848,392
50310	General Services \$	- \$	-	\$ 3,360	5 -	\$ - \$	-	\$ 25,200 \$	- 9	89,100	\$ 120,000	\$ 239,480
50311	Printing \$	- \$	-	\$ 1,284	- :	\$ - \$	-	\$ 2,400 \$	- 9	20,645	\$ 3,000	\$ 138,545
50312	Community Involvement \$	- \$				\$ - \$					\$ -	\$ 33,750
50313	Computer & Software Maintenance \$	- \$		•		\$ - \$					\$ 23,500	\$ 785,145
50315	Legal Fees \$	- \$		•		\$ - \$					\$ -	\$ 200,000
50316 50317	3rd Party Maintenance \$	8,160 \$ - \$									\$ 1,000	\$ 116,970 \$ 50,000
50317	Passenger Amenities Maintenance \$ Facilities Maintenance \$	- ş - \$									\$ - \$ 231,526	\$ 423,816
50410	Fuel \$	46.787 \$						\$ - 9			\$ 837,000	\$ 1,646,678
50415	Small Tools, Safety & Supplies \$	- \$									\$ 500	\$ 35,900
50420	Promotional Supplies \$	- \$	-	\$ - !	-	\$ - \$	-	\$ - 9	- 5		\$ -	\$ 16,100
50425	Office Supplies \$	- \$	-	\$ 7,700	5 -	\$ - \$	-	\$ - 9	- 9	22,604	\$ -	\$ 35,804
50435	Furniture \$	- \$									\$ -	\$ 1,200
50440	Computer & Software Supplies \$	- \$				\$ - \$		\$ - 9	,		\$ -	\$ 82,799
50445	Postage \$	- \$						\$ - 9			\$ -	\$ 10,270
50450 50455	Tires \$ Parts \$	- \$ - \$									\$ - \$ -	\$ 106,500 \$ 490,800
50456	Fluids \$	- ; - \$									\$ -	\$ 32,800
50515	Data & Phone Circuits \$	- \$						\$ - 5			\$ 5,000	\$ 161,298
50520	Water \$	- \$	-			\$ - \$	-	\$ - 9	- 5		\$ 84,768	\$ 108,768
50525	Electricity \$	- \$	-	\$ - !	- :	\$ - \$	-	\$ - 9	- 9	45,600	\$ 160,000	\$ 217,200
50530	Other Communications \$	- \$									\$ 16,000	\$ 22,000
50605	General Liability Insurance \$	- \$									\$ 795,096	\$ 795,960
50610	Property Damage Insurance \$	- \$									\$ 91,188	\$ 110,916
50615 50620	Vehicle Insurance \$ Crime Liability Insurance \$	- \$ - \$						\$ - 5			\$ 450,816 \$ -	\$ 450,816 \$ 3,948
50625	Errors & Omission Liability \$	- ; - \$									\$ -	\$ 5,112
50630	Workers Compensation Insurance \$	- \$									\$ -	\$ 127,416
50635	Auto Liability \$	- \$									\$ 1,320	\$ 340,488
50640	Pollution Liability Coverage \$	- \$						\$ - 5			\$ 541	\$ 541
50810	Purchased Transportation \$	75,000 \$	-					\$ - 9			\$ 8,936,418	\$ 9,791,164
50910	Dues & Subscriptions \$	- \$						\$ - 9			\$ 600	\$ 57,748
50915	Registration Fees \$	- \$									\$ 2,500	\$ 39,485
50920	Travel \$	- \$				\$ - \$					\$ 3,600	\$ 83,218
50925 50930	Mileage Reimbursement \$	- \$ - \$				\$ - \$ \$ - \$		\$ - 5			\$ 1,000 \$ 400	\$ 10,100 \$ 30,200
50930 50940	Meals - Non Travel \$ Other Miscellaneous \$	- \$ - \$									\$ 400 \$ -	\$ 30,200 \$ 10,900
50945	Training & Development \$	- \$									\$ 1,200	\$ 66,853
51010	Operating Leases \$	100,516 \$	-	\$ 1,680	-	\$ - \$	-	\$ - 9	- 9	104,668	\$ 2,400	\$ 238,468
TOTA	AL OPERATING (LESS SALARY & BENEFITS) \$	230,463 \$	6,213	\$ 132,744 .	\$ 4,692	\$ 35,580 \$	16,788	<i>\$ 939,144</i> .	\$ 40,680 \$	\$ 4,711,961	\$ 11,869,373	\$ 19,220,191
	TOTAL FY21 OPERATING EXPENSES \$	230,463 \$	139,214	\$ 132,744	\$ 580,194	\$ 35,580 \$	948,171	\$ 939,144	\$ 1,179,611	5 11,731,716	\$ 12,157,802	\$ 30,060,047
Non-Operating F 40210	Revenue (Expense)								S	-	\$ -	\$ 100,000
40210	Fare Evasion Fee								9		\$ -	\$ 100,000
40230	Misc Revenue								Š		\$ -	\$ -
40235	Refunds & Reimbursements								9		\$ -	\$ -
40243	2009 Series Bonds Interest Exp								Ş	-	\$ -	\$ (509,040)
40245	2011 Series CO Interest Exp								Ş		\$ -	\$ (332,040)
40300	Sales Tax Revenue								Ş		\$ -	\$ 26,624,124
40400	Federal Operating Grant								9		\$ -	\$ 15,585,520
40410	Federal Capital Grant								Ş		\$ -	\$ 6,094,359
40413 40414	State Operating Grant								Ç		\$ - \$ -	\$ - \$ -
	State Capital Grant ON-OPERATING REVENUES / (EXPENSES) \$	- Ş	· -	\$	\$ -	\$ - S		Ś	<u> </u>		\$ - \$ -	\$ 47,562,923
	J. , OILIVIIII VO INL VLI VOLJ / JLAFEINJEJ/ )	- >	_	~ <u> </u>	-	>		· .		-		7 77,302,723

