



## Special Called Meeting of the Board of Directors

### DCTA Budget Workshop

June 17, 2021 | 10:00 a.m.

To be held by Zoom Video Conference

NOTICE IS HEREBY GIVEN that the members of the DCTA Board of Directors will be meeting via video conference using Zoom. The meeting will be made available to the public at the following web address:

<https://zoom.us/j/96121724319>

Or via telephone by dialing the following number: +1 346 248 7799 Meeting ID: 961 2172 4319

CALL TO ORDER

INVOCATION

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. Any person who wishes to address the DCTA Board of Directors regarding any item(s) may do so by utilizing the "raise hand" function of the Zoom meeting at this time. Citizens that are not able to connect virtually to the Zoom meeting must email his or her public comment to [kmorris-perkins@dcta.net](mailto:kmorris-perkins@dcta.net) no later than **3:00 pm on Wednesday, June 16, 2021** to ensure the comment will be read. 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.

REGULAR AGENDA

**1. Discussion of Proposed Fiscal Year (FY) 2022 Operating & Capital Budget and Reserve Policies**

**(packet pages 4-154)**

*Discussion Item*

Presenter(s): Amanda Riddle, Senior Manager of Budget  
Marisa Perry, CFO/VP of Finance  
Kristina Holcomb, Deputy CEO  
Nicole Recker, VP of Mobility Services & Administration

Backup Information: Memo  
Exhibit 1: Presentation Slides  
Exhibit 2: Long Range Financial Plan  
Exhibit 3: Change in Net Position Combined  
Exhibit 4: Change in Net Position by Function



- Exhibit 5: Revenues & Ridership
- Exhibit 6: Grant Detail
- Exhibit 7: CARES Act and ARP Funding Detail
- Exhibit 8: DCTA Organizational Chart
- Exhibit 9: NTMC Organizational Chart
- Exhibit 10: Salary, Wages & Benefits - Budget v. Actual 5-Year History
- Exhibit 11: Rail Purchased Transportation Contract Detail
- Exhibit 12: Expanded Level Project Forms & Support
- Exhibit 13: Capital Improvement & Major Maintenance Plan
- Exhibit 14: Budget Detail by Department
- Exhibit 15: Budget Detail by Function
- Exhibit 16: Professional & Legal Services Detail, Employee Development Detail
- Exhibit 17: Budget Contingency Plan

**2. Discuss and Consider Approval of Projected FY2022 Bus Service Hours  
(packet page 155)**

*Action Item*

Presenter(s): Nicole Recker, VP of Mobility Services and Administration  
Backup Information: Memo

**CONVENE INTO EXECUTIVE SESSION**

The Board may convene the Special Called Board Meeting into Closed Executive Session for the following:

- a) As Authorized by Section 551.071(2) of the Texas Government Code, the Board of Directors 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 or the Regular Board Meeting Agenda.

***No items scheduled for this agenda.***

**RECONVENE OPEN SESSION**

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

**ADJOURN**

**Board Members:**

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



**Alternates**

John Ryan, Denton  
Jody Gonzalez, Denton County Seat 1  
Paul Cristina, Denton County Seat 2  
Charlotte Wilcox, Highland Village  
Kristin Green, Lewisville

**Non-Voting Board Members:**

Mark Miller  
Connie White  
Dennie Franklin  
Tom Winterburn  
Joe Perez

**Staff Liaison:**

Raymond Suarez, CEO

This notice was posted on June 8, 2021 before 5pm.

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Kisha Morris-Perkins

Executive Assistant | Board Process Manager



## Board of Directors Memo

June 17, 2021

SUBJECT: Discussion of Proposed Fiscal Year (FY) 2022 Operating & Capital Budget and Reserve Policies

### Recommendation

This item is included for discussion purposes only.

### Background

In preparation for the upcoming FY2022 Operating & Capital Budget Workshop, the exhibits listed below have been attached for review.

### Financial Impact

The FY2022 operating budget includes total revenues of \$63 million, expenses of \$36 million, and capital outlay and major maintenance of \$14.9 million.

### Exhibits

- Exhibit 1: Presentation Slides
- Exhibit 2: Long Range Financial Plan
- Exhibit 3: Change in Net Position Combined
- Exhibit 4: Change in Net Position by Function
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- Exhibit 17: Budget Contingency Plan

Staff will present the Proposed FY2022 Operating & Capital Budget along with the Long Range Financial Plan at the upcoming budget workshop.

Submitted By:   
 Amanda Riddle, Senior Manager of Budget

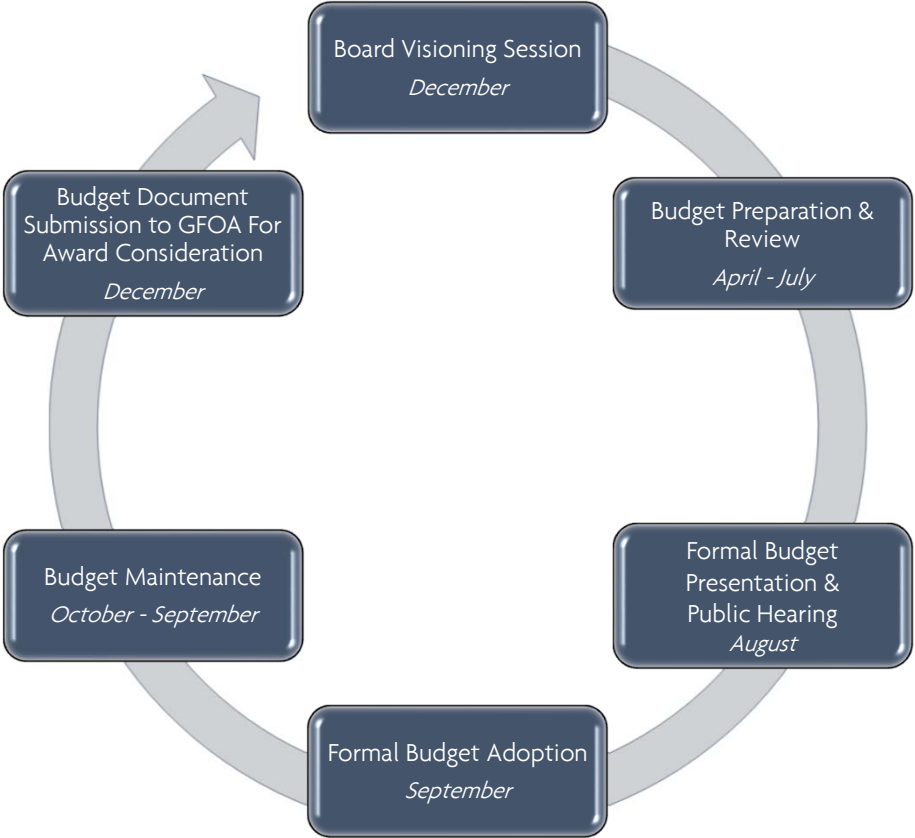
Final Review:   
 Marisa Perry, CPA  
 Chief Financial Officer/VP of Finance



# FISCAL YEAR 2022 PROPOSED OPERATING & CAPITAL BUDGET

## BOARD OF DIRECTORS BUDGET WORKSHOP JUNE 17, 2021

# FY2022 PROPOSED BUDGET BUDGET CALENDAR



# AGENDA

- **LONG RANGE FINANCIAL PLAN**
- **CHANGE IN NET POSITION (DCTA & NTMC COMBINED)**
  - Operating Revenue
  - Non-Operating Revenue
  - Operating Expenses
  - Non-Operating Expense
  - Transfers Out/In
- **CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PLAN**
- **DISCUSSION/REVIEW PATH FORWARD**

# LONG RANGE FINANCIAL PLAN





# FY2022 PROPOSED BUDGET LONG RANGE FINANCIAL PLAN

## RESERVE FUND POLICIES

FUND BALANCE RESERVE  
• EQUAL TO 3 MONTHS OPERATING EXPENSE

SALES TAX STABILIZATION FUND  
• EQUAL TO 3% OF BUDGETED SALES TAX

FUEL STABILIZATION FUND  
• EQUAL TO \$0.50/GALLON OF BUDGETED FUEL

CAPITAL REPLACEMENT/INFRASTRUCTURE MAINTENANCE FUND  
• PROVIDES FUNDING FOR MAINTENANCE OF CAPITAL ASSETS AT SUFFICIENT LEVEL TO PROTECT DCTA'S INVESTMENT & MAINTAIN APPROPRIATE SERVICE LEVELS

## FINANCIAL POLICIES

MAINTAIN INTERNAL DEBT SERVICE COVERAGE RATIO OF 1.25X

All financial policies are presented to the Board annually for approval in September/October.

# FY2022 PROPOSED BUDGET LONG RANGE FINANCIAL PLAN

## ESCALATION ASSUMPTIONS

### REVENUE

- BUS REVENUE – 1%
- RAIL REVENUE – 1%

### GENERAL INFLATION

- 1.73%
- BASED ON US HEADLINE CPI ROLLING 10-YEAR AVERAGE
- FEDERAL RESERVE BANK OF DALLAS

### SALES TAX

- FY2022: 3%
- FY2023 & FORWARD: 2%

### LABOR

- BUS LABOR – 4%
- G&A/RAIL LABOR – 3%
- HEALTH BENEFITS – 10%
  - MEDICAL, LIFE, DENTAL & VISION
- RETIREMENT MATCH – 5%
- STATE UNEMPLOYMENT TAX ACT (SUTA) – 5%
- FEDERAL UNEMPLOYMENT TAX ACT (FUTA) – 1%

# FY2022 PROPOSED BUDGET MAJOR DRIVERS OF CHANGES INCLUDED IN THE BUDGET

## IMPACTS TO REVENUE

- Increase of \$935k in sales tax
- Increase in Federal Grant Funding of \$5.7M

## IMPACTS TO EXPENSE

- Decrease of \$1.6M in G&A operating expense
- Net increase of \$1.8M in Bus operating expense
- Increase of \$454k in Rail purchased transportation

# CHANGE IN NET POSITION



# FY2022 PROPOSED BUDGET RELATIONSHIP BETWEEN DCTA & NORTH TEXAS MOBILITY CORPORATION

**DCTA** DCTA funds the operating budget of NTMC through a Transfer Out of funds from DCTA to NTMC

DCTA Budget Includes:

- Bus operation expenses related to DCTA assets and DCTA personnel:
  - Salary & benefits (DCTA personnel)
  - Computer hardware/software
  - Fuel
  - Auto liability insurance
  - Purchased transportation contracts
  - Facilities maintenance & insurance
  - Maintenance equipment & supplies
  - Utilities



**NTMC** Detail of NTMC's budget is included to provide detail for how the transferred funds are programmed

NTMC Budget Includes:

- Bus operation expenses related to NTMC personnel:
  - Salary & benefits (NTMC personnel)
  - Outsourced services related to employment (Recruitment advertising, payroll processing, pre-employment screenings, legal services)
  - Postage for employment-related mailings
  - Workers compensation insurance
  - Employee development

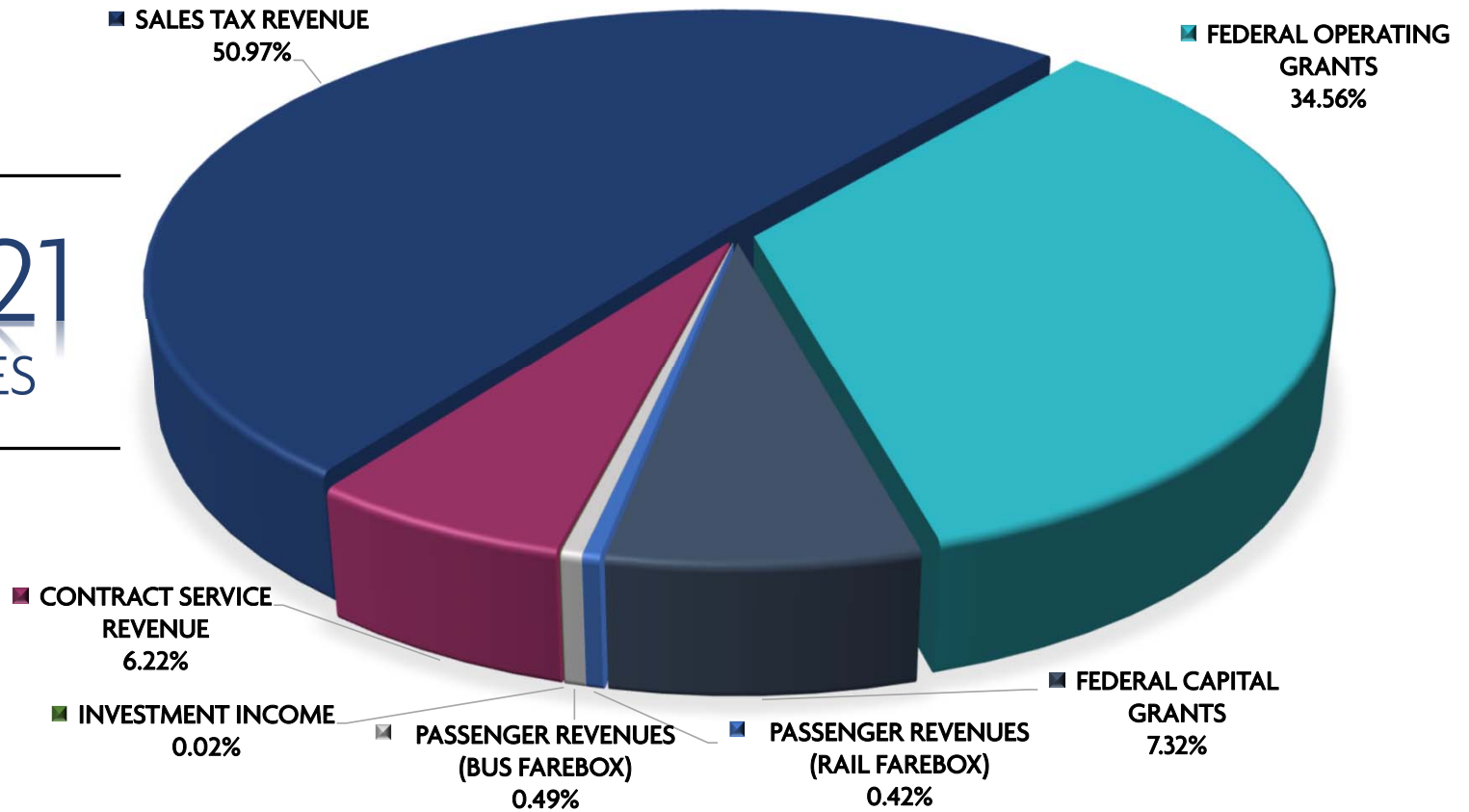
# FY2022 PROPOSED BUDGET CHANGE IN NET POSITION (DCTA & NTMC COMBINED)

Description	FY 2020 Adopted Budget	FY 2020 Revised Budget	FY 2020 Actuals	DCTA FY 2021 Adopted Budget	DCTA FY 2021 Working Budget	DCTA FY 2021 Proposed Revisions (June Board)	DCTA FY 2021 Proposed Revised Budget	NTMC FY 2021 Adopted Budget	NTMC FY 2021 Working Budget	FY 2021 Adopted Budget	FY 2021 Proposed Revised Budget	DCTA FY 2022 Proposed Budget	NTMC FY 2022 Proposed Budget	FY 2022 Proposed Budget
<b>OPERATING REVENUE</b>														
Passenger Revenues (Bus Farebox)	\$ 624,049	\$ 370,591	\$ 381,562	\$ 331,712	\$ 331,712	\$ -	\$ 331,712	\$ -	\$ -	\$ 331,712	\$ 331,712	\$ 310,257	\$ -	\$ 310,257
Passenger Revenues (Rail Farebox)	588,272	421,578	452,075	248,579	248,579	-	248,579	-	-	248,579	248,579	262,917	-	262,917
Contract Service Revenue	4,416,160	3,398,779	3,378,826	3,458,402	3,633,760	-	3,633,760	-	-	3,458,402	3,633,760	3,916,935	-	3,916,935
<b>Total Operating Revenue</b>	<b>5,628,481</b>	<b>4,190,948</b>	<b>4,212,463</b>	<b>4,038,693</b>	<b>4,214,051</b>	<b>-</b>	<b>4,214,051</b>	<b>-</b>	<b>-</b>	<b>4,038,693</b>	<b>4,214,051</b>	<b>4,490,109</b>	<b>-</b>	<b>4,490,109</b>
<b>OPERATING EXPENSES</b>														
Salary, Wages & Benefits	13,457,015	12,323,341	11,609,934	4,193,211	4,263,661	-	4,263,661	7,451,314	7,636,554	11,644,525	11,900,215	4,623,643	4,954,852	9,578,495
Outsourced Services & Charges	3,488,696	6,054,095	4,884,281	3,955,959	5,029,792	-	5,029,792	399,919	400,219	4,355,878	5,430,011	3,754,829	441,156	4,195,985
Materials & Supplies	3,307,659	2,452,919	1,922,266	2,917,735	2,858,519	-	2,858,519	3,293	3,293	2,921,028	2,861,812	2,551,889	1,936	2,553,825
Utilities	527,988	490,988	431,838	506,668	508,810	-	508,810	-	-	506,668	508,810	526,281	-	526,281
Insurance, Casualties & Losses	1,884,965	1,882,858	1,783,994	1,681,336	1,685,712	-	1,685,712	118,878	119,802	1,800,214	1,805,514	1,635,812	65,842	1,701,654
Purchased Transportation Services	10,700,706	10,185,808	10,091,453	10,732,539	11,203,657	-	11,203,657	-	-	10,732,539	11,203,657	16,628,071	-	16,628,071
Employee Development	480,437	320,215	185,783	241,304	241,604	-	241,604	54,435	54,435	295,739	296,039	235,385	58,660	294,045
Leases & Rentals	229,633	229,633	226,632	238,468	238,468	-	238,468	-	-	238,468	238,468	139,772	-	139,772
<b>Total Operating Expenses</b>	<b>34,077,099</b>	<b>33,939,857</b>	<b>31,136,181</b>	<b>24,467,220</b>	<b>26,030,223</b>	<b>-</b>	<b>26,030,223</b>	<b>8,027,839</b>	<b>8,214,303</b>	<b>32,495,059</b>	<b>34,244,526</b>	<b>30,095,682</b>	<b>5,522,446</b>	<b>35,618,128</b>
Operating Income / (Loss)	(28,448,618)	(29,748,909)	(26,923,718)	(20,428,527)	(21,816,172)	-	(21,816,172)	(8,027,839)	(8,214,303)	(28,456,366)	(30,030,475)	(25,605,573)	(5,522,446)	(31,128,019)
<b>NON-OPERATING REVENUE / (EXPENSE)</b>														
Investment Income	400,000	325,000	320,793	100,000	100,000	-	100,000	-	-	100,000	100,000	12,000	-	12,000
Misc. Revenues	52,000	52,000	419,978	-	200,000	-	200,000	-	-	-	-	-	-	-
Sales Tax Revenue	29,019,184	26,805,374	29,817,365	26,624,124	26,624,124	4,530,054	31,154,178	-	-	26,624,124	31,154,178	32,088,804	-	32,088,804
Federal Grants & Reimbursements	10,226,774	15,750,649	19,877,331	22,601,232	22,601,232	(1,901,845)	20,699,387	-	-	22,601,232	20,699,387	26,368,808	-	26,368,808
State Grants & Reimbursements	780,389	438,548	438,548	-	-	-	-	-	-	-	-	-	-	-
Long Term Debt Interest/Expense	(909,480)	(909,480)	(909,134)	(841,080)	(612,330)	-	(612,330)	-	-	(841,080)	(612,330)	(422,400)	-	(422,400)
<b>Total Non-Operating Revenue / (Expense)</b>	<b>39,568,867</b>	<b>42,462,091</b>	<b>49,964,881</b>	<b>48,484,276</b>	<b>48,913,026</b>	<b>2,628,209</b>	<b>51,541,235</b>	<b>-</b>	<b>-</b>	<b>48,484,276</b>	<b>51,541,235</b>	<b>58,047,212</b>	<b>-</b>	<b>58,047,212</b>
Income (Loss) Before Transfers	11,120,249	12,713,182	23,041,163	28,055,749	27,096,854	2,628,209	29,725,063	(8,027,839)	(8,214,303)	20,027,910	21,510,760	32,441,639	(5,522,446)	26,919,193
Transfers Out	(8,781,700)	(8,119,303)	(7,555,427)	(8,027,839)	(8,214,303)	-	(8,214,303)	-	-	(8,027,839)	(8,214,303)	(5,522,446)	-	(5,522,446)
Transfers In	8,781,700	8,119,303	7,555,427	-	-	-	-	8,027,839	8,214,303	8,027,839	8,214,303	5,522,446	5,522,446	5,522,446
<b>Total Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(8,027,839)</b>	<b>(8,214,303)</b>	<b>-</b>	<b>(8,214,303)</b>	<b>8,027,839</b>	<b>8,214,303</b>	<b>-</b>	<b>-</b>	<b>(5,522,446)</b>	<b>5,522,446</b>	<b>-</b>
<b>CHANGE IN NET POSITION</b>														
Net Position - Beginning of Year:	\$ 327,800,795	\$ 327,800,795	\$ 327,800,795							\$ 329,901,925	\$ 346,777,795			\$ 357,084,078
Net Position - End of Year:	\$ 338,921,044	\$ 340,513,977	\$ 350,841,958							\$ 349,929,835	\$ 368,288,555			\$ 384,003,271
Transfer to Capital Projects	\$ (10,282,173)	\$ (7,373,581)	\$ (4,064,163)			\$ 2,967,011	\$ (11,173,617)			\$ (14,140,628)	\$ (11,204,477)			\$ (14,900,639)
Net Position After Capital Project Transfer	\$ 328,638,871	\$ 333,140,396	\$ 346,777,795							\$ 335,789,207	\$ 357,084,078			\$ 369,102,632

# FY2022 PROPOSED BUDGET


## TOTAL FY2022 PROPOSED REVENUES

**\$62,959,721**  
TOTAL REVENUES



# FY2022 PROPOSED BUDGET OPERATING REVENUE - BUS

Bus Operations					
	FY 2020	FY 2021	FY 2021	FY 2021	FY 2022
	Actual	Adopted	Working	Proposed	Proposed
		Budget	Budget	Revised	Budget
<b>PASSENGER REVENUES (BUS FAREBOX)</b>					
Fixed Route	\$ 316,917	\$ 272,832	\$ 272,832	\$ 272,832	\$ 53,003
Demand Response	53,271	48,422	48,422	48,422	247,316
Frisco	4,221	6,745	6,745	6,745	9,376
CCT	2,791	1,149	1,149	1,149	562
North Texas Xpress	4,363	2,564	2,564	2,564	-
<b>Total Passenger Revenues (Bus Farebox)</b>	<b>\$ 381,562</b>	<b>\$ 331,712</b>	<b>\$ 331,712</b>	<b>\$ 331,712</b>	<b>\$ 310,257</b>
<b>CONTRACT SERVICE REVENUE</b>					
Fixed Route	\$ 57,000	\$ 49,000	\$ 49,000	\$ 49,000	\$ -
UNT	2,481,287	2,536,813	2,562,813	2,487,813	2,889,926
<i>UNT Fuel (Direct Pass Thru)</i>	<i>148,348</i>	<i>342,308</i>	<i>267,308</i>	<i>342,308</i>	<i>393,304</i>
NCTC	97,354	-	-	-	-
<i>NCTC Fuel (Direct Pass Thru)</i>	<i>9,958</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
Frisco	290,001	318,254	318,254	318,254	316,502
CCT	214,390	87,027	311,385	311,385	108,653
North Texas Xpress	61,954	75,000	75,000	75,000	-
Mobility as a Service (MaaS)	18,535	50,000	50,000	50,000	208,550
<b>Total Contract Service Revenue</b>	<b>\$ 3,378,826</b>	<b>\$ 3,458,402</b>	<b>\$ 3,633,760</b>	<b>\$ 3,633,760</b>	<b>\$ 3,916,935</b>
<b>Total Bus Operations Revenue</b>	<b>\$ 3,760,388</b>	<b>\$ 3,790,114</b>	<b>\$ 3,965,472</b>	<b>\$ 3,965,472</b>	<b>\$ 4,227,192</b>



TOTAL PROJECTED RIDERSHIP:

# 1,614,940

54% INCREASE COMPARED TO FY2021

PASSENGER REVENUES: AVG. FARE PER RIDER & PROJECTED RIDERSHIP

	AVG. FARE	RIDERSHIP
FIXED ROUTE	\$ 0.92	57,476
DEMAND RESPONSE	\$ 1.81	20,577
VIA (DR)	\$ 0.75	280,001
FRISCO DR	\$ 3.30	2,842
CCT DR	\$ 1.19	472
UNT	N/A	1,235,658
Frisco Taxi	N/A	1,751
CCT Taxi	N/A	16,163
<b>Total Bus &amp; Taxi Ridership</b>		<b>1,614,940</b>



# FY2022 PROPOSED BUDGET OPERATING REVENUE - RAIL

Rail Operations							
		FY 2020	FY 2021	FY 2021	FY 2021	FY 2022	
		Actual	Adopted Budget	Working Budget	Proposed Revised	Proposed Budget	
Passenger Revenues (Rail Farebox)	\$	452,075	\$ 248,579	\$ 248,579	\$ 248,579	\$ 262,917	
<b>Total Rail Operations Revenue</b>	<b>\$</b>	<b>452,075</b>	<b>\$ 248,579</b>	<b>\$ 248,579</b>	<b>\$ 248,579</b>	<b>\$ 262,917</b>	



