



Board of Directors Regular Meeting January 25, 2024 | 10:00 a.m.

NOTICE IS HEREBY GIVEN that the members of the Denton County Transportation Authority (DCTA) Board of Directors will hold a Regular Meeting on Thursday, January 25, 2024, at 10:00 a.m. at the DCTA Administrative Offices located at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057 and by Zoom Video Conference at which time the following agenda will be discussed.

The public is allowed to use the ZOOM link below to participate in the Board Meeting. To join the meeting, please use the information below:

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/89381889490?pwd=Q1WAdxWR8iGu6uGJSVfzYTo8tWKdyA.--G5EEiLm8GemO2S>

Passcode: 230199

Or One tap mobile: +13462487799

Or Telephone: +1 346 248 7799 US

Webinar ID: 893 8188 9490

Passcode: 230199

As authorized by Section 551-071 of the Texas Government Code, the Board of Directors may convene into Closed Executive Session for the purpose of seeking legal advice from Legal Counsel on any item on the agenda at any time during the meeting.

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

PUBLIC COMMENT

This agenda item provides an opportunity for citizens to address the DCTA Board of Directors on any agenda item(s) or other matters relating to DCTA. Each speaker will be given a total of three (3) minutes to address any item(s). Anyone wishing to speak shall be courteous and cordial.

Speakers making personal, impertinent, profane, or slanderous remarks may be removed from the meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping and similar demonstrations will not be permitted.

Citizens that are not able to participate in-person must email his or her public comment to kmorris-perkins@dcta.net no later than **3:00 pm on Wednesday, January 24, 2024**, to ensure the comment will be distributed to Board Members prior to the meeting.



The Board of Directors is not permitted to take action on any subject raised by a speaker during Public Comments. However, the DCTA 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.

CONSENT AGENDA

1. **Consider authorizing the Chief Executive Officer (CEO) to Amend the Agreement with Capitol-Insights for State Legislative Consulting Services to provide additional services for Local Government Relations support in the amount of \$37,500 beginning February 1, 2024 through remainder of the contract term that ends on June 30, 2024.**

Action Item

Backup Information: Memo

2. **Consider authorizing the Chief Executive Officer (CEO) to enter Agreement with LMC Corporation in an amount not to exceed \$500,000 for the demolition of existing facilities and securing of the DCTA property at 655 E. Main Street in Lewisville**

Action Item

Backup Information: Memo

3. **Consider Approval of a Resolution to Approve Budget Revision 2024-08 in the amount of \$500,000 for demolition of existing facilities and securing of the DCTA property at 655 E. Main Street in Lewisville**

Action Item

Backup Information: Memo

Exhibit 1: Draft Budget Revision Resolution

4. **Consider Approval of Regular Meeting Minutes dated November 30, 2023**

Action Item

Backup Information: Exhibit 1: November 30, 2023 Regular Meeting Minutes

REGULAR AGENDA

1. **Discuss Update on the Collin County Rides Program and Consider Approval of a Resolution to Approve Budget Revision 2024-07 in the amount of \$295,005**

Action Item

Backup Information: Memo

Exhibit 1: Draft Budget Revision Resolution

2. **Discuss and Consider Approval of Fiscal Year 2023 Transportation Reinvestment Program (TRiP) Annual Report and Fiscal Year 2024 TRiP Annual Call for Projects**

Action Item

Backup Information: Memo

Exhibit 1: TRiP Annual Call for Projects FY2024

Exhibit 2: TRiP Annual Report for FY2023



3. Provide Update on the Marketing and Communications Program

Discussion Item

Backup Information: Memo

4. Discuss Local and Regional Updates and Legislative Issues

Discussion Item

INFORMATIONAL REPORTS

1. Safety, Service, and Ridership Reports

Backup Information: Memo

Exhibit 1: Safety Performance – FY to Date

Exhibit 2: Service Performance – FY to Date

Exhibit 3: Ridership by Mode – December 2023

Exhibit 4: Connect Ridership Year-Over-Year by Month

Exhibit 5: A-train Ridership Year-Over-Year by Month

Exhibit 6: Fixed-Route Ridership – December 2023

Exhibit 7: UNT Ridership Year-Over-Year by Month

2. Enterprise Resource Planning (ERP) Update

Backup Information: Memo

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

Staff will discuss proposed future agenda items. Board members may request an informational item or action item to be added to the next Board meeting agenda.

Next Regular Board Meeting Date: February 22, 2024

REPORT ON ITEMS OF COMMUNITY INTEREST

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.

CONVENE EXECUTIVE SESSION

No Executive Session is scheduled for this meeting.

RECONVENE OPEN SESSION

Reconvene and Take Necessary Action on Items Discussed during Executive Session (if applicable).

ADJOURN



Board Members:

TJ Gilmore, Lewisville, Chair
Cesar Molina, Denton County Seat 1, Vice-Chair
Andy Eads, Denton County Seat 2, Secretary
Daniel Jaworski, Highland Village
Alison Maguire, Denton

Alternates

Jody Gonzalez, Denton County Seat 1
Kristin Green, Lewisville
Pat Smith, Denton
Paul Stevens, Highland Village
Vacant, Denton County Seat 2

Non-Voting Board Members:

Dennie Franklin, Frisco
Jeremie Maurina, The Colony
Vacant, Flower Mound
Vacant, Corinth
Vacant, Little Elm
Vacant, Small Cities

Staff Liaison:

Paul Cristina, CEO

This notice was posted on January 19, 2024 by 5pm.

Kisha Morris-Perkins
Executive Assistant & Board Process Manager

Board of Directors Memo

January 25, 2024

SUBJECT: Consider Authorizing the Chief Executive Officer (CEO) to Amend the Agreement with Capitol-Insights for State Legislative Consulting Services to provide additional services for Local Government Relations support in the amount of \$37,500 beginning February 1, 2024 through remainder of the contract term that ends on June 30, 2024.

Recommendation

Staff recommends the Board authorize the Chief Executive Officer (CEO) to Amend the Agreement with Capitol-Insights for State Legislative Consulting Services to provide additional services for Local Government Relations support in the amount of \$37,500 beginning February 1, 2024 through remainder of the contract term that ends on June 30, 2024.

Background

DCTA performed a solicitation for State Legislative Consulting Services and the Board approved a contract with Capitol-Insights that was executed on August 8, 2022 for an initial 2 year period through June 30, 2024 with an option to extend for another 2 year period through June 30, 2026 at a retainer fee of \$10,000 per month.

Given a recent change in the DCTA organization and the demonstrated effectiveness of the consultant team, DCTA requested Capitol-Insights provide an updated scope of work that would enable the consultant to assume duties for Local Government Relations support for an additional fee of \$7,500 per month, increasing the total monthly fee to Capitol-Insights to \$17,500 per month until the remainder of the initial term, at which time the Agreement and this amendment will be considered for renewal.

The additional services provided by the consultant will include, but are not limited to, support to conduct regular meetings with local elected officials in the DCTA service area, remain engaged with City Councils of DCTA's member cities, and serve as an advisor to the organization on all local government matters and regional issues.

Previous Board Activity & Action

July 28, 2022: Board approved the award and authorized the Interim Chief Executive Officer (CEO) to Award and Execute a Contract with Capitol-Insights beginning on or about September 1, 2022. Total estimated cost of the contract is \$240,000 for the initial two years (through June 30, 2024) with the option to renew for an additional two years for \$240,000. If renewed for the two years, the total four (4) year contract cost is \$480,000. This approval was awarded to be paid by retainer in the amount of \$10,000.00 per month.

Identified Need

DCTA needs to be aware of legislative activities that will affect transportation in the region and retain effective means to engage with key members of the Legislature during the Legislative sessions, as well remain aligned with our local government officials.



Financial Impact

The cost the service is \$7,500 paid as a retainer per month, or \$37,500 for the remainder of the current contract year. The cost for the service can be accommodated within the approved FY2024 Budget.

Exhibits

None.

Submitted By:

A handwritten signature in blue ink, appearing to read "J. Bronson", is written over a horizontal line.

Jackie Bronson

Director of Human Resources and Administration

Board of Directors Memo

January 25, 2024

SUBJECT: Consider authorizing Chief Executive Officer enter Agreement with LMC Corporation in an amount not to exceed \$500,000 for the demolition of existing facilities and securing of the DCTA property at 655 E. Main Street in Lewisville

Recommendation

Staff recommends the Board award a contract for the demolition of buildings at 655 E. Main Street in Lewisville, Texas, to LMC Corporation, utilizing the Sourcewell cooperative contract number: TX-NT-GC-101619-LCM.

Background

The property at 655 E. Main Street in Lewisville, previously owned by John Burns Construction Company, was purchased by DCTA in June 2020 to enable construction of a DCTA Administrative Headquarters facility and a Transit Oriented Development at the site. The Purchase and Sale Agreement enabled the seller to remain a tenant at the property through a leaseback arrangement that concluded in November, 2023.

The property contains an office building, a warehouse building, and various appurtenant features across the site. Staff has reviewed the site and recommends demolition of the facilities and pavements and securing of the perimeter with fence repairs and a new section of fence to ensure it remains secure. The contract proposed by this item includes this general scope of work. This course of action will deter potential vandalism, vagrancy, and makes the site ready for redevelopment at the appropriate time.

Previous Board Activity & Action

None.

Identified Need

Demolition and security of the site with a repaired and supplemented perimeter fence will ensure the security and safety of the site until it is ready for redevelopment.

Financial Impact

Funding for this project is available through a grant provided to DCTA from the North Central Texas Council of Governments. This grant provided for the purchase of the property, relocation costs of the previous owner, and any cost to make the site ready for its intended purpose of completing this Transit Oriented Development project. Total grant funding of \$8.7M remains available and accordingly with the approval of this contract, staff simultaneously requests the revision of the FY24 project budget to allow for this expenditure.



Exhibits

None.

Submitted By: 

Joe Oerum
Senior Manager of Contracts & Procurement

Reviewed by:



Sherrelle Evans-Jones
Chief Financial Officer



Board of Directors Memo

January 25, 2024

SUBJECT: Consider approval of a Resolution to approve Budget Revision 2024-08 in the amount of \$500,000 for demolition of existing facilities and securing of the DCTA property located at 655 E. Main Street in Lewisville.

Recommendation

Staff recommends the Board approve Budget Revision 2024-08 in the amount of \$500,000 for demolition of existing facilities and securing of the DCTA property at 655 E. Main Street in Lewisville.

Background

This budget revision to accompanies Consent Agenda item 02 because this expenditure is not included within the existing FY2024 operating budget.

Previous Board Activity & Action

None.

Identified Need

Demolition and security of the site with a repaired and supplemented perimeter fence will ensure the security and safety of the site until it is ready for redevelopment.

Financial Impact

Funding for this project is available through a grant provided to DCTA from the North Central Texas Council of Governments. This grant provided for the purchase of the property, relocation costs of the previous owner, and any cost to make the site ready for its intended purpose of completing this Transit Oriented Development project. Total grant funding of \$8.7M remains available and accordingly with the approval of this contract, staff simultaneously request the amendment of the FY24 project budget to allow for this expenditure.

Exhibits

Exhibit 1: Draft Budget Revision Resolution

Reviewed by:

Sherrelle Evans-Jones
Chief Financial Officer

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. R24-02**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA) APPROVING FISCAL YEAR 2024 BUDGET REVISION NUMBER 2024-08 REVISED OPERATING & CAPITAL BUDGET, ATTACHED HERETO AS EXHIBIT “A”; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the DCTA budget is a well calculated estimate as to what will be needed for expenditures in the fiscal year; and

WHEREAS, budget estimates are often prepared months in advance of the actual expenditures and the possibility that the actual amount of the expenditure will be known in exact terms at the time of the budget preparation is unlikely; and

WHEREAS, it may become necessary to reforecast the annual expenditures and modify the budget by amendment; and

WHEREAS, the Board of Directors of DCTA desires to amend the Fiscal Year 2024 Operating and Capital Budget as set forth in Exhibit “A”.

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

SECTION 1. The Operating and Capital Budget Revision attached hereto as Exhibit “A,” be, and the same is hereby adopted and which shall amend the original budget adopted August 23, 2023, from and after the effective date of this Resolution.

SECTION 2. All provisions of the resolutions of the Board of Directors of the DCTA, in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this Resolution shall remain in full force and effect.