Net Income \$ 21,554,866

## DENTON COUNTY TRANSPORTATION AUTHORITY FY21 Proposed Budget

Budget Detail by Function - Combined Statement (DCTA & NTMC)

		GENERA	L & ADMINISTR	ATIVE	В	US SERVICES		F	AIL SERVICES		T(	OTAL BUDGET	
Account Number 40100 40120	Account Description Passenger Revenue (Farebox) \$ Contract Revenue \$				TOTAL FY21 Bus Services \$ 277,826 \$ \$ 3,525,585 \$		Bus Services Net Change \$ (92,765) \$ (890,575)	TOTAL FY21 Rail Services \$ 248,579 \$	Services 2 421,578 <i>\$</i>	Rail Services Net Change (172,999) -	TOTAL FY21 Proposed Budget \$ 526,405 \$ \$ 3,525,585 \$		
	TOTAL OPERATING REVENUES \$			\$ -	\$ 3,803,411 \$			\$ 248,579	\$ 421,578 \$	(172,999)	\$ 4,051,990		
Operating Expe													
50110 50120	S&W - Regular \$ S&W - OT \$			,	\$ 4,410,068 \$ \$ 343,094 \$		\$ (898,337) \$ (57,336)	\$ 218,928 S \$ - S			\$ 7,267,876 \$ \$ 343,094 \$		
50160 50205	Paid Time Off \$				\$ 188,124 \$ \$ 391,396 \$			\$ - 5 \$ 16,752			\$ 188,124 \$ \$ 611,435 \$		
50205	ER Medicare & Social Security \$ ER Match - Retirement \$	203,287 163,393		1 / /	\$ 391,396 \$		\$ (141,384) \$ (6,948)	\$ 16,752 S \$ 13,665 S		,	\$ 226,537		
50215	Health Insurance \$			. ,	\$ 1,407,921 \$			\$ 32,520 9			\$ 1,866,057 \$		
50225 50230	SUTA \$ FUTA \$				\$ 78,677 \$ \$ 12,807 \$			\$ 1,548 S \$ - S		' '	\$ 98,689 \$ \$ 12,807 \$		
50231	Life & Disability Insurance \$				\$ 73,189 \$		\$ (40,491)	\$ 2,028 5		1 ' '	\$ 98,797 \$		
50235 50245	Vision \$ Vehicle Allowance \$				\$ 18,710 \$ \$ - \$			\$ - 5			\$ 18,710 \$ \$ 27,300 \$		
50250	Cell Phone Allowance \$				\$ 1,440 \$		' '	\$ 1,440 \$		. ,	\$ 14,100 \$		
50265	Dental \$ TOTAL SALARY & BENEFITS \$				\$ 44,850 \$ \$ 7,019,755 \$		\$ 6,444 \$ (1,023,493)	\$ 1,548 S \$ 288,429			\$ 66,330 \$ \$ 10,839,856 \$		
50301	Management Services \$	- :	5 - 3	\$ -	\$ - \$		<i>\$</i> -	\$ - 9	s - <i>\$</i>	-	\$ - \$	\$ - 9	· -
50302	Advertising \$				\$ 4,800 \$ \$ 4,800 \$		\$ (4,800) \$ -	\$ - 5			\$ 79,150 \$ \$ 4,800 \$	,	
50305 50306	Towing \$ Uniforms \$				\$ 4,800 \$			\$ - 5			\$ 4,800 \$		
50307	Service Fees \$			' '	\$ 44,300 \$			\$ - 9			\$ 61,700 \$		
50308 50309	Credit Card Clearing Fees \$ Professional Services \$			,	\$ - \$ \$ 494,040 \$		\$ - \$ (265,113)	\$ - 5			\$ 66,840 \$ \$ 1,848,392 \$		
