



DENTON COUNTY
TRANSPORTATION AUTHORITY

1955 Lakeway Dr., # 260, Lewisville, Texas 75057
972.221.4600 | RideDCTA.net

Board of Directors Regular Meeting

August 23, 2018 | 3:00 p.m.*

**or immediately following Board Work Session
scheduled at 1:30 p.m. on August 23, 2018*

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS

INVOCATION

WELCOME AND INTRODUCTION OF VISITORS

AGENCY AWARDS AND RECOGNITIONS

1. PUBLIC COMMENT

This agenda item provides an opportunity for citizens to address the Board of Directors on any agenda items or other matters relating to the DCTA. Anyone wishing to address the Board of Directors should complete a Citizen Comment Registration Card and submit it to the DCTA Administration prior to the start of the Board of Director meeting. There is a three (3) minute time limit for each citizen. Anyone wishing to speak shall be courteous and cordial. The Board of Directors is not permitted to take action on any subject raised by a speaker during Citizen Comments. However, the Board of Directors may have the item placed on a future agenda for action; refer the item to the DCTA Administration for further study or action; briefly state existing DCTA policy; or provide a brief statement of factual information in response to the inquiry.

2. CONSENT AGENDA

- a. Approval of Minutes for the Board Work Session and Regular Meeting on July 26, 2018.
- b. Acceptance of Monthly Financial Statements – July 2018
- c. Approve Budget Revision 2018-09 & contract change order No.2 IOMF Fuel Tanks / Bus Fueling Facility
- d. Approve Budget Revision 2018-10 & contract change order for Trinity Mills Crew Facility

3. REGULAR AGENDA

- a. Presentation and Discussion of Proposed FY 2019 Capital and Operating Budget
- b. Conduct Public Hearing on Proposed FY 2019 Capital and Operating Budget
- c. Authorize President to Negotiate and Execute Task Order 4 with Lyft for Late Night UNT Ride Service

4. Convene Executive Session. The Board may convene the Regular Board Meeting into Closed Executive Session for the following:
 - a. As Authorized by Section 551.071(2) of the Texas Government Code, the Regular Board Meeting may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the General Counsel on any Agenda Item Listed Herein.
 - b. As Authorized by Texas Government Code Section 551.072 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.
 - c. As Authorized by Texas Government Code Section 551.074 Deliberation of Personnel Matters: Discussion regarding the President's Annual Performance Review.
5. Reconvene Open Session
 - a. Reconvene and Take Necessary Action on Items Discussed during Executive Session.
6. CHAIR REPORT
 - a. Discussion of Regional Transportation Issues
 - b. Discussion Legislative Issues
 - i. Regional
 - ii. State
 - iii. Federal
7. PRESIDENT'S REPORT
 - a. Budget Transfers
 - b. Regional Transportation Issues
8. REPORT ON ITEMS OF COMMUNITY INTEREST
 - a. Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.
9. ADJOURN

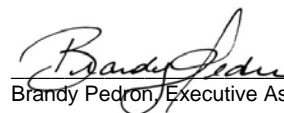
Chair – Charles Emery
Vice Chair – Richard Huckaby

Secretary – Dianne Costa
Treasurer – Dave Kovatch

Members – Skip Kalb, Tom Winterburn, Don Hartman,
George A. Campbell, Allen Harris, Carter Wilson, Connie White, Mark Miller, Ron Trees
President – James Cline

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

This notice was posted on 8/17/2018 at 2:46 PM.



Brandy Pedron | Executive Assistant | Public Information Coordinator | Records Manager



Board of Directors

Work Session Minutes

The Board of Directors of the Denton County Transportation Authority convened the work session of the Board of Directors with Charles Emery, Chairman presiding at on July 26, 2018 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance

Small Cities

Connie White
Skip Kalb, Small Cities

Large Cities

Charles Emery, Lewisville, Chairman
Dianne Costa, Highland Village
Richard Huckaby, Denton, Secretary
Mark Miller, Flower Mound
Carter Wilson, Frisco
Joe Perez, 1st Alternate, The Colony
Tom Winterburn, Corinth
Donna Bloom, 1st Alternate, Denton
Allen Harris, The Colony

Denton County Unincorporated

Don Hartman
Dave Kovatch, Denton County At Large,
Treasurer (@ 1:36)

Board Members Absent

Ron Trees, Little Elm
George Campbell, Denton County
Unincorporated

Legal Counsel

Joe Gorfida

DCTA Staff

Jim Cline, President
Marisa Perry, Chief Financial Officer, VP of
Finance
Raymond Suarez, Chief Operating Officer
Kristina Holcomb, VP Planning & Development

Other Attendees

Adrienne Hamilton, Communications Manager
Amanda Riddle, Budget Manager
Laura Mitchell, Grants & Contracts Compliance
Manager
Chrissy Nguyen, Senior Accountant
Rony Philip, Railway Systems Director
Danny Bailey, Assistant VP of Rail Operations &
Maintenance
Athena Forrester, Assistant VP of
Procurement/DBE Liaison
Jonah Katz, Senior Planner
Lindsay Baker, Director of Strategic
Partnerships
Michelle Bloomer, Assistant VP of Bus
Operations & Maintenance
Brandy Pedron, Executive Assistant
Jim Owen, ATU 1338
GB Hayes, ATU 1338
Kenneth Day, ATU 1338
WM Sanders, ATU 1338
Dina, ATU 1338
Claudia Jones, ATU 1338
Bianks, ATU 1338
Keith Todd, ATU 1338
Calvin Banks, ATU 1338
Rick Swain, ATU 1338
Alexandra Garcia, ATU 1338
Ricardo Carvantes Jr, ATU 1338
Carla Swogger, ATU 1338
Gloria Marlow, ATU 1338
Diego Garcia, ATU 1338

Chairman, Charles Emery, called the meeting to order and announced the presence of a quorum at 1:30 p.m.