SECTION 3. This Resolution shall become effective immediately upon its passage and approval.

DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THE 25TH DAY OF JANUARY 2024.

APPROVED:

TJ Gilmore, Chair

ATTEST:

Andy Eads, Secretary

DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA)
BUDGET TRANSFER / REVISION REQUEST

TRANSACTION TYPE:

Transfer ☐
Revision ☒

Number: 2024-08

| Expense | Account | Dept/Account | Current Budget Amount | Budget Revision Amount | Revised Budget Amount |
|---------------------|----------|----------------------------|-----------------------------|------------------------------|-----------------------------|
| Capital Expense | 10302.14 | Infrastructure/Acquisition | \$0 | 500,000 \$ | 500,000 |
| Net Position Impact | | | \$ | 500,000 | |

EXPLANATION: Budget revision 2024-08 is for funding of \$500,000 to be available for the demolition of buildings at 655 E. Main Street in Lewisville, Texas, to LMC Corporation, utilizing the Sourcwell cooperative contract number: TX-NT-GC-101619-LCM. The property at 655 E. Main Street in Lewisville, previously owned by John Burns Construction Company, was purchased by DCTA in June 2020 to enable construction of a DCTA Administrative Headquarters facility and a Transit Oriented Development at the site.

Approvals:

Reviewed By: Jane Filkrowicz

Approved By: Shenelle Sizs-Jones

Title

Senior Manager of Budget

CFO



Board of Directors Regular Meeting Minutes

November 30, 2023 | 10:00 a.m.

The Board of Directors of the Denton County Transportation Authority (DCTA) convened a Regular Board of Directors Meeting with Chair TJ Gilmore presiding on Thursday, November 30, 2023 at 10:00am, located at the DCTA Administrative Offices, 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Voting Members

Chair TJ Gilmore, City of Lewisville
Vice-Chair Cesar Molina, Denton County
Secretary Andy Eads, Denton County
Board Member Daniel Jaworski, City of Highland Village
Board Member Alison Maguire, City of Denton

Alternates

Board Member Jody Gonzalez, Denton County
Board Member Kristin Green, City of Lewisville
Board Member Pat Smith, City of Denton
Board Member Paul Stevens, City of Highland Village

Non-Voting Members

Board Member Dennie Franklin, City of Frisco
Board Member Jeremie Maurina, City of The Colony

Legal Counsel

Joe Gorfida, Nichols Jackson

DCTA CEO

Paul A. Cristina

CALL TO ORDER

Chair Gilmore called the meeting to order at 10:03am. All Board Members were present with the exception of Board Member Stevens.

INVOCATION

Vice-Chair Molina provided the invocation.

PLEDGE OF ALLEGIANCE

The Board recited pledges to the United States and Texas flags.

INTRODUCTIONS

Chair Gilmore introduced the newest Board of Directors Member, Mayor Daniel Jaworski from the City of Highland Village.

The following DCTA staff introductions were made:

Lakeisha Williams, Senior Manager of Accounting
Victoria Atkinson, Accounting Coordinator
Lisa Taylor, Director of Transportation

PUBLIC COMMENT

No public comment during this time.

CONSENT AGENDA

1. Consider Approval of North Texas Mobility Corporation's Benefit Renewal with United Healthcare for Medical, Dental and Vision Benefits for NTMC Employees for Coverage effective January 1, 2024 through December 31, 2024 and Accept Continuation of Coverage for Life and Disability with Mutual of Omaha
2. Consider Approval of First Amended and Restated Chief Executive Officer (CEO) Employment Agreement
3. Consider Approval of September 2023 Monthly Financial Statement
4. Consider Approval of Regular Meeting Minutes dated October 26, 2023

Motion by Secretary Eads with a second by Vice-Chair Molina to approve the Consent Agenda as presented. Motion passes 5-0.

REGULAR AGENDA

1. Discuss Update on the A-train Enhancement Program

Austin Frith, Vice President, Planning and Development gave the presentation highlighting the following:

- Program Vision and Objectives
- Current Status from August Board Briefing
 - 15-minute & 30-minute Headway Projects
 - Downtown Carrollton & Corinth Station Scenario Comparison
- Recommendations to Spend Design Funds
- A-train Corridor Design Complexities
 - DDTC Extension
 - South Corinth Siding
 - Highland Village/Lake Lewisville Extension
 - Downtown Carrollton
- DGNO Freight Customer Considerations
- Next Steps to Consider

Board discussion on how we speed up headways and if adding Corinth will slow this down if the plan is to build to 15-minute headways. Also discussed the need to address whether or not RTC will still help with improvements. The board appreciates the list and is hopeful that we can make the Corinth station work. It was noted that the City of Corinth discussions look promising.

2. Discuss Update on Connect Bus Stop Study

Austin Frith, Vice President, Planning and Development gave the presentation highlighting the following:

- Bus Stop Study – Process
- Bus Stop Study - Data
- Potential Capture Analysis
 - March 2023 GoZone
 - New or Relocated Connect Stops
- Future Connect Stop Network
- Three-Year Plan Prioritization
- Recommended Bus Stop Hierarchy
 - Amenities
- UNT Interface Connections
- Lewisville Bus Stop Assessment
 - Recommendations and Next Steps
 - Connection Stops
- Next Steps to Consider

Board discussion regarding where and why stops will be removed and whether ridership and boardings were the only factors that went into the prioritization. It was noted that cost considerations were also a factor. Board discussed that more usage from TWU is needed to justify investment there.

3. Discuss Update on Public Transportation Agency Safety Plan

Steve Swanberg, Senior Manager, Transit Safety and Security gave the presentation highlighting the following:

- What is the Safety Program?
- Why do we need a Safety Program?
- Safety Program Direction
- DCTA Comprehensive Safety Management System
- Risk Assessment & Mitigation
 - Risk Register
 - Ground Level Details
 - Future Projects
- Partnerships
 - City of Denton S.W.A.T

- Denton County Emergency Management & The National Weather Service
- Monitoring & Measuring

4. Discuss Update on January Board Strategic Planning Work Session, FY 2024 Work Plan, and Agency Goals and Objectives

Paul Cristina, Chief Executive Officer gave the presentation highlighting the following:

- Work Session Agenda
- FY24 DCTA Goals and Objectives
- 2024 Leadership Team Project Work Plan

Board recommended discussions regarding what constitutes successful Transit Oriented Development and ridership goals.

5. Discuss Local and Regional Updates and Legislative Issues

Board Chair Gilmore stressed the importance of reviewing the Regional Transit 2.0 Initiative to be sure we are aligned.

INFORMATIONAL REPORTS

1. Safety, Service, and Ridership Reports for FY 2023
2. Update on Regional Transit 2.0 Initiative and Request for Proposals by the North Central Texas Council of Governments (NCTCOG)
3. Proposed 2024 Denton County Transportation Authority (DCTA) and North Texas Mobility Corporation (NTMC) Board Meeting Date Calendar

No Board action required for Informational Reports.

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

None at this time.

REPORT ON ITEMS OF COMMUNITY INTEREST

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.

- Public Art at Serve Lewisville-Thursday, November 30, 2023
- Old Town Lewisville Tree Lighting-Friday, December 1, 2023
- Old Town Lewisville Parade-Saturday December 2, 2023
- Denton Holiday Lighting-Saturday, December 2, 2023
- Highland Village-Red Kettle Campaign-Saturday, December 2, 2023



- Highland Village–Christmas at the Ranch–Saturday, December 9, 2023

CONVENE EXECUTIVE SESSION
No items scheduled for this agenda.

ADJOURN
The Board adjourned at 11:26am.

TJ Gilmore, Board Chair

Andy Eads, Board Secretary

Board of Directors Memo

January 25, 2024

SUBJECT: Discuss Update on the Collin County Rides Program and Consider Approval of Resolution for Budget Revision 2024-07 in the amount of \$295,005.

Recommendation

Staff recommends the Board approve a Resolution for Budget Revision 2024-07 in the amount of \$295,005.

Background

The North Central Texas Council of Governments (NCTCOG) approached DCTA about taking over the subject program that will provide transit services to elderly and medically qualified residents of the City of Allen and Town of Fairview.

A Funding Agreement with NCTCOG is in place, along with Interlocal Agreements with the City of Allen, and the Town of Fairview.

This briefing item will provide an update on preparations for the program, which are now complete in advance of the service launch on February 1, 2024.

Previous Board Activity & Action

The Board received briefing items on the Collin County Rides program in the following meetings and provided staff direction to proceed with formulation of agreements:

- May 25, 2023
- July 27, 2023

The Board received a briefing on the Collin County Rides program in the October 23, 2023 Board meeting and approved required agreements for the program.

Identified Need

Not applicable.

Financial Impact

The cost of all services will be paid by the City of Allen, Town of Fairview, and NCTCOG, which will be reimbursed to DCTA along with a 69% administrative fee.

Exhibits

Exhibit 1: Draft Budget Revision Resolution

Submitted By:


Maurice Bell, Chief Operating Officer

Reviewed By:


Sherelle Evans-Jones, Chief Financial Officer

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. R24-01**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA) APPROVING FISCAL YEAR 2024 BUDGET REVISION NUMBER 2024-07 REVISED OPERATING & CAPITAL BUDGET, ATTACHED HERETO AS EXHIBIT “A”; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the DCTA budget is a well calculated estimate as to what will be needed for expenditures in the fiscal year; and

WHEREAS, budget estimates are often prepared months in advance of the actual expenditures and the possibility that the actual amount of the expenditure will be known in exact terms at the time of the budget preparation is unlikely; and

WHEREAS, it may become necessary to reforecast the annual expenditures and modify the budget by amendment; and

WHEREAS, the Board of Directors of DCTA desires to amend the Fiscal Year 2024 Operating and Capital Budget as set forth in Exhibit “A”.

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

SECTION 1. The Operating and Capital Budget Revision attached hereto as Exhibit “A,” be, and the same is hereby adopted and which shall amend the original budget adopted August 23, 2023, from and after the effective date of this Resolution.

SECTION 2. All provisions of the resolutions of the Board of Directors of the DCTA, in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this Resolution shall remain in full force and effect.

SECTION 3. This Resolution shall become effective immediately upon its passage and approval.

DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THE 25TH DAY OF JANUARY 2024.

APPROVED:

TJ Gilmore, Chair

ATTEST:

Andy Eads, Secretary

DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA)
BUDGET TRANSFER / REVISION REQUEST

TRANSACTION TYPE: Transfer ☐
Revision ☒

Number: 2024-07

| Expense | Account | Dept/Account | Current Budget Amount | Budget Revision Amount | Revised Budget Amount |
|--------------------|-----------|---|-----------------------------|------------------------------|-----------------------------|
| Operating Revenue | 250.40100 | Collin County Rides/Passenger Revenue | \$0 | 391,500 | \$ 391,500 |
| Operating Revenue | 250.40120 | Collin County Rides/Contract Service Revenue | \$0 | 97,900 | \$ 97,900 |
| Operating Revenue | 250.40414 | Collin County Rides/State & Local Capital Grants | \$0 | 338,400 | \$ 338,400 |
| Operating Expense: | 250.50110 | Collin County Rides/Salary & Wages | \$0 | 47,000 | \$ 47,000 |
| Operating Expense: | 250.50205 | Collin County Rides ER Medicare & Social Security | \$0 | 3,564 | \$ 3,564 |
| Operating Expense: | 250.50210 | Collin County Rides/ER Match Retirement | \$0 | 3,894 | \$ 3,894 |
| Operating Expense: | 250.50215 | Collin County Rides/Health Insurance | \$0 | 26,976 | \$ 26,976 |
| Operating Expense: | 250.50225 | Collin County Rides/SUTA | \$0 | 705 | \$ 705 |
| Operating Expense: | 250.50231 | Collin County Rides/Life & Disability | \$0 | 828 | \$ 828 |
| Operating Expense: | 250.50235 | Collin County Rides/Vision | \$0 | 100 | \$ 100 |
| Operating Expense: | 250.50265 | Collin County Rides/Dental | \$0 | 828 | \$ 828 |
| Operating Expense: | 250.50310 | Collin County Rides/General Service | \$0 | 1,500 | \$ 1,500 |
| Operating Expense: | 250.50440 | Collin County Rides/Computer & Software Supplies | \$0 | 5,000 | \$ 5,000 |
| Operating Expense: | 250.50515 | Collin County Rides/Data & Phones | \$0 | 1,200 | \$ 1,200 |
| Operating Expense: | 250.50810 | Collin County Rides/Purchased Transportation | \$0 | 438,700 | \$ 438,700 |
| Operating Expense: | 250.50920 | Collin County Rides/Travel | \$0 | 2,500 | \$ 2,500 |

Net Position Impact \$ 295,005

EXPLANATION: Budget revision 2024-07 is to set-up a new contract service ridership program called Collin County Rides. It will provide transit services to elderly and medically qualified residents of the City of Allen and Town of Fairview. A funding agreement with NCTCOG is in place, along with Interlocal Agreements with the City of Allen, and the Town of Fairview. The cost of all services will be paid by the City of Allen, Town of Fairview, and NCTCOG, which will be reimbursed to DCTA along with a 69% administrative fee. The NCTCOG is also providing grant funding to pay for a staff position, Mobility Services Specialist, to assist with the administration of the program. Services will begin on February 1, 2024. These budgeted amounts are through September 30, 2024.