50310	General Services \$			,	\$ 89,100 \$		,	\$ 120,000 \$			\$ 239,480 \$		
50311 50312	Printing \$  Community Involvement \$				\$ 20,645 \$ \$ - \$			\$ 3,000 5			\$ 138,545 \$ \$ 33,750 \$		
50313	Computer & Software Maintenance \$	473,193	404,765	5 68,428	\$ 288,452 \$	296,550	\$ (8,098)	\$ 23,500 9	14,500 <i>\$</i>	9,000	\$ 785,145	715,815	69,330
50315 50316	Legal Fees \$ 3rd Party Maintenance \$				\$ 90,000 \$ \$ 115,470 \$			\$ - 5			\$ 200,000 \$ \$ 116,970 \$		
50317	Passenger Amenities Maintenance \$	- !	5 - 3	· \$ -	\$ 50,000 \$	108,400	\$ (58,400)	\$ - 9	- \$	-	\$ 50,000 \$	\$ 108,400	(58,400)
50318 50410	Facilities Maintenance \$ Fuel \$				\$ 179,940 \$ \$ 809,678 \$		\$ 700 \$ (68,555)	\$ 231,526 S \$ 837,000 S			\$ 423,816 \$ \$ 1,646,678 \$		
50415	Small Tools, Safety & Supplies \$	- :	5 - 3	· \$ -	\$ 35,400 \$	38,700	\$ (3,300)	\$ 500 9			\$ 35,900 \$	\$ 39,200	(3,300)
50420 50425	Promotional Supplies \$ Office Supplies \$				\$ - \$ \$ 22,604 \$		\$ - \$ (5,200)	\$ - 5			\$ 16,100 \$ \$ 35,804 \$		
50435	Furniture \$				\$ 1,200 \$	,	\$ (800)	\$ - 9		-	\$ 1,200		
50440 50445	Computer & Software Supplies \$ Postage \$				\$ 50,499 \$ \$ 4,320 \$			\$ - 5			\$ 82,799 \$ \$ 10,270 \$		
50450	Tires \$				\$ 104,000 \$			\$ - 9			\$ 106,500 \$		
50455	Parts \$				\$ 490,800 \$ \$ 32,800 \$			\$ - 5			\$ 490,800 \$ \$ 32,800 \$		
50456 50515	Fluids \$ Data & Phone Circuits \$				\$ 144,298 \$			\$ - 5			\$ 161,298 \$		,
50520	Water \$				\$ 24,000 \$			\$ 84,768 9			\$ 108,768 \$		
50525 50530	Electricity \$ Other Communications \$				\$ 45,600 \$ \$ 6,000 \$		\$ - \$ -	\$ 160,000 S \$ 16,000 S		, , ,	\$ 217,200 \$ \$ 22,000 \$		
50605	General Liability Insurance \$	864	960		\$ - \$	-	<i>\$</i> -	\$ 795,096	794,115 <i>\$</i>	981	\$ 795,960 \$	\$ 795,075	885
50610 50615	Property Damage Insurance \$  Vehicle Insurance \$				\$ 18,876 \$ \$ - \$		\$ 3,516 \$ -	\$ 91,188 S \$ 450,816 S		,	\$ 110,916 \$ \$ 450,816 \$		
50620	Crime Liability Insurance \$	3,948	4,200	' '	\$ - \$		\$ -	\$ - 9	- \$	-	\$ 3,948 \$	\$ 4,200 \$	(252)
50625 50630	Errors & Omission Liability \$ Workers Compensation Insurance \$			. ,	\$ - \$ \$ 125,244 \$		\$ - \$ (7,392)	\$ - 5			\$ 5,112 \$ \$ 127,416 \$		. ,