WELCOME AND INTRODUCTION OF VISITORS – Raymond Suarez, Chief Operating Officer, welcomed and introduced Danny Bailey, Assistant Vice President of Rail Operations and Maintenance, and Rony Philip, Railway Systems Director

1. Routine Briefing Items

- a. Staff Briefing on Monthly Financial Reports – *Marisa Perry, Chief Financial Officer, VP of Finance, reported on the following and presented the board with a Wire Transfer breakdown Presentation:*
 - i. Monthly Financial Statements for June 2018
 - ii. Capital Projects Budget Report for June 2018
 - iii. Monthly Sales Tax Receipts
 - iv. Current Procurement Activities
 - v. Quarterly Grant Update
 - vi. Quarterly Investment Report Q3 FY2018

- b. Marketing and Communications – *Adrienne Hamilton, Communications Manager, reported on the following:*
 - i. New Handouts
 - ii. University A-train Promotion Overview
 - iii. A-train Birthday Campaign Recap
 - iv. Quarterly Metrics Report
 - v. Monthly Media Report for June 2018

- c. Strategic Planning and Development – *Kristina Holcomb, VP Planning and Development, reported on the following:*
 - i. Regional Planning Initiatives Update - *update on Drive.ai, Flower Mound, Coppell, and description of The North Texas Council of Governments upcoming Transit Study*
 - ii. Local Planning Update
 - iii. Business Development and Partnerships Update
 - iv. Funding Opportunities Update
 - v. Land Use Planning & Development

- d. Capital Projects – *Raymond Suarez, Chief Operating Officer, reported on the following projects:*
 - i. Positive Train Control
 - ii. Hike and Bike Trail
 - iii. Lewisville Bus Fueling Facility
 - *Restroom at Trinity Mills update, near completion*

- e. Transit Operations Reports – *Raymond Suarez, Chief Operating Officer, reported on the following and gave an update on ridership:*
 - i. Bus and Rail Operations
- 2. Items for Discussion
 - a. Discussion for approval of the Bus Service Changes for August 2018 - *Michelle Bloomer, Assistant Vice President of Bus Operations and Maintenance, presented the Board with the August 2018 Recommended Service Changes Power Point Presentation with regards to Title VI.*
 - b. Discussion for approval of the Regional Fare Changes effective August 2018 – *Marisa Perry, Chief Financial Officer, Vice President of Finance, discussed with the Board the Regional Fare Changes effective August 2018 with regards to Title VI.*
- 3. Committee Chair Reports
 - a. Finance Committee report of items discussed at the July 16th, 2018 meeting with Richard Huckaby as committee Chairman – *Richard Huckaby, Committee Chairman, and Marisa Perry, Chief Financial Officer, Vice President of Finance, reviewed and discussed the Chair report provided in the Board Packet*
 - b. Program Services Committee report of items discussed at the July 17, 2018 meeting with Dave Kovatch as committee Chairman – *Dave Kovatch, Committee Chairman, reviewed and discussed the Chair report provided in the Board Packet*
- 4. Discussion of Regular Board Meeting Agenda Items (June 28, 2018) – *No discussion at this time*
- 5. Convene Executive Session – *The board did not meet in Executive Session*
- 6. Discussion of Future Agenda Items
 - a. Board Member Requests – *Charles Emery, Chairman, requested a complete top to bottom budget for comment and review.*
- 7. ADJOURN at 2:39 p.m.

The minutes of the July 26, 2018 Work Session meeting of the Board of Directors were passed and approved by a vote on this 23rd day of August 2018.

Charles Emery, Chairman

ATTEST

Dianne Costa, Secretary



Board of Directors

Board Meeting Minutes

The Board of Directors of the Denton County Transportation Authority convened the regular meeting of the Board of Directors with Charles Emery, Chairman presiding at on July 26, 2018 at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Attendance

Small Cities

Connie White
Skip Kalb, Small Cities

Large Cities

Charles Emery, Lewisville, Chairman
Dianne Costa, Highland Village
Richard Huckaby, Denton, Secretary
Mark Miller, Flower Mound
Carter Wilson, Frisco
Joe Perez, 1st Alternate, The Colony
Tom Winterburn, Corinth
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Board Members Absent

Ron Trees, Little Elm
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Legal Counsel

Joe Gorfida

DCTA Staff

Jim Cline, President
Marisa Perry, Chief Financial Officer, VP of
Finance
Raymond Suarez, Chief Operating Officer
Kristina Holcomb, VP Planning & Development

Other Attendees

Adrienne Hamilton, Communications Manager
Athena Forrester, Assistant VP of
Procurement/DBE Liaison
Lindsay Baker, Director of Strategic
Partnerships
Brandy Pedron, Executive Assistant
Jim Owen, ATU 1338
GB Hayes, ATU 1338
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Gloria Marlow, ATU 1338
Diego Garcia, ATU 1338

CALL TO ORDER – *Chairman, Charles Emery, called the meeting to order and announced the presence of a quorum at 3:00 p.m.*

PLEDGE OF ALLEGIANCE TO US AND TEXAS FLAGS – *led by Tom Winterburn, Corinth*

INVOCATION – *led by Skip Kalb, Small Cities*

AGENCY AWARDS AND RECOGNITIONS – *Athena Forrester, Assistant VP of Procurement/DBE Liaison announced to the Board that DCTA received the Achievement of Excellence in Procurement Award for the National Institute of Procurement*

1. PUBLIC COMMENT

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- *William Sanders Jr. – 3016 Modree Ave, Dallas, Texas, made comment on a topic not on the agenda: Employees [of ATU]*
- *Kenneth Day – 1111 Empire Central, Dallas, Texas, made comment on a topic not on the agenda: General discussion [of ATU employees]*
- *Albert Dirla – 1111 Empire Central, Dallas, Texas, made comment on a topic not on the agenda: General discussion [of ATU employees]*
- *Christian DeBoss – 1111 Empire Central, Dallas, Texas, made comment on a topic not on the agenda: General discussion [of ATU employees]*
- *Jim Owen – 2007 Teasley Lane, Apt. 109, Denton, Texas, chose not to comment or speak on a topic not on the agenda: Contract*

2. CONSENT AGENDA

- a. Approval of Minutes for the Board Work Session and Regular Meeting on June 28, 2018
- b. Acceptance of Monthly Financial Statements for June 2018
- c. Acceptance of Quarterly Investment Report for Q3 FY2018
- d. Approval to award and authorize the President to execute a contract with DataMax for the lease and maintenance of copiers
 - *A Motion to approve the Consent Agenda items a - d was made by Dianne Costa, Board Secretary. The motion was seconded by Dave Kovatch, Board Treasurer. Motion passed unanimously by the Board.*