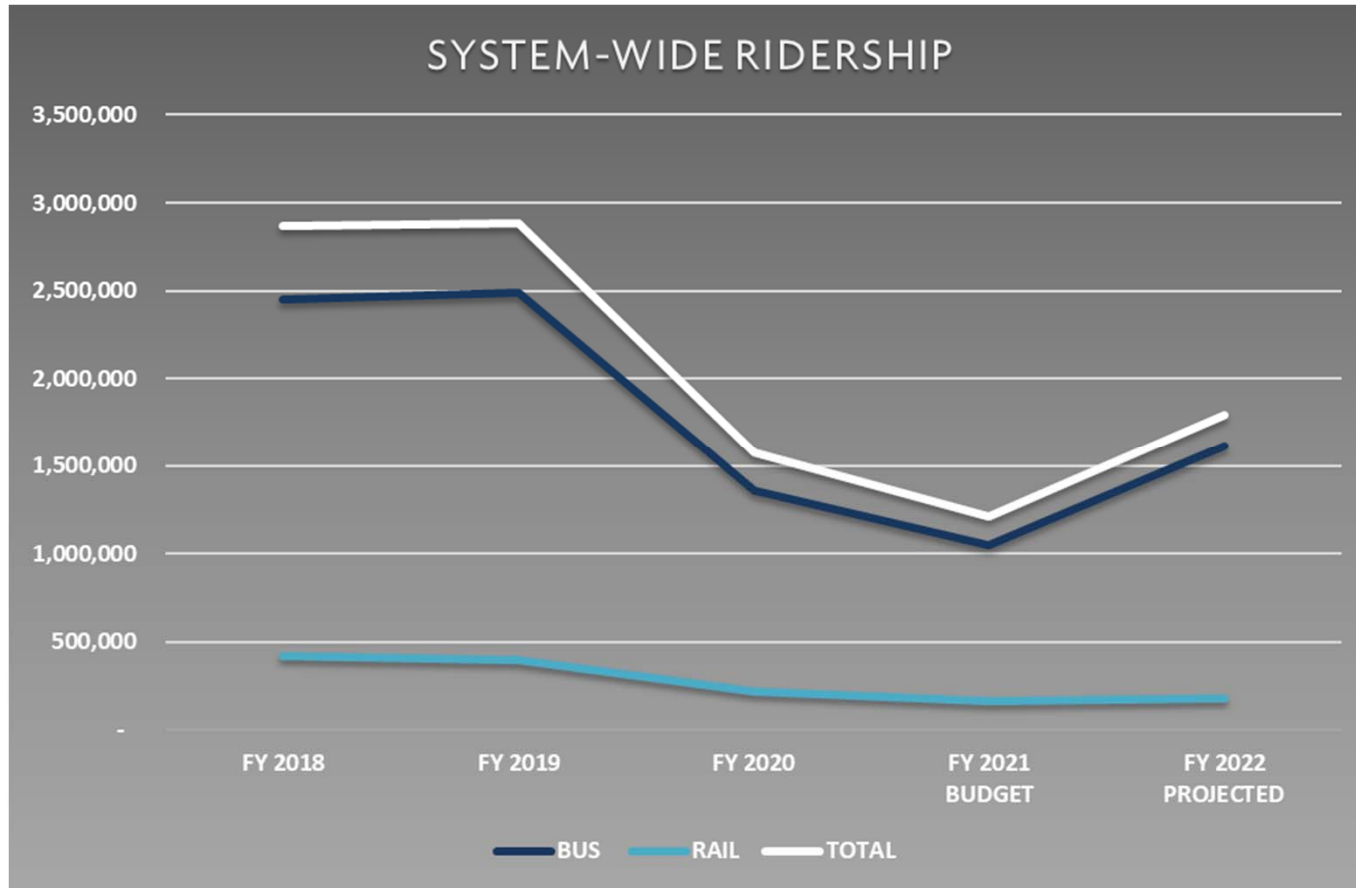
TOTAL PROJECTED RIDERSHIP: **175,278**

AVERAGE FARE PER RIDER: **\$1.50**



6% INCREASE IN RIDERSHIP  
COMPARED TO FY2021

# FY2022 PROPOSED BUDGET FIVE-YEAR RIDERSHIP TREND

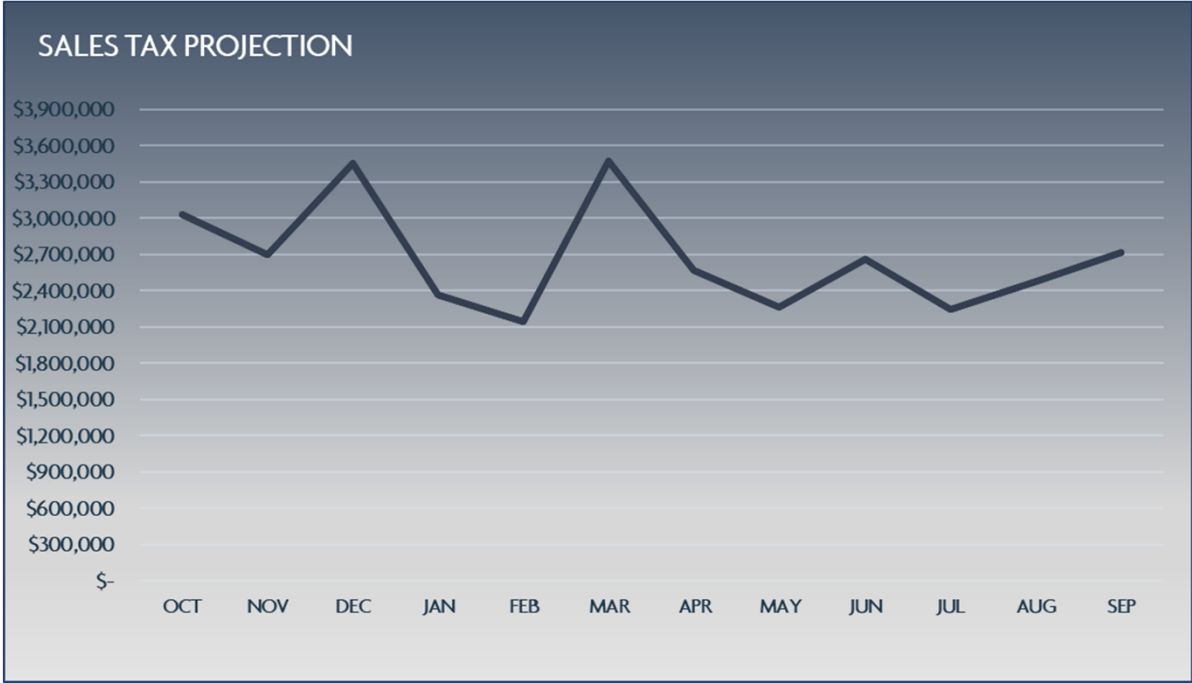


# FY2022 PROPOSED BUDGET NON-OPERATING REVENUE

Non-Operating Revenue					
	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Working Budget	FY 2021 Proposed Revised	FY 2022 Proposed Budget
Investment Income	\$ 320,793	\$ 100,000	\$ 100,000	\$ 100,000	\$ 12,000
Misc. Revenues	419,978	-	200,000	200,000	-
Sales Tax Revenue	29,817,365	26,624,124	26,624,124	31,154,178	32,088,804
Federal Operating Grants	16,843,203	16,506,873	16,506,873	19,143,234	21,759,752
Federal Capital Grants	3,034,127	6,094,359	6,094,359	1,556,153	4,609,056
State Capital Grants	438,548	-	-	-	-
<b>Total Non-Operating Revenue</b>	<b>\$ 50,874,015</b>	<b>\$ 49,325,356</b>	<b>\$ 49,525,356</b>	<b>\$ 52,153,565</b>	<b>\$ 58,469,612</b>

FY2022 PROPOSED BUDGET

NON-OPERATING REVENUE: SALES TAX

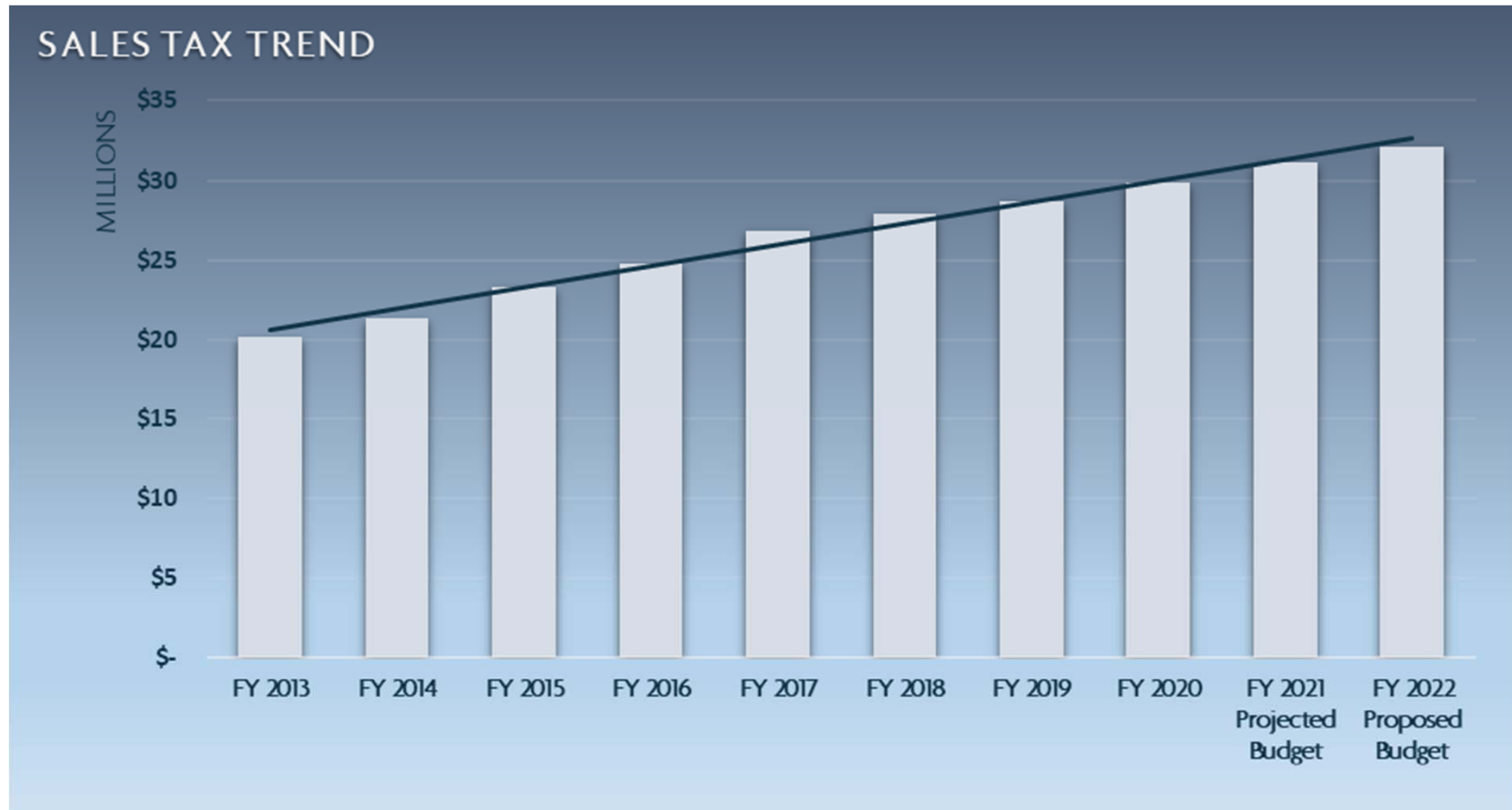


- FY22 Proposed Budget is based on a 3% escalation of the FY21 Projection.
- FY21 Projection is based on actuals received October – March, with remaining months based on budget.

Sales Generated in Month of:	Received in Month of:	FY2021 Adopted Budget	FY2021 Projection	FY2022 Proposed Budget
October	December	\$ 1,723,286	\$ 2,944,573	\$ 3,032,911
November	January	1,712,280	2,617,881	2,696,417
December	February	2,124,605	3,356,939	3,457,647
January	March	2,069,351	2,296,659	2,365,559
February	April	2,022,897	2,080,957	2,143,386
March	May	2,483,676	3,369,140	3,470,214
April	June	2,492,462	2,492,462	2,567,236
May	July	2,193,143	2,193,143	2,258,937
June	August	2,586,198	2,586,198	2,663,784
July	September	2,183,351	2,183,351	2,248,852
August	October	2,399,699	2,399,699	2,471,690
September	November	2,633,176	2,633,176	2,712,171
Total Sales Tax Revenue		\$ 26,624,124	\$ 31,154,178	\$ 32,088,804

# FY2022 PROPOSED BUDGET

## NON-OPERATING REVENUE: SALES TAX

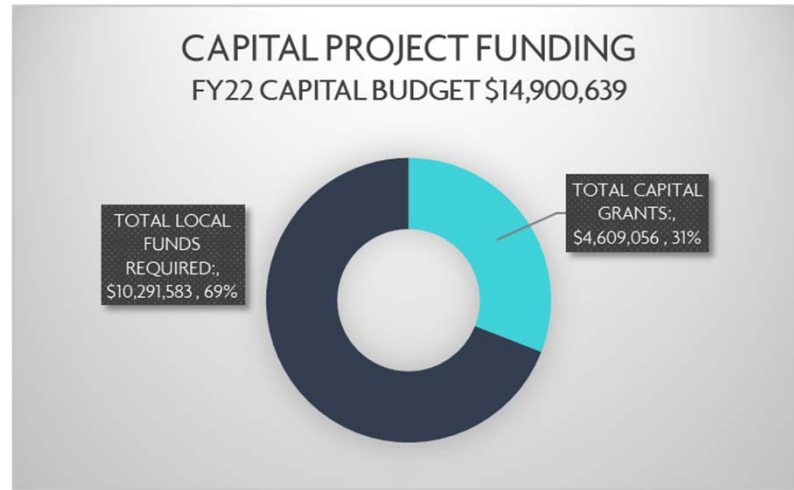


FY2022 PROPOSED BUDGET

NON-OPERATING REVENUE: FEDERAL GRANTS - CAPITAL

CAPITAL PROJECTS & ASSOCIATED GRANTS	FY 2022 CAPITAL PROJECT EXPENDITURE	FEDERAL REIMBURSEMENT PERCENTAGE	TOTAL FY 2022 CAPITAL GRANTS
POSITIVE TRAIN CONTROL ENHANCEMENTS (PHASE 2-CRISI 69A36520401620CRSTX)	\$ 4,851,820	80%	\$ 3,881,456
POSITIVE TRAIN CONTROL IMPLEMENTATION (TX-95-X079)	\$ 597,000	80%	\$ 477,600
INTEGRATED FARE PAYMENT (TX-2020-123-00)	\$ 300,000	100%	\$ 250,000 (A)
<b>TOTAL CAPITAL PROJECTS &amp; ASSOCIATED GRANTS</b>	<b>\$ 5,748,820</b>		<b>\$ 4,609,056</b>

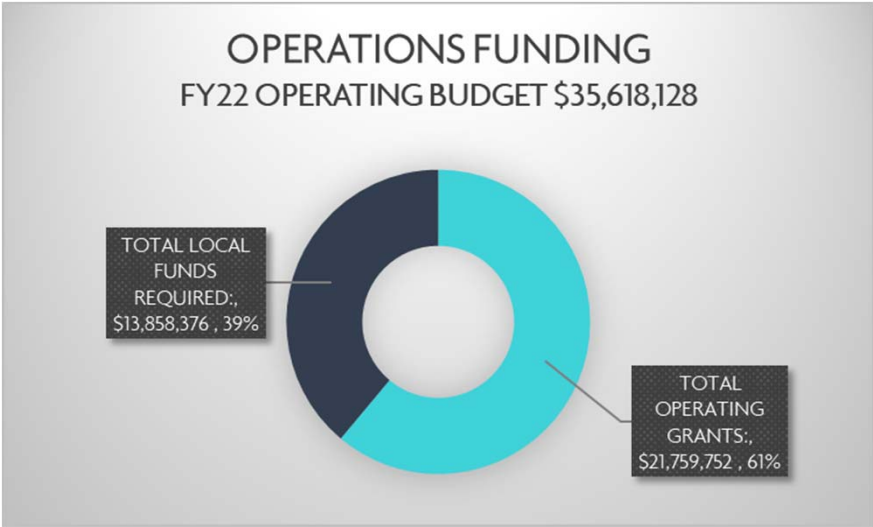
(A) 100% match; no local funds required for first \$250k of project (total grant funds \$250k)



# FY2022 PROPOSED BUDGET

## NON-OPERATING REVENUE: FEDERAL GRANTS - OPERATING

OPERATING EXPENSES & ASSOCIATED GRANTS	FY 2022 OPERATING EXPENSE	FEDERAL REIMBURSEMENT PERCENTAGE	TOTAL FY 2022 OPERATING GRANTS
<u>BUS PREVENTIVE MAINTENANCE</u>			
TX-2019-071-00 (FY18 5307 funds) \$	353,699	80%	\$ 282,959
TBD (FY20 5307 funds) \$	866,774	100%	\$ 866,774
<u>OPERATING ASSISTANCE</u>			
TX-2020-124-00 (FY19 5307 funds) \$	1,421,416	50%	\$ 710,708
TBD (FY20 5307 funds) \$	3,703,949	50%	\$ 1,851,974
<u>ADA OPERATING ASSISTANCE</u>			
TX-2020-124-00 (FY19 5307 funds) \$	300,000	100%	\$ 300,000
<u>VANPOOL</u>			
TX-2020-048-00 (FY18 Funds) \$	77,000	100%	\$ 77,000
TX-2021-012-00 (FY19 Funds) \$	121,695	100%	\$ 121,695
<u>RAIL FIXED GUIDEWAY</u>			
FY20 5337 Funds \$	1,972,516	100%	\$ 1,972,516
FY21 5337 Funds \$	2,232,774	100%	\$ 2,232,774
AMERICAN RESCUE PLAN (ARP) - BUS OPERATING ASSISTANCE \$	2,509,567	100%	\$ 2,509,567
AMERICAN RESCUE PLAN (ARP) - RAIL OPERATING ASSISTANCE \$	7,526,627	100%	\$ 7,526,627
AMERICAN RESCUE PLAN - GENERAL & ADMINISTRATION OPERATING ASSISTANCE \$	3,307,158	100%	\$ 3,307,158
<b>TOTAL OPERATING GRANTS \$</b>	<b>24,393,175</b>		<b>\$ 21,759,752</b>



# NON-OPERATING REVENUE: FEDERAL GRANTS - OPERATING

## FEDERAL GRANTS

- **AMERICAN RESCUE PLAN (ARP) ACT FUNDING**
  - DCTA is the designated recipient for the Denton-Lewisville UZA, which received an apportionment of \$14,073,192 in ARP Act funds.
  - Reimbursement will be at 100% federal share, with no local match.
  - Operating assistance caps and ADA assistance caps have been waived.
  - Expenses eligible for reimbursement:
    - Payroll expenses
    - Operating assistance
    - Preventive maintenance
  - Of the \$14.1M in funding, FY22 proposed budget includes \$13.3M to be requested in FY22:
    - Programming of \$2.5M for bus operating assistance
    - Programming of \$7.5M for rail operating assistance
    - Programming of \$3.3M for G&A payroll expense



# BUILDING THE GENERAL & ADMINISTRATIVE BUDGET



# BUILDING THE GENERAL & ADMINISTRATIVE BUDGET

## OPERATING EXPENSES – GENERAL & ADMINISTRATIVE (\$5.8 MILLION)

Description	FY 2020 Adopted Budget	FY 2020 Actuals	FY 2021 Proposed Revised	FY 2022 Proposed Budget	\$ Increase / (Decrease)
<b>GENERAL &amp; ADMINISTRATIVE EXPENSES</b>					
Salary, Wages & Benefits	3,791,927	3,434,729	3,587,946	3,307,158	(280,788)
Outsourced Services & Charges	1,967,560	1,637,264	3,292,448	1,987,968	(1,304,480)
Materials & Supplies	113,600	85,852	108,050	79,150	(28,900)
Utilities	36,800	21,689	23,600	42,710	19,110
Insurance	13,320	13,056	13,788	15,515	1,727
Purchased Transportation Services	-	-	-	-	-
Employee Development	272,165	146,564	212,004	205,305	(6,699)
Leases & Rentals	125,500	123,358	131,400	130,520	(880)
<b>Total G&amp;A Operating Expenses</b>	<b>6,320,872</b>	<b>5,462,513</b>	<b>7,369,236</b>	<b>5,768,326</b>	<b>(1,600,910)</b>

WAGES & BENEFITS

- Decrease of \$281k
- Includes reallocation of key positions related to the oversight & process of bus/rail operations
- Merit increase of 3.5% included
- Assumes a 10% increase for benefit premiums

OUTSOURCED SERVICES & CHARGES

- Decrease of \$1.3M
- Reduction of Accenture expenses - \$625k
- Reduction of planning services - \$550k
  - *FY21 includes \$200k in planning service & \$400k for long range service plan*
- Reduction in legal service - \$35k

MATERIALS & SUPPLIES

- Decrease of \$29k
- Overall reduction of office supplies & computer replacement needs

# FY2022 PROPOSED BUDGET STAFFING LEVEL REVIEW

DIVISION SUMMARY				
	FY 2020	FY 2021 Working Budget	FY 2022 Proposed Budget	Variance
<b>GENERAL &amp; ADMINISTRATIVE DIVISION</b>				
President/CEO Department	1.00	1.00	1.00	-
Administration Department	2.00	2.00	2.00	-
Finance Department	11.00	11.00	10.00	(1.00) (A)
Strategic Planning & Development Department	5.00	4.00	3.60	(0.40) (B), (C)
Marketing & Communications Department	5.00	4.00	4.30	0.30 (D)
Transit Management Department	-	3.00	-	(3.00) (C), (D), (E)
Human Resources Department	1.50	2.00	2.00	-
Information Technology Department	3.00	3.00	3.00	-
<b>BUS OPERATIONS DIVISION</b>				
Mobility Services Department	4.00	4.00	6.10	2.10 (A), (B), (D), (E)
<b>RAIL OPERATIONS DIVISION</b>				
Rail Operations Department	3.00	2.00	4.00	2.00 (B), (C), (E)
<b>TOTAL DCTA FTE STAFF</b>	<b>35.50</b>	<b>36.00</b>	<b>36.00</b>	<b>-</b>
		(F)		
<b>THIRD PARTY CONTRACT OPERATIONS</b>				
Contracted Bus Services (NTMC)*	137.00	118.00	72.00	(46.00) (G)
<i>Bus Administration Department</i>	<i>6.00</i>	<i>4.00</i>	<i>3.00</i>	<i>(1.00)</i>
<i>Customer Service Department</i>	<i>10.00</i>	<i>10.00</i>	<i>7.00</i>	<i>(3.00)</i>
<i>Supervisors/Dispatchers Department</i>	<i>12.00</i>	<i>14.00</i>	<i>13.00</i>	<i>(1.00)</i>
<i>Maintenance Department</i>	<i>18.00</i>	<i>21.00</i>	<i>16.00</i>	<i>(5.00)</i>
<i>Bus Operators</i>	<i>91.00</i>	<i>69.00</i>	<i>33.00</i>	<i>(36.00)</i>
Contracted Rail Services (First Transit + Subcontractors)	45.00	45.00	45.00	-
<b>TOTAL THIRD PARTY CONTRACT OPERATIONS</b>	<b>182.00</b>	<b>163.00</b>	<b>117.00</b>	<b>(46.00)</b>
		(H)		

\*Contracted Bus Services FTE methodology is based on operator hours.