Approvals:

Requested By:



Title

COO

Reviewed By:



Senior Manager of Budget

Approved By:



CFO



Board of Directors Memo

January 25, 2024

SUBJECT: Discuss and Consider Approval of Fiscal Year 2023 Transportation Reinvestment Program (TRiP) Annual Report and Fiscal Year 2024 TRiP Annual Call for Projects

Recommendation

Staff recommends approval of FY23 Transportation Reinvestment Program (TRiP) Annual Report and FY24 TRiP Annual Call for Projects.

Background and Introduction

In accordance with the agency's TRiP policy adopted in November 2020, the FY24 Annual Call for Projects is now active. TRiP enables partnerships between the agency and its member cities for mutually beneficial investments in transit-supportive projects that are consistent with DCTA's enabling legislation.

Previous Board Activity & Action

None.

Identified Need

This agenda item is intended to consider approval of the FY23 TRiP Annual Report and formally announce and promote DCTA's Annual TRiP Call for Projects for FY24.

Financial Impact

The table on the following page summarizes member city FY24 TRiP program allocations and rollover amounts associated with subsequent program years.

The total TRiP allocation for this year (\$10,429,512) is included in the FY 2024 Capital budget.



FY 2024 Member City Allocations and Prior Year Rollover Amounts

FY21 TRiP Program Allocation and Awarded Grant Obligations

| | CITY OF DENTON | CITY OF HIGHLAND VILLAGE | CITY OF LEWISVILLE | TOTAL |
|--|----------------|--------------------------|--------------------|--------------|
| FY21 Funding Allocation | \$ 3,424,946 | \$ 379,591 | \$ 3,837,597 | \$ 7,642,134 |
| FY21 Obligation - City of Denton | \$ 2,517,977 | | | |
| FY21 Obligation - City of Highland Village | | \$ 379,591 | | |
| FY21 Obligation - City of Lewisville | | | \$ 2,591,375 | |
| FY21 TRiP Program Rollover | \$ 906,969 | \$ - | \$ 1,246,222 | \$ 2,153,191 |

FY22 TRiP Program Allocation and Awarded Grant Obligations

| | CITY OF DENTON | CITY OF HIGHLAND VILLAGE | CITY OF LEWISVILLE | TOTAL |
|--|----------------|--------------------------|--------------------|--------------|
| FY22 Funding Available to Cities (with rollover) | \$ 4,263,151 | \$ 450,500 | \$ 5,019,354 | \$ 9,733,005 |
| FY22 Obligation - City of Denton | \$ 3,980,578 | | | \$ 3,980,578 |
| FY22 TRiP Program Rollover | \$ 282,573 | \$ 450,500 | \$ 5,019,354 | \$ 5,752,427 |

FY23 TRiP Program Allocation and Awarded Grant Obligations

| | CITY OF DENTON | CITY OF HIGHLAND VILLAGE | CITY OF LEWISVILLE | TOTAL |
|--|----------------|--------------------------|--------------------|---------------|
| FY23 Funding Available to Cities (with rollover) | \$ 6,496,529 | \$ 988,700 | \$ 11,713,605 | \$ 19,198,834 |
| FY23 Obligation - City of Denton | \$ 5,589,560 | | | \$ 5,589,560 |
| FY23 Obligation - City of Lewisville | | | \$ 9,615,000 | \$ 9,615,000 |
| FY21-FY23 Cumulative TRiP Program Rollover | \$ 906,969 | \$ 988,700 | \$ 2,098,605 | \$ 3,994,274 |

FY24 CALL FOR PROJECTS AVAILABLE FUNDING

| | CITY OF DENTON | CITY OF HIGHLAND VILLAGE | CITY OF LEWISVILLE | TOTAL |
|--|----------------|--------------------------|--------------------|---------------|
| FY24 TRiP Allocation | \$ 4,969,060 | \$ 498,224 | \$ 4,961,868 | \$ 10,429,152 |
| FY21-FY23 Cumulative TRiP Program Rollover | \$ 906,969 | \$ 988,700 | \$ 2,098,605 | \$ 3,994,274 |

| | | | | |
|---|---------------------|---------------------|---------------------|----------------------|
| FY24 CALL FOR PROJECTS AVAILABLE FUNDING | \$ 5,876,029 | \$ 1,486,924 | \$ 7,060,473 | \$ 14,423,426 |
|---|---------------------|---------------------|---------------------|----------------------|


S:\TRiP\FY24\FY24 TRiP Funding - 111623.xlsx\FY24 with Obs and Rolls

Exhibits

Exhibit 1: TRiP Annual Call for Projects FY24

Exhibit 2: TRiP Annual Report for FY23

Submitted by:


Austin Frith, Vice President
Planning and Development



CALL FOR PROJECTS

Denton County Transportation Authority (DCTA) Transportation Reinvestment Program (TRiP) FY 2024 Funding Availability

DCTA is pleased to announce a *Call For Projects* for the Transportation Reinvestment Program's FY 2024 funding availability. This program provides financial assistance to DCTA member cities for transit-supportive projects consistent with and beneficial to DCTA's Long-Range Service Plan ([link](#)) goals. The program aligns the DCTA mission of "improving mobility, air quality, economic development and livability" for the DCTA service area and Denton County at large.

Eligible member cities must submit a written application within 90 days of this Call for Projects in order to be considered for funding. The application shall include, at minimum: a project description, project limits and boundaries, proposed or engineering-based capital cost estimates, requested funding amount, identification of additional funding sources (if applicable), proposed schedule for the project, and a description of how the project would support DCTA Long-Range Service Plan goals.

DCTA staff will have 30 days review proposed project applications to determine minimum project eligibility or request more information. After completing the review, if no additional information was requested, the application will be placed on the agenda for the next regularly scheduled DCTA Board of Directors meeting for consideration. Following the review of each application, the DCTA Board will lead the approval and award process including any necessary interlocal agreements and payment schedules.

How to Apply

Step 1: Review the TRiP policy document [here](#)

Step 2: Review FY 2024 member city TRiP funding allocations [here](#)

Step 3: Review the [application workbook](#) to determine what information you should gather in order to apply.

Project Selection Process Timeline (2024)

| | |
|------------|--|
| January 25 | Call for Projects Released |
| April 25 | Applications Due (email to: Austin Frith - afrith@dcta.net) |
| May 30 | DCTA Finalize Project Eligibility |
| June 27 | Board Meeting for Consideration |
| July 26 | Award |

At a minimum, projects must meet the following criteria to be eligible for DCTA funding:

- Project limits located primarily within the DCTA service area, the geographic boundaries of DCTA member cities, or within a quarter mile of any A-train Station or DCTA fixed bus route.
 - Projects that extend beyond this area should identify extra-territorial costs and alternate funding sources for the portion of costs not eligible for TRiP funding
- Clear and defensible nexus to DCTA Long-Range Service Plan goals
- Financially Feasible
 - Requested capital funding does not exceed the member city's TRiP allocation, or
 - Funding sources have been identified for project costs exceeding the requested amount



**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. R20-22**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA) APPROVING THE DENTON COUNTY TRANSPORTATION AUTHORITY TRANSPORTATION REINVESTMENT PROGRAM (TRiP) POLICY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the DCTA Transportation Reinvestment Program (TRiP) Policy's objective is to provide financial assistance to DCTA member cities for transit-supportive projects consistent with and beneficial to DCTA's Long-Range Service Plan Goals; and

WHEREAS, DCTA Board of Directors has been presented with the DCTA TRiP Policy attached hereto as Exhibit "A" and incorporated herein by reference; and

WHEREAS, upon full review and consideration of the DCTA TRiP Policy, and all matters related thereto, the Board of Directors of the Denton County Transportation Authority is of the opinion and finds that the DCTA TRiP Policy should be approved;

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

SECTION 1. The DCTA TRiP Policy, attached hereto as Exhibit "A", be and the same is hereby approved.

SECTION 2. This Resolution shall become effective immediately upon its passage and approval.

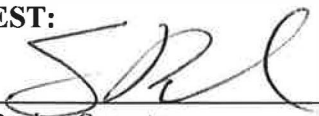
DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THE 12TH DAY OF NOVEMBER 2020.

APPROVED:



Chris Watts, Chair

ATTEST:



Sam Burke, Secretary

EXHIBIT “A”
DCTA TRiP Policy



DENTON COUNTY TRANSPORTATION AUTHORITY TRANSPORTATION REINVESTMENT PROGRAM (TRiP)

I. POLICY STATEMENT

The Denton County Transportation Authority (DCTA) Transportation Reinvestment Program (TRiP) policy objective is to provide financial assistance to DCTA member cities for transit-supportive projects consistent with and beneficial to DCTA's Long-Range Service Plan goals. TRiP funding will be apportioned to DCTA member cities in proportion to each city's net half-cent sales and use tax collection for the previous fiscal year, as published by the Texas Comptroller's Allocation Payment Detail. Total program funding levels and allocation formula are detailed in Section III. DCTA will distribute funds to member cities for eligible projects consistent with DCTA's enabling legislation, Chapters 431 and 460 of the Texas Transportation Code, and project selection criteria specified in Section V.

II. SCOPE

TRiP is a five-year policy, with its first funding cycle beginning in 2021. Each year, DCTA will establish TRiP funding levels following an audit of the previous fiscal year's net available balance and in accordance with the TRiP policy. DCTA will issue a call for projects in January of each calendar year. Continuation of the policy beyond the initial five years would require DCTA Board reapproval. In the event the Board does not re-approve subsequent years, the policy will expire after the five-years and any unobligated funds shall revert to DCTA cash reserves.

Funds will be available to DCTA member cities, including Denton, Highland Village and Lewisville. A municipality which becomes a participating member of DCTA, under the provisions of Section 460.302 Texas Transportation Code, will become an eligible recipient of DCTA TRiP funding in the next fiscal year following collection of a transit sales and use tax.

III. FUNDING

The annual TRiP budget will be equal to 15 percent of DCTA's net available fund balance from the previous fiscal year. In addition, DCTA will authorize a one-time program startup amount of \$2,000,000 to be transferred from the Capital/Infrastructure Reserve to a dedicated TRiP project line within the FY2021 budget. Annual program contributions may be amended as necessary through Board amendment of the TRiP policy.

Funding for each member city will be allocated based on the following formula:

$$= 95\% \times \text{Annual Program Budget} \left(\frac{\text{Individual member city sales tax collection, prior FY}}{\text{Total all member cities sales tax collection, prior FY}} \right)$$

Actual cost up to and not to exceed five percent of the annual program budget shall be set aside for DCTA program administration, including project selection, monitoring and financial reporting, and 95 percent split among member cities proportional to sales and use tax receipts, as estimated by DCTA financial staff, for the previous fiscal year. Prior to award of the TRiP projects, DCTA staff will present anticipated TRiP administrative costs for Board approval. Unspent administrative budget shall be returned to TRiP reserve balances.

Multiple municipalities may pool their allocated amounts to allow more flexibility in financing larger, mutually beneficial projects. Member cities could accrue allocated funds each fiscal year in order to fund a larger project. Funds remain with DCTA, designated to each member city,

DENTON COUNTY TRANSPORTATION AUTHORITY TRANSPORTATION REINVESTMENT PROGRAM (TRiP)

until dispersed to an approved project. Funds will remain with DCTA until reimbursements have been made to the member city for an approved project. Unobligated funds designated to each member city may rollover for up to three years.