3. REGULAR AGENDA

- a. Discussion and Approval of the Bus Service Changes for August 2018
 - *A Motion to approve the Regular Agenda items a was made by Connie White, Small Cities. The motion was seconded by Allen Harris, The Colony. Motion passed unanimously by the Board.*
- b. Discussion and Approval of the Fare Changes effective August 2018
 - *A Motion to approve the Regular Agenda items b was made by Dave Kovatch, Board Treasurer. The motion was seconded by Mark Miller, Flower Mound. Motion passed unanimously by the Board.*
- c. Discussion and Approval of the DBE goal for FY19, 20 and 21 and Approval of Resolution 18-05
 - *A Motion to approve the Regular Agenda items c was made by Skip Kalb, Small Cities. The motion was seconded by Tom Winterburn, Corinth. Motion passed unanimously by the Board.*

4. CHAIR REPORT

- a. Committee Assignments – *Charles Emery, Chairman, stated that the Board will not be creating a new committee and the Executive Committee will act on the Presidents Contract decisions*
- b. Discussion of Regional Transportation Issues – *Charles Emery, Chairman briefly stated that there was discussion at The North Texas Council of Governments' Regional Transportation Committee meeting regarding a Hyperloop and Highspeed Rail, and the completion of the 2045 Transportation Plan.*

5. PRESIDENT'S REPORT

- a. Budget Transfers – *No budget transfers to report at this time*
- b. Regional Transportation Issues – *No discussion at this time*

6. REPORT ON ITEMS OF COMMUNITY INTEREST – *Jim Cline, President, stated that there was positive feedback about DCTA in the community coming from Evergreen*

- a. Pursuant to Texas Government Section 551.0415 the Board of Directors may report on following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming DCTA and Member City events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.

7. CONVENE EXECUTIVE SESSION – convened at 3:38 p.m.

- a. As Authorized by Texas Government Code Section 551.074 Deliberation of Personnel Matters, Specifically Discussion of Agreement of SGR regarding the President's Annual Performance Review.

8. RECONVENE OPEN SESSION – reconvened at 3:57 p.m.

- a. Reconvene and Take Necessary Action on Items Discussed during Executive Session
 - Action Taken: Authorize Board Chairman to negotiate and execute a professional service agreement with the Strategic Government Resources relating to 360 President Annual Evaluation

- A Motion to approve was made by Dianne Costa, Board Secretary. The motion was seconded by Connie White, Small Cities. Motion passed unanimously by the Board

9. ADJOURN – *Adjourned at 4:15 p.m.*

The minutes of the July 26, 2018 regular meeting of the Board of Directors were passed and approved by a vote on this 23rd day of August 2018.

Charles Emery, Chairman

ATTEST

Dianne Costa, Secretary



Board of Directors Memo

August 23, 2018

Subject: RM 2(c) Approve Budget Revision 2018-09 & Contract Change Order No 2 for IOMF Fueling Tanks/Bus Fueling Facility

Background

DCTA is constructing a fueling facility and additional parking at the Rail O&M Facility to accommodate the Lewisville fleet. In anticipation of the construction of the lite maintenance facility, to be located at the Rail O&M Facility, modifications to the parking area and the addition of spare fiber and electrical conduits are required.

Identified Need

The bus fueling facility was designed prior to DCTA's notification of receipt of a grant to construct a lite maintenance facility at the Rail location. Planning for this new facility has revealed the need to modify the existing parking lot by removing islands, constructing new islands and provisioning additional parking lot lighting and electrical and fiber conduits. Providing for these items of work now, will prevent the need to remove new concrete work when the facility is constructed. A change order to the construction contract with Arreguin Group, Inc. is needed to incorporate these changes. The change order will increase the contract by \$56,672. An additional contingency in the amount of \$28,328, is requested for a total budget revision of \$85,000.

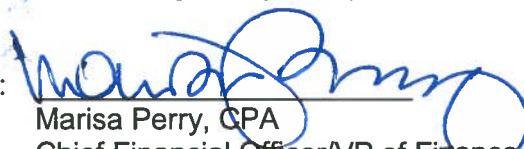
Financial Impact


The additional funds will be transferred from the Rail Capital Maintenance project so there will be no bottom line impact to the FY18 budget. The change order will be paid for from the capital budget.

Recommendation

Staff recommends the Board of Directors approve Budget Revision 2018-09 for the additional \$85,000 for the IOMF Fueling Tanks/Bus Fueling Facility and approve change order no 2 to Arreguin Group, Inc. in the amount of \$56,672.58 and authorize the President to execute the change order.

Submitted by: 
Athena Forrester, CPPO, CPPB
AVP of Regulatory Compliance

Final Review: 
Marisa Perry, CPA
Chief Financial Officer/VP of Finance

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

DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA)

BUDGET TRANSFER / REVISION REQUEST

Number: 2018-09

TRANSACTION TYPE: Transfer
 Revision

	Current Budget Amount	Budget Revision Amount	Adjusted Budget Amount
FROM: 61714 Rail Capital Maintenance	\$ 3,246,419.00	\$ (85,000.00)	\$ 3,161,419.00
TO: 50305 IOMF Fuel Tanks	\$ 902,000.00	\$ 85,000.00	\$ 987,000.00
	\$ 4,148,419.00	\$ -	\$ 4,148,419.00

EXPLANATION: The bus fueling facility was engineered prior to DCTA's receipt of the grant to construct the lite maintenance facility. Planning for this new facility has revealed the need to modify the existing parking lot by removing some islands, constructing new islands and provisioning additional parking lot lighting and electrical and fiber conduits. Providing for these items of work now, will prevent us from having to tear up new concrete work when we construct the maintenance facility. The change order to Arreguin group will be \$56,672. We are also requesting an additional contingency in the amount of \$28,328 for a total budget revision of \$85,000.