- (A) Transfer of Procurement Specialist (1 FTE) from Finance to Mobility Services as this position solely supports Mobility Services
- (B) Transfer of Director of Capital Development (1 FTE) from Strategic Planning & Development to Mobility Services (0.2 FTE) and Rail (0.8 FTE)
- (C) Transfer of Deputy CEO (1 FTE) from Transit Management to Strategic Planning & Development (0.6 FTE) and Rail (0.4 FTE)
- (D) Transfer of VP, Mobility Services & Administration (1 FTE) from Transit Management to Marketing & Communications (0.3 FTE) and Mobility Services (0.7 FTE)
- (E) Transfer of Project Controls Coordinator (1 FTE) from Transit Management to Mobility Services (0.2 FTE) and Rail (0.8 FTE)
- (F) FY21 Changes: Conversion of part-time HR Assistant to full-time Human Resources & Training Specialist (net +0.5 FTE)
- (G) Elimination of Quality Control Coordinator (1 FTE), Customer Service Shift Supervisors (2 FTEs), Mobility Service Dispatcher (1 FTE), Trainer (1 FTE), Mechanics (3 FTEs) and Service Attendants (3 FTEs); addition of Lead Custodian (1 FTE); Reduction of Bus Operators (36 FTEs) due to 79k decreased service hours provided by NTMC
- (H) FY21 Changes: Reduction of Bus Operators (22 FTEs) due to 47k decreased service hours as a result of measures taken during COVID-19 pandemic; addition of service attendants (3 FTEs) to accommodate additional vehicle cleaning in response to COVID-19

# BUILDING THE BUS OPERATIONS BUDGET



# BUILDING THE BUS OPERATIONS BUDGET

## DEPARTMENTAL CODES – DCTA BUS DEPARTMENTS

### ADMINISTRATIVE/SUPPORT

- 500 – Bus Service Administration
- 505 – DCTA Bus Operations Management
- 570 – Customer Service
- 580 – Supervisors & Dispatch
- 590 – Maintenance

### FIXED ROUTE

- 511 – Denton Fixed Route
- 512 – Highland Village Fixed Route
- 513 – Lewisville Fixed Route
- 540 – North Texas Xpress

### DEMAND RESPONSE

- 531 – Denton Demand Response
- 532 – Highland Village Demand Response
- 533 – Lewisville Demand Response

### CONTRACT SERVICES

- 200 – University of North Texas (UNT)
- 210 – North Central Texas College (NCTC)
- 220 – Frisco
- 230 – Collin County Transit (CCT)
- 240 – Mobility as a Service (MaaS)

# BUILDING THE BUS OPERATIONS BUDGET

## DEPARTMENTAL CODES – NTMC BUS DEPARTMENTS

### ADMINISTRATIVE/SUPPORT

- 700 – NTMC Administration
- 770 – NTMC Customer Service
- 780 – NTMC Supervisors & Dispatch
- 790 – NTMC Maintenance

### FIXED ROUTE

- 711 – NTMC Denton Fixed Route
- 712 – NTMC Highland Village Fixed Route
- 713 – NTMC Lewisville Fixed Route
- 740 – NTMC North Texas Xpress

### DEMAND RESPONSE

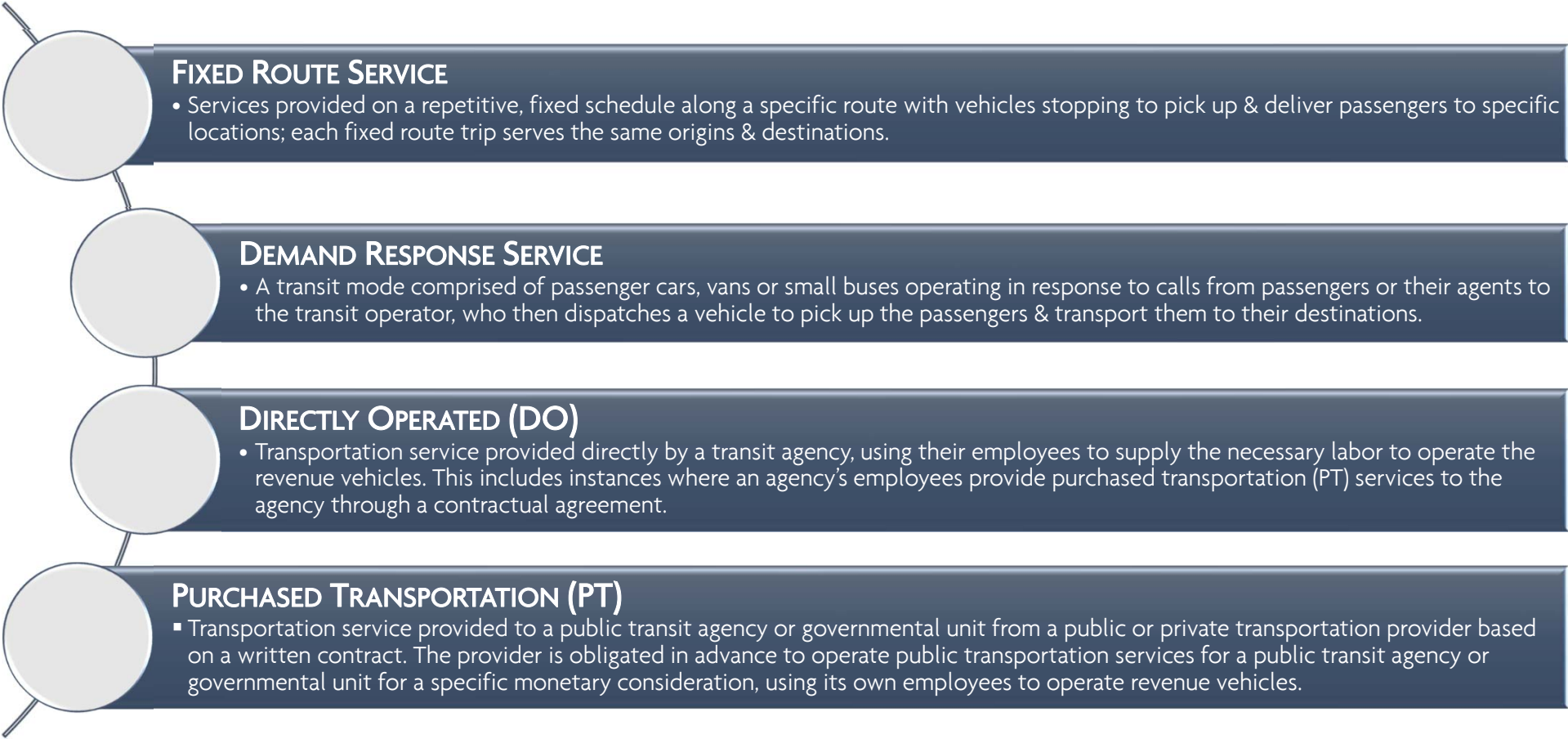
- 731 – NTMC Denton Demand Response
- 732 – NTMC Highland Village Demand Response
- 733 – NTMC Lewisville Demand Response

### CONTRACT SERVICES

- 701 – NTMC UNT
- 702 – NTMC NCTC
- 703 – NTMC Frisco
- 704 – NTMC CCT

# BUILDING THE BUS OPERATIONS BUDGET

## GLOSSARY OF TERMS – SERVICE TYPES



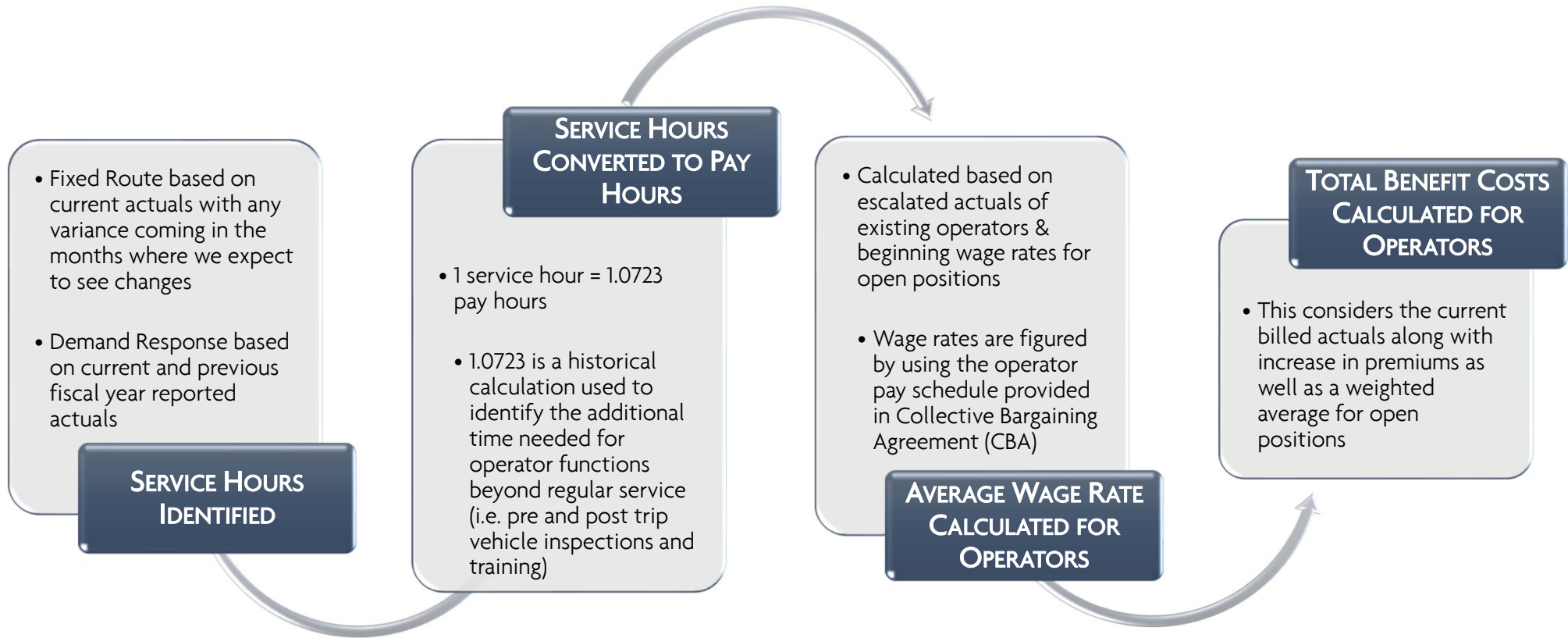
# BUILDING THE BUS OPERATIONS BUDGET

## GLOSSARY OF TERMS – METRICS





# BUILDING THE BUS OPERATIONS BUDGET – DIRECTLY OPERATED SERVICE OPERATOR WAGES & BENEFITS



# BUILDING THE BUS OPERATIONS BUDGET – DIRECTLY OPERATED SERVICE OPERATOR WAGES & BENEFITS

**SALARY & WAGES (REGULAR)**

PAY HOURS \* AVERAGE WAGE RATE

**SALARY & WAGES (OVERTIME)**

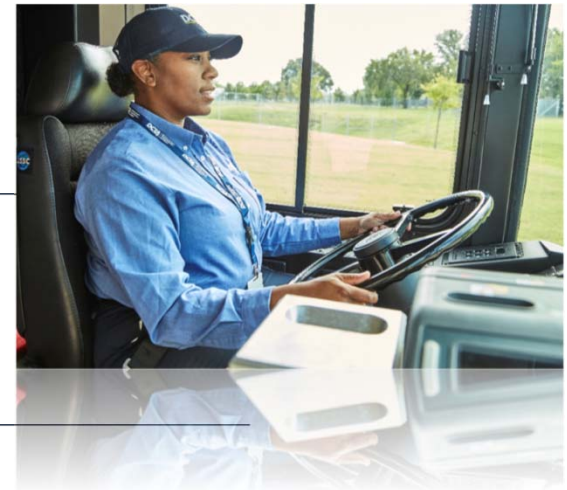
SALARY & WAGES (REGULAR) \* 8.3%

**PAID TIME OFF**

(SERVICE HOURS \* 0.1362) \* AVERAGE WAGE RATE

**BENEFITS**

ALLOCATE TOTAL COST OF BENEFITS FOR ALL OPERATORS BASED ON SERVICE HOURS



# BUILDING THE BUS OPERATIONS BUDGET – DIRECTLY OPERATED SERVICE

## SERVICE MILES & FUEL

Large Bus (Diesel)		Small Bus (Gasoline)	
Service - Route	Service Miles	Service - Route	Service Miles
Denton Connect - Route 3	25,633.20	Denton Demand Response	86,573.81
Denton Connect - Route 7	39,850.20	Lewisville Demand Response	47,568.45
Denton Connect - Monsignor King	5,034.80	Highland Village Demand Response	7,270.07
UNT Campus Shuttle - Eagle Point	13,028.80	Frisco Demand Response	37,915.28
UNT Campus Shuttle - Mean Green	16,478.00	Collin County Demand Response	2,274.00
UNT Campus Shuttle - Mean Green Night Rider	6,543.60		
UNT Campus Shuttle - Mean Green Plus	17,050.00		
UNT Campus Shuttle - Centre Place	144,621.20		
UNT Campus Shuttle - Bernard Street	41,730.00		
UNT Campus Shuttle - North Texan	38,549.96		
UNT Campus Shuttle - Discovery Park	145,520.00		
UNT Campus Shuttle - Discovery Park Limited	20,400.00		
UNT Campus Shuttle - Colorado Express	48,813.40		
UNT Campus Shuttle - Parking Express Fouts Field	10,358.40		
UNT Campus Shuttle - Parking Express Victory Hall	10,498.80		
UNT Campus Shuttle - Mean Green Night Rider Late Night	6,520.80		
UNT Campus Shuttle - Mean Green Plus Late Night	4,290.40		
<b>Total Large Bus Service Miles</b>	<b>594,921.56</b>	<b>Total Small Bus Service Miles</b>	<b>181,601.62</b>

FUEL = (SERVICE MILES / MPG) \* \$3.00

**180,673**

(SERVICE + SUPPORT VEHICLE GALLONS)

TOTAL BUS OPERATIONS FUEL BUDGET

**\$542,027**

	GALLONS	BUDGET
BUS SERVICES (DIESEL)	148,730	\$ 446,194
BUS SERVICES (GASOLINE)	25,943	77,833
	<u>174,673</u>	<u>524,027</u>
SUPPORT VEHICLES	6,000	18,000
	<u>180,673</u>	<u>\$ 542,027</u>

# BUILDING THE BUS OPERATIONS BUDGET – DIRECTLY OPERATED SERVICE

## SERVICE HOURS

SERVICE NAME	SERVICE HOURS
DENTON FIXED ROUTE	5,203.50
MONSIGNOR KING SERVICE	1,228.00
DENTON DEMAND RESPONSE	7,265.43
HIGHLAND VILLAGE DEMAND RESPONSE	554.11
LEWISVILLE DEMAND RESPONSE	4,175.60
UNIVERSITY OF NORTH TEXAS	42,334.80
FRISCO DEMAND RESPONSE	2,513.48
COLLIN COUNTY TRANSIT DEMAND RESPONSE	126.06
<b>TOTAL</b>	<b>63,400.98</b>



### CONNECT SERVICE (FIXED ROUTE)

- INCLUDES ROUTES 3 & 7 WITH SERVICE ENDING IN MARCH 2022
- INCLUDES MONSIGNOR KING SERVICE OPERATED SIX DAYS A WEEK



### COLLIN COUNTY TRANSIT (DEMAND RESPONSE)

- SERVICE ENDING IN DECEMBER 2021, BASED ON PROPOSED CONTRACT EXTENSION TO BE PRESENTED AT THE 6/24/21 BOARD MEETING

# BUILDING THE BUS OPERATIONS BUDGET – PURCHASED TRANSPORTATION SERVICE VIA BUDGET DETAILS

TYPE OF SERVICE	COST PER VEHICLE HOUR	MAX. NUMBER OF VEHICLE HOURS	TOTAL COST
<b>BASE SERVICE (MONDAY – SATURDAY)</b>	<b>\$ 41.06</b>	<b>99,097</b>	<b>\$ 4,068,910</b>
PHASE 1 ADD-ONS:			
SUNDAY AND HOLIDAY SERVICE		1,560	381,859
SATURDAY SERVICE HOURS EXTENSION		6,250	64,054
DENIA NEIGHBORHOOD EXPANSION		4,874	256,626
BUSINESS 121 NORTH ZONE EXPANSION		4,250	200,127
FRANKFORD STATION (DART) TO THE LEWISVILLE/HV ZONE		1,860	174,505
SUNDAY A-TRAIN REPLACEMENT		2,750	76,372
SERVICE TO/FROM TRINITY MILLS STATION (“GUARANTEED RIDE HOME”)		9,300	112,915
<b>TOTAL PHASE 1 ADD-ONS</b>		<b>30,844</b>	<b>\$ 1,266,458</b>
<b>TOTAL BASE SERVICE + PHASE 1 ADD-ONS</b>		<b>129,941</b>	<b>\$ 5,335,368</b>

# BUILDING THE BUS OPERATIONS BUDGET

## PURCHASED TRANSPORTATION

	ENTERPRISE HOLDINGS (VANPOOL)	IRVING HOLDINGS (TAXI)	LYFT	VIA	TOTAL PURCHASED TRANSPORTATION
UNT	\$ -	\$ -	\$ 72,000	\$ -	\$ 72,000
FRISCO	-	10,939	5,122	-	16,061
CCT	-	52,400	-	-	52,400
COPPELL	-	-	45,000	-	45,000
ALLIANCE ZIP ZONE (BILLED TO TRINITY METRO + ADMIN FEE)	-	-	74,482	-	74,482
VANPOOL (GRANT FUNDED; 100% FEDERAL)	198,695	-	-	-	198,695
DEMAND RESPONSE	-	-	-	5,335,368	5,335,368
					<b>\$ 5,794,006</b>

# BUILDING THE BUS OPERATIONS BUDGET

## HOURS OF SERVICE COMPARISON

TYPE OF SERVICE	FY21 SERVICE HOURS BUDGETED	FY22 SERVICE HOURS BUDGETED	CHANGE
FIXED ROUTE BUS SERVICE	67,794.17	6,431.50	-61,362.67
ACCESS SERVICE	13,497.84	11,995.14	-1,502.70
ZONE SERVICE	5,312.60	--	-5,312.60
VIA BASE SERVICE	--	99,097.00	99,097.00
VIA PHASE 1 ADD-ONS	--	30,844.00	30,844.00
UNT CAMPUS SHUTTLES	37,941.76	42,334.80	4,393.04
FRISCO	3,949.92	2,513.48	-1,436.45
COLLIN COUNTY TRANSIT	474.99	126.06	-348.93
NORTH TEXAS XPRESS	4,010.67	--	-4,010.67
NCTC CAMPUS SHUTTLES	--	--	0.00
<b>TOTAL HOURS OF SERVICE</b>	<b>132,981.95</b>	<b>193,341.98</b>	<b>60,360.02</b>
<b>TOTAL BUDGET</b>	<b>\$13,083,795</b>	<b>\$14,855,263</b>	<b>\$1,771,467</b>

# BUILDING THE BUS OPERATIONS BUDGET

## HOURS OF SERVICE COMPARISON (INCLUDES FY20)

TYPE OF SERVICE	FY20 SERVICE HOURS BUDGETED	FY21 SERVICE HOURS BUDGETED	FY22 SERVICE HOURS BUDGETED	CHANGE FROM FY20 TO FY22	CHANGE FROM FY21 TO FY22
FIXED ROUTE BUS SERVICE	108,188.25	67,794.17	6,431.50	-101,756.75	-61,362.67
ACCESS SERVICE	16,810.69	13,497.84	11,995.14	-4,815.55	-1,502.70
ZONE SERVICE	10,011.20	5,312.60	--	-10,011.20	-5,312.60
VIA BASE SERVICE	--	--	99,097.00	99,097.00	99,097.00
VIA PHASE 1 ADDONS	--	--	30,844.00	30,844.00	30,844.00
UNT CAMPUS SHUTTLES	46,021.11	37,941.76	42,334.80	-3,686.31	4,393.04
FRISCO	2,721.58	3,949.92	2,513.48	-208.10	-1,436.45
COLLIN COUNTY TRANSIT	1,415.85	474.99	126.06	-1,289.79	-348.93
NORTH TEXAS XPRESS	3,995.00	4,010.67	--	-3,995.00	-4,010.67
NCTC CAMPUS SHUTTLES	5,057.24	--	--	-5,057.24	0.00
<b>TOTAL HOURS OF SERVICE</b>	<b>194,220.91</b>	<b>132,981.95</b>	<b>193,341.98</b>	<b>-878.94</b>	<b>60,360.02</b>
<b>TOTAL BUDGET</b>	<b>\$14,183,370</b>	<b>\$13,083,795</b>	<b>\$14,855,263</b>	<b>\$671,893</b>	<b>\$1,771,467</b>



# BUILDING THE BUS OPERATIONS BUDGET – CONTRACT SERVICE

## UNT CONTRACT DETAILS

TYPE OF SERVICE	RATE	BILLING METRIC		TOTAL REVENUE
BASE SERVICE	\$ 65.67	BASE SERVICE HOURS	32,391	\$ 2,698,100
LATE NIGHT SERVICE	\$ 56.62	LATE NIGHT SERVICE HOURS	1,251	70,826
LYFT SERVICE	PASS-THROUGH COST			72,000
FUEL EXPENSE	PASS-THROUGH COST			393,304
ACCESS TO CONNECT SERVICE	FLAT RATE			49,000
TOTAL CONTRACT VALUE				\$ 3,283,230

- Contract has been in place since 2005; current contract Sept 2018 – Aug 2028
- UNT transferred vehicles to DCTA upon execution of contract in Sept 2018
  - Contracted base service hourly rate includes funding for replacement of vehicles

# BUILDING THE BUS OPERATIONS BUDGET – CONTRACT SERVICE

## FRISCO CONTRACT DETAILS

TYPE OF SERVICE	BILLING METRIC	TOTAL REVENUE
DIRECTLY OPERATED SERVICE		
	CUSTOMER CALL CENTER ALLOCATION	\$ 33,852
	MAINTENANCE ALLOCATION	30,372
	OPERATING EXPENSES FROM 220	10,515
	OPERATING EXPENSES FROM 703	96,621
FUEL EXPENSE	PASS-THROUGH COST	16,252
TAXI SERVICE	PASS-THROUGH COST	10,939
LYFT EXPENSE	PASS-THROUGH COST	5,122
ADMINISTRATIVE FEE	INCLUDES 60% OF THE FOLLOWING COSTS:	
	DIRECTLY OPERATED SERVICE COSTS	112,567
	COST OF TAXI TRIPS PROVIDED	6,564
	COST OF LYFT TRIPS PROVIDED	3,074
	PASSENGER FARES RETAINED BY DCTA	(9,376)
TOTAL CONTRACT VALUE		\$ 316,502

**FRISCO CONTRACT:**

- Contract has been in place since 2015
- Total budget is based on task order amount and broken out between directly operated and purchased transportation services

**TAXI SERVICE:**

- Takes recent trends in trips taken and overall spend to project service levels and ridership

**LYFT SERVICE:**

- Based on Lyft task order amount

# BUILDING THE BUS OPERATIONS BUDGET – CONTRACT SERVICE

## COLLIN COUNTY TRANSIT (CCT) CONTRACT DETAILS

TYPE OF SERVICE	RATE	BILLING METRIC	TOTAL REVENUE
BASE SERVICE	\$ 96.42	BASE SERVICE HOURS	126.06 \$ 12,156
FUEL EXPENSE	PASS-THROUGH COST		975
TAXI EXPENSE	FUNDS LOADED TO DEBIT CARDS		52,400
IRVING HOLDINGS FEE	15% OF THE VALUE OF THE TAXI TRIPS TAKEN		7,801
ADMINISTRATIVE FEE	60% OF THE VALUE OF THE TAXI TRIPS TAKEN + IRVING HOLDINGS' ADMIN FEE		35,883
		PASSENGER FARES RETAINED BY DCTA	(562)
		TOTAL CONTRACT VALUE	\$ 108,653

- Contract has been in place since 2017
- Budget is based on task order amount and broken out between directly operated and purchased transportation services
- Taxi Service - takes recent trends in trips taken and overall spend to project service levels and ridership
- Service budgeted until December 31, 2021 based on proposed contract extension to be presented at the 6/24/21 Board meeting

# BUILDING THE BUS OPERATIONS BUDGET – CONTRACT SERVICE MOBILITY AS A SERVICE (MAAS) CONTRACT DETAILS

TYPE OF SERVICE	TOTAL REVENUE
COPPELL LYFT SERVICE	\$ 74,482
COPPELL ADMINISTRATIVE FEE (60%)	44,689
TOTAL COPPELL CONTRACT REVENUE	119,171
ALLIANCE LYFT SERVICE – BILLED TO TRINITY METRO	74,482
ALLIANCE ADMINISTRATIVE FEE (20%)	14,897
TOTAL ALLIANCE CONTRACT REVENUE	89,379

# BUILDING THE BUS OPERATIONS BUDGET

## OPERATING EXPENSES – BUS (\$14.8 MILLION)

Description	FY 2020 Adopted Budget	FY 2020 Actuals	FY 2021 Proposed Revised	FY 2022 Proposed Budget	\$ Increase / (Decrease)
<b>BUS OPERATIONS EXPENSES</b>					
Salary, Wages & Benefits	9,151,712	7,752,497	8,018,672	5,665,318	(2,353,354)
Outsourced Services & Charges	1,245,024	1,402,047	1,658,537	1,398,358	(260,179)
Materials & Supplies	2,217,559	1,496,423	1,731,462	1,371,575	(359,887)
Utilities	175,620	155,027	219,442	199,183	(20,259)
Insurance	470,941	478,286	452,765	345,082	(107,683)
Purchased Transportation Services	632,161	513,480	823,514	5,794,006	4,970,492
Employee Development	188,620	26,458	74,735	75,685	950
Leases & Rentals	101,733	101,661	104,668	6,852	(97,816)
<b>Total Bus Operations Expenses</b>	<b>14,183,370</b>	<b>11,925,879</b>	<b>13,083,795</b>	<b>14,856,059</b>	<b>1,772,264</b>

**WAGES & BENEFITS**

- Decrease of \$2.4M
- Elimination of 11 FTEs; addition of Lead Custodian (1 FTE); Reduction of Bus Operators (36 FTEs) due to 79k decreased service hours provided by NTMC
- Average Rate for Operators:
  - \$20.86 (October – March)
  - \$21.55 (April – Sept)
- Assumes a 10% increase for benefit premiums

**OUTSOURCED SERVICES & CHARGES**

- Decrease of \$260k
- FY21 included a Train-the-Trainer program for \$109k that has been completed
- Reduction in Facilities Maintenance Expense with reduction in COVID-19 related expenses
- Reduction of \$65k in professional studies

**MATERIALS & SUPPLIES**

- Decrease of \$360k
- Reduction in fuel expenses by \$353k due to reduction in directly operated service in FY22

**PURCHASED TRANSPORTATION SERVICES**

- Increase of \$5M
- FY22 includes \$5.3M in VIA purchased transportation services for Base Service + Phase 1 Add-Ons

**LEASES & RENTALS**

- Decrease of \$98k
- Elimination in NTX service & associated parking space rentals, depreciation from Trinity Metro & spare vehicle charge