IV. ELIGIBLE PROJECTS

To be eligible for TRiP funding, a project must be consistent with DCTA's enabling legislation, Chapters 431 and 460 of the Texas Transportation Code, and project selection criteria specified in Section V. Projects funded through inter-local agreement must be authorized under and consistent with the provisions of Texas Local Government Code 791: Interlocal Cooperation Contracts.

A key provision of Chapter 460 regarding DCTA expenditures is that they be consistent with and beneficial to the locally adopted Long-Range Service Plan goals. Projects eligible for TRiP funding should demonstrate support of these formally adopted goals. Eligible projects are shown in **Attachment A**.

In addition to serving Long-Range Service Plan goals, projects eligible for TRiP funding should be clearly defined and financially sound. Well defined capital/expansion projects will facilitate a reliable design-build cost estimate. Cost estimates for maintenance of assets should be based on recent similar maintenance projects or bids/solicitations where available. Planning and preliminary design costs may also be eligible for projects that support DCTA's long range goals.

Eligible project types may be amended as necessary through a DCTA Board amendment of the TRiP policy. Adoption of an updated DCTA Long-Range Service Plan update may trigger Board action if amendments to TRiP project criteria are needed to ensure consistency with updated Long-Range Service Plan goals.

V. PROJECT SELECTION

Eligible member cities must submit a written application for funding. The application shall include, at minimum: a project description, project limits and boundaries, proposed or engineering based capital cost estimates, requested funding amount, identification of additional funding sources (if applicable), proposed schedule for the project, and a description of how the project would support DCTA Long-Range Service Plan goals. A sample project application is provided in *Attachment A*.

Applications will be submitted within 90 days of the DCTA Call for Projects. However, member cities may submit their applications sooner. DCTA staff will have 30 days to review the application to determine minimum project eligibility or request more information. Subsequent to completing the review, if no additional information was requested, the application will be placed on the agenda for the next regularly scheduled DCTA Board of Directors meeting for consideration. Following the review of each application, the DCTA Board will lead the approval and award process.

In subsequent years, should a member city have a project that timing would necessitate an application prior to the call for projects, a city may submit an application for pre-award

DENTON COUNTY TRANSPORTATION AUTHORITY TRANSPORTATION REINVESTMENT PROGRAM (TRiP)

authority. Any cost difference between the member city's allocated funding for that year and the project cost, would be borne by the member city.

DCTA staff will have 45 days to review the pre-award authority application to determine minimum project eligibility or request more information. Subsequent to completing the review, if no additional information was requested, the application will be placed on the agenda for the next regularly scheduled DCTA Board of Directors meeting for consideration. Following the review of each application, the DCTA Board will lead the approval and award process.

At a minimum, projects must meet the following criteria to be eligible for DCTA funding:

- Project limits located primarily within the DCTA service area, the geographic boundaries of DCTA member cities, or within a quarter mile of any A-train Station or DCTA fixed bus route.
 - Projects that extend beyond this area should identify extra-territorial costs and alternate funding sources for the portion of costs not eligible for TRiP funding
- Clear and defensible nexus to DCTA Long-Range Service Plan goals
- Financially Sound
 - Requested capital funding does not exceed the member city's TRiP allocation, or
 - Funding sources have been identified for project costs exceeding the requested amount

In the event a member city submits multiple projects for consideration whose total costs exceed the member city's balance of available funds, additional project criteria may be considered to narrow the selection. These additional criteria may include percent cost sharing, ability to leverage additional federal funding, project timeframe, and demonstrated ability to meet multiple Long-Range Service Plan goals. Projects meeting minimum selection criteria may be deferred to a future year in the event of funding limitations.

VI. DISBURSEMENT

Based on the requested funding amount and as part of the Board approval packet, DCTA staff will recommend a schedule for TRiP funding disbursement which may be lump sum, quarterly, or annually.

Once approved by the DCTA Board, the approved funding becomes programmed to the project. That programmed amount is deducted from the available apportionment as an obligation. Funds will be allocated in accordance with the approved schedule, including lump-sum, quarterly or annually. In no case, will disbursements be made until the project eligibility requirements have been met and formal approval by the DCTA Board has been made. DCTA disbursement of payment to member cities for eligible project expenses will occur after an expense has been incurred as a reimbursement.

For capital assistance projects, member cities shall provide DCTA with a project status report and current financial records for each approved project. The status report shall be submitted on an annual basis (consistent with recommended disbursement schedule), and will include:

- Project identifier
- Approved project budget
- TRiP funds programmed for the project

DENTON COUNTY TRANSPORTATION AUTHORITY TRANSPORTATION REINVESTMENT PROGRAM (TRiP)

- Expenses incurred
- Percentage completion

At project completion, in the event that final project accounting or audit reveals that TRiP funding was not expended in a manner consistent with program requirements, or that the final project cost was less than the approved TRIP funding, those unspent funds shall be returned to DCTA and remain available in the apportionment for reprogramming to the eligible city. Unspent dollars shall be available to the eligible city up to three years for reprogramming and will be in addition to, any future allotments.

DCTA does not assume or incur any liability, obligation or financial responsibility for a contract between an eligible city and a contractor, employee or agent for an approved project or any liability for a result, occurrence, injury or damages resulting from or caused, directly or indirectly, by an approved project.

VII. PERFORMANCE EVALUATION AND REPORTING

Eligible cities shall maintain accurate books and records of all approved projects. Cities will maintain separate records for each approved project including project budgets, budget amendments, revised budget balances, expenditures to date, change orders, cost to complete, and TRiP funding received to date. DCTA maintains the right to audit a city's books to ensure that TRiP funding is applied in accordance with the program criteria. Cities also maintain the right to audit DCTA's books to ensure that the funding allocations and disbursements are in accordance with these guidelines and other applicable laws.

In addition to financial records, member cities will provide to DCTA an annual status report for each funded project detailing the activities completed to date, schedule updates, and any foreseeable issues or challenges. Additional performance monitoring criteria may be established for larger disbursements or on-going programs funded through TRiP.

DCTA may reconfirm performance goals (established in coordination with the member cities) intended to demonstrate the project's ability to support Long-Range Service Plan goals. DCTA will report quarterly to the Board on the status of the TRiP fund, including amounts apportioned, amounts programmed, amounts disbursed to member cities, and the amount remaining for each city. Quarterly staff reports will also include a summary of significant milestones and performance goals.

VIII. ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the project selection process shall refrain from personal business activity that could conflict with the proper execution and management of the TRiP or that could impair the ability to make impartial decisions. Employees and Board members shall disclose any material interests potentially affected by any of the projects submitted.

Procedures when identifying a potential conflict of interest will comply with Chapter 171 of Texas Local Government Code regarding conflicts of interest. If an officer or employee involved in the project selection process has a substantial interest in a business entity or in real property,

**DENTON COUNTY TRANSPORTATION AUTHORITY
TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**

that person must file an affidavit stating the nature and extent of the interest and abstain from further participation.¹

IX. SUBJECT TO AUDIT

DCTA shall establish a system of written internal controls which will be reviewed annually with the independent auditor of DCTA. The controls shall be designed to prevent loss of public funds due to error, misrepresentation, or oversight. A formal annual review of these internal controls as well as disbursements and receipts associated with the Transportation Reinvestment Program will be performed by an independent auditor. Results of the audit shall be reported to the Board.

¹ Legal exceptions and situations not requiring abstention should be reviewed and documented with DCTA counsel.



**DENTON COUNTY TRANSPORTATION AUTHORITY
TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**

**IN THE SECTION BELOW, PLEASE INDICATE HOW THE PROPOSED PROJECT
SUPPORTS DCTA LONG-RANGE SERVICE PLAN GOALS**

☐ Increase service efficiency and reliability

☐ Increase service effectiveness for DCTA
customer

☐ Increase the visibility and elevate the image
of DCTA

☐ Expand DCTA services into areas where
transit has a strong likelihood of success

☐ Coordinate with regional transportation
providers

☐ Pair transit facilities to existing and planned
transit-supportive development

☐ Advocate sustainable development practices
that support transit

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

**DENTON COUNTY TRANSPORTATION AUTHORITY
TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**

THIS SECTION TO BE COMPLETED BY DCTA STAFF

Transportation Reinvestment Program Project Identifier: _____

- ☐ Meets minimum project eligibility requirements
- ☐ Multiple project selection

Rank: _____

Initial Member City Transportation Reinvestment Program Balance: _____

Recommended Project FY _____ Programmed Amount: _____

Remaining Member City Balance: _____

Recommended Disbursement Schedule:

- ☐ Lump Sum
- ☐ Quarterly
- ☐ Monthly
- ☐ As defined through Inter-local Agreement

PLEASE ATTACH PROJECT COST BACKUP. ACCEPTABLE COST BACKUP FOR CAPITAL PROJECTS INCLUDES PROJECT DRAWINGS, DESIGN SHEETS, COST WORKBOOK, OR BID SHEET. FOR SERVICE REQUESTS, PLEASE INCLUDE A SUMMARY OF DISCUSSIONS WITH DCTA SERVICE PLANNING STAFF OR AN ESTIMATE FROM AN ALTERNATE TRANSPORTATION SERVICE PROVIDER.

**DENTON COUNTY TRANSPORTATION AUTHORITY
TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**

ATTACHMENT A

| Improvement Type | Restrictions |
|--|--|
| Transit Stop Amenities | Along existing or planned DCTA fixed routes |
| Sidewalks | Within one mile and/or along existing or planned DCTA fixed routes/demand response zones |
| Crosswalks/Median Island | Within one mile and/or of planned DCTA fixed routes/demand response zones |
| Bike/Ped Trail Connections | Provides connection to existing or planned transit network |
| Bus Bulb Out/Turning Pocket | N/A |
| Transit Lane | N/A |
| Bike Lane (on-street) | N/A |
| Other Lane reconfiguration | Must serve a transit-related purpose |
| Traffic Calming | N/A |
| Landscaping/streetscaping | Along existing or planned route DCTA fixed routes/on-demand response zones |
| Street lighting/ Other public safety improvements | Along existing or planned DCTA fixed routes/on-demand response zones |
| Transit Signal Priority (TSP) | Along existing or planned DCTA fixed routes/on-demand response zones |
| Signal Timing | Along existing or planned DCTA fixed routes/on-demand response zones |
| Other Intersection improvements | Along existing or planned DCTA fixed routes/on-demand response zones |
| Street Improvements | Along existing or planned DCTA fixed routes/ on-demand response zones |
| Shared Parking, Kiss & Ride/Drop-off Zones | Within 500 feet of DCTA stations or facilities |
| Transit Oriented Development | Planning and site development activities |
| Transit Adjacent Development | Planning and site development activities |
| Wayfinding/Placemaking signage | N/A |

Note: all improvements should be consistent with approved local and regional plans, including DCTA's Long Range Service Plan

FY21 TRiP Program Allocation and Awarded Grant Obligations

| | CITY OF DENTON | CITY OF HIGHLAND VILLAGE | CITY OF LEWISVILLE | TOTAL |
|--|-------------------|--------------------------------|-----------------------|---------------------|
| FY21 Funding Allocation | \$ 3,424,946 | \$ 379,591 | \$ 3,837,597 | \$ 7,642,134 |
| FY21 Obligation - City of Denton | \$ 2,517,977 | | | |
| FY21 Obligation - City of Highland Village | | \$ 379,591 | | |
| FY21 Obligation - City of Lewisville | | | \$ 2,591,375 | |
| FY21 TRiP Program Rollover | \$ 906,969 | \$ - | \$ 1,246,222 | \$ 2,153,191 |

FY22 TRiP Program Allocation and Awarded Grant Obligations

| | CITY OF DENTON | CITY OF HIGHLAND VILLAGE | CITY OF LEWISVILLE | TOTAL |
|--|-------------------|--------------------------------|-----------------------|---------------------|
| FY22 Funding Available to Cities (with rollover) | \$ 4,263,151 | \$ 450,500 | \$ 5,019,354 | \$ 9,733,005 |
| FY22 Obligation - City of Denton | \$ 3,980,578 | | | \$ 3,980,578 |
| FY22 TRiP Program Rollover | \$ 282,573 | \$ 450,500 | \$ 5,019,354 | \$ 5,752,427 |