DATE: 08/13/18 REQUESTED BY: Ann Boulden

DATE: 08/16/18 REVIEWED BY: Amanda Riddle

DATE: PRESIDENT: James C. Clewley



Board of Directors Memo

August 23, 2018

Subject: RM 2(d) Approve Budget Revision 2018-10 & Contract Change Order for Trinity Mills Crew Facility

Background

In March 2016, DCTA entered into a Construction Funding and License Agreement with DART for construction of a small crew room to be located at the Trinity Mills Station. Construction has now been completed. DART encountered some unforeseen conditions that have resulted in a change order to be paid to DART.

Identified Need

DCTA entered into a Construction Funding and License Agreement for the Trinity Mills Crew Room in 2016. In the instrument, DCTA agreed to reimburse DART for their actual construction expense. The DART change order is in the amount of \$36,936. The capital project has \$7,937 remaining in the project budget, so we are requesting a capital budget revision in the amount of \$30,000.


Financial Impact

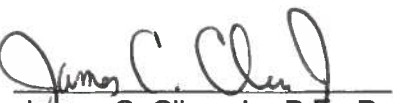
The additional funds of \$30,000 will be transferred from the Rail Capital Maintenance project. There is no bottom line impact to the FY18 budget.

Recommendation

Staff recommends the Board of Directors approve Budget Revision 2018-10 for the additional costs of the Trinity Mills Crew Facility in the amount of \$30,000.

Submitted by: 
Amanda Riddle
Budget Manager

Final Review: 
Marisa Perry, CPA
Chief Financial Officer/VP of Finance

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

DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA)

BUDGET TRANSFER / REVISION REQUEST

Number: 2018-10


TRANSACTION TYPE: Transfer
 Revision

	Current Budget Amount	Budget Revision Amount	Adjusted Budget Amount
FROM: 61714 Rail Capital Maintenance	\$ 3,161,419.00	\$ (30,000.00)	\$ 3,131,419.00
TO: 61209 Trinity Mills Crew Facility	\$ 310,000.00	\$ 30,000.00	\$ 340,000.00
	\$ 3,471,419.00	\$ -	\$ 3,471,419.00

EXPLANATION: DCTA entered into a Construction Funding and License Agreement for the Trinity Mills Crew Room in 2016. In the agreement, DCTA agreed to reimburse DART for their actual construction expense. The DART change order is in the amount of \$36,936. The capital project has \$7,937 remaining in the project budget, so we are requesting a capital budget revision in the amount of \$30,000.

DATE: 08/13/18 REQUESTED BY: Ann Boulden

DATE: 08/16/18 REVIEWED BY: Amanda Riddle

DATE: PRESIDENT: 



Board of Directors Memo

August 23, 2018

Subject: 3(a) Presentation & Discussion of Proposed FY2019 Capital & Operating Budget

Background

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

The proposed FY 2019 Budget was presented to the Finance Committee at its July Budget Workshop and incorporates their feedback. DCTA staff has prepared a balanced budget, where operating expenses and capital expenditures do not exceed current year revenues and undesignated fund balance/reserves. The proposed budget was also briefed to the Board at its July 26, 2018 meeting via the Finance Committee Chair Report. The information presented to the Finance Committee was incorporated in the Committee Chair Report.

The proposed FY 2019 Budget is submitted today to the Board of Directors, in accordance with requirements under Chapter 460 of the Texas Transportation Code and DCTA Board policy and procedures, for Board review and comment as well as citizen input. Notice of the public hearing was published in the Denton Record Chronicle on August 10th, 2018. The budget schedules were also available for viewing on the DCTA website.

In July, the Finance Committee held a budget workshop where all components of the FY19 budget were reviewed and discussed. This included the total operating and capital budget as well as the impact of the FY19 Proposed Budget on the cash flow model.

The Finance Committee is forwarding the proposed FY19 Budget to the Board of Directors for review and comment. The Board will hold a public hearing on the budget to allow for citizen input. Once information from both the Board and the public has been received, the FY19 Budget will be presented for final review and adoption by the Board at the September 27, 2018 Board meeting.

The proposed Budget contains revenue and expenditure assumptions for FY19, which include capital expenditures. Included as agenda back-up are the following exhibits:

- Exhibit A: FY19 Revenue Projections
- Exhibit B: Change in Net Position – Proposed FY19 Budget
 - Operating revenues and expenditures for proposed FY19 as compared to the FY18 Revised Budget
- Exhibit C: Capital Improvement Plan with Proposed FY19 appropriation
- Exhibit D: Draft of the 5-year Long Range Financial Plan
- Exhibit E: FY19 Budget Contingency Plan

Identified Need

Review and discuss the proposed FY 2019 budget.

Committee Review


In addition to the budget workshop held in July, the Finance Committee reported its activities and discussions at the regular July Board meeting by way of the "Finance Committee Chair – Report to the Board".

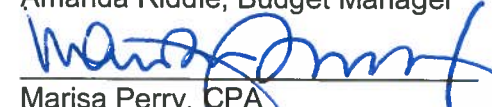
Financial Impact

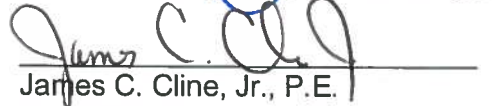
This item is for comment and discussion and has no financial impact at this time.