# BUILDING THE RAIL OPERATIONS BUDGET



# BUILDING THE RAIL OPERATIONS BUDGET

## GLOSSARY OF TERMS



# BUILDING THE RAIL OPERATIONS BUDGET

## OPERATING EXPENSES— RAIL (\$15 MILLION)

Description	FY 2020 Adopted Budget	FY 2020 Actuals	FY 2021 Proposed Revised	FY 2022 Proposed Budget	\$ Increase / (Decrease)
<b>RAIL OPERATIONS EXPENSES</b>					
Salary, Wages & Benefits	513,376	422,707	293,597	606,019	312,422
Outsourced Services & Charges	276,112	1,844,970	479,026	809,659	330,633
Materials & Supplies	976,500	339,991	1,022,300	1,103,100	80,800
Utilities	315,568	255,122	265,768	284,388	18,620
Insurance	1,400,704	1,292,652	1,338,961	1,341,057	2,096
Purchased Transportation Services	10,068,545	9,577,973	10,380,143	10,834,065	453,922
Employee Development	19,652	12,761	9,300	13,055	3,755
Leases & Rentals	2,400	1,613	2,400	2,400	-
<b>Total Rail Operations Expenses</b>	<b>13,572,857</b>	<b>13,747,789</b>	<b>13,791,495</b>	<b>14,993,743</b>	<b>1,202,248</b>

WAGES & BENEFITS

- Increase of \$312k
- Includes reallocation of key positions related to the oversight & process of bus/rail operations
- Merit increase of 3.5% included
- Assumes a 10% increase for benefit premiums

OUTSOURCED SERVICES & CHARGES

- Increase of \$331k
- Increase of \$55k for consulting services
- Includes est. DART Access/Impact Fee \$240k
- Includes additional \$17k in allocated expenses for fare media printing & computer/software maintenance

PURCHASED TRANSPORTATION SERVICES

- Increase of \$454k
- Increase in overall rates based on FY22 contract detail
- Increase in train crew hours of 1,400 resulting in \$211k increase
- PTC Operating included at \$200k



# BUILDING THE RAIL OPERATIONS BUDGET

# RAIL OPERATIONS & MAINTENANCE AGREEMENT

CONTRACT DETAIL	UNITS	FY 2022 RATE	FY 2022	FY 2021	
TRAIN CREW HOURS	17,000	\$150.99	\$2,566,829	\$1,794,000	RIO GRANDE PACIFIC CORP
CAR MILES	494,285	\$3.72	\$1,838,740	\$2,016,000	
MANAGEMENT / ADMINISTRATION	12 MONTHS	\$157,412	\$1,888,942	\$1,841,030	
DISPATCH OPERATIONS	12 MONTHS	\$50,330	\$603,959	\$591,248	
FACILITY MAINTENANCE	12 MONTHS	\$254,704	\$3,056,450	\$2,962,942	
VEHICLE MAINTENANCE	ANNUAL ALLOWANCE		\$200,000	\$200,000	
MAINTENANCE OF WAY	ANNUAL ALLOWANCE		\$260,000	\$260,000	
ASSET MANAGEMENT / TECHNOLOGY	12 MONTHS	\$7,201	\$86,409	\$84,592	
MISC. CREW COSTS	50 HOURS	\$86.08	\$7,747	\$7,535	
TICKET VENDING MACHINE MAINTENANCE & REVENUE COLLECTION			\$42,351	\$40,334	
TRINITY MILLS PLATFORM MAINTENANCE	12 MONTHS	\$1,380	\$16,560	\$16,560	
TRINITY MILLS RESTROOM MAINTENANCE			\$6,078	\$5,901	
TOTAL			\$10,574,065	\$9,820,142	

\*\* Purchased Transportation budget also includes \$200k for PTC operating costs and \$60k for enhanced COVID-19 cleaning not included in the above schedule

# BUILDING THE RAIL OPERATIONS BUDGET

## OPERATING EXPENSES

### KEY BUDGET COMPONENTS:

## FUEL

BUDGETED @ \$3.00/GALLON

# 367,200

(STADLER & SUPPORT VEHICLE GALLONS)

TOTAL RAIL OPERATIONS FUEL BUDGET

# \$1,101,600

### OUTSOURCED SERVICES & CHARGES

- DENTON COUNTY SHERIFF DEPT INTERLOCAL AGREEMENT - \$106K
- DART ACCESS/IMPACT ANNUAL FEE - \$240K
- LANDSCAPE CONTRACT - \$119K

### INSURANCE

- GENERAL LIABILITY - \$795K
- PROPERTY DAMAGE - \$94K
- VEHICLE INSURANCE - \$451K

### PURCHASED TRANSPORTATION

- RAIL OPERATIONS & MAINTENANCE AGREEMENT - \$10.6M
- PTC OPERATING EXPENSE - \$200K
- ENHANCED COVID-19 CLEANING - \$60K

# FY2022 PROPOSED BUDGET NON-OPERATING EXPENSE

- 2011 CONTRACTUAL OBLIGATIONS:
  - \$14,390,000 TOTAL; \$9,855,000 OUTSTANDING AT 9/30/21
  - DEBT SERVICE THROUGH 2031
  - PROCEEDS USED FOR PURCHASE OF RAIL VEHICLES AND FIRST PHASE OF PTC
  
- 2020 SALES TAX REVENUE REFUNDING BONDS:
  - \$12,930,000 TOTAL; \$11,325,000 OUTSTANDING AT 9/30/21
  - REFUNDED 2009 ISSUANCE (12-YEAR TERM)
  - DEBT SERVICE THROUGH 2032

	PRINCIPAL PAYMENT	INTEREST EXPENSE	FY2022 DEBT SERVICE
2011 ISSUANCE	\$ 780,000	\$ 309,600	\$ 1,089,600
2020 ISSUANCE	1,600,000	112,800	1,712,800
	\$ 2,380,000	\$ 422,400	\$ 2,802,400

# FY2022 PROPOSED BUDGET

## DCTA TRANSFER OUT TO NTMC BUDGET

NTMC FY2022 PROPOSED BUDGET	
SALARY, WAGES & BENEFITS	\$ 4,954,852
OUTSOURCED SERVICES & CHARGES	441,156
MATERIALS & SUPPLIES	1,936
INSURANCE	65,842
EMPLOYEE DEVELOPMENT	58,660
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 5,522,446</b>
TRANSFER IN FROM DCTA	\$ 5,522,446
<b>CHANGE IN NET POSITION</b>	<b>\$ -</b>

# PROPOSED MAJOR PROGRAMS EXPANDED LEVEL PROJECT REQUESTS - OPERATING



# PROPOSED MAJOR PROGRAMS

## EXPANDED LEVEL PROJECT REQUESTS – OPERATING

### **IT PROJECT MANAGER CONSULTANT - \$124,800**

- Annual expense

### **DBE COMPLIANCE SUPPORT CONTRACT - \$120K**

- Annual expense

### **FACILITIES MANAGEMENT CONSULTING SERVICES - \$100K**

- Annual expense

### **TITLE VI PROGRAM UPDATE - \$75K**

- One time expense

### **GoZONE MOBILIZATION - \$389,650**

- One time expense

### **LAW ENFORCEMENT/CROWD CONTROL (DDTC) - \$101,600**

- Annual Expense

### **ADDITION OF MOBILITY SERVICE REPRESENTATIVES - \$96,003**

- Annual Expense

# CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PLAN PROPOSED PROJECT ROLLOVERS



# FY2022 PROPOSED BUDGET CAPITAL ROLLOVER REQUESTS

<p>INTEGRATED FARE PAYMENT <i>FY22 IMPACT - \$300K</i></p>		<ul style="list-style-type: none"><li>• Will allow better tracking of ridership trends, reduce in-house cash collections, and improve boarding speed for passengers</li><li>• Once new service levels have been established, DCTA will re-assess fleet needs in order to utilize these funds to outfit the correct number of remaining vehicles</li><li>• Grant funds associated - \$250k</li></ul>
<p>POSITIVE TRAIN CONTROL IMPLEMENTATION <i>FY22 IMPACT - \$597K</i></p>		<ul style="list-style-type: none"><li>• Positive Train Control (PTC) implementation that was achieved by the December 31, 2020 mandate.</li><li>• Remaining \$597k of the project to be rolled over to FY22 for project completion</li><li>• Grant funds associated - \$477,600</li></ul>
<p>POSITIVE TRAIN CONTROL ENHANCEMENTS <i>FY22 IMPACT - \$4,851,820</i></p>		<ul style="list-style-type: none"><li>• DCTA received a Consolidated Rail Infrastructure and Safety Improvement (CRISI) grant from the Federal Railroad Administration for \$4,000,000 (20% local match) to address need for enhancements</li><li>• Remaining \$4,851,820 to rollover to FY22</li></ul>
<p>BROWNFIELD REMEDIATION <i>FY22 IMPACT - \$20K</i></p>		<ul style="list-style-type: none"><li>• The assessment has been completed - the site must be officially closed with the Texas Commission on Environmental Quality (TCEQ).</li><li>• Requires a Municipal Site Designation (MSD) from the City of Lewisville.</li><li>• Waiting on public meetings that the City is required to conduct. Once complete DCTA can file for closure certificate</li></ul>



# CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PLAN EXPANDED LEVEL PROJECT REQUESTS CAPITAL & MAJOR MAINTENANCE



# CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PLAN

## PROPOSED MAJOR PROGRAMS

- STADLER VEHICLE WRAP PROGRAM - \$45,000
- SWINGMASTER RAIL BRUSH MACHINE - \$95,000
- RAIL OPERATIONS & MAINTENANCE FACILITY SCHEDULED MAINTENANCE \$106,244
- RIGHT OF WAY MAINTENANCE - \$272,800
- STADLER VEHICLE MAINTENANCE \$1,317,398

MAJOR  
MAINTENANCE RAIL  
\$1,836,442

- DDTC FACILITY SCHEDULED REPAIRS - \$131,618
- BUS OPERATIONS & MAINTENANCE FACILITY SCHEDULED REPAIRS - \$47,912

MAJOR  
MAINTENANCE BUS  
\$179,530

- TO ENSURE THE AGENCY'S DATA IS KEPT SECURE WHILE STAYING ALIGNED WITH OUR EQUIPMENT REPLACEMENT CYCLES, THE SERVER AND STORAGE INFRASTRUCTURE WHICH CURRENTLY OPERATES AND CONTAINS DCTA'S BACKUP SOFTWARE AND BACKUP REPOSITORIES IS DUE FOR REPLACEMENT.
- THIS REPLACEMENT WILL OCCUR EVERY FIVE YEARS

BACKUP & DR  
INFRASTRUCTURE  
UPGRADES  
\$45,000

# CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PLAN

## PROPOSED MAJOR PROGRAMS

BUS OMF  
NETWORK VIDEO  
RECORDER  
\$26,000

- REPLACEMENT OF EXISTING NETWORK VIDEO RECORDER AT BUS OMF THAT IS AT THE END OF THE USEFUL LIFE.
- COST FACTORS IN PRICE OF HARDWARE IN ADDITION TO INSTALLATION/SERVICE BY VENDOR.

DDTC RAIL FIBER  
EXTENSION  
\$125,000

- PROJECT WILL CONNECT THE DDTC FACILITY TO THE REST OF DCTA'S FIBER NETWORK VIA UNDERGROUND BORING AND EXTENSION OF THE FIBER TO THE CURRENT TERMINATION POINT NEAR THE DDTC A-TRAIN PLATFORM.
- WILL PROVIDE HIGHER CAPACITY BANDWIDTH TO THE DDTC TO SUPPORT FUTURE PROJECTS SUCH AS FACILITY CAMERAS & ACCESS CONTROL WITHOUT LIMITING THE EXISTING NETWORK.

**QUESTIONS?**



DENTON COUNTY TRANSPORTATION AUTHORITY
FY22 Proposed Budget
Long Range Financial Plan

Table with columns for financial years (FY2020-FY2036) and categories: REVENUES, EXPENSES, CAPITAL OUTLAY, SOURCES, DEBT SERVICE, and FUND BALANCE. Includes sub-headers like 'Adopted FY2020', 'Revised FY2020', 'Audited FY2020\*', 'Working FY2021 (With YTD Revisions)', 'Pending Revisions (June Board)', and 'Proposed Revised FY2021'. The table ends with a 'NET AVAILABLE FUND BALANCE' row showing a total of \$39,411,606 for FY2036.

ADMINISTRATION AS PERCENTAGE OF OPERATING + CAPITAL BUDGET. A row of percentages: 15%, 13%, 15%, 16%, 11%, 12%, 12%, 12%, 14%, 14%, 14%, 14%, 14%, 14%, 14%, 15%, 15%, 15%, 15%, 15%.

DENTON COUNTY TRANSPORTATION AUTHORITY  
 FY22 Proposed Budget  
 Change in Net Position - Combined Statement (DCTA & NTMC)  
 (Not Including Depreciation)

Description	FY 2020 Adopted Budget	FY 2020 Revised Budget	FY 2020 Actuals	DCTA	DCTA	DCTA	DCTA	NTMC	NTMC	FY 2021	FY 2021	DCTA	NTMC	FY 2022
				FY 2021 Adopted Budget	FY 2021 Working Budget	FY 2021 Proposed Revisions (June Board)	FY 2021 Proposed Revised Budget	FY 2021 Adopted Budget	FY 2021 Working Budget	FY 2021 Adopted Budget	FY 2021 Proposed Revised Budget	FY 2022 Proposed Budget	FY 2022 Proposed Budget	FY 2022 Proposed Budget
<b>OPERATING REVENUE</b>														
Passenger Revenues (Bus Farebox)	\$ 624,049	\$ 370,591	\$ 381,562	\$ 331,712	\$ 331,712	\$ -	\$ 331,712	\$ -	\$ -	\$ 331,712	\$ 331,712	\$ 310,257	\$ -	\$ 310,257
Passenger Revenues (Rail Farebox)	588,272	421,578	452,075	248,579	248,579	-	248,579	-	-	248,579	248,579	262,917	-	262,917
Contract Service Revenue	4,416,160	3,398,779	3,378,826	3,458,402	3,633,760	-	3,633,760	-	-	3,458,402	3,633,760	3,916,935	-	3,916,935
<b>Total Operating Revenue</b>	<b>5,628,481</b>	<b>4,190,948</b>	<b>4,212,463</b>	<b>4,038,693</b>	<b>4,214,051</b>	<b>-</b>	<b>4,214,051</b>	<b>-</b>	<b>-</b>	<b>4,038,693</b>	<b>4,214,051</b>	<b>4,490,109</b>	<b>-</b>	<b>4,490,109</b>
<b>OPERATING EXPENSES</b>														
Salary, Wages & Benefits	13,457,015	12,323,341	11,609,934	4,193,211	4,263,661	-	4,263,661	7,451,314	7,636,554	11,644,525	11,900,215	4,623,643	4,954,852	9,578,495
Outsourced Services & Charges	3,488,696	6,054,095	4,884,281	3,955,959	5,029,792	-	5,029,792	399,919	400,219	4,355,878	5,430,011	3,754,829	441,156	4,195,985
Materials & Supplies	3,307,659	2,452,919	1,922,266	2,917,735	2,858,519	-	2,858,519	3,293	3,293	2,921,028	2,861,812	2,551,889	1,936	2,553,825
Utilities	527,988	490,988	431,838	506,668	508,810	-	508,810	-	-	506,668	508,810	526,281	-	526,281
Insurance, Casualties & Losses	1,884,965	1,882,858	1,783,994	1,681,336	1,685,712	-	1,685,712	118,878	119,802	1,800,214	1,805,514	1,635,812	65,842	1,701,654
Purchased Transportation Services	10,700,706	10,185,808	10,091,453	10,732,539	11,203,657	-	11,203,657	-	-	10,732,539	11,203,657	16,628,071	-	16,628,071
Employee Development	480,437	320,215	185,783	241,304	241,604	-	241,604	54,435	54,435	295,739	296,039	235,385	58,660	294,045
Leases & Rentals	229,633	229,633	226,632	238,468	238,468	-	238,468	-	-	238,468	238,468	139,772	-	139,772
<b>Total Operating Expenses</b>	<b>34,077,099</b>	<b>33,939,857</b>	<b>31,136,181</b>	<b>24,467,220</b>	<b>26,030,223</b>	<b>-</b>	<b>26,030,223</b>	<b>8,027,839</b>	<b>8,214,303</b>	<b>32,495,059</b>	<b>34,244,526</b>	<b>30,095,682</b>	<b>5,522,446</b>	<b>35,618,128</b>
Operating Income / (Loss)	(28,448,618)	(29,748,909)	(26,923,718)	(20,428,527)	(21,816,172)	-	(21,816,172)	(8,027,839)	(8,214,303)	(28,456,366)	(30,030,475)	(25,605,573)	(5,522,446)	(31,128,019)
<b>NON-OPERATING REVENUE / (EXPENSE)</b>														
Investment Income	400,000	325,000	320,793	100,000	100,000	-	100,000	-	-	100,000	100,000	12,000	-	12,000
Misc. Revenues	52,000	52,000	419,978	-	200,000	-	200,000	-	-	-	200,000	-	-	-
Sales Tax Revenue	29,019,184	26,805,374	29,817,365	26,624,124	26,624,124	4,530,054	31,154,178	-	-	26,624,124	31,154,178	32,088,804	-	32,088,804
Federal Grants & Reimbursements	10,226,774	15,750,649	19,877,331	22,601,232	22,601,232	(1,901,845)	20,699,387	-	-	22,601,232	20,699,387	26,368,808	-	26,368,808
State Grants & Reimbursements	780,389	438,548	438,548	-	-	-	-	-	-	-	-	-	-	-
Long Term Debt Interest/Expense	(909,480)	(909,480)	(909,134)	(841,080)	(612,330)	-	(612,330)	-	-	(841,080)	(612,330)	(422,400)	-	(422,400)
<b>Total Non-Operating Revenue / (Expense)</b>	<b>39,568,867</b>	<b>42,462,091</b>	<b>49,964,881</b>	<b>48,484,276</b>	<b>48,913,026</b>	<b>2,628,209</b>	<b>51,541,235</b>	<b>-</b>	<b>-</b>	<b>48,484,276</b>	<b>51,541,235</b>	<b>58,047,212</b>	<b>-</b>	<b>58,047,212</b>
Income (Loss) Before Transfers	11,120,249	12,713,182	23,041,163	28,055,749	27,096,854	2,628,209	29,725,063	(8,027,839)	(8,214,303)	20,027,910	21,510,760	32,441,639	(5,522,446)	26,919,193
Transfers Out	(8,781,700)	(8,119,303)	(7,555,427)	(8,027,839)	(8,214,303)	-	(8,214,303)	-	-	(8,027,839)	(8,214,303)	(5,522,446)	-	(5,522,446)
Transfers In	8,781,700	8,119,303	7,555,427	-	-	-	-	8,027,839	8,214,303	8,027,839	8,214,303	-	5,522,446	5,522,446
<b>Total Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(8,027,839)</b>	<b>(8,214,303)</b>	<b>-</b>	<b>(8,214,303)</b>	<b>8,027,839</b>	<b>8,214,303</b>	<b>-</b>	<b>-</b>	<b>(5,522,446)</b>	<b>5,522,446</b>	<b>-</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ 11,120,249</b>	<b>\$ 12,713,182</b>	<b>\$ 23,041,163</b>	<b>\$ 20,027,910</b>	<b>\$ 18,882,551</b>	<b>\$ 2,628,209</b>	<b>\$ 21,510,760</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,027,910</b>	<b>\$ 21,510,760</b>	<b>\$ 26,919,193</b>	<b>\$ -</b>	<b>\$ 26,919,193</b>
Net Position - Beginning of Year:	\$ 327,800,795	\$ 327,800,795	\$ 327,800,795							\$ 329,901,925	\$ 346,777,795			\$ 357,084,078
Net Position - End of Year:	\$ 338,921,044	\$ 340,513,977	\$ 350,841,958							\$ 349,929,835	\$ 368,288,555			\$ 384,003,271
Transfer to Capital Projects	\$ (10,282,173)	\$ (7,373,581)	\$ (4,064,163)			\$ 2,967,011	\$ (11,173,617)			\$ (14,140,628)	\$ (11,204,477)			\$ (14,900,639)
Net Position After Capital Project Transfer	\$ 328,638,871	\$ 333,140,396	\$ 346,777,795							\$ 335,789,207	\$ 357,084,078			\$ 369,102,632

**DENTON COUNTY TRANSPORTATION AUTHORITY**  
**FY22 Proposed Budget**  
**Change in Net Position by Function - Combined Statement (DCTA & NTMC)**  
*(Not Including Depreciation)*

Description	FY 2020 Adopted Budget	FY 2020 Revised Budget	FY 2020 Actuals	FY 2021 Adopted Budget	FY 2021 Working Budget	FY 2021 Proposed Revised	FY 2022 Proposed Budget	\$ Increase / (Decrease)
<b>OPERATING REVENUE</b>								
Passenger Revenues (Bus Farebox)	\$ 624,049	\$ 370,591	\$ 381,562	\$ 331,712	\$ 331,712	\$ 331,712	\$ 310,257	\$ (21,455)
Passenger Revenues (Rail Farebox)	588,272	421,578	452,075	248,579	248,579	248,579	262,917	14,338
Contract Service Revenue	4,416,160	3,398,779	3,378,826	3,458,402	3,633,760	3,633,760	3,916,935	283,175
<b>Total Operating Revenue</b>	<b>5,628,481</b>	<b>4,190,948</b>	<b>4,212,463</b>	<b>4,038,693</b>	<b>4,214,051</b>	<b>4,214,051</b>	<b>4,490,109</b>	<b>276,058</b>
<b>GENERAL &amp; ADMINISTRATIVE EXPENSES</b>								
Salary, Wages & Benefits	3,791,927	3,724,259	3,434,729	3,531,672	3,587,946	3,587,946	3,307,158	(280,788)
Outsourced Services & Charges	1,967,560	2,435,514	1,637,264	2,218,615	3,292,448	3,292,448	1,987,968	(1,304,480)
Materials & Supplies	113,600	108,600	85,852	70,050	108,050	108,050	79,150	(28,900)
Utilities	36,800	24,800	21,689	23,600	23,600	23,600	42,710	19,110
Insurance	13,320	13,320	13,056	13,788	13,788	13,788	15,515	1,727
Purchased Transportation Services	-	-	-	-	-	-	-	-
Employee Development	272,165	206,058	146,564	212,004	212,004	212,004	205,305	(6,699)
Leases & Rentals	125,500	125,500	123,358	131,400	131,400	131,400	130,520	(880)
<b>Total G&amp;A Operating Expenses</b>	<b>6,320,872</b>	<b>6,638,051</b>	<b>5,462,513</b>	<b>6,201,129</b>	<b>7,369,236</b>	<b>7,369,236</b>	<b>5,768,326</b>	<b>(1,600,910)</b>
<b>BUS OPERATIONS EXPENSES</b>								
Salary, Wages & Benefits	9,151,712	8,167,746	7,752,497	7,824,424	8,018,672	8,018,672	5,665,318	(2,353,354)
Outsourced Services & Charges	1,245,024	1,504,436	1,402,047	1,658,237	1,658,537	1,658,537	1,398,358	(260,179)
Materials & Supplies	2,217,559	1,686,595	1,496,423	1,828,678	1,731,462	1,731,462	1,371,575	(359,887)
Utilities	175,620	175,620	155,027	217,300	219,442	219,442	199,183	(20,259)
Insurance	470,941	468,834	478,286	447,465	452,765	452,765	345,082	(107,683)
Purchased Transportation Services	632,161	547,335	513,480	652,396	823,514	823,514	5,794,006	4,970,492
Employee Development	188,620	106,635	26,458	74,435	74,735	74,735	75,685	950
Leases & Rentals	101,733	101,733	101,661	104,668	104,668	104,668	6,852	(97,816)
<b>Total Bus Operations Expenses</b>	<b>14,183,370</b>	<b>12,758,934</b>	<b>11,925,879</b>	<b>12,807,603</b>	<b>13,083,795</b>	<b>13,083,795</b>	<b>14,856,059</b>	<b>1,772,264</b>
<b>RAIL OPERATIONS EXPENSES</b>								
Salary, Wages & Benefits	513,376	431,336	422,707	288,429	293,597	293,597	606,019	312,422
Outsourced Services & Charges	276,112	2,114,145	1,844,970	479,026	479,026	479,026	809,659	330,633
Materials & Supplies	976,500	657,724	339,991	1,022,300	1,022,300	1,022,300	1,103,100	80,800
Utilities	315,568	290,568	255,122	265,768	265,768	265,768	284,388	18,620
Insurance	1,400,704	1,400,704	1,292,652	1,338,961	1,338,961	1,338,961	1,341,057	2,096
Purchased Transportation Services	10,068,545	9,638,473	9,577,973	10,080,143	10,380,143	10,380,143	10,834,065	453,922
Employee Development	19,652	7,522	12,761	9,300	9,300	9,300	13,055	3,755
Leases & Rentals	2,400	2,400	1,613	2,400	2,400	2,400	2,400	-
<b>Total Rail Operations Expenses</b>	<b>13,572,857</b>	<b>14,542,872</b>	<b>13,747,789</b>	<b>13,486,327</b>	<b>13,791,495</b>	<b>13,791,495</b>	<b>14,993,743</b>	<b>1,202,248</b>
<b>Total Operating Expenses</b>	<b>34,077,099</b>	<b>33,939,857</b>	<b>31,136,181</b>	<b>32,495,059</b>	<b>34,244,526</b>	<b>34,244,526</b>	<b>35,618,128</b>	<b>1,373,602</b>
<b>Operating Income / (Loss)</b>	<b>(28,448,618)</b>	<b>(29,748,909)</b>	<b>(26,923,718)</b>	<b>(28,456,366)</b>	<b>(30,030,475)</b>	<b>(30,030,475)</b>	<b>(31,128,019)</b>	<b>(1,097,544)</b>
<b>NON-OPERATING REVENUE / (EXPENSE)</b>								
Investment Income	400,000	325,000	320,793	100,000	100,000	100,000	12,000	(88,000)
Misc. Revenues	52,000	52,000	419,978	-	200,000	200,000	-	(200,000)
Sales Tax Revenue	29,019,184	26,805,374	29,817,365	26,624,124	26,624,124	31,154,178	32,088,804	934,626
Federal Grants & Reimbursements	10,226,774	15,750,649	19,877,331	22,601,232	22,601,232	20,699,387	26,368,808	5,669,421
State Grants & Reimbursements	780,389	438,548	438,548	-	-	-	-	-
Long Term Debt Interest/Expense	(909,480)	(909,480)	(909,134)	(841,080)	(612,330)	(612,330)	(422,400)	189,930
<b>Total Non-Operating Revenue / (Expense)</b>	<b>39,568,867</b>	<b>42,462,091</b>	<b>49,964,881</b>	<b>48,484,276</b>	<b>48,913,026</b>	<b>51,541,235</b>	<b>58,047,212</b>	<b>6,505,977</b>
<b>Income (Loss) Before Transfers</b>	<b>11,120,249</b>	<b>12,713,182</b>	<b>23,041,163</b>	<b>20,027,910</b>	<b>18,882,551</b>	<b>21,510,760</b>	<b>26,919,193</b>	<b>5,408,433</b>
Transfers Out	(8,781,700)	(8,119,303)	(7,555,427)	(8,027,839)	(8,214,303)	(8,214,303)	(5,522,446)	2,691,857
Transfers In	8,781,700	8,119,303	7,555,427	8,027,839	8,214,303	8,214,303	5,522,446	(2,691,857)
<b>Total Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ 11,120,249</b>	<b>\$ 12,713,182</b>	<b>\$ 23,041,163</b>	<b>\$ 20,027,910</b>	<b>\$ 18,882,551</b>	<b>\$ 21,510,760</b>	<b>\$ 26,919,193</b>	<b>5,408,433</b>
Net Position - Beginning of Year:	\$ 327,800,795	\$ 327,800,795	\$ 327,800,795	\$ 329,901,925	\$ 346,777,795	\$ 346,777,795	\$ 357,084,078	
Net Position - End of Year:	\$ 338,921,044	\$ 340,513,977	\$ 350,841,958	\$ 349,929,835	\$ 365,660,346	\$ 368,288,555	\$ 384,003,271	
Transfer to Capital Projects	\$ (10,282,173)	\$ (7,373,581)	\$ (4,064,163)	\$ (14,140,628)	\$ (14,140,628)	\$ (11,204,477)	\$ (14,900,639)	
<b>Net Position After Capital Project Transfer</b>	<b>\$ 328,638,871</b>	<b>\$ 333,140,396</b>	<b>\$ 346,777,795</b>	<b>\$ 335,789,207</b>	<b>\$ 351,519,718</b>	<b>\$ 357,084,078</b>	<b>\$ 369,102,632</b>	