FY23 TRiP Program Allocation and Awarded Grant Obligations

| | CITY OF DENTON | CITY OF HIGHLAND VILLAGE | CITY OF LEWISVILLE | TOTAL |
|---|-------------------|--------------------------------|-----------------------|---------------------|
| FY23 Funding Available to Cities (with rollover) | \$ 6,496,529 | \$ 988,700 | \$ 11,713,605 | \$ 19,198,834 |
| FY23 Obligation - City of Denton | \$ 5,589,560 | | | \$ 5,589,560 |
| FY23 Obligation - City of Lewisville | | | \$ 9,615,000 | \$ 9,615,000 |
| FY21-FY23 Cumulative TRiP Program Rollover | \$ 906,969 | \$ 988,700 | \$ 2,098,605 | \$ 3,994,274 |

FY24 CALL FOR PROJECTS AVAILABLE FUNDING

| | CITY OF DENTON | CITY OF HIGHLAND VILLAGE | CITY OF LEWISVILLE | TOTAL |
|---|---------------------|--------------------------------|-----------------------|----------------------|
| FY24 TRiP Allocation | \$ 4,969,060 | \$ 498,224 | \$ 4,961,868 | \$ 10,429,152 |
| FY21-FY23 Cumulative TRiP Program Rollover | \$ 906,969 | \$ 988,700 | \$ 2,098,605 | \$ 3,994,274 |
| FY24 CALL FOR PROJECTS AVAILABLE FUNDING | \$ 5,876,029 | \$ 1,486,924 | \$ 7,060,473 | \$ 14,423,426 |

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FY23 TRiP Annual Status Report

January 25, 2024

Background and Introduction

Fiscal Year 2023 represented the third full year for DCTA's Transportation Reinvestment Program (TRiP). The TRiP program was approved by the DCTA Board in 2020 to provide financial assistance to DCTA member cities for transit-supportive projects which support the ideals and goals contained in the Agency's Long-Range Service Plan.

This report includes a summary of the five TRiP program projects approved in FY 2023 for the Cities of Denton and Lewisville.

Funds are made available to DCTA member cities and must meet the following minimum criteria to be eligible candidates for TRiP funding:

1. Project limits located primarily within the DCTA service area, the geographic boundaries of DCTA member cities or within a quarter mile of an A-train station or DCTA bus route.
2. Have a clear and reasonable tie to Long-Range Service Plan goals.
3. Financially feasible.

Process

Upon review, DCTA determined that all five Transportation Reinvestment Program (TRiP) applications met or exceeded the minimum project eligibility requirements specified in *Resolution R20-22* and supported DCTA's Long-Range Service Plan goals. Therefore, the Board authorized the agency to draft and execute project reimbursement agreements with the cities of Denton and Lewisville for the following projects:

FY 2023 Approved TRiP Applications

Denton FY 2023 TRiP Approvals

| ID | Project | Estimate at Completion | Current City Funding | Approved TRiP Funding |
|----------------------|--|------------------------|----------------------|-----------------------|
| D-16 | Shady Oaks DCTA Crossing Quiet Zone Improvements | \$ 75,000 | \$ - | \$ 75,000 |
| D-17 | Katy Trail-Mayhill/Colorado | \$ 645,000 | \$ 130,440 | \$ 514,560 |
| D-18 | Bonnie Brae PH3 – UNT Area Paving Improvements | \$ 8,772,848 | \$ 3,772,848 | \$ 5,000,000 |
| Denton Totals | | \$ 9,492,848 | \$ 3,903,288 | \$ 5,589,560 |

Lewisville FY 2023 TRiP Approvals

| ID | Project | Estimate at Completion | Current City Funding | Approved TRiP Funding |
|--------------------------|--|------------------------|----------------------|-----------------------|
| L-4 | SW Parkway Multimodal Street / Streetscape | \$ 9,700,000 | \$ 685,000 | \$ 9,015,000 |
| L-5 | A-train Trail Southern Extension (Segment A) | \$ 3,800,000 | \$ 3,200,000 | \$ 600,000 |
| Lewisville Totals | | \$ 13,500,000 | \$ 3,885,000 | \$ 9,615,000 |

| | | | |
|--------------------------------------|----------------------|---------------------|----------------------|
| FY 23 TOTAL APPROVED PROJECTS | \$ 22,992,848 | \$ 7,788,288 | \$ 15,204,560 |
|--------------------------------------|----------------------|---------------------|----------------------|

S:\TRiP\FY23\FY23 Call for Projects\FY23 TRiP Funding Balance Upon Award.xlsx\FY 23Applications

These projects represent a total investment of over \$22 million towards improving walkability and therefore public transit accessibility which are partially leveraged by TRiP program funding of over \$15 million. Member City Highland Village chose to allow its FY 2023 TRiP allowance roll over to FY 2024.

FY 2023 CITY OF LEWISVILLE PROJECT SUMMARIES



Southwest Parkway Multimodal Street/Streetscape Project

Project Summary

Complete design and construct 0.53 mile multimodal street/streetscape project including enhanced sidewalks, pedestrian amenities and bicycle lanes.

Project Status & Proposed Funding

Project Status: **Preliminary Design**
 Schedule: **Q3 2023 – Q3 2025 (Construction)**
 Estimate at Completion: **\$9,700,000 (Construction)**
 TRIP Funding Request: **\$9,015,000**



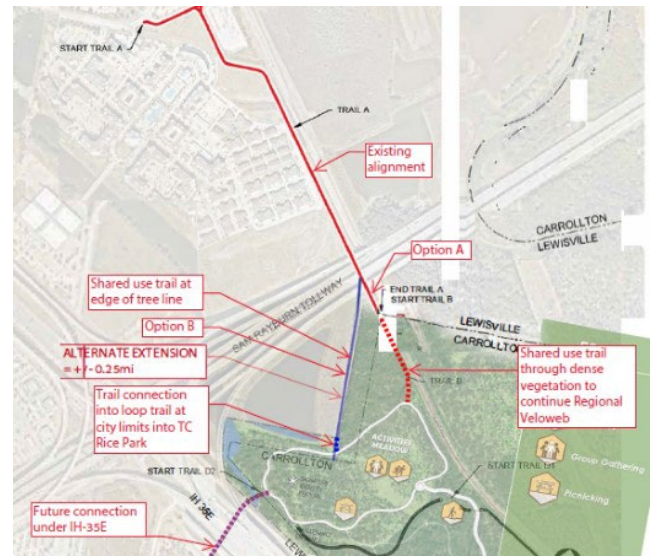
DCTA A-train Rail Trail Southern Extension – Segment A

Project Summary

Design and construction of an additional .285 mile 12-ft. wide shared use path serving as the extension of the A-Train Rail Trail from the Hebron Station south towards Carrollton's Frankfort Station.

Project Status & Proposed Funding

Project Status: **30% Schematic**
 Schedule: **Q3 2023 – Q4 2025 (Construction)**
 Estimate at Completion: **\$3,800,000 (Construction)**
 TRIP Funding Request: **\$600,000**



FY 2023 CITY OF DENTON PROJECT SUMMARIES



Shady Oaks A-train Crossing Quiet Zone Improvements

Project Summary

Adding Quad gates at the Shady Oaks crossing will eliminate the requirement of the wayside horn and provide a true quiet zone when combined with crossing improvements at Sycamore and Mayhill.

Project Status & Proposed Funding

Project Status: **30% Schematic**
 Schedule: **Q3 2023 – Q2 2025**
 Estimate at Completion: **\$75,000 (Design & Construction)**
 TRIP Funding Request: **\$75,000**



Katy Trail Extension – Mayhill Bridge

Project Summary

The Katy Trail, including a pedestrian bridge will be installed on the east side of the DCTA tracks from Mayhill to the Medpark Station. A sidewalk gap will also be completed on the north side of Colorado from the Katy Trail (west side) to the existing sidewalk.

Project Status & Proposed Funding

Project Status: **Preliminary Design**
 Schedule: **Q3 2023 – Q2 2024**
 Estimate at Completion: **\$645,000 (Design & Construction)**
 TRIP Funding Request: **\$514,560**



FY 2023 CITY OF DENTON PROJECT SUMMARIES (CONT'D)

Bonnie Brae – UNT Stadium Area Paving Improvements

Project Summary

Street & pedestrian improvements between I-35E & Willowwood Street bettering access & service to DCTA University routes PE A & B-1,2 & 5, MGP 113 -5, MGNR 116-4, & EP 131-4. The project includes a 10-ft side-path on both sides of Bonnie Brae through the entire UNT campus area. area.

Project Status & Proposed Funding

Project Status: **100% Design**

Schedule: **Q3 2023 – Q2 2024**

Estimate at Completion: **\$8,772,848 (Construction)**

TRiP Funding Request: **\$5,000,000**



For further information about DCTA's TRiP program or for assistance in developing TRiP funding proposals please contact Austin Frith at 972-316-6097 or afrith@dcta.net.



Board of Directors Memo

January 25, 2024

SUBJECT: Provide Update on the Marketing and Communications Program

Recommendation

This is a discussion item only. No action is required.

Background

DCTA Staff will update Board members on Marketing and Communications activity in the past quarter, and future plans:

- Achievements thus far
- Planned promotion of DCTA core services
- Summary of outlook and plans

Future outreach will incorporate the agency's "Key Messages" that describe DCTA's focus on:

- Getting people where they need and want to go
- Making it easy for the rider
- Doing better for Denton County

Previous Board Activity & Action

None.

Identified Need

None.

Financial Impact

None.

Exhibits

None.

Submitted By:

David Magaña, Director of Marketing and Communications

Board of Directors Memo

January 25, 2024

SUBJECT: Safety, Service and Ridership Reports - November and December 2023

Recommendation

This item is for information only. No Board action is required.

Introduction

Attached Exhibits 1-7 provide an overview of total monthly safety, service, and ridership trends across all DCTA services for November and December 2023.

Monthly Report

DCTA has upgraded its demand response / paratransit dispatching platform to enhance customer service and efficiency, and the new platform successfully launched for DCTA service on January 8, 2024. It also has potential to enable greater integration between DCTA demand response offerings and our GoZone service and is an important step toward our vision of a seamless customer experience.

We've seen our typical reductions in ridership over the holiday period, but overall, total ridership was up 16% Year over Year for the month of November 2023 and 7% higher Year over Year in December. Also noteworthy is the healthy overall increase in ridership through all modes which is reflecting a 16.9% increase year over year from FY start to January. A-train ridership is also up nearly 17% so far this year and UNT and Connect bus service continues to stay strong.