Recommendation

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

Submitted By: 
Amanda Riddle, Budget Manager

Final Review: 
Marisa Perry, CPA
Chief Financial Officer/VP of Finance

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

DENTON COUNTY TRANSPORTATION AUTHORITY
FY 19 Revenue Projections

Bus Operations					
		FY 2017 Actual	FY 2018 Revised Budget	YTD Actuals May 31, 2018	FY 2019 Budget
PASSENGER REVENUES					
Connect	\$	490,632	\$ 438,600	\$ 300,933	\$ 338,600
Frisco		4,763	4,831	3,705	5,819
Access		81,313	76,360	57,161	82,153
UNT		-	-	-	-
NCTC		-	-	-	-
McKinney		34	5,010	6	453
North Texas Express		3,624	2,589	3,801	6,223
Total Passenger Revenues	\$	580,365	\$ 527,390	\$ 365,606	\$ 433,248
CONTRACT SERVICES					
Connect	\$	57,000	\$ 57,000	\$ 8,000	\$ 57,000
Frisco		231,401	320,169	174,387	268,545
UNT		2,905,372	2,108,670	1,742,587	3,038,147
<i>UNT Fuel (Direct Pass Thru)</i>		<i>281,657</i>	<i>392,030</i>	<i>203,461</i>	<i>374,621</i>
NCTC		196,759	212,575	148,352	223,017
<i>NCTC Fuel (Direct Pass Thru)</i>		<i>21,782</i>	<i>72,670</i>	<i>16,150</i>	<i>46,506</i>
McKinney		22,510	344,990	56,555	124,547
Total Contract Services	\$	3,716,481	\$ 3,508,104	\$ 2,349,492	\$ 4,132,383
Total Bus Operations Revenue	\$	4,296,846	\$ 4,035,494	\$ 2,715,098	\$ 4,565,631
Rail Operations					
		FY 2017 Actual	FY 2018 Revised Budget	YTD Actuals May 31, 2018	FY 2019 Budget
Rail Passenger Revenue	\$	712,360	\$ 547,200	\$ 381,180	\$ 447,200
Total Rail Operations Revenue	\$	712,360	\$ 547,200	\$ 381,180	\$ 447,200
Non-Operating Revenue					
		FY 2017 Actual	FY 2018 Revised Budget	YTD Actuals May 31, 2018	FY 2019 Budget
Interest Income	\$	122,250	\$ 78,000	\$ 194,438	\$ 200,000
Misc. Income/Fare Evasion		408,658	738,255	797,288	1,000
Sales Tax		26,790,098	26,649,585	17,982,500	28,450,180
Federal Operating Grants		4,900,401	5,120,628	3,761,646	5,397,931
Federal Capital Grants		6,529,451	3,547,394	930,357	3,456,445
State Operating Grants		-	-	-	-
State Capital Grants		3,434	310,610	-	1,844,086
Total Non-Operating Revenue	\$	38,754,292	\$ 36,444,472	\$ 23,666,229	\$ 39,349,642

DENTON COUNTY TRANSPORTATION AUTHORITY
Change in Net Position - Proposed FY 19 Budget

Description	FY 2017 Actuals	FY 2018 Original Budget	FY 2018 Revised Budget	YTD Actuals May 31, 2018	FY 2019 Proposed Budget	\$ Increase / (Decrease)	% Increase / (Decrease)	Notes
REVENUE & OTHER INCOME								
<i>**Comparison is between the FY18 Revised Budget and the FY19 Proposed Budget**</i>								
Passenger Revenues (Bus Farebox)	580,365	726,215	527,390	365,606	433,248	(94,142)	-18%	Decrease due to current ridership trends & proposed new fare structure
Passenger Revenues (Rail Farebox)	712,360	738,510	547,200	381,180	447,200	(100,000)	-18%	
Contract Service Revenue	3,716,481	4,102,163	3,508,104	2,349,492	4,132,383	624,279	18%	Based on UNT contract
Total Revenue & Other Income	\$ 5,009,206	\$ 5,566,888	4,582,694	\$ 3,096,278	\$ 5,012,831	\$ 430,137	9%	
GENERAL & ADMINISTRATIVE EXPENSES								
Salary, Wages and Benefits	2,825,667	3,703,635	3,603,635	2,133,820	3,870,123	266,488	7%	Includes annual merit increase of 3.5%; pay plan adjustment of \$25k; & the following new positions: *Communications Coordinator \$74k *Regulatory Compliance Officer \$135k *Bus Operations Manager (MaaS) \$113k *Bus Operations Intern \$20k
Services	1,392,331	1,981,760	2,106,541	974,619	2,061,043	(45,498)	-2%	Reduction in Professional Services anticipated for FY19 in Planning and Marketing Dept.
Materials and Supplies	78,063	139,404	129,404	60,845	136,100	6,696	5%	
Utilities	21,233	28,800	28,800	13,333	29,400	600	2%	
Insurance, Casualties and Losses	13,591	13,938	13,938	8,399	12,706	(1,232)	-9%	Based on current rate
Purchased Transportation Services	125,967	187,368	187,368	74,000	158,778	(28,590)	-15%	Reduction in Vanpool expense based on current activity
Miscellaneous	168,437	299,218	299,218	141,954	352,330	53,112	18%	Increase in training, registration & travel expenses due to additional staffing
Leases and Rentals	117,722	120,393	120,393	83,756	144,481	24,088	20%	Increase due to the addition of a comprehensive lease for all copiers & maintenance in FY19; previously in multiple accounts across the agency
Depreciation	-	112,870	112,870	19,691	29,536	(83,334)	-74%	
Total G&A Operating Expenses	\$ 4,743,011	\$ 6,587,386	6,602,168	\$ 3,510,417	\$ 6,794,497	\$ 192,329	3%	
BUS OPERATIONS EXPENSES								
Salary, Wages and Benefits	7,312,852	8,160,925	7,804,142	4,836,729	8,452,147	648,005	8%	FY18 Revised Budget we captured one-time savings of \$378k from Bus salary & benefits; Bus Operator average wage rate increased from \$16.61 to \$18.53; merit increase for non-operators @ 3%
Services	786,391	1,029,958	1,029,958	585,773	1,086,023	56,065	5%	Included \$75k for Bus Facilities Maintenance and \$18k for Transit Tracker services (Swiftly) - these will be on-going expenses
Materials and Supplies	1,590,825	2,330,569	2,017,004	1,095,480	2,293,561	276,557	14%	FY18 Revised Budget we captured one-time savings of \$304k from Bus fuel, FY19 fuel at \$3.00/gallon. Also includes \$230k for scheduled Engine Overhauls
Utilities	147,092	142,320	142,320	87,786	173,760	31,440	22%	Increase based on current trend; Includes \$12k for Transit Tracker text code usage (on-going expense)
Insurance, Casualties and Losses	394,098	488,468	488,468	268,475	461,622	(26,846)	-5%	Based on current rate
Purchased Transportation Services	38,400	334,341	334,342	80,232	343,118	8,776	3%	McKinney and Frisco Lyft & Irving Holding expense
Miscellaneous	18,803	108,563	108,563	21,980	241,058	132,495	122%	Increase in NTXpress contingency for anticipated service level changes
Leases and Rentals	128,198	143,279	143,279	58,416	99,981	(43,298)	-30%	Based on current contract rate with Trinity Metro for NTXpress service
Depreciation	1,848,231	2,178,040	2,178,041	1,364,607	1,598,170	(579,871)	-27%	
Total Bus Operations Expenses	\$ 12,264,890	\$ 14,916,464	14,246,116	\$ 8,399,478	\$ 14,749,440	\$ 503,324	4%	
RAIL OPERATIONS EXPENSES								
Salary, Wages and Benefits	317,366	473,889	473,889	257,665	495,307	21,418	5%	Includes 3.5% merit increase & 10% increase in benefits
Services	421,770	353,450	631,279	3,122,157	773,574	142,295	23%	The following Expanded Level Projects for rail have been included: *200k for a Southbound Rail Ext Study *185k for Rail OMF Modifications This increase of \$385k has been offset by the reduction of Third Party Maintenance due to the Rail Flume & Hebron Signal House (Flood) being expensed to operating upon completion in FY18
Materials and Supplies	648,283	1,131,967	881,967	342,167	1,118,667	236,700	27%	FY18 we captured \$250k in fuel savings for the Fuel Tank capital project which has been made whole in FY19
Utilities	258,687	289,044	289,044	147,085	300,563	11,519	4%	Based on current trends
Insurance, Casualties and Losses	1,193,243	1,224,376	1,224,376	831,083	1,334,003	109,627	9%	Based on current rate
Purchased Transportation Services	10,422,758	9,191,633	9,106,633	5,825,792	9,990,263	883,630	10%	FY18 we captured one-time savings of \$85k; FY19 includes an Expanded Level Project for PTC Operating cost estimated at \$250k annually; Based on FY19 contract amount with First Transit
Miscellaneous	16,223	15,545	15,545	10,264	16,628	1,083	7%	
Leases and Rentals	2,207	2,208	2,208	1,472	4,512	2,304	104%	Includes cost of an additional scanner/printer to accommodate Vault program and PTC
Depreciation	8,138,245	8,388,963	8,388,965	5,498,826	9,163,244	774,280	9%	
Total Rail Operations Expenses	\$ 21,418,782	\$ 21,071,075	21,013,905	\$ 16,036,511	\$ 23,196,761	\$ 2,182,856	10%	
Total Operating Expenses	38,426,683	42,574,925	41,862,190	27,946,406	44,740,698	2,878,509	7%	
Operating Income / (Loss)	(33,417,477)	(37,008,037)	(37,279,496)	(24,850,128)	(39,727,867)			
NON-OPERATING REVENUE / (EXPENSE)								
Investment Income	122,250	78,000	78,000	194,438	200,000	122,000	156%	Based on current rates
Non-Operating Revenues / (Expense)	408,658	1,000	738,255	797,288	1,000	(737,255)	-100%	FY18 included reimbursement received for the Valley Ridge Crossing project
Sales Tax Revenue	26,790,098	26,649,585	26,649,585	17,982,500	28,450,180	1,800,595	7%	Based on a 4% increase of FY18 projected sales tax; Oct-April actuals + May-Sept budgeted
Federal Grants & Reimbursements	11,429,852	13,077,265	8,668,022	4,692,003	8,854,376	186,354	2%	Based on current capital project timelines
State Grants & Reimbursements	3,434	2,114,696	310,610	-	1,844,086	1,533,476	494%	Grant funds related to the Hike & Bike Trail - Eagle Point project slated to be complete in FY19
Long Term Debt Interest / Expense	(1,098,106)	(1,008,084)	(1,008,084)	(692,043)	(974,984)	33,100	-3%	
Total Non-Operating Revenue / (Expense)	37,656,186	40,912,462	35,436,388	22,974,186	38,374,658	2,938,270	8%	
CHANGE IN NET POSITION	4,238,709	3,904,425	(1,843,107)	(1,875,942)	(1,353,209)	2,938,270		
Net Position - Beginning of Year:					20,662,410			
Net Position - End of Year:					19,309,201			
Transfer to Capital Projects					(12,693,128)			
Net Position After Capital Project Transfer					6,616,073			