**DENTON COUNTY TRANSPORTATION AUTHORITY**  
**FY22 Proposed Budget**  
**Revenues & Ridership**

Bus Operations						
	FY 2020	FY 2021	FY 2021	FY 2021	FY 2022	
	Actual	Adopted	Working	Proposed	Proposed	
		Budget	Budget	Revised	Budget	
<b>PASSENGER REVENUES (BUS FAREBOX)</b>						
Fixed Route	\$ 316,917	\$ 272,832	\$ 272,832	\$ 272,832	\$ 53,003	
Demand Response	53,271	48,422	48,422	48,422	247,316	
Frisco	4,221	6,745	6,745	6,745	9,376	
CCT	2,791	1,149	1,149	1,149	562	
North Texas Xpress	4,363	2,564	2,564	2,564	-	
<b>Total Passenger Revenues (Bus Farebox)</b>	<b>\$ 381,562</b>	<b>\$ 331,712</b>	<b>\$ 331,712</b>	<b>\$ 331,712</b>	<b>\$ 310,257</b>	
<b>CONTRACT SERVICE REVENUE</b>						
Fixed Route	\$ 57,000	\$ 49,000	\$ 49,000	\$ 49,000	\$ -	
UNT	2,481,287	2,536,813	2,562,813	2,487,813	2,889,926	
<i>UNT Fuel (Direct Pass Thru)</i>	<i>148,348</i>	<i>342,308</i>	<i>267,308</i>	<i>342,308</i>	<i>393,304</i>	
NCTC	97,354	-	-	-	-	
<i>NCTC Fuel (Direct Pass Thru)</i>	<i>9,958</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	
Frisco	290,001	318,254	318,254	318,254	316,502	
CCT	214,390	87,027	311,385	311,385	108,653	
North Texas Xpress	61,954	75,000	75,000	75,000	-	
Mobility as a Service (MaaS)	18,535	50,000	50,000	50,000	208,550	
<b>Total Contract Service Revenue</b>	<b>\$ 3,378,826</b>	<b>\$ 3,458,402</b>	<b>\$ 3,633,760</b>	<b>\$ 3,633,760</b>	<b>\$ 3,916,935</b>	
<b>Total Bus Operations Revenue</b>	<b>\$ 3,760,388</b>	<b>\$ 3,790,114</b>	<b>\$ 3,965,472</b>	<b>\$ 3,965,472</b>	<b>\$ 4,227,192</b>	

Rail Operations						
	FY 2020	FY 2021	FY 2021	FY 2021	FY 2022	
	Actual	Adopted	Working	Proposed	Proposed	
		Budget	Budget	Revised	Budget	
Passenger Revenues (Rail Farebox)	\$ 452,075	\$ 248,579	\$ 248,579	\$ 248,579	\$ 262,917	
<b>Total Rail Operations Revenue</b>	<b>\$ 452,075</b>	<b>\$ 248,579</b>	<b>\$ 248,579</b>	<b>\$ 248,579</b>	<b>\$ 262,917</b>	

Non-Operating Revenue						
	FY 2020	FY 2021	FY 2021	FY 2021	FY 2022	
	Actual	Adopted	Working	Proposed	Proposed	
		Budget	Budget	Revised	Budget	
Investment Income	\$ 320,793	\$ 100,000	\$ 100,000	\$ 100,000	\$ 12,000	
Misc. Revenues	419,978	-	200,000	200,000	-	
Sales Tax Revenue	29,817,365	26,624,124	26,624,124	31,154,178	32,088,804	
Federal Operating Grants	16,843,203	16,506,873	16,506,873	19,143,234	21,759,752	
Federal Capital Grants	3,034,127	6,094,359	6,094,359	1,556,153	4,609,056	
State Capital Grants	438,548	-	-	-	-	
<b>Total Non-Operating Revenue</b>	<b>\$ 50,874,015</b>	<b>\$ 49,325,356</b>	<b>\$ 49,525,356</b>	<b>\$ 52,153,565</b>	<b>\$ 58,469,612</b>	

<b>TOTAL REVENUES</b>	<b>\$ 55,086,478</b>	<b>\$ 53,364,049</b>	<b>\$ 53,739,407</b>	<b>\$ 56,367,616</b>	<b>\$ 62,959,721</b>	
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Ridership				
	FY 2020	FY 2021		FY 2022
	Ridership	Adopted		Projected
		Ridership		Ridership
Fixed Route	347,174	318,152		57,476
Demand Response	29,399	32,133		300,578
Frisco Demand Response	3,612	6,356		2,842
CCT Demand Response	2,345	1,020		472
North Texas Xpress	8,007	4,474		-
UNT	949,007	671,458		1,235,658
NCTC	5,784	-		-
Frisco Taxi	2,063	4,376		1,751
CCT Taxi	8,505	8,288		16,163
A-Train	221,316	165,719		175,278
<b>TOTAL</b>	<b>1,577,212</b>	<b>1,211,976</b>		<b>1,790,218</b>



DENTON COUNTY TRANSPORTATION AUTHORITY  
 FY22 PROPOSED BUDGET  
 Grant Budget Detail

CAPITAL PROJECTS & ASSOCIATED GRANTS	FY 2022 CAPITAL PROJECT EXPENDITURE	FEDERAL REIMBURSEMENT PERCENTAGE	TOTAL FY 2022 CAPITAL GRANTS	NOTES
POSITIVE TRAIN CONTROL ENHANCEMENTS (PHASE 2-CRISI 69A36520401620CRSTX)	\$ 4,851,820	80%	\$ 3,881,456	In FY21 there was \$1,125 spent prior to pre-award authority so was ineligible for grant reimbursement
POSITIVE TRAIN CONTROL IMPLEMENTATION (TX-95-X079)	\$ 597,000	80%	\$ 477,600	Anticipate remaining grant funds of \$61,242 in TX-95-X079 based on current project budget drawn down at 80%
INTEGRATED FARE PAYMENT (TX-2020-123-00)	\$ 300,000	100%	\$ 250,000	TDCs applied for this grant - 100% match; no local funds required for first \$250k of project (total grant funds \$250k)
<b>TOTAL CAPITAL PROJECTS &amp; ASSOCIATED GRANTS</b>	<b>\$ 5,748,820</b>		<b>\$ 4,609,056</b>	

OPERATING EXPENSES & ASSOCIATED GRANTS	FY 2022 OPERATING EXPENSE	FEDERAL REIMBURSEMENT PERCENTAGE	TOTAL FY 2022 OPERATING GRANTS	NOTES
<u>BUS PREVENTIVE MAINTENANCE</u>				
TX-2019-071-00 (FY18 5307 funds)	\$ 353,699	80%	\$ 282,959	Formula funding available and programmed for bus preventive maintenance
TBD (FY20 5307 funds)	\$ 866,774	100%	\$ 866,774	TDCs applied for this grant - 100% match; no local funds required Formula funding available and programmed for bus preventive maintenance
<u>OPERATING ASSISTANCE</u>				
TX-2020-124-00 (FY19 5307 funds)	\$ 1,421,416	50%	\$ 710,708	Formula funding available and programmed for operating expenses from Via contract
TBD (FY20 5307 funds)	\$ 3,703,949	50%	\$ 1,851,974	Formula funding available and programmed for operating expenses from Via contract
<u>ADA OPERATING ASSISTANCE</u>				
TX-2020-124-00 (FY19 5307 funds)	\$ 300,000	100%	\$ 300,000	TDCs applied for this grant - 100% match; no local funds required Formula funding available and programmed for ADA demand response service (Access)
<u>VANPOOL</u>				
TX-2020-048-00 (FY18 Funds)	\$ 77,000	100%	\$ 77,000	DCTA covers a portion of the total vanpool program expense (35%) with the remaining 65% covered by the vanpool passengers. Assumes 100% drawdown
TX-2021-012-00 (FY19 Funds)	\$ 121,695	100%	\$ 121,695	for DCTA portion of expenses
<u>RAIL FIXED GUIDEWAY</u>				
FY20 5337 Funds	\$ 1,972,516	100%	\$ 1,972,516	TDCs applied for this grant - 100% match; no local funds required
FY21 5337 Funds	\$ 2,232,774	100%	\$ 2,232,774	Car Miles, Ticket Vending Machine & Platform Maintenance, Facility Maintenance, Maintenance of Way/Signals/Communications
AMERICAN RESCUE PLAN (ARP) - BUS OPERATING ASSISTANCE	\$ 2,509,567	100%	\$ 2,509,567	ARP funding requires no local match Reimbursements for bus operations expenses: Connect Fixed Route service (personnel, fuel, insurance), bus support functions, customer service
AMERICAN RESCUE PLAN (ARP) - RAIL OPERATING ASSISTANCE	\$ 7,526,627	100%	\$ 7,526,627	ARP funding requires no local match Reimbursements for rail operations expenses: train crew hours, dispatch, management/administration, support personnel, fuel, insurance
AMERICAN RESCUE PLAN - GENERAL & ADMINISTRATION OPERATING ASSISTANCE	\$ 3,307,158	100%	\$ 3,307,158	ARP funding requires no local match Reimbursements for G&A salaries & benefit expenses
<b>TOTAL OPERATING GRANTS</b>	<b>\$ 24,393,175</b>		<b>\$ 21,759,752</b>	

**Total Federal Grants & Reimbursements \$ 26,368,808**

CARES ACT FUNDING DETAIL

**CARES ACT FUNDING DETAIL - BUS**

\*Includes Departments: Bus Service Administration (500/700), Bus Operations Management (505), Fixed Route (511/711/513/713), Customer Service (570/770), Supervisors & Dispatch (580/780)

	FY2020 ACTUALS	FY2021 PROJECTED	GRAND TOTAL
SALARIES, WAGES & BENEFITS:	\$ 2,652,027	\$ 4,347,506	\$ 6,999,533
MATERIALS & SUPPLIES:	\$ 163,993	\$ 316,950	\$ 480,943
INSURANCE:	\$ 154,669	\$ 258,696	\$ 413,365
PURCHASED TRANSPORTATION SVCS:	\$ -	\$ -	\$ -
LESS FAREBOX & MISC. INCOME:	\$ (277,885)	\$ (236,623)	\$ (514,508)
<b>NET DRAWDOWN</b>	<b>\$ 2,692,804</b>	<b>\$ 4,686,530</b>	<b>\$ 7,379,334</b>

**CARES ACT FUNDING DETAIL - RAIL**

(1): Includes the following items from Rio Grande Pacific Purchased Transportation contract: Dispatch Operations, A-train Mgmt/Overhead Fee, Train Crew Hours

(2): Includes Ticket Vending Machine maintenance and platform maintenance from the DART contract as well as Car Miles, Facility Maintenance, Maintenance of Way, Signals, Communication Systems from the Rio Grande Pacific contract.

	FY2020 ACTUALS	FY2021 PROJECTED	GRAND TOTAL
SALARIES, WAGES & BENEFITS:	\$ 318,987	\$ 278,889	\$ 597,876
MATERIALS & SUPPLIES:	\$ 187,339	\$ 146,101	\$ 333,440
INSURANCE:	\$ 859,022	\$ 1,548,847	\$ 2,407,869
PURCHASED TRANSPORTATION SVCS (1):	\$ 3,065,501	\$ 3,829,758	\$ 6,895,259
PREVENTIVE MAINTENANCE (2):	\$ -	\$ 4,000,000	\$ 4,000,000
LESS FAREBOX & MISC. INCOME:	\$ (423,085)	\$ (233,605)	\$ (656,690)
<b>NET DRAWDOWN</b>	<b>\$ 4,007,764</b>	<b>\$ 9,569,990</b>	<b>\$ 13,577,754</b>

**CARES ACT FUNDING DETAIL - ADMIN G&A**

	FY2020 ACTUALS	FY2021 PROJECTED	GRAND TOTAL
SALARIES, WAGES & BENEFITS:	\$ -	\$ 2,270,160	\$ 2,270,160
<b>NET DRAWDOWN</b>	<b>\$ -</b>	<b>\$ 2,270,160</b>	<b>\$ 2,270,160</b>

**TOTAL CARES ACT FUNDING: \$ 6,700,568 \$ 16,526,680 \$ 23,227,248 (A)**

(A) Does not include \$234,619 required for safety and security projects not yet programmed

AMERICAN RESCUE PLAN (ARP) FUNDING DETAIL

**ARP FUNDING DETAIL - BUS**

\*Includes Departments: Bus Service Administration (500/700), Bus Operations Management (505), Fixed Route (511/711/513/713), Customer Service (570/770), Supervisors & Dispatch (580/780)

	FY2021 PROJECTED	FY2022 PROPOSED	GRAND TOTAL
SALARIES, WAGES & BENEFITS:	\$ -	\$ 2,447,769	\$ 2,447,769
MATERIALS & SUPPLIES:	\$ -	\$ 70,890	\$ 70,890
INSURANCE:	\$ -	\$ 43,911	\$ 43,911
PURCHASED TRANSPORTATION SVCS:	\$ -	\$ -	\$ -
LESS FAREBOX & MISC. INCOME:	\$ -	\$ (53,003)	\$ (53,003)
<b>NET DRAWDOWN</b>	<b>\$ -</b>	<b>\$ 2,509,567</b>	<b>\$ 2,509,567</b>

**ARP FUNDING DETAIL - RAIL**

(1): Includes the following items from Rio Grande Pacific Purchased Transportation contract: Dispatch Operations, A-train Mgmt/Overhead Fee, Train Crew Hours

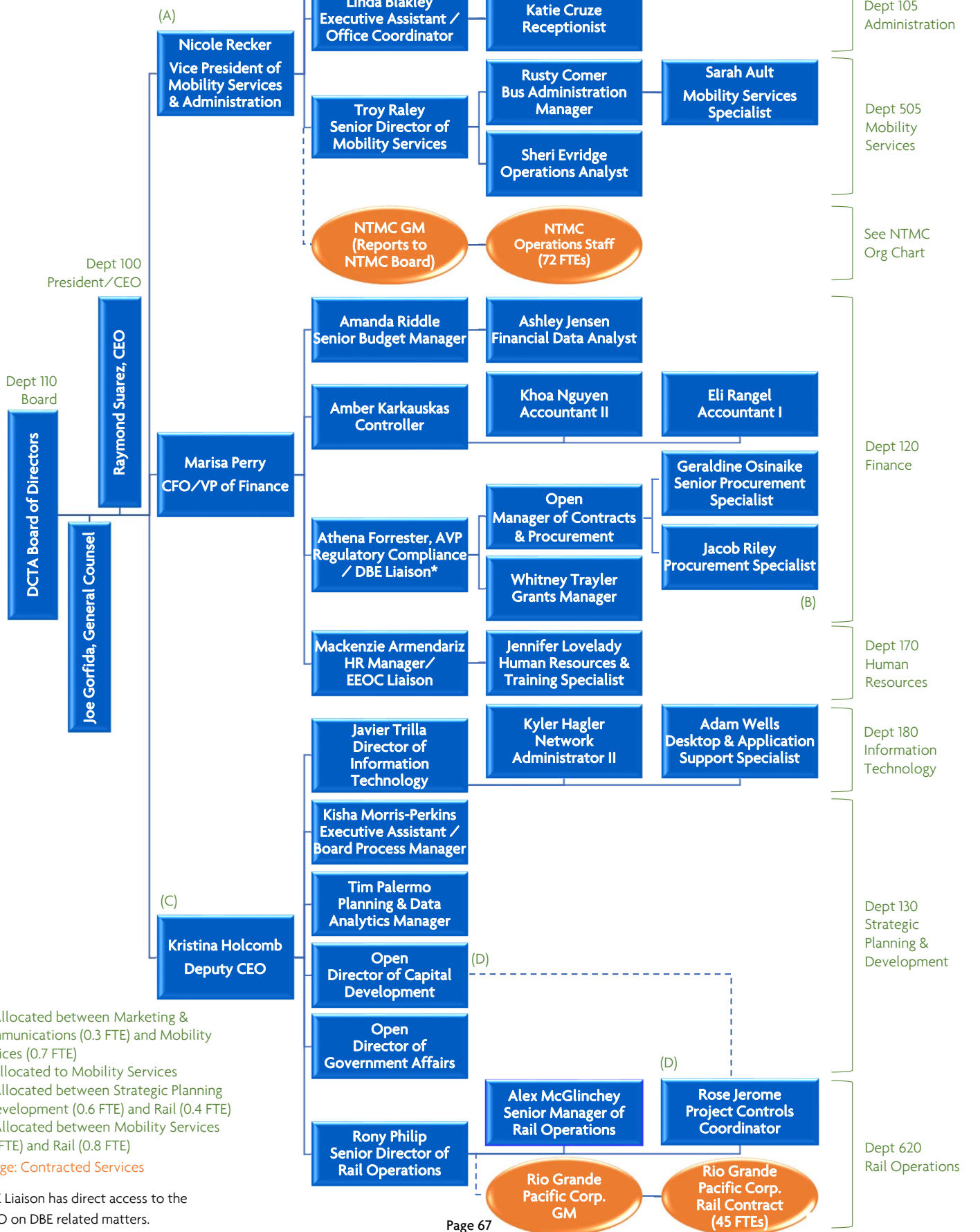
(2): Includes Ticket Vending Machine maintenance and platform maintenance from the DART contract as well as Car Miles, Facility Maintenance, Maintenance of Way, Signals, Communication Systems from the Rio Grande Pacific contract.

	FY2021 PROJECTED	FY2022 PROPOSED	GRAND TOTAL
SALARIES, WAGES & BENEFITS:	\$ -	\$ 606,019	\$ 606,019
MATERIALS & SUPPLIES:	\$ -	\$ 1,101,600	\$ 1,101,600
INSURANCE:	\$ -	\$ 1,341,057	\$ 1,341,057
PURCHASED TRANSPORTATION SVCS (1):	\$ -	\$ 4,740,868	\$ 4,740,868
PREVENTIVE MAINTENANCE (2):	\$ -	\$ -	\$ -
LESS FAREBOX & MISC. INCOME:	\$ -	\$ (262,917)	\$ (262,917)
<b>NET DRAWDOWN</b>	<b>\$ -</b>	<b>\$ 7,526,627</b>	<b>\$ 7,526,627</b>

**ARP FUNDING DETAIL - ADMIN G&A**

	FY2021 PROJECTED	FY2022 PROPOSED	GRAND TOTAL
SALARIES, WAGES & BENEFITS:	\$ 729,840	\$ 3,307,158	\$ 4,036,998
<b>NET DRAWDOWN</b>	<b>\$ 729,840</b>	<b>\$ 3,307,158</b>	<b>\$ 4,036,998</b>

**TOTAL ARP FUNDING: \$ 729,840 \$ 13,343,352 \$ 14,073,192**



(A) Allocated between Marketing & Communications (0.3 FTE) and Mobility Services (0.7 FTE)

(B) Allocated to Mobility Services

(C) Allocated between Strategic Planning & Development (0.6 FTE) and Rail (0.4 FTE)

(D) Allocated between Mobility Services (0.2 FTE) and Rail (0.8 FTE)

Orange: Contracted Services

\* DBE Liaison has direct access to the CEO on DBE related matters.