50635	Auto Liability \$	840	\$ 240	\$ 600	\$ 338,328 \$	322,945	\$ 15,383	\$ 1,320	1,382 <i>\$</i>	(62)	\$ 340,488	324,567	15,921
50640 50810	Pollution Liability Coverage \$ Purchased Transportation \$				\$ - \$ \$ 854,746 \$			\$ 541 S \$ 8,936,418 S			\$ 541 \$ \$ 9,791,164 \$		
50910	Dues & Subscriptions \$	56,248	74,355	\$ (18,107)	\$ 900 \$	1,100	\$ (200)	\$ 600 9	899 \$	(299)	\$ 57,748	5 76,354 9	(18,606)
50915 50920	Registration Fees \$ Travel \$				\$ 5,300 \$ \$ 22,260 \$		, , ,	\$ 2,500 S \$ 3,600 S			\$ 39,485 \$ \$ 83,218 \$		,
50925	Mileage Reimbursement \$				\$ 600 \$			\$ 1,000 5			\$ 10,100		
50930 50935	Meals - Non Travel \$ Contingency \$				\$ 7,800 \$ \$ - \$			\$ 400 5			\$ 30,200 \$		
50935	Other Miscellaneous \$				\$ 2,400 \$			\$ - 5			\$ 10,900		
50945 51010	Training & Development \$ Operating Leases \$				\$ 37,940 \$ \$ 104,668 \$			\$ 1,200 S \$ 2,400 S			\$ 66,853 \$ \$ 238,468 \$		,
	OPERATING (LESS SALARY & BENEFITS) \$				\$ 4,711,961 \$			\$ 2,400 S			,	\$ 19,870,422 .	
	TOTAL FY21 OPERATING EXPENSES \$	6,170,529	\$ 5,995,641	\$ 174,888	\$ 11,731,716 \$	3,175,861	\$ (1,444,145)	\$ 12,157,802 .	\$ 12,890,036 \$	(732,234)	\$ 30,060,047	\$ 32,061,538 .	\$ (2,001,491)
Non-Operation	g Revenue (Expense)												
40210	Investment Income \$				\$ - \$			\$ - 5			\$ 100,000		
40225 40230	Fare Evasion Fee \$ Misc Revenue \$				\$ - \$ \$ - \$		\$ - \$ -	\$ - 5			\$ - \$		
40235	Refunds & Reimbursements \$	- :	51,000	\$ (51,000)	\$ - \$		<i>\$</i> -	\$ - 9	- \$	-	\$ - 9	51,000	(51,000)
40243 40245	2009 Series Bonds Interest Exp \$ 2011 Series CO Interest Exp \$	,			\$ - \$ \$ - \$			\$ - 5			\$ (509,040) \$ \$ (332,040) \$		
40300	Sales Tax Revenue \$				\$ - \$		<i>\$</i> -	\$ - 5			\$ 26,624,124 \$	,	
40400 40410	Federal Operating Grant \$ Federal Capital Grant \$				\$ - \$ \$ - \$		\$ - \$ -	\$ - 5			\$ 15,585,520 \$ \$ 6,094,359 \$	\$ 12,400,872 \$ \$ 1,025,887 \$	, . ,
40410	State Operating Grant \$				\$ - \$			\$ - 5			\$ 6,094,359 \$		
40414	State Capital Grant \$	- :			\$ - \$		\$ -	\$ - 9			\$ - \$		
TOTAL NOI	N-OPERATING REVENUES / (EXPENSES) \$	47,562,923	34,/9/,2/9	\$ 12,765,644	\$ - \$	<b>:</b>	\$ -	\$	\$ - \$	-	\$ 47,562,923	\$ 34,797,279 ;	\$ 12,765,644