DENTON COUNTY TRANSPORTATION AUTHORITY
Capital Improvement Plan

Project Name	Project Number	Project Budget	Project LTD thru FY 2017	Revised FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Project Total (Thru 2024)
BUS OPERATIONS											
Scheduling Software	50601	\$ 250,000	\$ 28,125	\$ 25,000	\$ 196,875						\$ 250,000
Bus Fleet Cameras	50409	149,500			149,500						149,500
Fleet (2017)	50510	37,806		37,806							37,806
<i>AVL Systems (Closed)</i>	<i>50410</i>	<i>103,141</i>	<i>100,647</i>	<i>2,494</i>							<i>103,141</i>
IOMF Fuel Tanks - Lewisville	50305	902,000	53,380	686,620	162,000						902,000
Fleet (2018)	50512	1,356,000			1,356,000						1,356,000
Fleet (2019)	NEW	1,481,000			1,481,000						1,481,000
Passenger Amenities - Denton	50206	50,000		50,000							50,000
Fleet Farebox Replacement	NEW	600,000			600,000						600,000
Future Fleet						2,162,600	2,161,183	1,606,067	2,358,069	2,974,896	11,262,815
RAIL OPERATIONS											
Positive Train Control Implementation	61406.1	16,720,141	12,046,307	4,041,153	632,681						16,720,141
Lewisville Bike Trail	61708	2,146,355	2,087,510	53,895	4,950						2,146,355
T. Mills Crew Facility	61209	310,000	302,062	7,938							310,000
<i>Station Landscaping (Closed)</i>	<i>61210</i>	<i>415,671</i>	<i>403,166</i>	<i>12,505</i>							<i>415,671</i>
<i>Grade Crossing Replacements (Closed)</i>	<i>61713.2</i>	<i>2,048,377</i>	<i>1,916,218</i>	<i>132,159</i>							<i>2,048,377</i>
<i>Hebron Signal House (Closed)</i>	<i>61713.3</i>	<i>123,848</i>	<i>109,700</i>	<i>14,148</i>							<i>123,848</i>
<i>Ballast Undercutting (Closed)</i>	<i>61713.4</i>	<i>592,847</i>	<i>581,548</i>	<i>11,299</i>							<i>592,847</i>
Pockrus Page (2015 Flood)	61713.5	773,000	126,792	646,208							773,000
Rail Capital Maintenance (2018)	61714	1,386,643	89,246	1,297,397							1,386,643
Rail Capital Maintenance (2019)	NEW	2,500,000			2,500,000						2,500,000
Trail Safety Improvements	61715	181,157		45,000	136,157						181,157
Lewisville Bike Trail - Eagle Point	61716	2,995,873	42,011	300,000	2,653,862						2,995,873
<i>Valley Ridge Crossing (Closed)</i>	<i>61717</i>	<i>997,356</i>	<i>737,862</i>	<i>259,494</i>							<i>997,356</i>
Brownfield Remediation	61605	385,000	22,596	252,328	110,076						385,000
Rail Safety Improvements	61718	400,000		67,760	332,240						400,000
Rail Crossing Study	61606	73,000		73,000							73,000
Future Rail Capital Maintenance						2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	12,500,000
Future Rail Safety Improvements						200,000	200,000	200,000	200,000	200,000	1,000,000
GENERAL & ADMINISTRATIVE											
Data Analytics & Reporting	10601	200,000		42,580	157,420						200,000
Safety & Security Assessment	10604	250,000	25,000	25,000	200,000						250,000
Infrastructure Acquisition	10302	3,900,000	128,936	3,164,125	606,939						3,900,000
Project Mgmt / Document Control	10605	150,000		150,000							150,000
Shared Use Mobility Study	10606	123,428		60,000	63,428						123,428
Server & Network Infrastructure	NEW	350,000			350,000					350,000	700,000
2019 One-Time Transit Improvements	NEW	1,000,000			1,000,000						1,000,000
TOTAL CAPITAL BUDGET		\$ 42,952,143	\$ 18,801,107	\$ 11,457,909	\$ 12,693,128	\$ 4,862,600	\$ 4,861,183	\$ 4,306,067	\$ 5,058,069	\$ 6,024,896	\$ 68,064,959