The three-month trend of passenger trips on major modes is presented in the following table.

| Unlinked Passenger Trips Three-Month Trend | | | | | | |
|--|----------------|----------------|----------------|----------------|----------------------------------|-------------------------------------|
| | FY 2023 | FY 2024 | | | | |
| | December | October | November | December | November December % Change | December 2022 - 2023 % Change |
| Bus* | 70,032 | 273,284 | 192,375 | 93,061 | -51.6% | 32.9% |
| Rail | 15,061 | 26,074 | 20,647 | 18,023 | -12.7% | 19.7% |
| GoZone | 69,853 | 70,084 | 72,705 | 73,548 | 1.2% | 5.3% |
| Access | 2,004 | 2,386 | 2,212 | 1,789 | -19.1% | -10.7% |
| Van Pool** | 17,246 | 21,477 | 21,795 | | 1.5% | 26.4% |
| TOTAL | 174,196 | 369,442 | 285,727 | 186,421 | -34.8% | 7.0% |

* UNT, Connect, and Non-Connect Fixed Routes

**Vanpool data lags by one month

S:\STRATEGIC PLANNING\ServicePlaningSupport\Trend Analysis\IR1Materials4Jan_18_24\FY19-FY24Compare_NovDec23.xlsx\Memo_Tables

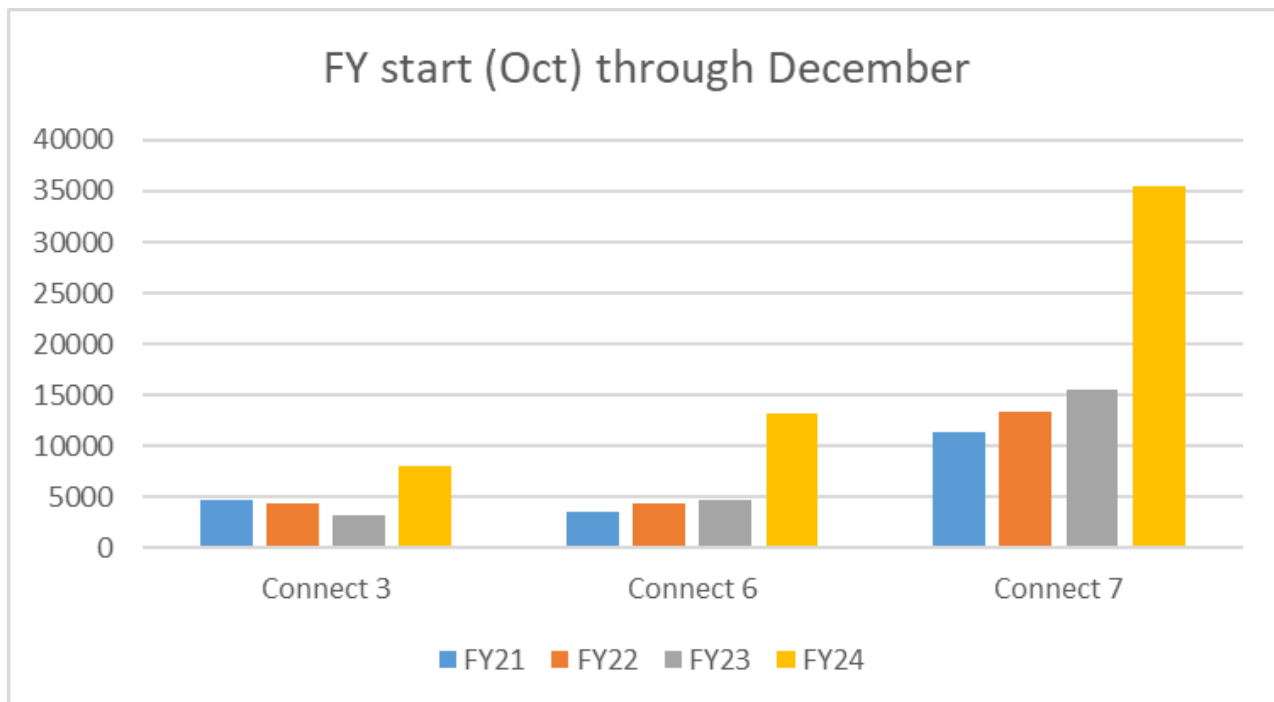
The following chart below presents a summary view of the overall ridership trend by mode from fiscal years 2021 to 2024.

| | Unlinked Passenger Trips - FY through December | | | | FY23-FY24 |
|--------------|--|----------------|----------------|----------------|--------------|
| | 2021 | 2022 | 2023 | 2024 | % Change |
| UNT | 61,576 | 294,314 | 407,353 | 501,537 | 23.1% |
| Connect | 51,467 | 44,540 | 28,920 | 56,733 | 96.2% |
| Non-Connect | 1,189 | 3,226 | 2,211 | 450 | -79.6% |
| A-train | 24,401 | 46,447 | 55,403 | 64,744 | 16.9% |
| GoZone | - | 106,700 | 203,689 | 216,337 | 6.2% |
| Access | 3,421 | 5,176 | 6,162 | 6,387 | 3.7% |
| Vanpool* | 47,683 | 49,713 | 57,401 | 43,272 | -24.6% |
| TOTAL | 189,737 | 550,116 | 761,139 | 889,460 | 16.9% |

* Vanpool lags one month

S:\STRATEGIC PLANNING\ServicePlaningSupport\Trend Analysis\IR1Materials4Jan_18_24\FY19-FY24Compare_NovDec23.xlsx\Memo_Tab

The following chart below present a summary view of the overall Connect ridership trend by route from fiscal years 2021 to 2024.



Exhibits

Exhibit 1: Safety Performance – FY24 to Date
Exhibit 2: Service Performance – FY24 to Date
Exhibit 3: Ridership by Mode – December 2023
Exhibit 4: Connect Ridership Year-Over-Year by Month
Exhibit 5: A-train Ridership Year-Over-Year by Month
Exhibit 6: Fixed-Route Ridership – December 2023
Exhibit 7: UNT Ridership Year-Over-Year by Month

Final Review:



Maurice Bell, Chief Operating Officer

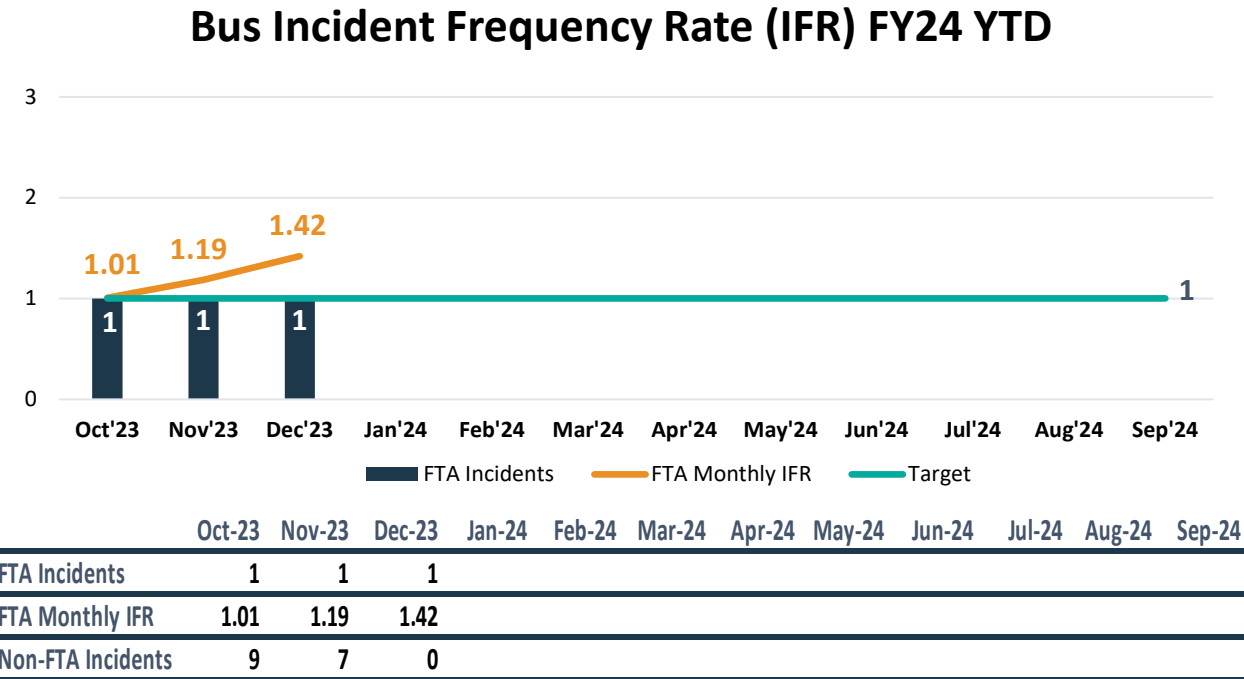
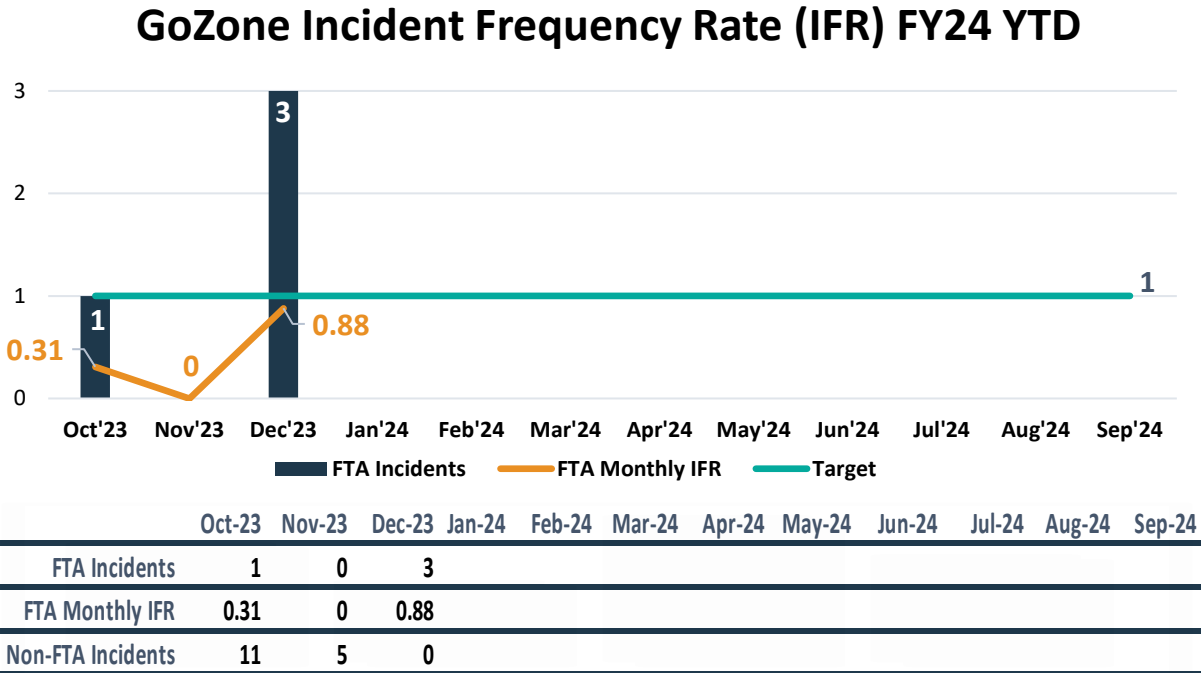
Final Review:

Austin Frith, Vice President
Planning and Development

Final Review:

Steve Swanberg, Senior Manager
Safety and Security

Exhibit 1

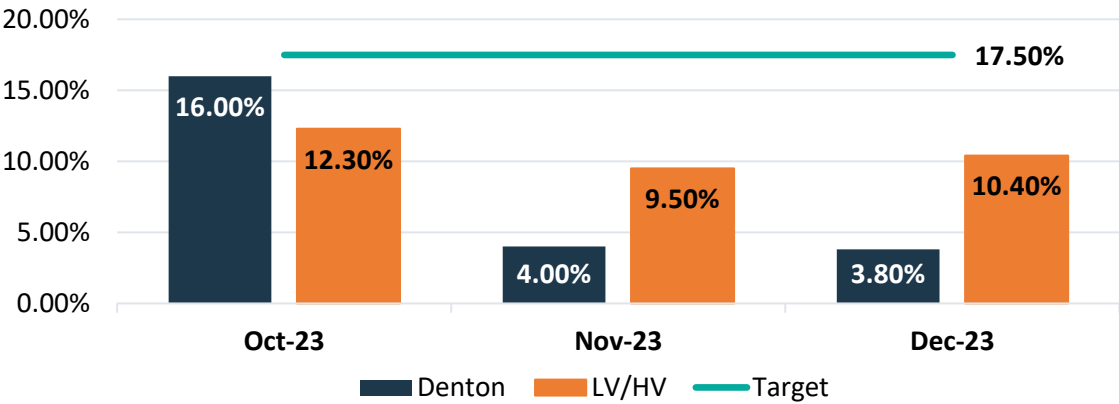


| A-train Federal Railroad Administration Reportable Rail Safety | | | | |
|--|-------------|--------------------------|-------------------|--------------------|
| | Train Miles | Grade Crossing Incidents | Employee Injuries | Passenger Injuries |
| FY24 thru December | 97,205 | 1 | 1 | 0 |
| 1.029 per 100k train miles | | | | |