Net Income \$ 21,554,866 \$ 7,944,070 \$ 13,610,796

### DENTON COUNTY TRANSPORTATION AUTHORITY

## FY21 Proposed Budget

## Professional & Legal Services Detail

	PROFESSIONAL SERVICES	
100	State Legislative Services (HillCo)	\$ 131,000
100	Federal Legislative Services (Capital Edge)	81,000
100	Facilitator: Executive Team Workshop	6,000
100	Facilitator: Development & Training, Employment Processes	30,000
100	Research & Consulting (Texas A&M Transportation Institute and others)	50,000
110	Facilitator: CEO Evaluation Process	4,500
110	Facilitator: Board Visioning Session & Board Workshops	9,000
110	Photography Board Headshots	2,500
120	Grant Writing, Research, and Support (Blais)	45,000
120	Financial Advisory Services (Hilltop Securities)	12,000
120	Investment Advisory Services and Continuing Disclosure Reporting (Hilltop Securities)	13,500
120	Consulting: Land acquisition, construction, financial forecasting, revenue sharing agreements	12,000
120	Sales Tax Analysis & Reporting Service (Contract currently out for RFP)	16,710
120	Title VI Analysis for Fare Changes, Cost Allocation Model	20,000
120	External Audit, National Transit Database Report Review (Weaver)	55,000
120	Graphic Design Services - Budget & CAFR	1,750
130	Planning Project Support	200,000
130	ELP: Long Range Service Plan \$400K	400,000
140	Web Services	40,000
140	Smartmaps (GIS Maps/Timetables)	18,000
140	Brand Ambassador Staffing	18,000
140	Agency Translations	1,800
140	Contract Graphic Designer	24,000
170	Employee Benefits Broker (Holmes Murphy)	28,000
180	SunGard Consulting Fees	8,000
180	Business Continuity	12,000
180	Firewall Monitoring	9,600
180	US Cloud Microsoft Support	4,992
620	Consulting Services: LAN, LTK	100,000
500	Blackstone Security Services	81,000
500	Professional Studies & Title VI Analysis	132,000
500	Train-the-Trainer Program (100% Grant Funded)	109,440
NTMC	Annual General Manager Contract	171,600
	PROFESSIONAL SERVICES TOTAL	\$ 1,848,392
	LEGAL SERVICES	
100	General Counsel (NJDHS)	\$ 110,000
NTMC	General Legal Services	90,000
	LEGAL SERVICES TOTAL	\$ 200,000

### Department Codes:

Strategic Planning & Development

130

100	President/CEO	140	Marketing & Communications/ Community Relations	505	DCTA Bus Ops Mgmt.
105	Administration	150	Transit Management	620	Rail Operations
110	Board of Directors	170	Human Resources	NTMC	NTMC Bus Operations
120	Finance	180	Information Technology		