DENTON COUNTY TRANSPORTATION AUTHORITY								
LONG RANGE FINANCIAL PLAN								
FY19 PROPOSED BUDGET								
	Revised 2018	Proposed 2019	Proposed 2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	
<i>Beginning Fund Balance:</i>	25,033,551	\$ 20,662,410	\$ 15,617,023	\$ 16,588,498	\$ 17,516,815	\$ 19,075,018	\$ 20,145,381	
OPERATING REVENUES								
Bus Operating Revenue	4,035,494	4,565,631	4,677,105	4,665,162	4,784,335	4,884,935	5,008,973	
Rail Operating Revenue	547,200	447,200	451,672	456,189	460,751	465,358	470,012	
NON-OPERATING REVENUES								
Sales Tax Revenue	26,649,585	28,450,180	29,588,187	30,771,715	32,002,583	33,282,687	34,281,167	
Formula Grants (Operating)	3,019,151	5,397,931	6,125,183	6,126,387	6,598,236	5,959,034	5,434,731	
Interest Income	78,000	200,000	156,170	165,885	175,168	190,750	201,454	
Misc. Revenue	738,255	1,000	1,000	1,000	1,000	1,000	1,000	
TOTAL REVENUES	35,067,685	39,061,942	40,999,317	42,186,337	44,022,073	44,783,764	45,397,337	
OPERATING EXPENSES								
Bus Operating Expense	12,068,075	13,151,270	13,311,327	13,816,761	14,493,594	14,952,756	15,494,383	
Rail Operating Expense	12,624,941	14,033,517	14,191,278	14,666,017	15,027,130	15,437,084	15,806,332	
G&A Operating Expense	6,489,298	6,764,961	6,780,049	7,013,775	7,256,501	7,508,603	7,770,474	
TOTAL EXPENSES	31,182,314	33,949,748	34,282,655	35,496,554	36,777,225	37,898,443	39,071,189	
NET INCOME	3,885,371	5,112,194	6,716,662	6,689,784	7,244,848	6,885,321	6,326,147	
CAPITAL OUTLAY								
Bus Capital Expenditure	736,620	311,500	-	-	-	-	-	
Bus Fleet Replacement Expense	37,806	2,837,000	2,162,600	2,161,183	1,606,067	2,358,069	2,974,896	
Professional Services / Technology Improvements	280,074	417,723	-	-	-	-	-	
Trail Safety Improvements	45,000	36,157	-	-	-	-	-	
Hike & Bike Trails	353,895	2,658,812	-	-	-	-	-	
Rail Station Improvements	20,443	-	-	-	-	-	-	
Rail Capital Maintenance	1,297,397	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	
Disaster Recovery - 2015 Floods	803,814	-	-	-	-	-	-	
Positive Train Control	4,041,153	632,681	-	-	-	-	-	
Infrastructure Acquisition	3,164,125	606,939	-	-	-	-	-	
Valley Ridge Crossing	259,494	-	-	-	-	-	-	
Safety & Security	25,000	200,000	-	-	-	-	-	
Rail Safety Improvements	140,760	332,240	200,000	200,000	200,000	200,000	200,000	
Brownfield Remediation	252,328	110,076	-	-	-	-	-	
CAPITAL PROJECT REQUESTS								
Server & Network Infrastructure	-	350,000	-	-	-	-	350,000	
Trail Safety Improvements Increase	-	100,000	-	-	-	-	-	
Fleet Farebox Replacement	-	600,000	-	-	-	-	-	
2019 One-Time Transit Improvements	-	1,000,000	-	-	-	-	-	
TOTAL CAPITAL OUTLAY	11,457,909	12,693,128	4,862,600	4,861,183	4,306,067	5,058,069	6,024,896	
CAPITAL SOURCES								
New Money (Debt Issuance)								
RTRFI/RTC Funds	3,232,922	506,145	-	-	-	-	-	
FEMA Reimbursements	2,101,477	-	-	-	-	-	-	
Formula Grants (Capital)	625,082	4,794,386	1,896,782	1,895,578	1,423,729	2,062,931	2,587,234	
TOTAL CAPITAL SOURCES	5,959,481	5,300,531	1,896,782	1,895,578	1,423,729	2,062,931	2,587,234	
DEBT SERVICE								
2009 Refunding (ST) Debt Service	1,717,600	1,714,697	1,715,209	1,713,925	1,715,845	1,715,771	1,713,701	
2011 Contractual Obligations	1,040,484	1,050,287	1,064,160	1,081,937	1,088,462	1,104,048	1,123,382	
TOTAL DEBT SERVICE	2,758,084	2,764,984	2,779,369	2,795,862	2,804,307	2,819,819	2,837,083	
Internal Debt Service Coverage:	1.41	1.85	2.42	2.39	2.58	2.44	2.23	
<i>Outstanding Bond Principal as of September 30th</i>	<i>27,020,000</i>	<i>25,230,000</i>	<i>23,360,000</i>	<i>21,405,000</i>	<i>19,370,000</i>	<i>17,245,000</i>	<i>15,025,000</i>	
ENDING FUND BALANCE	20,662,410	15,617,023	16,588,498	17,516,815	19,075,018	20,145,381	20,196,783	
<i>Less Required Fund Balance (O&M Reserve Policy):</i>	<i>7,795,579</i>	<i>8,487,437</i>	<i>8,570,664</i>	<i>8,874,138</i>	<i>9,194,306</i>	<i>9,474,611</i>	<i>9,767,797</i>	
<i>Less Sales Tax Stabilization Fund</i>	<i>799,488</i>	<i>853,505</i>	<i>887,646</i>	<i>923,151</i>	<i>960,077</i>	<i>998,481</i>	<i>1,028,435</i>	
<i>Less Fuel Stabilization Fund</i>	<i>450,000</i>	<i>450,000</i>	<i>450,000</i>	<i>450,000</i>	<i>450,000</i>	<i>450,000</i>	<i>450,000</i>	
<i>Less Capital/Infrastructure</i>	<i>2,000,000</i>	<i>4,000,000</i>	<i>4,000,000</i>	<i>4,000,000</i>	<i>4,000,000</i>	<i>4,000,000</i>	<i>4,000,000</i>	
NET AVAILABLE FUND BALANCE	9,617,344	\$ 1,826,081	\$ 2,680,189	\$ 3,269,525	\$ 4,470,634	\$ 5,222,290	\$ 4,950,551	