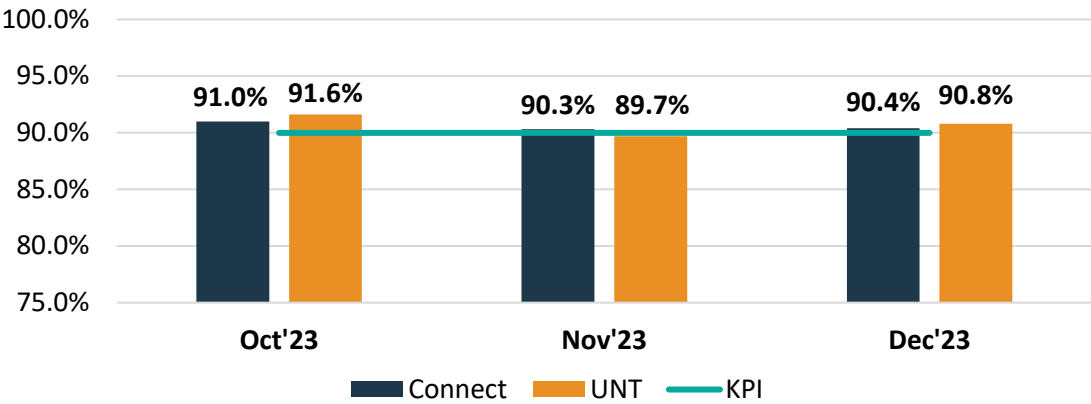
Per FTA, the Bus Incident Frequency Rate (IFR) includes the following:
MB DO – Mode: Bus, Directly Operated &
DR DO – Mode: Demand Response, Directly Operated (Access)

Exhibit 2

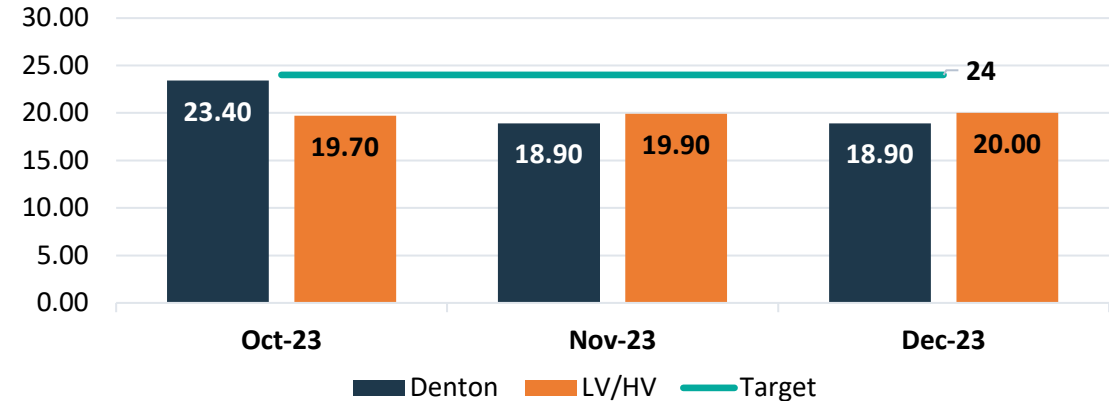
GoZone Seat Unavailable by Zone - FY24 YTD