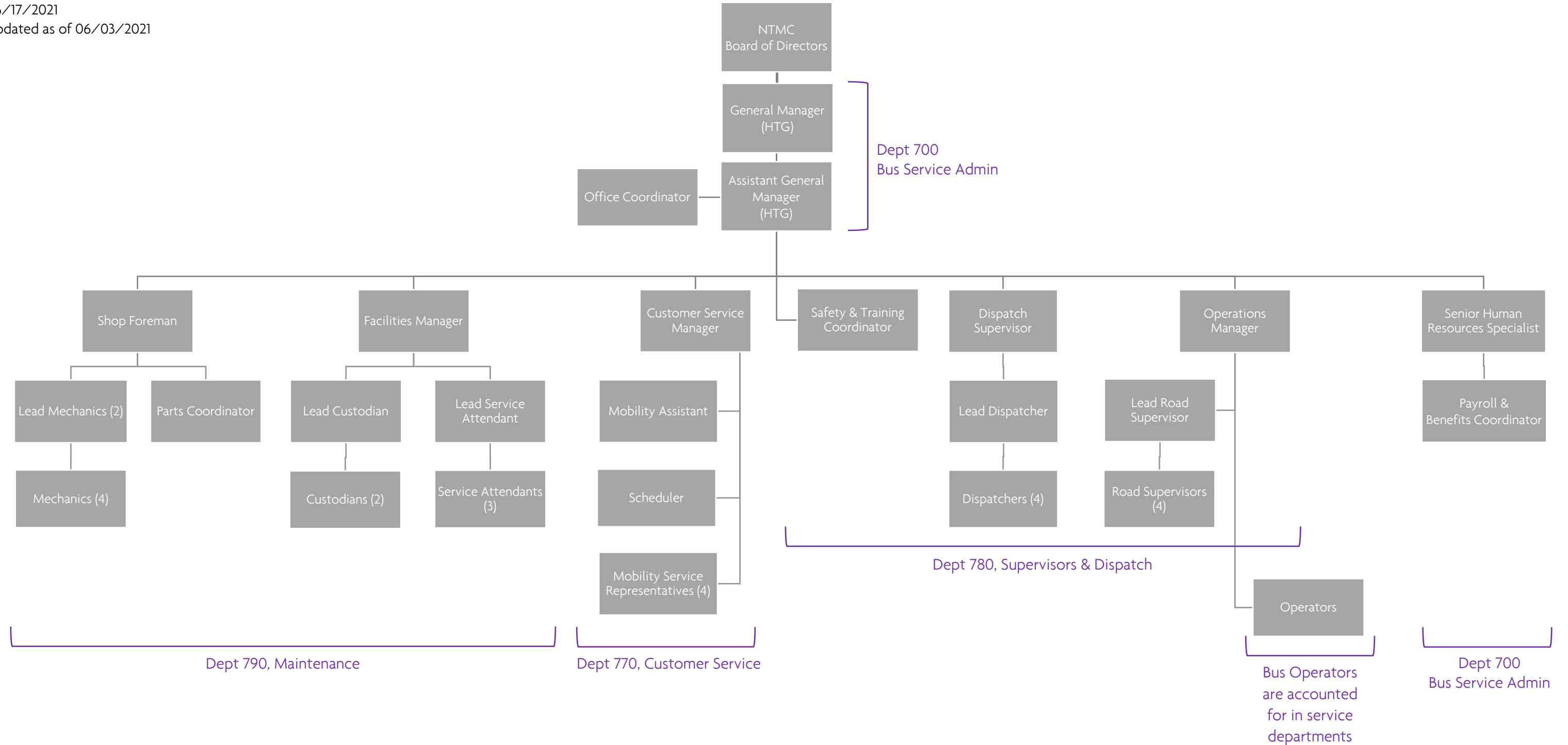


### Organizational Chart

DCTA FY2022 Budget Workshop

06/17/2021

Updated as of 06/03/2021



DENTON COUNTY TRANSPORTATION AUTHORITY  
Salary, Wages & Benefits - Budget v. Actual 5-Year History

Description	FY 2018		DCTA FY 2019		NTMC FY 2019		Total FY 2019		DCTA FY 2020		NTMC FY 2020		Total FY 2020		DCTA FY 2021		NTMC FY 2021		Total FY 2021		DCTA FY 2022		NTMC FY 2022		Total FY 2022	
	Budget	Actuals	Budget	Actuals	Budget (June-Sept 2019)	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	Working Budget	Working Budget	Working Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	
Salary & Wages	\$ 9,198,754	\$ 8,916,929	\$ 7,679,667	\$ 7,601,304	\$ 2,023,816	\$ 2,111,894	\$ 9,703,483	\$ 9,713,198	\$ 3,495,471	\$ 3,416,041	\$ 5,611,134	\$ 5,502,583	\$ 9,106,605	\$ 8,918,624	\$ 3,192,928	\$ 5,476,508	\$ 8,669,436	\$ 3,373,376	\$ 3,316,915	\$ 6,690,291	\$ 3,373,376	\$ 3,316,915	\$ 6,690,291	\$ 3,373,376	\$ 3,316,915	\$ 6,690,291
Benefits	2,703,518	2,220,684	2,607,469	2,080,421	650,326	574,074	3,257,795	2,654,495	1,175,425	982,468	2,041,311	1,708,842	3,216,736	2,691,310	1,070,733	2,160,046	3,230,779	1,250,267	1,637,937	2,888,204	1,250,267	1,637,937	2,888,204	1,250,267	1,637,937	2,888,204
	\$ 11,902,272	\$ 11,137,613	\$ 10,287,136	\$ 9,681,725	\$ 2,674,142	\$ 2,685,968	\$ 12,961,278	\$ 12,367,693	\$ 4,670,896	\$ 4,398,509	\$ 7,652,445	\$ 7,211,425	\$ 12,323,341	\$ 11,609,934	\$ 4,263,661	\$ 7,636,554	\$ 11,900,215	\$ 4,623,643	\$ 4,954,852	\$ 9,578,495	\$ 4,623,643	\$ 4,954,852	\$ 9,578,495	\$ 4,623,643	\$ 4,954,852	\$ 9,578,495
		(A)					(B)						(C)				(D)								(E)	
<i>Full Time Equivalent (FTE) - DCTA</i>		36.25					42.50						35.50				36.00								36.00	
		(F)					(G)						(H)				(I)								(J)	
<i>Full Time Equivalent (FTE) - TMDC/NTMC</i>		155.00					139.50						137.00				118.00								72.00	
		(K)					(L)						(M)				(N)								(O)	

- (A) FY18 Salaries, wages, and benefits increased \$712k from FY17 due to the addition of 6.5 FTEs as noted in (F) below and an 11% increase in bus operations overtime prior to August 2018 service changes.
- (B) FY19 Salaries, wages, and benefits increased \$1.23 million from FY18 due to the addition of 6.25 FTEs as noted in (G) below; \$524k increase in bus operations salaries, wages, and employer taxes primarily due to bus operator wage rate increases outlined by the Union collective bargaining agreement (CBA) and a 19% increase in overtime hours; \$217k increase in medical insurance expenses for bus operations due to increased enrollment and improved benefits as outlined in the CBA.
- (C) FY20 Salaries, wages, and benefits decreased \$758k from FY19 due primarily to the reduction of 9.5 FTEs as noted in (H) and (M) below.
- (D) FY21 Working Budget Salaries, wages, and benefits increased \$290k from FY20 due to a \$425k increase in the NTMC budget primarily due to anticipated increases in healthcare costs, partially offset by a \$135k decrease in the DCTA budget due to annualized savings of the DCTA position eliminations implemented in May 2020 as noted in (H) below.
- (E) FY22 Proposed Budget Salaries, wages, and benefits decreased \$2.3 million from FY21 Working Budget primarily due to a \$2.7 million decrease in the NTMC budget as a result of a 55% reduction in service hours provided by NTMC and proposed shift of DCTA service to Via on-demand micro-transit, partially offset by a \$360k increase in the DCTA budget due to planned merit increases and anticipated increases in healthcare costs.

*Full Time Equivalent (FTE) - DCTA*

- (F) Net +6.5 FTEs: Addition of Director of Strategic Partnerships, Business Manager of Bus Operations & Maintenance (2), Network Administrator, Director of Railway Systems, AVP of Regulatory Compliance; Conversion of Intern 0.5 FTE into Communications Coordinator 1.0 FTE
- (G) Net +6.25 FTEs: Deletion of Chief Operating Officer position; Addition of Bus Operations Intern (0.5 FTE), Mobility as a Service Coordinator, Financial Analyst, and Receptionist; Conversion of Construction Inspector 0.75 FTE into Project Management Specialist 1.0 FTE; Conversion of Community Relations Intern 0.5 FTE into Community Relations Coordinator 1.0 FTE; Transfer of Operations Analysts (2) from TMDC/NTMC; Addition of Service Planner
- (H) Net -7 FTEs: Addition of HR Assistant (0.5 FTE); Transfer of Procurement Specialist from NTMC budget; Elimination of 8.5 FTEs effective 5/1/2020: Community Relations Coordinator, Two Marketing Interns (1 FTE), VP of Operations, Manager of Mobility Services, Operations Analyst, Project Management Specialist, Service Planner, Bus Operations Intern (0.5 FTE), AVP of Rail Operations
- (I) Net +0.5 FTEs: Conversion of part-time HR Assistant to full-time Human Resources & Training Specialist (net +0.5 FTE)
- (J) No changes from FY2021 working budget

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

- (K) Net -12 FTEs: Reduction of Mechanics (2) and Bus Operators (10 FTEs) due to projected 19k decrease in service hours effective August 2018 (reduction of HV Connect Shuttle hours, introduced Lyft discount program that replaced HV Demand Response service and implemented Comprehensive Operational Analysis recommendations in Denton)
- (L) Net -15.5 FTEs: Reduction of Bus Operators (12.5 FTEs) due to projected 29k decrease in service hours (discontinued Sam Bass route in fall 2018, consolidated Centre Place East & West to one route and improved operational efficiencies resulting in the need for fewer operators); Transfer of Operations Analysts (2) to DCTA; Deletion of Director of Customer Programs; Deletion of Finance Manager; Addition of General Manager (previously contracted position)
- (M) Net -2.5 FTEs: Addition of Recruiter/HR Generalist; Conversion of Operations Specialist 0.5 FTE to full-time position 1.0 FTE; Reduction of Bus Operators (3 FTEs) due to a reduction in service hours from service changes made in March and May 2020; Deletion of General Manager position (moving to a contracted position)
- (N) Net -19 FTEs: Reduction of Bus Operators (22 FTEs) due to 47k decreased service hours as a result of measures taken during COVID-19 pandemic; addition of service attendants (3 FTEs) to accommodate additional vehicle cleaning in response to COVID-19
- (O) Net -46 FTEs: Elimination of Quality Control Coordinator (1 FTE), Customer Service Shift Supervisors (2 FTEs), Mobility Service Dispatcher (1 FTE), Trainer (1 FTE), Mechanics (3 FTEs) and Service Attendants (3 FTEs); reduction of 36 Operator FTEs due to a 55% reduction in service hours (79k) provided by NTMC and proposed shift of DCTA service to Via on-demand micro-transit; addition of Lead Custodian (1 FTE)

RAIL - PURCHASED TRANSPORTATION DETAIL

CONTRACT DETAIL	FY2022 UNITS	FY2022 RATE	FY2022 PROPOSED BUDGET	FY2021 UNITS	FY2021 RATE	FY2021 ADOPTED BUDGET
TRAIN CREW HOURS	17,000	\$150.99	\$2,566,829	15,600	\$115.00	\$1,794,000
CAR MILES	494,285	\$3.72	\$1,838,740	576,000	\$3.50	\$2,016,000
MANAGEMENT/ADMINISTRATION	12 Months	\$157,412	\$1,888,942	12 Months	\$153,419	\$1,841,030
DISPATCH OPERATIONS	12 Months	\$50,330	\$603,959	12 Months	\$49,271	\$591,248
FACILITY MAINTENANCE	12 Months	\$254,704	\$3,056,450	12 Months	\$246,912	\$2,962,942
VEHICLE MAINTENANCE	Annual Allowance		\$200,000	Annual Allowance		\$200,000
MAINTENANCE OF WAY	Annual Allowance		\$260,000	Annual Allowance		\$260,000
ASSET MANAGEMENT/TECHNOLOGY	12 Months	\$7,201	\$86,409	12 Months	\$7,049	\$84,592
MISC. CREW COSTS	90 Hours	\$86.08	\$7,747	90 Hours	\$83.72	\$7,535
TICKET VENDING MACHINE MAINTENANCE & REVENUE COLLECTION			\$42,351			\$40,334
TRINITY MILLS PLATFORM MAINTENANCE	12 Months	\$1,380	\$16,560	12 Months	\$1,380	\$16,560
TRINITY MILLS RESTROOM MAINTENANCE			\$6,078			\$5,901
TOTAL			\$10,574,065			\$9,820,142

CONTRACT DETAIL	FY2020 ACTUAL UNITS	FY2020 ACTUAL RATE	FY2020 ACTUALS	FY2020 REVISED UNITS	FY2020 REVISED RATE	FY2020 REVISED BUDGET
TRAIN CREW HOURS (October - March)	10,146	\$142.21	\$1,442,848	8,554	\$142.21	\$1,216,436
TRAIN CREW HOURS (April - September)	5,690	\$171.80	\$977,564	5,100	\$171.80	\$876,180
CAR MILES (October - March)	195,327	\$3.50	\$683,644	245,084	\$3.50	\$857,793
CAR MILES (April - September)	103,296	\$7.62	\$787,118	204,000	\$4.48	\$913,920
MANAGEMENT/ADMINISTRATION (October - June)	9 months	\$149,335	\$1,344,018	6 Months	\$149,351	\$896,104
MANAGEMENT/ADMINISTRATION (July - September)	3 months	\$141,514	\$424,543	6 Months	\$141,514	\$849,086
DISPATCH OPERATIONS	12 months	\$47,557	\$570,682	12 Months	\$47,557	\$570,682
FACILITY MAINTENANCE	12 months	\$237,255	\$2,847,060	12 Months	\$237,255	\$2,847,060
VEHICLE MAINTENANCE	Annual Allowance		\$220,716	Annual Allowance		\$200,000
MAINTENANCE OF WAY	Annual Allowance		\$101,074	Annual Allowance		\$260,000
ASSET MANAGEMENT/TECHNOLOGY	12 months	\$6,932	\$83,182	12 Months	\$6,932	\$83,182
MISC. CREW COSTS			\$0	90 Hours	\$81.42	\$7,328
TICKET VENDING MACHINE MAINTENANCE & REVENUE COLLECTION			\$50,910			\$38,413
TRINITY MILLS PLATFORM MAINTENANCE	12 months		\$31,871	12 Months	\$1,380	\$16,560
TRINITY MILLS RESTROOM MAINTENANCE			\$0			\$5,729
TOTAL			\$9,565,228			\$9,638,473

CONTRACT DETAIL	FY2020 UNITS	FY2020 RATE	FY2020 ADOPTED BUDGET	FY2019 UNITS	FY2019 RATE	FY2019 ACTUAL EXPENSE
TRAIN CREW HOURS	17,000	\$142.21	\$2,417,570	17,022	\$137.99	\$2,348,897
CAR MILES	494,285	\$3.50	\$1,729,998	352,721	\$3.74	\$1,319,178
MANAGEMENT/ADMINISTRATION	12 Months	\$149,335	\$1,792,023	12 Months	\$147,590	\$1,771,081
DISPATCH OPERATIONS	12 Months	\$47,557	\$570,682	12 Months	\$46,628	\$559,535
FACILITY MAINTENANCE	12 Months	\$237,255	\$2,847,060	12 Months	\$231,316	\$2,775,792
VEHICLE MAINTENANCE	Annual Allowance		\$200,000	Annual Allowance		\$171,716
MAINTENANCE OF WAY	Annual Allowance		\$260,000	Annual Allowance		\$205,477
ASSET MANAGEMENT/TECHNOLOGY	12 Months	\$6,932	\$83,182	12 Months	\$6,802	\$81,623
MISC. CREW COSTS	90 Hours	\$81.42	\$7,328	90 Hours	\$79.19	\$0
TICKET VENDING MACHINE MAINTENANCE & REVENUE COLLECTION			\$38,413			\$65,821
TRINITY MILLS PLATFORM MAINTENANCE	12 Months	\$1,380	\$16,560	12 Months	\$1,380	\$16,560
TRINITY MILLS RESTROOM MAINTENANCE			\$5,729			\$0
TOTAL			\$9,968,545			\$9,315,681

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

Based on the Board's Strategic Initiatives with DCTA's engagement with Accenture, a recommendation was made to hire an IT Project Manager. This position will be on a consultant/contractor basis to start in FY22, with further evaluation in FY23. The position description is as follows: The IT Project Manager leads, staffs, organizes and drives implementation of technology solutions, leveraging a structured IT project delivery methodology. In some instances, the IT Project Manager will provide direction, governance and oversight to vendor-run projects. The IT Project Manager is responsible for developing an IT project management framework, including a project lifecycle process and supporting project management artifacts and templates to enable structured, repeatable project delivery. The IT Project Manager is also responsible for maintaining an up-to-date view of DCTA's project portfolio and the status of all IT projects.

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

All information technology projects are currently managed via existing Information Technology staff - primarily the Director of IT.

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

Existing difficulties with moving technology projects forward would cause delays in moving forward with the Board's Strategic Initiatives.

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

Current staff does not have the necessary capacity to move the upcoming anticipated projects forward.

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

No

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$	124,800
Fiscal Year		Amount		
Fiscal Year		Amount		
Fiscal Year		Amount		
Total Project Cost Estimate			\$	124,800

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$



### ANNUAL OPERATING IMPACT

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

	Annual INCREASE in Operating Costs	Annual DECREASE in Operating Costs
Maintenance Costs/Services:	\$ 124,800	
Supplies Required:		
Utility Costs:		
Salary Costs (FT/PT - # of Positions):		
Benefit Costs:		
IT Requirements (Software & Hardware):		
<b>TOTAL</b>	<b>\$ 124,800</b>	<b>\$ -</b>


Additional Estimated Revenue to be Generated:

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital  Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name: Project Ranking: Project Manager: Phone: Department: Location: 

Desired project timing:

Start Date: Completion Date: 

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

As a recipient of federal dollars, DCTA is required to have a Disadvantaged Business Enterprise (DBE) program in place and employ sufficient staff to manage the program. Currently, the AVP of Regulatory Compliance serves as the DBE liaison for the agency among other duties related to federal compliance requirements as well as providing oversight of the procurement and grants management functions.

DCTA hired The Burrell Group to review the current DBE program; The Burrell Group has recommended a staff of four (4) individuals to manage the program and meet compliance regulations. A copy of their report is attached. At this time, DCTA is requesting funding for contractor support to be dedicated to this function in lieu of any additional FTEs.

Based on current and upcoming federally funded projects, this support is needed to focus on compliance and reporting requirements to ensure the success of the DBE program.

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

The AVP of Regulatory Compliance is responsible for the full responsibilities of the DBE program including setting contract goals for participation, monitoring payments to the prime contractor and subcontractors, reporting semi-annually to FTA, and ensuring subcontractors are paid timely in accordance with the regulations.

Requirements of the DBE program include implementation of outreach programs, establishing relationships with specialized DBE groups, and maintaining a DBE Program Advisory Committee. These functions are not currently performed based on insufficient staffing.

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

The AVP of Regulatory Compliance would continue to handle these functions, as time allows.

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

No additional resources are available.

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

No

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$ 120,000
Fiscal Year		Amount	
Fiscal Year		Amount	
Fiscal Year		Amount	
Total Project Cost Estimate			\$ 120,000

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

	Annual INCREASE in Operating Costs	Annual DECREASE in Operating Costs
Maintenance Costs/Services:	\$ 120,000	
Supplies Required:		
Utility Costs:		
Salary Costs (FT/PT - # of Positions):		
Benefit Costs:		
IT Requirements (Software & Hardware):		
TOTAL	\$ 120,000	\$ -

Additional Estimated Revenue to be Generated:

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY

## Model Disadvantaged Minority and Women Business Enterprise Program

### **Program Summary**

The Disadvantaged Minority and Women Business Enterprise Program (DMWBE) Program, aka DBE Program, is established to inform the bidding community of business opportunities within the Denton County Transportation Authority (DCTA). The Program easily align with the Agency's culture, philosophy and values of equality and fairness to all. The overall mission of The Denton County Transportation Authority's DMWBE program is to:

- *Prevent discrimination in the award and administration of Federal contracts.*
- *Create a level playing field on which DMWBEs can compete fairly.*
- *Safeguard that the program is narrowly tailored in accordance with applicable law.*
- *Make certain that Certified firms participate in procurement opportunities and remove all barriers which might hinder full participation.*
- *Promote the utilization of DMWBEs in all types of DCTA contracts and procurement activities.*
- *Assist with the development of DMWBE firms so that they can compete effectively in the public and private business sectors.*
- *Provide appropriate and flexible policy decisions to ensure financial success for DMWBEs.*

### **General Program Requirements**

To ensure effectiveness, and in accordance with required FTA guidelines (*CFR 49, Part 26.25*); DCTA must have a DBE Liaison Officer, who shall have direct, independent access to the Chief Executive Officer. The Officer shall be responsible for implementing all aspects of the DMWBE program.

The DMWBE Director should be equivalent in status to other Departmental Directors and be an active member of the Senior Management Team. Additionally, the DMWBE Director should have adequate staff available to effectively administer the program. The Director and designated staff should interface with all departments to achieve the mission of the program.

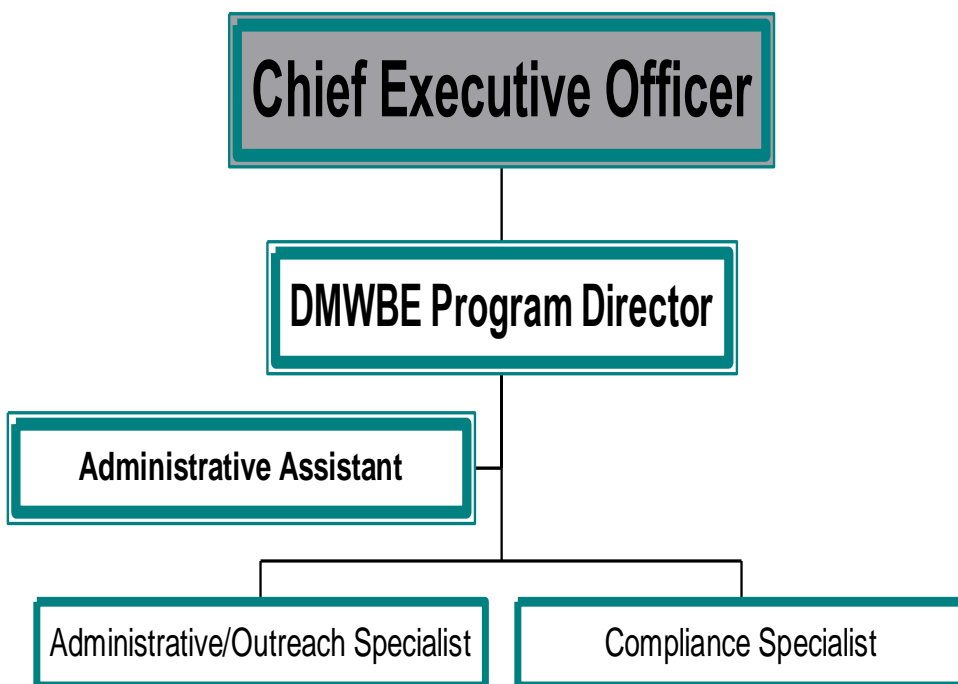
### **Organizational Placement**

The Disadvantaged Minority and Women Business Enterprise Program (DMWBE) Director will solely be responsible to implement, manage and operate the DMWBE Office. Again, the Director of the DMWBE Office should report to the Chief Executive Officer. The Office must have its own budget, allowing for salaries, outreach, travel, merits, training, and other functions necessary to the Department's long-term success. The DMWBE Office will be responsible for developing and delivering DMWBE training to all Agency Personnel, especially staff involved in the procurement process.

This includes contract staff, internal audit, and upper management within the Agency. Moreover, all new employees will receive DMWBE training during new employee orientation. The Office will be responsible for developing and administering Agency DMWBE Policies and Procedures and must be allowed to report and remedy DMWBE violations.

**Recommended Staffing**

Ultimate responsibility for implementation of the DMWBE Program rests with the Chief Executive Officer. The Chief Executive Officer delegates oversight and implementation of the DCTA DMWBE Program to the DMWBE Director. Implementation and administration of the DMWBE Program is assigned to the DMWBE Director, the chief staff position in the DMWBE Office. Below is the recommended structure of the DMWBE office.



As reflected, the Director is the primary administrative, management, and professional level position within the DMWBE Office. Other individuals assist the Director in operating, monitoring, and enforcing the DMWBE program guidelines. Suggested duties and responsibilities for the Director and other positions within the Department are provided below. Individuals in these positions will devote full time to developing, implementing, managing, and monitoring DCTA’s DMWBE Program. Key obligations include information dissemination on available business opportunities enabling DMWBEs to successfully bid on and participate in DCTA procurements.

**Separation of Duties**

The DMWBE Office is a stand-alone (not isolated) department, equivalent to other departments in authority, budget availability, management, and operation of duties.

## ***Inter-Agency Coordination***

The entire Agency is responsible for the perception, performance, and achievements of the DMWBE Program. Regular coordination between the DMWBE Office and other divisions will ensure that DMWBE goals are established prior to advertisement, and that all DMWBE utilization efforts are submitted in a timely manner prior to contract award. The Compliance Specialist in the DMWBE Department and other relevant departments will assist in investigations of contractor non-compliance with DMWBE provisions following contract award and execution.

The DMWBE Office will periodically conduct training sessions with department personnel throughout the Agency to advise them of the DMWBE Program, its impact on the procurement process, and their responsibilities for assisting in the implementation and operational success of this program.

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## ***POSITIONS AND ROLES***

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### ***Director, DMWBE Office – Key Responsibilities***

The Director, DMWBE Office develops and implements strategies and organizational activities designed to achieve the Disadvantaged Minority and Women Business Enterprise Program (DMWBE) mission and projects. The Director must be highly effective in establishing and maintaining communication and working relationships with internal staff and representatives of the community, media, business, and civic organizations. In addition, the Director must have a familiarity with general procurement practices, Federal Transportation Authority (FTA) regulations, and be knowledgeable of Historically Underutilized Business (HUB) guidelines and Texas state laws relating to Minority contracting. Specific duties and responsibilities of the Director, DMWBE Office include, but are not limited to, the following:

#### **A. DMWBE Program Development**

- Develop, implement, and monitor the DCTA's DMWBE Program in accordance with the DMWBE Program Manual.
- Establish the objectives for the Program and communicate this information to Agency personnel as it relates to meeting DMWBE contract specific goals established for procurements.
- Analyze DMWBE goals monthly and evaluate the overall effectiveness of the DCTA's DMWBE Utilization Program.
- Develop and review DMWBE status reports.
- Issue a monthly report to the Chief Executive Officer for presentation to the Board.
- Handle preparation and presentation of all departmental required reports.

## B. Strategic Planning

- Implement an open communication strategy with the media, civic groups, business leaders, relevant governmental entities and other agencies.
- Establish a contracting program within the DCTA's Construction Management, Finance and Operations departments to ensure opportunities are easily accessible in the acquisition of all goods and services.
- Develop an annual budget and strategic plan for the DMWBE Office.
- Plan and oversee the implementation of progressive outreach programs, policies, systems, and procedures.
- Plan and prepare daily to ensure an effective DMWBE Program remain in existence to increase contracting opportunities resulting in financial saving for DCTA.

## C. Administration and Finance

- Provide overall direction and manage the activities of the Office, including administration, coordination and the development of policies, procedures, and programs to address potential problems or future issues encountered.
- Oversee all planning and programming related to the office in accordance with the DMWBE Program financial and operating plans and other needs of the organization.
- Manage functions/programs including planning, organizing, and monitoring budget, contracts, resources, procurement of goods and services, and program effectiveness.
- Develop and implement any administrative requirements needed, including preparing policy statements, developing new procedures and reviewing contract specifications.
- Develop, recommend, and maintain the DMWBE Office fiscal budget within the approved limitations set forth in the Agency budget.
- Supervise office staff and other resources and perform all Human Resource Management functions within the Department.

## D. Public and Community Outreach

- Establish and maintain effective working relationships with members of specialized groups interested in the DMWBE Programs and with others with whom cooperation and coordination is essential.
- Maintain close contact with all senior managers of other departments that interface with DMWBE matters, such as Procurement, Planning, Construction, Finance and Operations.
- Provide directions and advice to the Senior Management Team relating to DMWBE issues.
- Create and develop an agenda for a DMWBE Program Advisory Committee comprised of business-related organizations and individual leaders in the DMWBE Community.
- Interface with a variety of professional, community and civic organizations within the local jurisdiction.
- Represent the DMWBE Program in public appearances with the news media, and before professional, and civic organizations.
- Develop, direct, and publish information, concerns, issues and other DMWBE related information in a quarterly newsletter.