500 DCTA Bus Administration

# DENTON COUNTY TRANSPORTATION AUTHORITY FY21 Proposed Budget Employee Development Detail

DUES & SUBSCRIPTIONS (50910)			REGISTRATION FEES (50915)			
100	American Public Transportation Association (APTA) Annual	\$ 35,500	100	APTA Legal Affairs Seminar, DC (Feb) - Legal Counsel \$	800	
	Fee (Increased Dues)		100	APTA CEO Seminar, location unknown (April)	800	
100	South West Transit Association (SWTA)	5,000	100	Irving Transportation Summit (Sept)	200	
100	Denton Chamber of Commerce	240	100	Lewisville Chamber Luncheons/Events	200	
100	Lewisville Area Chamber of Commerce	200	100	Denton Chamber Luncheons/Events	200	
100	North Texas Commission	1,500	100	Highland Village Chamber Luncheons/Events	200	
100	Sam's Club	150	100	United Way Annual Event	2,500	
100	Irving Transportation Summit	250	100	WTS Annual Banquet	1,000	
120	National Institute of Governmental Purchasing	1,550	100	Other Sponsorships & Registrations	1,000	
120	National Procurement Institute	400	110	APTA 2020 TRANSform & EXPO Anaheim	1,000	
120	Public Purchasing Association North Central Texas	300	110	APTA Transit Board Member & Administrators Seminar (Aug'21)	1,600	
120	Gov't Finance Officers Assoc. (GFOA) & GFOA of Texas	1,448	110	Denton County Days	400	
120	TFLEx – Transit Finance Learning Exchange	1,000	110	Irving Transportation Summit	600	
120	CPA/CGFO Certifications	683	110	Lewisville Chamber Luncheons/Events	200	
120	Grant Professionals Association	200	110	Denton Chamber Luncheons/Events	200	
120	AP Now Network	327	110	Highland Village Chamber Luncheons/Events	200	
130	Project Management Institute Certification	150	120	National Institute of Governmental Purchasing	4,000	
130	American Planning Association (APA) Membership	1,800	120	Gov't Finance Officers Assoc. (GFOA) & GFOA of Texas	1,260	
130	Urban Land Institute (ULI) Membership	310	120	National Transit Institute	750	
130	Quorum Report	400	120	TFLEx – Transit Finance Learning Exchange	300	
140	American Institute of Graphic Arts/Supporting Level	150	130	APTA Rail Workshop	900	
140	American Marketing Association	300	130	APTA Legislative	2,000	
140	Cross Timbers Rotary Club	900	130	ULI, APA Local Meetings	1,200	
140	International Association of Business Communicators	350	130	Irving Transportation Summit	400	
140	Public Relations Society of America	1,050	130	Denton County Days	400	
140	Social Media Dallas/Ambassador Level	195	130	Women's Transportation Seminar Local Meetings	150	
140	International Association of Public Participation	120	140	Chamber Luncheons	500	
140	Women's Transportation Seminar (WTS)	200	140	APTA Marketing & Communications Workshop	650	
140	Operation Lifesaver	400	140	APTA Mobility Workshop	650	
140	Digital Subscriptions (i.e. DRC, AP Stylebook, etc.)	250	140	M&C Educational Luncheons/Bootcamps	4,000	
170	Society of HR Management	350	140	Awards Nominations (APTA/SWTA Only)	1,500	
170	International Foundation of Employee Benefit Plans	325	170	Certified Employee Benefits Specialist & HR Certifications	925	
170	American Payroll Association	250	180	Industry Events, Meetings & Workshops	1,000	
505	Miscellaneous Dues & Subscriptions	500	505	Miscellaneous Local Training Opportunities	4,800	
	American Railway Engineering and Maintenance-of-Way		620	AREMA / APTA Rail	800	
620	Association (AREMA)	300	620	Federal Railroad Administration (FRA) Meeting	900	
620	Project Management Institute	300	620	FRA Confidential Close Call Reporting System (C3RS)	800	
NTMC	Miscellaneous Dues & Subscriptions	400	NTMC	Miscellaneous Local Training Opportunities	500	
	DUES & SUBSCRIPTIONS TOTAL	\$ 57,748		REGISTRATION FEES TOTAL \$	39,485	

	TD AVEL (50020)	
	TRAVEL (50920)	
100	, , , , , , , , , , , , , , , , , , , ,	\$ 2,300
100	APTA Legal Affairs Seminar, DC (Feb) - Legal Counsel	2,000
100	APTA CEO Seminar, location unknown (April)	2,000
100	Annual Chair's Federal Policy Visit Washington DC	1,400
100	Denton County Days	1,000
100	State Legislative Visits (DCTA Bill)	3,000
110	APTA 2020 TRANSform & EXPO Anaheim (Oct '20)	2,300
110	APTA Transit Board Member & Administrators Seminar (Aug'21)	4,600
110	Annual Chair's Federal Policy Visit Washington DC	1,400
110	Denton County Days	2,000
110	State Legislative Visits (DCTA Bill)	6,000
120	National Institute of Governmental Purchasing	4,000
120	Gov't Finance Officers Assoc. (GFOA) & GFOA of Texas	2,308
120	National Transit Institute	750
120	TFLEx – Transit Finance Learning Exchange	750
130	APTA EXPO Oct 2020	2,200
130	APTA Legislative DC	4,000
130	APTA Rail Workshop	2,000
130	Chair's Annual Federal Policy Visit Washington DC	1,400
130	Denton County Days	2,000
130	State Legislative Visits (DCTA Bill)	3,000
130	State Legislative Visits (Mobility Bill Interest)	2,000
130	State Leg Visits: Transit & General Mtgs w/Staff	450
140	APTA Mobility Workshop	1,500
140	APTA Marketing &Communications Workshop	1,500
180	Industry Events, Meetings & Workshops	1,500
505	Miscellaneous Local Training Opportunities	4,800
620	AREMA / APTA Rail	1,200
620	FRA Meeting	1,200
620	FRA C3RS	1,200
NTMC	Miscellaneous Local Training Opportunities	17,460
	TRAVEL TOTAL	\$ 83,218