DCTA Budget Contingency Plan Fiscal Year 2019

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

Section I: Sales Tax Revenue Shortfall

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

Initial Precautionary Action

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

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

2% Reduction (\$569,004)

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

3% Reduction (\$853,505)

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

4% Reduction (\$1,138,007)

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

Section II: Sales Tax Revenue Sustainable Increase

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

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

Increases in sales tax revenue may be utilized to fund:

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

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

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

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

Service Level enhancement decisions will follow annual Decision Cycle framework.

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

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

Section III: Federal Grant Funding Reduction

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

Capital Expenditures:

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

Operating Funds:

- Follow the Sales Tax Revenue Shortfall Procedure



Board of Directors Memo

August 23, 2018

Item: 3(c) Authorize President to Negotiate and Execute Task Order 4 with Lyft for Late Night UNT Ride Service

Background

On March 23rd, 2017, the DCTA board approved the execution of a contract with Lyft, Inc. to provide On-Demand Rideshare Services. Lyft's contract allows them to provide on-call transportation services to DCTA on a task order basis, utilizing their ridesourcing technology and driver contractors to provide service enhancements and first/last mile connections within our region.

UNT administration requested DCTA to provide a late night ride service to supplement the University's current E-ride program, and emphasized the importance of having this program in place by the beginning of the 2018 Fall Semester on August 27th. DCTA recommended utilizing Lyft's contract to implement a pilot program for late night ride services available for students. Lyft's cost proposal for this program is \$72,000.

Identified Need

UNT's current E-ride program, operated by the University's Transportation Department, serves students seeking a safe ride home in areas around campus when other transit services are minimal or not operating. DCTA, as part of overall contract negotiations with UNT, provided a cost proposal for supplemental mobility service that would utilize Lyft vehicles for student service requested between 2:00am-7:00am, 7 days a week, during the Fall 2018 semester. Supplementing the E-ride program with a pilot Lyft program allows for a more cost-effective option to serve students with late night campus rides and provides an innovative service model that addresses a challenging component of UNT's transportation needs.

The program is available for all active students around a limited area that includes most of the main campus, Oak Street Hall, Fry Street, and the West Campus (including Apogee Stadium and Mean Green Village). Students entering a special promotion code in the Lyft app will get the full cost of their fares covered by DCTA if a qualified trip is completed between 2:00am and 7:00am. Lyft technology can create a 'geofence' that maps the beginning and ending location of trips taken in a Lyft vehicle. Trips that don't take place within the qualified geofence are not given a completely subsidized ride, and fare costs are the responsibility of the customer. An additional enhancement of this service will be the ability of UNT Transportation staff to dispatch Lyft vehicles during earlier hours as a supplement to their existing e-ride shuttle service. Students calling into the regular E-ride request number will either be placed on a shuttle vehicle or have a Lyft ride booked for them via a Lyft Concierge account, which allows dispatchers to book Lyft rides without a smartphone. The hours of operation for this program are 7:00pm-2:00am Monday-Thursday, and 4:00pm-2:00am Friday-Sunday, and the area qualified for the free Lyft rides is the same area for the 2:00am-7:00am program. Lyft vehicles can only be booked by UNT E-ride dispatchers during these earlier hours, no promo code will be available for students to enter into their own Lyft app for a ride before 2:00am.

The pilot program is designated only for the Fall Semester and will be deactivated on December 15, 2018. Ridership reports and monthly invoices will be provided to assist DCTA and UNT in program evaluation.

Financial Impact


The task order with Lyft for UNT late night ride service has a maximum cost of \$72,000. Lyft models and UNT ridership estimates indicate that this amount is enough to cover the expected number of late night Lyft rides requested. The program will be active from August 27th through December 15th. Lyft will invoice DCTA monthly for program costs, and those charges will be passed through to UNT.

Recommendation

DCTA staff recommends the Board approve and ratify the Lyft task order executed earlier this month to provide late night service to the UNT campus for an amount of \$72,000.

Submitted by: 
Athena Forrester, CPPO, CPPB
AVP of Regulatory Compliance

Final Review: 
Kristina Brevard, VP Planning & Development

Approval: 
James C. Cline, Jr., President