### ***Administrative Assistant – Key Duties***

The Administrative Assistant report directly to the DMWBE Program Director. The duties and responsibilities of the Administrative Assistant include, but are not limited to, the following:

- Coordinate with Procurement to establish Contract specific goals on all procurements.
- Develop and operate a comprehensive DMWBE outreach program.
- Provide vendor list of DMWBE firms for all purchases identified as “small purchases”.
- Attend, participate and lead the DMWBE presentation at all Prebid meetings.
- Supervise DMWBE activities related to information systems, operations and purchasing.
- Ensure DMWBE vendor-listing updates and maintain vendor listing in relevant databases.
- Assist with development of a variety of division policies and procedures.
- Interface with the Regional Certification process.
- Assist with monitoring of construction and operational contracts as needed.
- Serves as a resource and liaison between DMWBE Program activities, management officials, employees, and external contacts to provide advice, assistance, and directions.
- Monitor and promote an understanding of the programs, contract compliance policies, procedures, and guidelines.
- Assist in writing and editing a quarterly DMWBE newsletter.
- Prepare a variety of reports, correspondence, and monthly DMWBE expenditure reports.
- Remain current on new industry trends, methods, and technology.
- Assist the Director, DMWBE Office and perform other duties as assigned.

### ***Compliance Specialist – Key Duties***

The Compliance Specialist report directly to the DMWBE Program Director. The duties and responsibilities of the Compliance Specialist include, but are not limited to, the following:

- Utilizing the existing B2G Now support system, establish, and maintain an effective Contract Compliance Program and Operational Manual.
- Supervise all DMWBE activities related to operating an effective information system process to ensure all vendors are in daily compliance with DMWBE goal achievements.
- Ensure monthly compliance with DMWBE subcontract payments.
- Assist with development of a variety of division policies and procedures to maintain an effective Contract Compliance program.
- Monitor all construction, purchases and operational contracts, identify any problem areas, and recommend actions to correct inadequacies to Director, DMWBE Office.
- Serves as a resource and liaison between DMWBE Program activities, management officials, employees and external contacts to provide advice, assistance, and directions.
- Promote an understanding of the DMWBE program Contract Compliance policies, procedures, and guidelines to all Agency Personnel.
- Assist with and participate with the DMWBE outreach program as needed.
- Prepare a variety of reports, correspondence, and monthly DMWBE Compliance and participation reports for presentation to the Director and Board.
- Remain current on new industry trends, methods, and technology.
- Assist with the quarterly DMWBE newsletter as needed.
- Assist the Director, DMWBE Office and perform any other duties as assigned.

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

In order to keep DCTA facilities in a state of good repair, provide Facilities Management and consulting support personnel for assessing the existing maintenance programs for the rail and bus facilities, prioritization of the facility improvement projects, implementation of the Facilities Management Plan, general support of DCTA facility assets and management of contractors. DCTA needs the functional skill sets of asset management consulting and facility operations expertise to fully implement the facilities management plan.

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

Bus Operations staff have worked with bus operations contractor staff to provide basic maintenance and repairs at DDTC and BOM. Large, technical project needs, such as HVAC and other high priority projects that require skilled laborers/contractors, have gone unfilled. Rail Operations works with the rail contractor, but there is an audit function required for the ROMF.

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

Aging facilities and structures would fall into disrepair, ultimately costing more to repair in the long-term, in addition to creating potential safety issues for staff working in/around those facilities. DCTA needs a contractor on hand to implement the facilities management plan to ensure the state of good repair of all DCTA-owned facility assets.

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

We would continue leveraging existing non-technical maintenance staff.

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

The request will not provide additional revenue.

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$	100,000
Fiscal Year	2023	Amount	\$	100,000
Fiscal Year	2024	Amount	\$	110,000
Fiscal Year	2025	Amount	\$	120,000
Total Project Cost Estimate			\$	430,000

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

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

Additional Estimated Revenue to be Generated:

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital Useful Life (Years): Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:



## EXHIBIT A

### Facilities Management Support Task Order Scope of Work

**Summary:** Provide Facilities Management and consulting support personnel for assessing the existing maintenance programs for the rail and bus facilities, prioritization of the facility improvement projects, implementation of the Facilities Management Plan, general support of DCTA facilities assets and management of contractors.

**Resourcing:** Initial resourcing will require the functional skill sets of asset management consulting and facility operations expertise.

Resource	Phase 1 - 6 weeks	Phase 2 - 4 weeks	Phase 3 – 2 weeks
Asset Management	Top down review of the asset inventory, definition of future state and project roadmap (50% utilization)	Costing of defined projects (25% utilization)	Technical memorandum development (25% utilization)
Facility Operations & Maintenance	Bottom up review of maintenance records on all assigned facilities, policies, and operating procedures (50% utilization)	Review of policies and procedures (25% utilization)	Technical memorandum development (25% utilization)

#### Scope of Work:

#### Task Order No. 1

- Review existing Facilities Maintenance and Condition Assessment records for Rail and bus facility assets. Assets include: Rail Maintenance Facility, Bus Operations & Maintenance Facility, Downtown Denton Transit Center, Hebron Station, Highland Village Station, MedPark Station, Old Town Station,
- Identify asset inventory list based on the FM/Condition Assessment.
- Conduct interviews with key stakeholders to determine priority projects for both Rail and Bus facility assets.
- Define the future state through visioning and project definition with key stakeholders
  - One meeting with each Stakeholder Group over 2 days.

- Utilizing industry costing projections establish project budgets and duration with projected values being available by the opening of the budget cycle in May
- Review maintenance records and perform a bottoms' up audit for both Rail and Bus facility assets.
- Review existing maintenance contracts on the bus facility assets identifying any deficiencies or opportunities in language enhancement and contract administration
- Define gaps in current maintenance program
- Develop Scope of Work for Task Order No. 2 based on above.

### **Deliverables**

Deliverable to be a list of projects, their projected values, and their projected duration in priority order Technical Memorandum detailing the facility roadmap.

**Duration:** May 1, 2021 – June 30, 2021.

## EXHIBIT B

### Facilities Management Support Task Order No. 1

#### Time and Materials Fee

Item	Burdened Rate	Hours	Total
Asset Manager/PM	\$162.08	180	\$29,174.31
AM Analyst	\$85.94	180	\$15,469.11
Facilities Maintenance Manager	\$108.10	180	\$19,458.00
QAQC Manager	\$198.86	50	\$9,843.00
Direct Costs *			\$560.00
<b>Total</b>			<b>\$74,604.27</b>
* Allowance for 50 miles 2 per week 10 weeks			

Filename: DCTA Facilities Management Services\_Exhibit A-B\_Task Order 1.docx  
Directory: U:\BLDG\Miami Beach Monorail\Design\Basis of Design\Stations -  
Volume 3\Final Draft  
Template: C:\Users\ZreetAW\AppData\Roaming\Microsoft\Templates\Normal.dot  
m  
Title:  
Subject:  
Author: Sachin Kunagalli  
Keywords:  
Comments:  
Creation Date: 4/8/2021 12:11:00 PM  
Change Number: 3  
Last Saved On: 4/9/2021 12:27:00 PM  
Last Saved By: Zreet, Allan W.  
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Number of Characters: 2,481 (approx.)



# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

As a recipient of federal grant dollars, DCTA is required to submit an updated Title VI program every three (3) years with the next required July 31, 2022. During the course of updating the program, staff will update the socioeconomic data associated with the policy as well as prepare updates to DCTA's system-wide operating standards and policies used in service monitoring including access, availability, span of service, and distribution of transit amenities. These updated standards will also be used to inform the agencies updated Long Range Service Plan which is planned to begin in Fall 2021. The agency's Transformation Initiative and its transition to a microtransit on-demand service delivery model represent a unique convergence of actions which will likely influence the direction of the Title VI Program Update; especially regarding operating standards and policies and how the program is used to determine possible disparate impacts or disproportionate burdens associated with future major service changes and siting of new support facilities.

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

DCTA's current Title VI program is a valuable tool to guide evaluation of major service changes and in reaching underserved communities - especially those with limited English proficiency.

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

Failure to comply with federal regulations may put the agency in jeopardy of receiving federal Section 5307 urban formula funds and may make the agency ineligible to seek funding through competitive grant programs.

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

There are no other funds included in the existing FY21 or FY22 budget for this project.

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

No

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2021	Amount	\$	75,000.00
Fiscal Year	2022	Amount	\$	75,000.00
Fiscal Year		Amount		
Fiscal Year		Amount		
Total Project Cost Estimate			\$	150,000.00

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:  Amount: \$

Grant Number:  Amount: \$

### ANNUAL OPERATING IMPACT

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

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


Additional Estimated Revenue to be Generated:

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital  Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

The agency is requesting additional funding to promote the launch of GoZone on-demand rideshare service as detailed in Via Task Order #1 (base service, Phase I add-ons, Phase IIA add-ons and Phase IIB add-ons).

Below are key budget items to support FY'22 GoZone mobilization efforts:

- Digital and Print Advertising
- Professional Services
- Printing
- Microsite Platform Service
- Postage
- Promotional Supplies
- Infrastructure Maintenance

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

- Reallocated savings in FY'21 Marketing and Communications budget
- Revised FY'21 Marketing and Communications campaigns to accommodate new GoZone messaging
- Leveraged professional services funding available in the FY'21 Bus Operations budget

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

DCTA would not be able to:

- Successfully promote the launch of GoZone
- Educate passengers and the community at large
- Develop GoZone marketing collateral
- Update existing branding assets that showcase fixed-route service
- Conduct effective community outreach activities

- Implement required Title VI public involvement for future GoZone phases
- Print new fare media types
- Remove existing infrastructure (blade signs, benches, etc.)

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

The following needs can be accommodated in the proposed FY'22 budget and have not been included in the ELP:

- Brand ambassador services for outreach events
- Graphic design services
- Signage installation
- Collateral and signage printing
- Event sponsorships
- Email marketing
- Social media platform software
- Storage of promotional items
- RideDCTA.net service site map revision
- Staff administration

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

Funding to support the launch, ongoing messaging and future public involvement for GoZone services will assist in driving ridership to align with Via's ridership projections estimated at 2.7M to 4.1M within the first four years of service, assuming the launch of all add-on services (Via Task Order #1).

Via's ridership projections will result in an increase of fare revenue collection.

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$	389,650.00
Fiscal Year	2023	Amount		-
Fiscal Year	2024	Amount		-
Fiscal Year	2025	Amount		-
Total Project Cost Estimate			\$	389,650.00

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

**ANNUAL OPERATING IMPACT**

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

	Annual INCREASE in Operating Costs	Annual DECREASE in Operating Costs
Maintenance Costs/Services:	<input type="text"/>	<input type="text"/>
Supplies Required:	<input type="text"/>	<input type="text"/>
Utility Costs:	<input type="text"/>	<input type="text"/>
Salary Costs (FT/PT - # of Positions):	<input type="text"/>	<input type="text"/>
Benefit Costs:	<input type="text"/>	<input type="text"/>
IT Requirements (Software & Hardware):	<input type="text"/>	<input type="text"/>
TOTAL	\$ <input type="text"/> -	\$ <input type="text"/> -



Additional Estimated Revenue to be Generated

**PROJECT ANALYSIS**

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital  Useful Life (Years)  Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

**BUDGET OFFICE AUTHORIZATION**

DATE RECEIVED:

APPROVED AMOUNT:

PROJECT NOTES:

## GoZone Mobilization Budget Proposal

ELP Supporting Exhibit Documentation

<b>Proposed GoZone Mobilization Budget for FY'22 (October 2021 – September 2022)</b>			
<b>Infrastructure Maintenance (590-50317)</b>			
Blade Signs	323 in total (\$100 estimated removal cost for each stop)	\$32,000	FY'22 - \$32,000 Outyears - will come back to the board to address
Benches	54 in total (\$300 estimated removal cost for each stop)	\$16,200	FY'22 - \$16,200 Outyears - will come back to the board to address
Shelters	30 in total (\$2,000 estimated removal cost for each stop)	\$60,000	FY'22 - \$60,000 Outyears - will come back to the board to address
Trash Cans	48 in total (\$400 estimated removal cost for each stop)	\$19,200	FY'22 - \$30,000 Outyears – will come back to the board to address
Directs	10%	\$12,800	N/A
Contingency	20%	\$25,500	N/A
<b>TOTAL BUDGET</b>		<b>\$165,700</b>	
<b>Advertising (140-50302)</b>			
Local Digital Advertising (Web, Mobile, Native, Social and Email)	Daily ads in approved media outlets/third-party digital ad platforms (promotional and public involvement)	\$60,000	FY'22 - \$60,000 Outyears - will come back to the board to address
Local Print Advertising (Print Ads, Inserts, Direct Mailers, etc.)	Monthly ads featured and/or distributed in approved ad mediums (promotional and public involvement)	\$40,000	FY'22 - \$40,000 Outyears - will come back to the board to address
Nextdoor Ad Center	CPC (cost per click) is \$2 and CPM (cost per 1,000 impressions) is \$8	\$30,000	FY'22 - \$30,000 Outyears – will come back to the board to address
<b>TOTAL BUDGET</b>		<b>\$130,000</b>	
<b>Professional Services (140-50309)</b>			
Photoshoot Project (Two Days) and Video Shoot (One or Two Days)	<b>Replace existing fixed-route assets with GoZone assets (details below)</b>  Photoshoot (one time cost every 4 years) - \$38,000 <ul style="list-style-type: none"> <li>• External photographer (\$14,000)</li> <li>• Talent management (\$7,500)</li> <li>• Virtual talent casting (\$17,000)</li> </ul> Video (one time cost every 4 years - \$15,000) <ul style="list-style-type: none"> <li>• External videographer (\$6,000)</li> <li>• Talent management (\$3,000)</li> <li>• Film/video editing (\$6,000)</li> </ul>	\$53,000	FY'22 - \$53,000 Outyears – will come back to the board to address
Terra Translations	Language translations for new GoZone print and digital marcom and public involvement materials	\$1,500	FY'22 - \$1,500 Outyears - will come back to the board to address
<b>TOTAL BUDGET</b>		<b>\$54,500</b>	
<b>Printing (140-50311)</b>			
Print Projects	Will be accommodated within proposed FY'22 budget	\$0	Outyears – budget as needed
<b>Printing (150-50311)</b>			
Fare Media	New fare media types	\$12,000	Outyears - will come back to the board to address
<b>Community Involvement (140-50312)</b>			
GoZone Kick-Off Event	Launch event expenses	\$10,000	Outyears - will come back to the board to address
<b>Computer Software (140-50313)</b>			
Social PinPoint	Annual fee for online engagement platform	\$8,750	FY'22 - \$8,750 Outyears - will come back to the board to address
<b>Postage (140-50445)</b>			
Postage	General public involvement mailings	\$500	FY'22 - \$500 Outyears - \$500 per year
<b>Promotional Supplies (140-50420)</b>			
Promotional Materials	GoZone launch event and social media giveaways	\$8,000	FY'22 - \$8,000 Outyears - will come back to the board to address
Gift Cards	GoZone launch event and social media giveaways	\$200	FY'22 - \$200 Outyears - will come back to the board to address
<b>TOTAL BUDGET</b>		<b>\$8,200</b>	
<b>FY'22 ELP PROPOSED TOTAL COST</b>		<b>\$389,650</b>	

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

In an effort to provide a higher authorized trained law enforcement armed/unarmed that assist and protect the facility assets, environment, and DCTA/NTMC staff at the Downtown Denton Transit Center (DDTC). Special professionally trained event and crowd control law enforcement who are highly trained to deal with the event environment, both large and small. DDTC crowd control security requires a keen observation of multiple potential incidents. Contractor will provide event & crowd control security guards that are highly trained to deal with crowds and react with a decisive responsiveness to prevent escalation of any incident before it gets out of hand. DDTC law enforcement staff are required to be experienced with access control, executive/staff protection, crowd management, parking control, lobby area direction and any event security requirements.

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

Currently, there is unarmed security assistance for DDTC and BOM facilities. The BOM security is more of a no trespassing, asset monitoring, and overnight security assistance that has been working well. The security at DDTC lacks the experience and authority needed to assist in controlling aggressive or threatening individuals that visit the DDTC lobby area. In fact, in the past some visitors are not necessarily clients but wanting to be in a cool air-conditioning area to lay down and sleep. The current security try to address these individuals but without success. Due to the pandemic we have been able to control the lobby for visitors wanting to purchase tickets only. The lobby and restroom facilities are closed for the general public.

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

If this project is not funded we run the risk of unable to control aggressive and threatening incidents that arise from the lack of crowd control experience. We also run the risk of loss of paying clients that may find these situations disturbing or a health hazard. The facility, restrooms, lobby, equipment and outside areas can be damaged causing more expenses to repair, replace, clean, paint and/or remove damaged items. And, lastly the staffing currently feels unsafe working under previous conditions.



**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

Current security guard contract will be discontinued and replaced with the new proposed law enforcement services. CURRENT FUNDING: ANNUAL CONTRACT - \$48,780; EST. NEW LAW ENFORCEMENT CONTRACT: \$101,600 (Based on current contract for Rail Service); FIRST YEAR COST DIFFERENCE: \$52,820. Anticipate a 3% increase each year.

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

No, it provides safety, loss prevention, and protecting facility and other assets.

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$	101,600
Fiscal Year	2023	Amount	\$	104,652
Fiscal Year	2024	Amount	\$	107,792
Fiscal Year	2025	Amount	\$	111,025
Total Project Cost Estimate			\$	425,069

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

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

Additional Estimated Revenue to be Generated:

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital Useful Life (Years): Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name: Project Ranking: Project Manager: Phone: Department: Location: 

Desired project timing:

Start Date: Completion Date: 

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

With the proposed expanded service hours and days under consideration for the GoZone services, staff felt it was necessary to have customer service available to assist with trip planning and booking for all days and hours of service. This request is for two additional full-time Mobility Service Representatives to cover expanded days and hours of service as the call center currently only operates from 7am-7pm Monday through Friday and 8am to 4pm on Saturday.

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

There hasn't been a need for these additional positions until now based on the current service hours. Currently the services do not require staff to be available to schedule trips for passengers as they can simply walk to an existing bus stop and catch a bus along the route. The proposed services will require the phone system be operational for all hours in which service is running. To effectively and efficiently operate the call center to accommodate the proposed services, this minimum staffing addition is needed.

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

There would be substantial problems for both the Customer Service team and the passengers. The main problem would be that there wouldn't be enough manpower to cover the proposed service hours. If there are not enough employees to cover the proposed hours of service, which would put the current employees into high quantities of overtime and result in lack of performance. The other problem is that without minimum staffing needs being met, passengers wishing to call in to book their trips will not have a way to do so on the proposed GoZone service past the current operating hours of 7am-7pm Monday-Friday and 8am-4pm on Saturday.

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

There are no other funds included in the FY22 budget for these positions.

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

Not directly; however, with efficient minimum staffing the Customer Service team will be able to answer more calls and book more trips for the proposed GoZone services. Taking more calls and booking more trips therefore result in more passengers utilizing the service and this will directly impact revenue.

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$ 96,003
Fiscal Year		Amount	
Fiscal Year		Amount	
Fiscal Year		Amount	
Total Project Cost Estimate			\$ 96,003

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

	Annual INCREASE in Operating Costs	Annual DECREASE in Operating Costs
Maintenance Costs/Services:		
Supplies Required:		
Utility Costs:		
Salary Costs (FT/PT - # of Positions):	\$ 63,514	
Benefit Costs:	\$ 32,489	
IT Requirements (Software & Hardware):		
TOTAL	\$ 96,003	\$ -


Additional Estimated Revenue to be Generated:

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital  Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

This project would supplement the current farebox system with a reloadable card system on all vehicles in DCTA's fleet to better track ridership trends, reduce in-house cash collections, and improve boarding speed for passengers. The systems could also feature fare capping and integration with DART's fare payment system.

This project has been on hold pending results from the Transformation Initiative and now the proposed launch of microtransit, on-demand service. Once new service levels have been established, DCTA will re-assess fleet needs in order to utilize these funds to outfit the correct number of remaining vehicles.

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

Current fare boxes hold coin and currency fares which must be manually counted in-house and transported to the bank via courier. Ridership is tracked manually. These fare boxes require exact change, as they cannot issue change to a passenger.

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

Operations can continue to use the current fare boxes, but without the efficiencies noted above and without the ability to track regional ridership (i.e. riders that utilize this fare payment for more than one transit agency).

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

Grant funding of \$250,000 including 50,000 Transportation Development Credits is available for this project, which would cover roughly 40% of the project cost. This project is included in the current Long Range Financial Plan and proposed FY22 capital budget.

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

No, but this project should result in lower operating costs associated with cash counting and deposit transportation.

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$	300,000
Fiscal Year	2023	Amount	\$	300,000
Fiscal Year		Amount		
Fiscal Year		Amount		
Total Project Cost Estimate			\$	600,000

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

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

Additional Estimated Revenue to be Generated:

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital ↗ Justification: 

Capital assets include card validators and back-end software/hardware.

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:



# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

WHY IS THIS PROJECT BEING REQUESTED?

This project is for the federally mandatory Positive Train Control (PTC) implementation that was achieved by the December 31, 2020 mandate. It is required under Rail Safety Improvement Act of 2008 (RSIA). The remainder of the project budget needs to be rolled over to FY22 for project completion.

WHAT HAVE YOU DONE TO HANDLE THE ISSUE UNTIL NOW?

The existing PTC system completed extended Revenue Service Demonstration (RSD) mode and received final approval from the Federal Railroad Administration December, 2020. The need for enhancements was identified during prolonged testing.

WHAT WOULD HAPPEN IF THIS PROJECT WAS NOT FUNDED?

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

PTC implementation project is in the midst of completing contract deliverable requirements.

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

No

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$ 597,000.00
Fiscal Year		Amount	
Fiscal Year		Amount	
Fiscal Year		Amount	
Total Project Cost Estimate			\$ 597,000.00

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

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

Additional Estimated Revenue to be Generated

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital ↗ Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

Transit systems nationwide are having to adjust their schedules to incorporate Positive Train Control (PTC) technology. PTC makes the system safer but inherently causes delays. This has been the case with the Enhanced Automatic Train Control (E-ATC) system used by DCTA. However, the system can be fine tuned to offset delays caused by E-ATC. This would involve raising the existing track speeds and subsequently programming the signal system to accommodate the increased track speeds. DCTA received a Consolidated Rail Infrastructure and Safety Improvement (CRISI) grant from the Federal Railroad Administration to help offset the additional costs. The total grant is \$4,000,000 and requires a 20% local match. Requesting rollover of remaining FY21 capital funds to FY22.

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

The existing PTC system completed extended Revenue Service Demonstration (RSD) mode and received final approval from the Federal Railroad Administration December, 2020. The need for enhancements was identified during prolonged testing.

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

The inherent delays caused by PTC implementation would continue to have adverse effects on passenger commute time.

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

This project will be funded by an 80% reimbursable Consolidated Rail Infrastructure and Safety Improvement (CRISI) grant. Requested project has been included in the Long Range Financial Plan and proposed FY22 capital budget in order to understand the financial impact. Project will be presented to the Board for review.

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

No

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$ 4,851,820.00
Fiscal Year		Amount	
Fiscal Year		Amount	
Fiscal Year		Amount	
Total Project Cost Estimate			\$ 4,851,820.00

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

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


Additional Estimated Revenue to be Generated

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital  Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

**WHY IS THIS PROJECT BEING REQUESTED?**

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

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

The project is approximately 95% complete. The remaining work includes final documentation and a Municipal Site Designation (MSD) from the City of Lewisville. This requires public meetings that have been delayed due to COVID-19, but the original project schedule allowed up to 18 months to complete the paperwork with the State.

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

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

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

\$178,200 of the project cost was funded by an EPA grant. As part of the grant application, DCTA agreed to fund the balance of the project with local funds. All available grant money has been drawn down. Requested project has been included in the Long Range Financial Plan and proposed FY22 capital budget in order to understand the financial impact. Project will be presented to the Board for review.

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

No

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$	20,000.00
Fiscal Year		Amount		
Fiscal Year		Amount		
Fiscal Year		Amount		
Total Project Cost Estimate			\$	20,000.00

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:  Amount: \$

Grant Number:  Amount: \$



### ANNUAL OPERATING IMPACT

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

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


Additional Estimated Revenue to be Generated

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital  Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

The A-train Stadler vehicles are 10 years old and in need of an exterior refresh. Staff has researched cost of painting vehicles compared to the cost of vinyl wraps. Vinyl wraps are more cost effective than painting and have comparable lifespan to paint. Requesting funding to wrap one Stadler vehicle as a test for a painting alternative for \$45,000.

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

DCTA does not have a painting facility to paint the trains. Fire code restrictions prohibit touch up painting on the vehicles. Estimated cost to install paint booth at Rail facility \$400,000. Estimated cost to paint one Stadler vehicle \$100,000.

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

A-train fleet will continue in service with diminished aesthetic appeal. Perception of service quality could be diminished.

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

No

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$	45,000.00
Fiscal Year		Amount	\$	-
Fiscal Year		Amount		
Fiscal Year		Amount		
Total Project Cost Estimate			\$	45,000.00

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

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


Additional Estimated Revenue to be Generated

### PROJECT ANALYSIS

Operating:  X

Capital:

Useful Life (Years):

\*Complete additional information if capital  Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

WHY IS THIS PROJECT BEING REQUESTED?