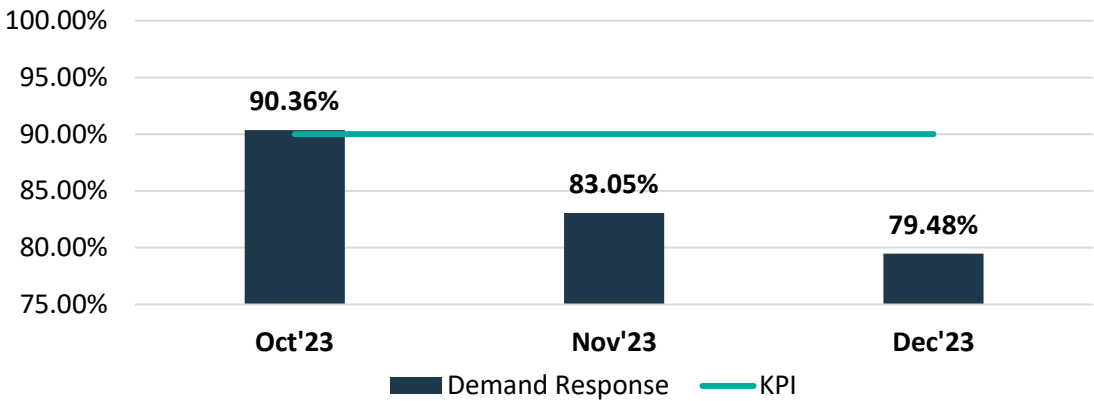
Fixed Route OTP - FY24 YTD



GoZone Wait Times by Zone - FY24 YTD



Access OTP - FY24 YTD



INFORMATIONAL REPORT 1 – EXHIBIT 3: RIDERSHIP



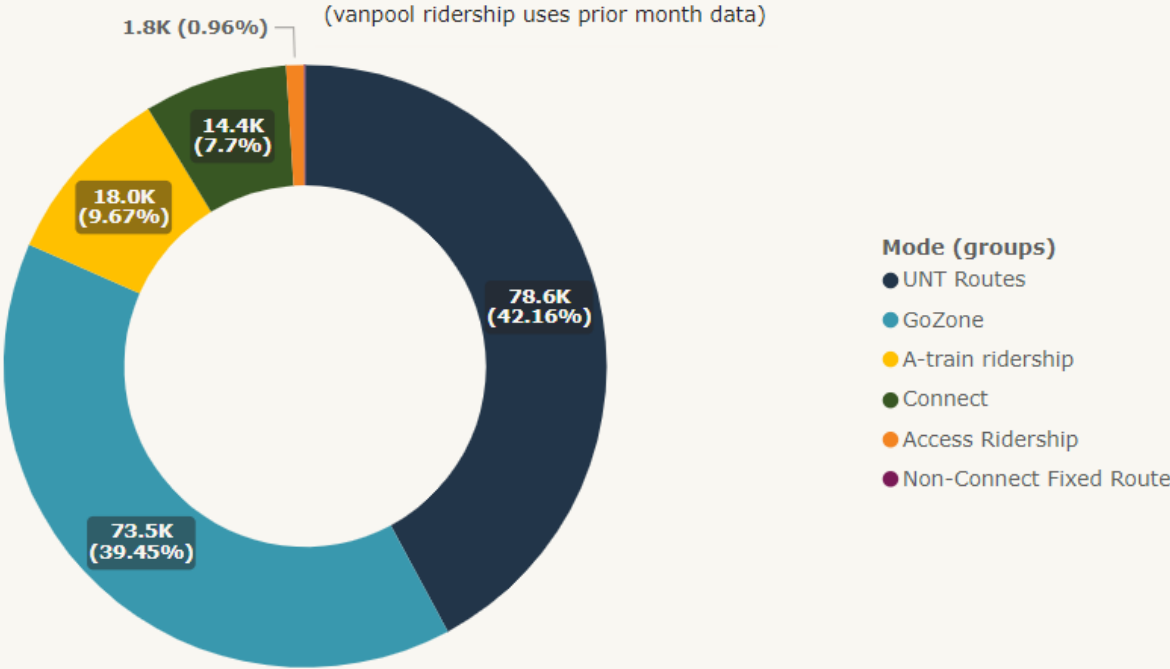
Total Ridership - Dec 2023

186.4K

Total Ridership FYTD

889.5K

Ridership by Travel Mode - Dec 2023



INFORMATIONAL REPORT 1 – EXHIBIT 4: CONNECT



Total Ridership - Dec 2023

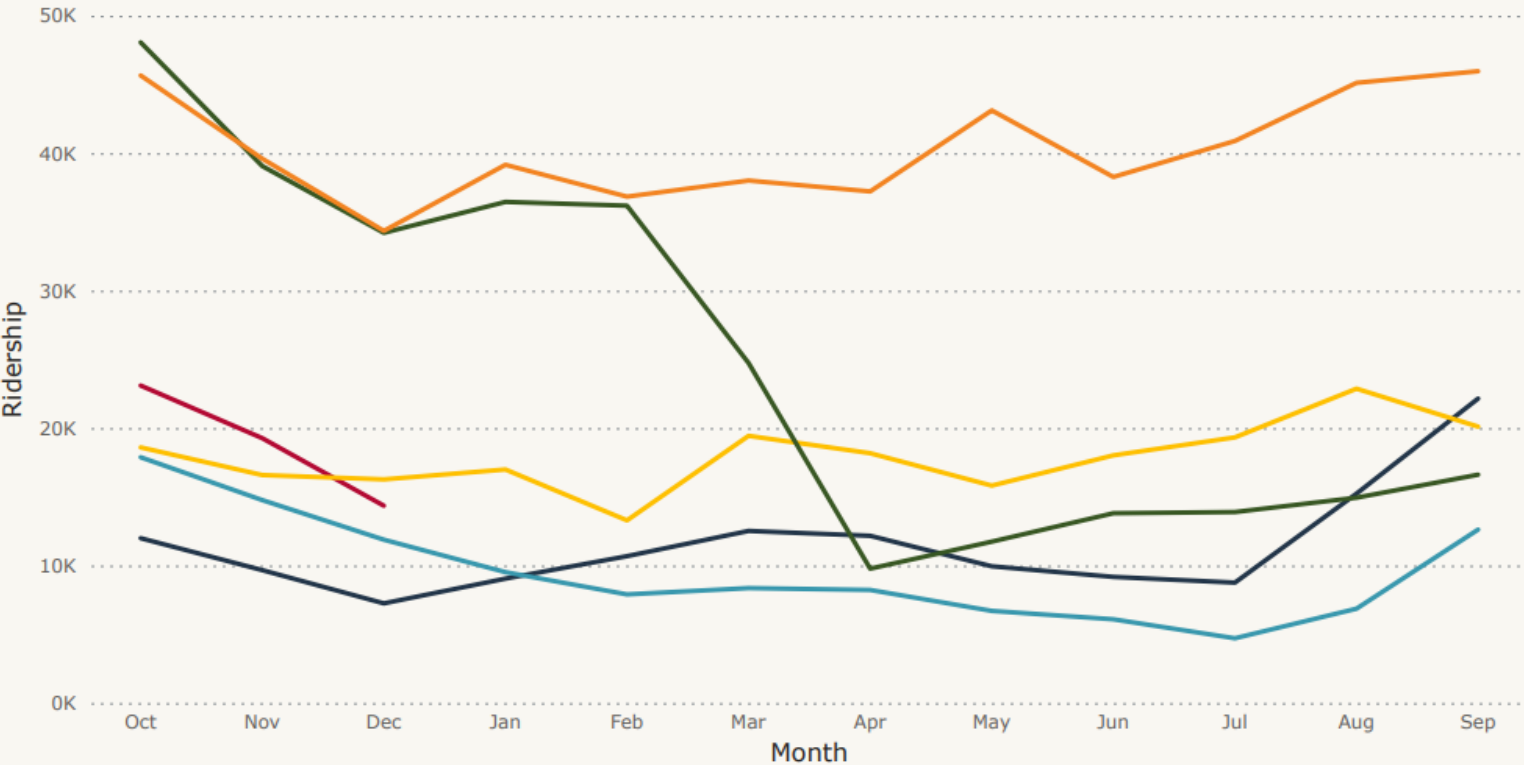
186.4K

Total Ridership FYTD

889.5K

Ridership by Month and Fiscal Year - Connect

Fiscal Year ● 2024 ● 2023 ● 2022 ● 2021 ● 2020 ● 2019



INFORMATIONAL REPORT 1 – EXHIBIT 5: A-TRAIN



Total Ridership - Dec 2023

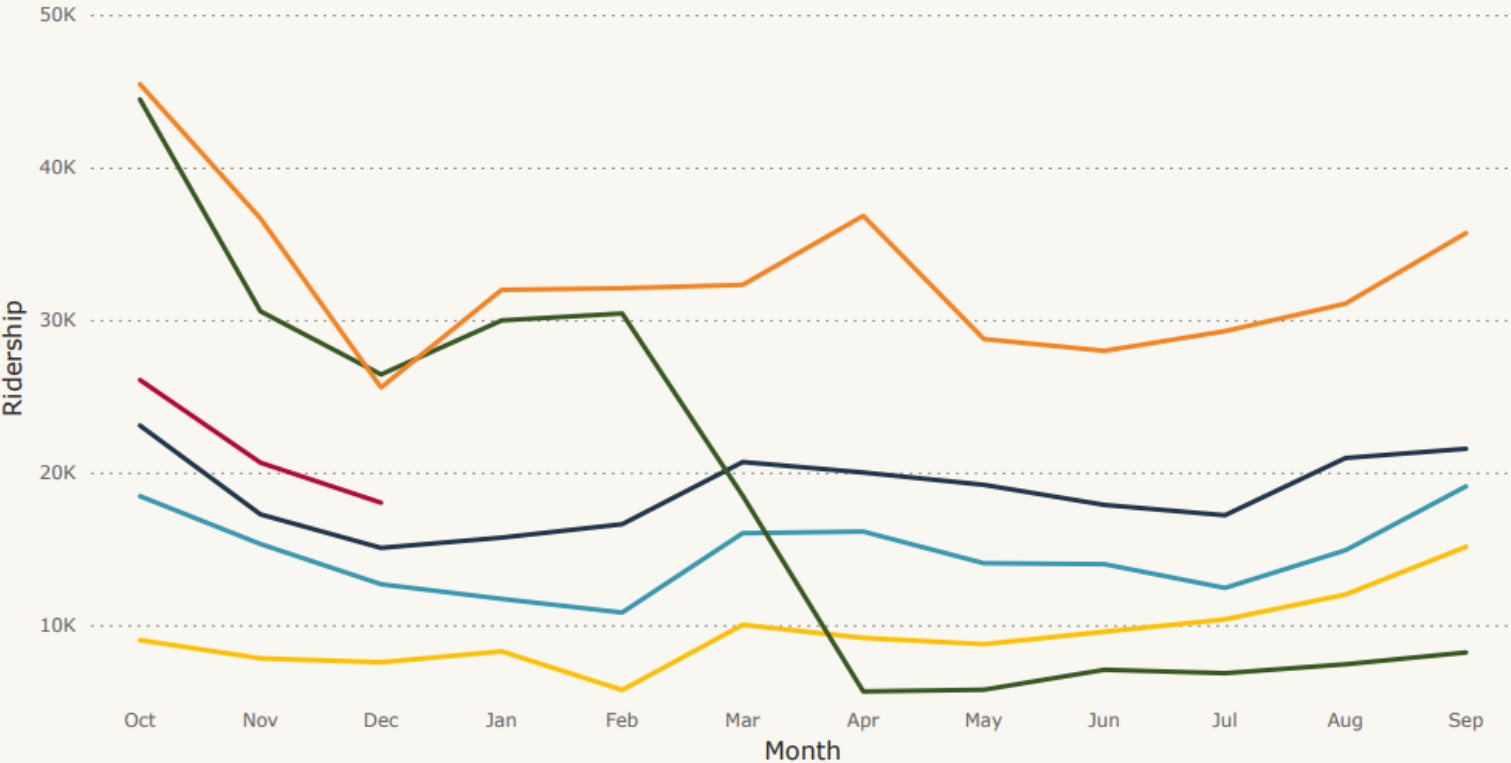
186.4K

Total Ridership FYTD

889.5K

Ridership by Month and Fiscal Year - A-train

Fiscal Year ● 2024 ● 2023 ● 2022 ● 2021 ● 2020 ● 2019



INFORMATIONAL REPORT 1 – EXHIBIT 6: FIXED ROUTE



Total Ridership - Dec 2023

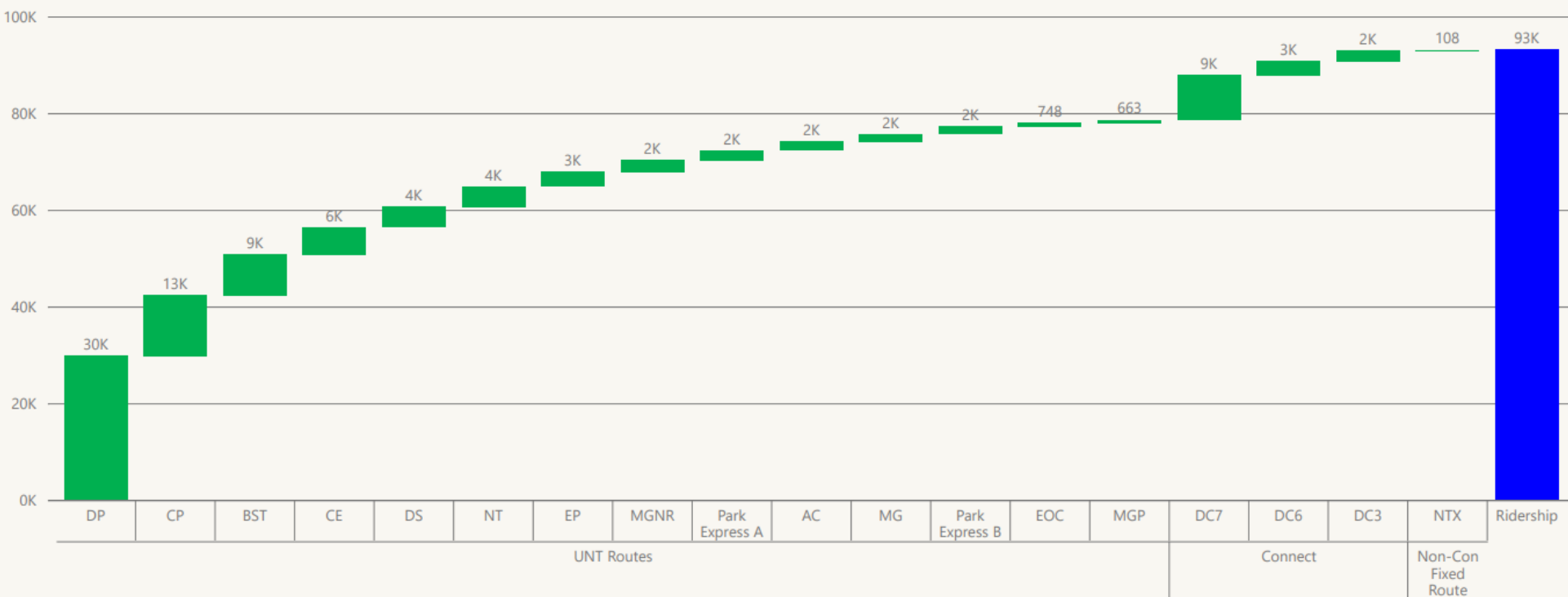
186.4K

Total Ridership FYTD

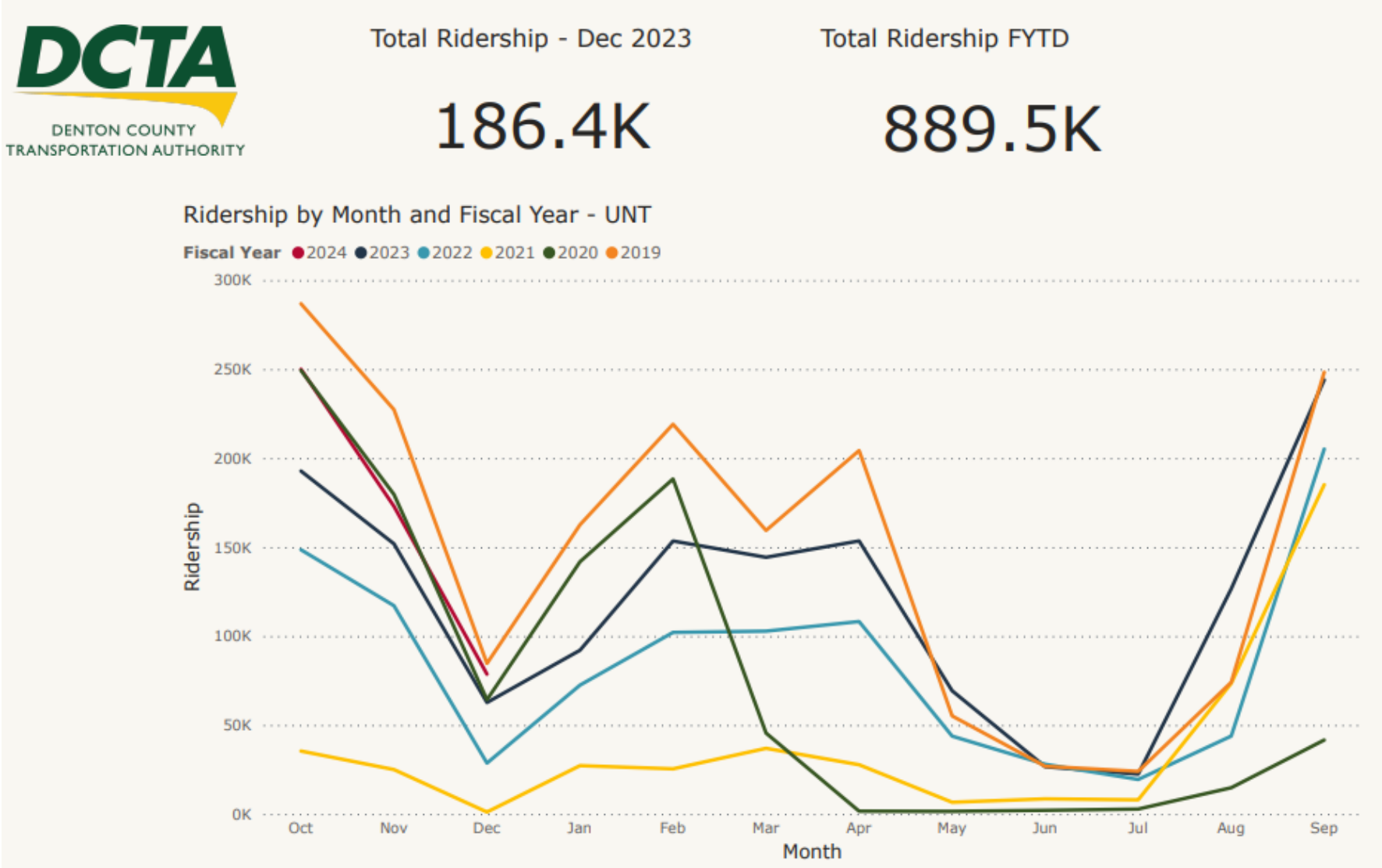
889.5K

| Mode (groups) | Ridership |
|-------------------------|---------------|
| Non-Connect Fixed Route | 108 |
| Connect | 14,358 |
| UNT Routes | 78,595 |
| Total | 93,061 |

Fixed-Route Ridership Waterfall



INFORMATIONAL REPORT 1 – EXHIBIT 7: UNT (ALL)



Board of Directors Memo

January 25, 2024

SUBJECT: Enterprise Resource Planning (ERP) Update

Recommendation

This item is an informational report only. No Board action is required.

Background

Staff is pleased to report a comprehensive overview of the contract negotiations for the acquisition of a new Enterprise Resource Planning (ERP) system is in development for delivery in a briefing to the Board at the February 2023. The selection process has been meticulous, involving a thorough evaluation of potential vendors, system capabilities, and alignment with our organizational objectives.

After extensive market research and discussions with industry experts, a preferred vendor has emerged as the most suitable partner for this critical endeavor. Their ERP solution offers a robust feature set, scalability to meet our future needs, and a proven track record of successful implementations in similar organizations.

The proposed contract encompasses key elements such as licensing, implementation timelines, support services, and ongoing maintenance costs. Negotiations have focused on ensuring favorable terms that align within our budget constraints while maintaining a high level of service and flexibility.

Staff are currently conducting a final due diligence review, including a detailed assessment of the vendor's implementation team and timeline, client references, and a comprehensive analysis of the contract terms. This will ensure that our partnership with the preferred vendor is built on a solid foundation, mitigates potential risks, and maximizes the value derived from the ERP system.

The proposed recommendation for the contract award will be placed on the February Board Meeting agenda. This ERP system is pivotal to a much-needed digital transformation, and staff are confident that its successful implementation will drive an enhanced focus on operational efficiency for DCTA.

Previous Board Activity & Action

The Board received an update on the ERP process during the Chief Financial Officer update in the October 26, 2023 Board meeting.

Identified Need

Replacement of DCTA's Enterprise Resource Planning software. The current ERP system (SunGard OneSolution) being utilized is 11 years old and no longer supported by the provider. Due to numerous redundant processes, and the limitations of the software's capabilities, it has been proven that DCTA needs to seek an alternative solution.

Financial Impact

Final costs will be presented at the February Board Meeting. Funding for this item is included in the FY24 Budget.

Exhibits

None.

Submitted By:



Joe Oerum
Senior Manager of Contracts & Procurement

Reviewed by:



Javier Trilla, Vice President
Innovation and Information Technology

Reviewed by:



Sherrelle Evans-Jones
Chief Financial Officer