MILEAGE REIMBURSEMENT (50925)			
100	Regional Training, Meetings	\$	500
110	Board Reimbursement Submittals		1,000
120	Finance Inter-office Mileage, Local Training		1,200
130	Planning Dept Inter-office Mileage, Local Training		1,200
140	Marketing Dept Inter-office Mileage, Local Training		500
140	Admin Mileage		500
170	HR Inter-office Mileage, Local Training		1,200
180	IT Inter-office Mileage, Local Training		2,400
505	Bus Ops Mgmt. Inter-Office Mileage, Local Training		600
620	Rail Operations Dept Inter-office Mileage, Local Training		1,000
	MILEAGE REIMBURSEMENT TOTAL S	\$	10,100

MEALS - NON TRAVEL (50930)				
100	Executive Staff Mtgs, Stakeholder Mtgs, Partnership Mtgs	\$	3,600	
105	Staff Development and Training		1,750	
110	Board Working Lunches/Meal-time Meetings		9,600	
	Regional Agency Coordination, AP/Procurement Trainings for			
120	DCTA & NTMC Staff, Staff Development Mtgs		3,600	
130	Staff Development, Partnership Meetings		1,000	
140	Staff Development, Partnership Meetings		1,750	
170	HR, Workplace Law Training, Open Enrollment Meetings		400	
180	Staff Development, Agency Networking		300	
505	Staff Development and Training		300	
620	Staff Development, Partnership Meetings		400	
NTMC	Staff Development and Training		7,500	
	MEALS - NON TRAVEL TOTAL			
	WEALS - NON TRAVEL TOTAL	\$	30,200	
		\$	30,200	
	OTHER MISCELLANEOUS (50940)	•	30,200	
170		\$	8,000	
170 170	OTHER MISCELLANEOUS (50940)	•	<u>'</u>	
	OTHER MISCELLANEOUS (50940) Wellness Program	•	8,000	
170	OTHER MISCELLANEOUS (50940) Wellness Program Employee Recognition Program	\$	8,000 500	
170	OTHER MISCELLANEOUS (50940)  Wellness Program  Employee Recognition Program  Employee Recognition Program  OTHER MISCELLANEOUS TOTAL	\$	8,000 500 2,400	
170 NTMC	OTHER MISCELLANEOUS (50940)  Wellness Program  Employee Recognition Program  Employee Recognition Program  OTHER MISCELLANEOUS TOTAL  TRAINING & DEVELOPMENT (50945)	\$	8,000 500 2,400 10,900	
170	OTHER MISCELLANEOUS (50940)  Wellness Program  Employee Recognition Program  Employee Recognition Program  OTHER MISCELLANEOUS TOTAL	\$	8,000 500 2,400	
170 NTMC	OTHER MISCELLANEOUS (50940)  Wellness Program  Employee Recognition Program  Employee Recognition Program  OTHER MISCELLANEOUS TOTAL  TRAINING & DEVELOPMENT (50945)	\$	8,000 500 2,400 10,900	

1,000

2,850

15,000

3,000

1,440

1,200

36,500

TRAINING & DEVELOPMENT TOTAL \$ 66,853

130 Local/Regional Seminars & Workshops

Tuition Reimbursement Program

620 Local/Regional Seminars & Workshops

NTMC Operator, Mechanics, Safety Training

Local/Regional Seminars & Workshops

170 Certified Employee Benefits Specialist & HR Certifications

IT Staff Training from New Horizons (DIR Contract)

### Department Codes:

100	President/CEO	170	Human Resources
105	Administration	180	Information Technology
110	Board of Directors	500	DCTA Bus Administration
120	Finance	505	DCTA Bus Operations Managemen
130	Strategic Planning & Development	620	Rail Operations
140	Marketing & Communications/Community Relations	NTMC	NTMC Bus Operations
150	Transit Operations		