DCTA purchased a rail scrubber at the beginning of the A-train project. This machine is now 11 years old and the majority of the components are needing replacement. Staff has determined that it will be cost efficient at this stage of the unit's lifespan to replace the unit rather than continue to repair the unit. The new scrubber unit features upgrades that original unit doesn't have. This will enhance our ability to polish and scrub the rails as part of DCTA's shunt mitigation program. \$90,000 purchase plus \$5,000 freight costs. \$95,000 total.

WHAT HAVE YOU DONE TO HANDLE THE ISSUE UNTIL NOW?

Normal preventive maintenance has been performed as needed on this unit, but the unit is not as efficient as it needs to be due to its age and design. As a result, this unit does not perform to the standard needed for DCTA's shunt mitigation program.

WHAT WOULD HAPPEN IF THIS PROJECT WAS NOT FUNDED?

We would spend additional maintenance funds on a unit with a diminishing return on equity. This will degrade DCTA's shunt mitigation program.

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

None, this is a new funding request.

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

No

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$	95,000.00
Fiscal Year		Amount		
Fiscal Year		Amount		
Fiscal Year		Amount		
Total Project Cost Estimate			\$	95,000.00

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

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


Additional Estimated Revenue to be Generated

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital  Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

WHY IS THIS PROJECT BEING REQUESTED?

The Rail Operations & Maintenance facility and stations are approximately 11 years old. DCTA contracted with Jacobs Engineering to prepare a facility assessment of DCTA's facilities. The assessment identified repairs that need to be done to the following areas: parking lot striping, roof drainage system, exterior windows, entry door light fixtures and lighting protection. Refer to attached Jacobs Engineering assessment. \$66,718 Rail OMF Main Bldg; \$25,917 Hebron/Old Town/HV-LL/MedPark parking lots; \$13,609 DDTC station.

WHAT HAVE YOU DONE TO HANDLE THE ISSUE UNTIL NOW?

Contracted with Jacobs Engineering to provide assessment of areas that need attention. DCTA's rail contractor is responsible for maintaining the facility subject to the contract \$10,000 threshold.

WHAT WOULD HAPPEN IF THIS PROJECT WAS NOT FUNDED?

If maintenance continues to be deferred, there is the potential for facilities to not be in compliance with safety and building codes in the future.



**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

Requested project has been included in the Long Range Financial Plan and proposed FY22 capital budget in order to understand the financial impact. Project will be presented to the Board for review.

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

No

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$	106,244.00
Fiscal Year		Amount		
Fiscal Year		Amount		
Fiscal Year		Amount		
Total Project Cost Estimate			\$	106,244.00

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

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

Additional Estimated Revenue to be Generated

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital Useful Life (Years): Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

Railroad crossings at MP 721.9 East Prairie Street and MP 722.1 in Denton were installed with tub style concrete crossings when the rail corridor was built for the A-train. Over time, these crossings have begun to sink which causes the track geometry to deteriorate in the track profile and alignment areas. Based on Federal (49 CFR Part 213) track safety standards, crossings are at risk of dropping below current operating standards. If the crossings drop below the prescribed standards, then a speed restriction is required. DCTA, along with rail contractor (Rio Grande Pacific), has determined that replacing tub crossings with concrete lag down crossing panels will enable the railroad to function with minimal disruption and will reduce maintenance costs in the long run. Maintenance cost is reduced because the concrete lag down crossing panels can be removed for maintenance without requiring the removal of the entire crossing that is required with the current concrete tub crossings.

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

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

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

Maintenance would have to be deferred, which would impact fleet availability for passenger service and could negatively impact the agency's eligibility for federal funding.

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

Requested project has been included in the Long Range Financial Plan and proposed FY22 capital budget in order to understand the financial impact. Project will be presented to the Board for review.

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

No

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$ 272,800.00
Fiscal Year		Amount	
Fiscal Year		Amount	
Fiscal Year		Amount	
Total Project Cost Estimate			\$ 272,800.00

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

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


Additional Estimated Revenue to be Generated

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital  Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

WHY IS THIS PROJECT BEING REQUESTED?

Stadler Rail Vehicles contain consumable components that require periodic replacement. The rail service contract establishes a threshold of \$10,000. Items under \$10,000 are covered in the contractor's base contract fee. Items over \$10,000 are the responsibility of DCTA. Please refer to attached list of consumable components over \$10,000.

WHAT HAVE YOU DONE TO HANDLE THE ISSUE UNTIL NOW?

Normal maintenance continues.

WHAT WOULD HAPPEN IF THIS PROJECT WAS NOT FUNDED?

Maintenance would have to be deferred, which would impact fleet availability for passenger service and could negatively impact the agency's eligibility for federal funding.

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

Requested project has been included in the Long Range Financial Plan and proposed FY22 capital budget in order to understand the financial impact. Project will be presented to the Board for review.

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

No

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$	1,317,398.00
Fiscal Year		Amount		
Fiscal Year		Amount		
Fiscal Year		Amount		
Total Project Cost Estimate			\$	1,317,398.00

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

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


Additional Estimated Revenue to be Generated

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital  Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:



### 13. PRICE SCHEDULE

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

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

Additional Definitions:

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

Designation	Description	Asset Classification	Base Year Built/Replaced	Base Yr Repl. Cost (\$)	Est. Useful Life (Yrs)	Annual Cost Escalator %	Estimated Repl Year	Estimated Repl/Refurb Cost (\$)	Notes	2022
Stadler Vehicle Overhaul	Stadler Vehicle Interior Refresh	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	2011	\$200,000	13-20	3	2024	\$200,000	Vehicles went into service 2011 -- need to refresh one vehicle interior every year beginning 2024 (3% escalator)	\$0
Stadler Vehicle Painting	Exterior Vehicle Refresh	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	2011			3	2024 - 2034	\$150,000	Vehicles went into service 2011 -- need to paint one every year beginning 2024 (3% escalator)	\$0
Stadler Vehicle OEM Replacement	Batteries/Compressed Air Systems/Cab HVAC compressors/Fire protection systems/Passenger area HVAC compressors/Pneumatic suspension systems	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	2011			3	2020 - 2040	\$320,000	Stadler OEM manual recommended replacement parts (1st Transit specs 3 year interval) -- Budget Every Year starting FY20 with 3% escalation	\$339,488
Stadler Vehicle OEM Replacement	Master Controllers	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	2011			3	2020 - 2023	\$566,742	Stadler OEM manual recommended replacement parts (1st Transit specs 6 year interval) -- divide 1st Transit total, divide by 4 & avg from FY20 - FY23 with 3% escalation	\$150,314
Stadler Vehicle OEM Replacement	Automatic couplers & bearings/Emergency lighting/Entrance door anti-trap systems & telescopic cylinders/Flange lubricators/Fuel tank & Intermediate tank/Ground brushes/Headlights/HVAC units/Machine room doors/Master controllers/Motor trucks/Power converter-cooling modules & cooling systems/Trailer trucks/Windshield wiper drives & seals/Trailer & Motor Truck wheelsets and vibration dampers	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	2011			3	2020 - 2023	\$2,652,335	Stadler OEM manual recommended replacement parts (1st Transit specs 8 year interval) -- divide 1st Transit total, divide by 4 & avg from FY20 - FY23 with 3% escalation	\$703,466
Stadler Vehicle OEM Replacement	Fire protection extinguishing agent replacements/Power converters	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	2011			3	2021 - 2024	\$202,653	Stadler OEM manual recommended replacement parts (1st Transit specs 10 year interval) -- divide 1st Transit total, divide by 4 & avg from FY21 - FY24 with 3% escalation	\$52,183
Stadler Vehicle OEM Replacement	Automatic couplers/Traction Motors	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	2011			3	2031-2036	\$442,403	Stadler OEM manual recommended replacement parts (1st Transit specs 16 year interval) -- divide 1st Transit total, divide by 4 & avg from FY31 - FY36 with 3% escalation	\$0
Stadler Vehicle OEM Replacement	Charge air coolers/combination coolers/convertor cooler/Diesel engine	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	2011			3	2020 - 2023	\$1,043,616	Stadler OEM manual recommended replacement parts (1st Transit specs 25k service hour interval) -- divide 1st Transit total, divide by 4 & avg from FY20 - FY23 with 3% escalation	\$276,793
Stadler Vehicle OEM Replacement	Generators/Engine couplings	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	2011			3	2031-2036	\$244,415	Stadler OEM manual recommended replacement parts (1st Transit specs 50k service hour interval) -- divide 1st Transit total, divide by 4, spread from FY31 - FY36 with 3% escalation	\$0
Stadler Vehicle OEM Replacement	Brake Overhauls/ABB Boards/Spare Engine/Brake Valves	2011, Stadler, GTW DMU 2/6, Diesel-Electric Articulated Rail Vehicle	2011				2019	\$1,305,765	Current FY19 authorized work	\$0
Stadler Vehicle Total										\$1,522,244

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

On July 6, 2012, the Moving Ahead for Progress in the 21st Century Act (MAP21) amended Federal transit law to require the Federal Transit Administration (FTA) to develop a rule establishing a national Transit Asset Management (TAM) System. FTA has defined transit asset management as a strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively through their entire life cycle.

In April of 2019 DCTA contracted with Jacobs Engineering to have complete facility condition assessments done for all of the DCTA owned facilities. The findings from the report for DCTA's Downtown Denton Transit Center, located at 604 East Hickory Street in Denton, Texas, showed a need for regular preventive maintenance as well as a rehabilitation/replacement plan for many of the fixtures and equipment in order to maintain a State of Good Repair. This project performs this year's identified repairs and/or maintenance items.

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

In years past, funds have been identified from savings throughout the fiscal year leaving staff without the necessary funding to properly address the issues seen around the facility. Additional operating funds have been added to the individual budgets, but those funds have not been sufficient to cover the additional planning work needed for larger construction type projects.

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

If this project is not funded, these facility maintenance and repair activities will be deferred for another year potentially causing an increase in the cost to perform the repairs or could possibly make the facility or parts of it unusable.

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

If no additional funding sources are identified, staff will continue to look for savings in the annual budget to cover these expenses. However, if savings cannot be identified that can cover the entire cost of the repairs, the work may not be able to be completed, leaving the facility in a state of disrepair.

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

No, however approving this project could prevent any potential loss of revenue that would result in the facility or parts of the facility being unsuitable for use.

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$	131,618
Fiscal Year		Amount		
Fiscal Year		Amount		
Fiscal Year		Amount		
Total Project Cost Estimate			\$	131,618

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

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


Additional Estimated Revenue to be Generated:

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital  Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

On July 6, 2012, the Moving Ahead for Progress in the 21st Century Act (MAP21) amended Federal transit law to require the Federal Transit Administration (FTA) to develop a rule establishing a national Transit Asset Management (TAM) System. FTA has defined transit asset management as a strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively through their entire life cycle.

In April of 2019 DCTA contracted with Jacobs Engineering to have complete facility condition assessments done for all of the DCTA owned facilities. The findings from the report done for DCTA's Bus Maintenance Facility, located at 1101 Teasley Lane in Denton, Texas, showed a need for regular preventive maintenance as well as a rehabilitation/replacement plan for many of the fixtures and equipment in order to maintain a State of Good Repair. This project performs this year's identified repairs and/or maintenance items.

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

In years past, funds have been identified from savings throughout the fiscal year leaving staff without the necessary funding to properly address the issues seen around the facility. Additional operating funds have been added to the individual budgets, but those funds have not been sufficient to cover the additional planning work needed for larger construction type projects.

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

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**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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No, however approving this project could prevent any potential loss of revenue that would result in the facility or parts of the facility being unsuitable for use.

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$	47,912
Fiscal Year		Amount		
Fiscal Year		Amount		
Fiscal Year		Amount		
Total Project Cost Estimate			\$	47,912

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

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

Additional Estimated Revenue to be Generated:

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital Useful Life (Years): Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:



# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name: Project Ranking: Project Manager: Phone: Department: Location: 

Desired project timing:

Start Date: Completion Date: 

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

Protecting the agency's data is a top priority for the Information Technology department. To ensure the agency's data is kept secure while staying aligned with our equipment replacement cycles, the server and storage infrastructure which currently operates and contains DCTA's backup software and backup repositories is due for replacement.

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

The agency's data has been protected by servers and storage purchased in previous fiscal years. The information technology team has extended the service contracts as far as lifecycle allows and expanded capacity over the years to extend the useful life of the existing equipment.

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

Equipment failure due to age would result in an interruption of DCTA's data backup procedures and delay any necessary restorations due to accessing data stored in the cloud. Equipment lead times are high due to COVID-19 related technology delays, therefore the interruptions would be lengthy.

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

N/A

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$ 45,000
Fiscal Year		Amount	
Fiscal Year		Amount	
Fiscal Year		Amount	
Total Project Cost Estimate			\$ 45,000

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

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


Additional Estimated Revenue to be Generated:

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital  Justification:   
*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name:

Project Ranking:

Project Manager:

Phone:

Department:

Location:

Desired project timing:

Start Date:

Completion Date:

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

Replacement of existing network video recorder at Bus OMF. Current hardware was acquired when Bus O&M was constructed and is at the end of useful life. This is a straightforward replacement to a current model NVR. Cost factors in price of hardware in addition to installation/service by vendor.

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

Existing NVR is in place.

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

Existing equipment is out of warranty and no longer supported. Failure of aging equipment would lead to safety concerns with no access to cameras at Bus OMF.

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$	26,000
Fiscal Year		Amount		
Fiscal Year		Amount		
Fiscal Year		Amount		
Total Project Cost Estimate			\$	26,000

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$

### ANNUAL OPERATING IMPACT

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

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


Additional Estimated Revenue to be Generated:

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital  Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

# DENTON COUNTY TRANSPORTATION AUTHORITY

## DETAILED EXPANDED LEVEL PROJECT REQUEST FORM

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

### PROJECT DETAILS

Project Name: Project Ranking: Project Manager: Phone: Department: Location: 

Desired project timing:

Start Date: Completion Date: 

### PROJECT DESCRIPTION/JUSTIFICATION

*\*Attach additional documentation as necessary*

#### WHY IS THIS PROJECT BEING REQUESTED?

The DDTC facility is adjacent to the A-train corridor and fiber optic network, but was not connected to the fiber optic network during its construction. The goal of this project is to connect the facility to the rest of DCTA's fiber network via underground boring and extension of the fiber to the current termination point near the DDTC A-train platform. This extension will provide higher capacity bandwidth to the DDTC that can support future projects such as facility cameras and access control without limiting the existing network. DDTC also depends on this connection to access the server infrastructure located at other DCTA facilities.

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

Connectivity for the last hop between the DDTC and the fiber optic network is handled by a point to point microwave wireless connection for the past five years. While this connection has proved reliable, it is reaching the end of its lifecycle and can only handle 50% of the bandwidth available to fiber connection.

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

DDTC would continue to operate as-is via the microwave radio connection, but would not be able to support future projects that rely on additional bandwidth to accomplish. Failure of existing antennas would result in failover to backup VPN tunnels which are only 20% of normal capacity.

**PROJECT DESCRIPTION/JUSTIFICATION**

*\*Attach additional documentation as necessary*

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

WILL THE REQUEST PROVIDE ADDITIONAL REVENUE?

NO

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

**PROJECT COST ESTIMATE**

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

TIMING OF PROJECT COSTS

Fiscal Year	2022	Amount	\$ 125,000
Fiscal Year		Amount	
Fiscal Year		Amount	
Fiscal Year		Amount	
Total Project Cost Estimate			\$ 125,000

**PROJECT FUNDING SOURCES - GRANTS**

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

Grant Number:

Amount: \$

Grant Number:

Amount: \$



### ANNUAL OPERATING IMPACT

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

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


Additional Estimated Revenue to be Generated:

### PROJECT ANALYSIS

Operating:

Capital:

Useful Life (Years):

\*Complete additional information if capital  Justification:

*\*Routine maintenance would be expensed under the operating budget. Maintenance that substantially improves/extends the life of the original asset can be capitalized.*

### BUDGET OFFICE AUTHORIZATION

DATE RECEIVED:  APPROVED AMOUNT:

PROJECT NOTES:

DENTON COUNTY TRANSPORTATION AUTHORITY  
 FY22 Proposed Budget  
 Capital Improvement & Major Maintenance Plan

Project Name	Current Capital Projects	Proposed FY 2022 NEW Capital Projects	Project LTD thru FY 2020	FY 2021 Proposed Revised	Proposed FY 2022	Proposed FY 2023	Proposed FY 2024	Proposed FY 2025	Proposed FY 2026	Proposed FY 2027	Anticipated Project Total (Thru 2027)
<b>BUS FLEET REPLACEMENT</b>											
Fleet {2020}	\$ 1,062,600	\$ -	\$ -	\$ 1,062,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,062,600
Fleet {2021}	1,880,100	-	-	875	-	-	-	-	-	-	875
FUTURE: Fleet Replacement	-	-	-	-	-	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	6,000,000
<b>PROFESSIONAL SERVICES/TECHNOLOGY IMPROVEMENTS</b>											
Integrated Fare Payment	600,000	-	-	-	300,000	300,000	-	-	-	-	600,000
Server & Network Infrastructure	-	-	-	-	-	-	-	-	-	-	-
FUTURE: Stadler Laptop Replacement	-	-	-	-	-	-	-	80,000	-	-	80,000
FUTURE: Server & Network Infrastructure	-	-	-	-	-	-	350,000	-	-	-	350,000
<b>TRANSIT SAFETY IMPROVEMENTS</b>											
Trail Safety Improvements	181,157	-	170,507	10,650	-	-	-	-	-	-	181,157
<b>MAJOR MAINTENANCE ITEMS</b>											
Major Maintenance - Rail (FY21)	2,124,693	-	-	2,124,693	-	-	-	-	-	-	2,124,693
Major Maintenance - Bus (FY20)	125,000	-	109,470	15,530	-	-	-	-	-	-	125,000
NEW: Major Maintenance - Rail (Proposed FY22)	-	1,836,442	-	-	1,836,442	-	-	-	-	-	1,836,442
NEW: Major Maintenance - Bus (Proposed FY22)	-	179,530	-	-	179,530	-	-	-	-	-	179,530
FUTURE: Major Maintenance - Rail	-	-	-	-	-	1,859,543	2,034,860	2,897,164	3,327,187	2,109,209	12,227,963
FUTURE: Major Maintenance - Bus	-	-	-	-	-	200,000	264,203	200,000	200,000	200,000	1,064,203
<b>POSITIVE TRAIN CONTROL</b>											
Positive Train Control Implementation	16,720,141	-	15,913,486	209,655	597,000	-	-	-	-	-	16,720,141
Positive Train Control Enhancements (Phase 2)	5,000,000	-	148,180	-	4,851,820	-	-	-	-	-	5,000,000
<b>INFRASTRUCTURE ACQUISITION</b>											
	3,251,990	-	2,605,264	11,745	-	634,981	-	-	-	-	3,251,990
<b>BROWNFIELD REMEDIATION</b>											
	385,000	-	338,405	26,595	20,000	-	-	-	-	-	385,000
<b>TRANSPORTATION REINVESTMENT PROGRAM (TRiP)</b>											
TRiP Program Funding - FY21	5,914,152	-	-	7,742,134	-	-	-	-	-	-	7,742,134
NEW: TRiP Program Funding - (Proposed FY22)	-	7,115,848	-	-	7,115,848	-	-	-	-	-	7,115,848
FUTURE: TRiP Program Funding	-	-	-	-	-	8,498,724	7,404,860	6,538,839	-	-	22,442,423
<b>TOTAL CAPITAL BUDGET</b>	<b>\$ 37,244,833</b>	<b>\$ 9,131,820</b>	<b>\$ 19,285,312</b>	<b>\$ 11,204,477</b>	<b>\$ 14,900,639</b>	<b>\$ 12,693,248</b>	<b>\$ 11,253,923</b>	<b>\$ 10,916,003</b>	<b>\$ 4,727,187</b>	<b>\$ 3,509,209</b>	<b>\$ 88,489,999</b>

DENTON COUNTY TRANSPORTATION AUTHORITY  
FY22 Proposed Budget  
Budget Detail by Department

Table with columns: Account Number, Account Description, FY 2022 100 CEO, FY 2022 105 Administration, FY 2022 110 Board, FY 2022 120 Finance, FY 2022 130 Planning, FY 2022 140 C&M, FY 2022 170 Human Resources, FY 2022 180 Information Technology, TOTAL FY 2022 G&A. Rows include Operating Revenues, Operating Expenses (Salary & Benefits, Management Services, Advertising, etc.), and Non-Operating Revenue (Expense).



DENTON COUNTY TRANSPORTATION AUTHORITY  
FY22 Proposed Budget  
Budget Detail by Department

Account Number	Account Description	FY 2022	FY 2022	FY 2022	FY 2022	FY 2022	FY 2022	FY 2022	FY 2022	FY 2022	FY 2022	TOTAL	TOTAL FY 2022 Rail Operations	TOTAL FY 2022 Proposed Budget
		532 HV Demand Response	732 NTMC HV Demand Response	533 Lewisville Demand Response	733 NTMC Lewisville Demand Response	570 Customer Service	770 NTMC Customer Service	580 S&D	780 NTMC S&D	590 Maintenance	790 NTMC Maintenance	FY 2022 Bus Services (DCTA + NTMC)		
40100	Passenger Revenue (Farebox)	\$ 1,721	\$ -	\$ 13,947	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,256	\$ 262,917	\$ 363,173
40100	Passenger Revenue (VIA Farebox)	\$ 8,399	\$ -	\$ 71,399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210,001	\$ -	\$ 210,001
40120	Contract Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,916,935	\$ -	\$ 3,916,935
<b>TOTAL OPERATING REVENUES</b>		<b>\$ 10,120</b>	<b>\$ -</b>	<b>\$ 85,346</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,227,192</b>	<b>\$ 262,917</b>	<b>\$ 4,490,109</b>
<b>Operating Expenses</b>														
50110	Salary & Wages - Regular	\$ -	\$ 13,120	\$ -	\$ 96,697	\$ -	\$ 261,515	\$ -	\$ 522,934	\$ -	\$ 683,745	\$ 3,587,040	\$ 448,137	\$ 6,449,049
50120	Salary & Wages - Overtime	\$ -	\$ 1,089	\$ -	\$ 8,028	\$ -	\$ 17,014	\$ -	\$ 38,606	\$ -	\$ 51,425	\$ 231,974	\$ -	\$ 231,974
50130	Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50160	Paid Time Off	\$ -	\$ 82	\$ -	\$ 610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,268	\$ -	\$ 9,268
50205	ER Medicare & Social Security	\$ -	\$ 964	\$ -	\$ 7,280	\$ -	\$ 21,267	\$ -	\$ 42,895	\$ -	\$ 56,158	\$ 280,124	\$ 34,288	\$ 499,065
50210	ER Match - Retirement	\$ -	\$ 86	\$ -	\$ 670	\$ -	\$ 1,200	\$ -	\$ 12,000	\$ -	\$ 15,600	\$ 80,085	\$ 33,102	\$ 291,173
50215	Health Insurance	\$ -	\$ 5,359	\$ -	\$ 40,831	\$ -	\$ 123,072	\$ -	\$ 182,544	\$ -	\$ 201,108	\$ 1,267,611	\$ 71,748	\$ 1,757,355
50225	SUTA	\$ -	\$ 38	\$ -	\$ 288	\$ -	\$ 8,878	\$ -	\$ 17,910	\$ -	\$ 23,446	\$ 67,457	\$ 7,440	\$ 114,852
50230	FUTA	\$ -	\$ 61	\$ -	\$ 456	\$ -	\$ 1,796	\$ -	\$ 3,618	\$ -	\$ 4,740	\$ 17,878	\$ -	\$ 17,878
50231	Life & Disability Insurance	\$ -	\$ 294	\$ -	\$ 2,239	\$ -	\$ 4,488	\$ -	\$ 7,608	\$ -	\$ 10,092	\$ 62,456	\$ 4,020	\$ 89,528
50235	Vision	\$ -	\$ 71	\$ -	\$ 548	\$ -	\$ 1,104	\$ -	\$ 2,064	\$ -	\$ 2,412	\$ 14,053	\$ -	\$ 14,053
50245	Vehicle Allowance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,200	\$ 2,400	\$ 27,300
50250	Cell Phone Allowance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,944	\$ 1,728	\$ 14,100
50265	Dental	\$ -	\$ 213	\$ -	\$ 1,613	\$ -	\$ 2,412	\$ -	\$ 4,752	\$ -	\$ 4,992	\$ 41,228	\$ 3,156	\$ 62,900
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$ -</b>	<b>\$ 21,377</b>	<b>\$ -</b>	<b>\$ 159,260</b>	<b>\$ -</b>	<b>\$ 442,746</b>	<b>\$ -</b>	<b>\$ 834,931</b>	<b>\$ -</b>	<b>\$ 1,053,718</b>	<b>\$ 5,665,318</b>	<b>\$ 606,019</b>	<b>\$ 9,578,495</b>
50301	Management Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50302	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 101,500
50305	Towing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,800	\$ -	\$ 4,800	\$ -	\$ 4,800
50306	Uniforms	\$ -	\$ 117	\$ -	\$ 754	\$ -	\$ -	\$ -	\$ 4,260	\$ -	\$ 9,900	\$ 26,160	\$ -	\$ 26,160
50307	Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,792	\$ 240,000	\$ 300,792
50308	Credit Card Clearing Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,420
50309	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ 48,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 578,556	\$ 155,000	\$ 1,704,924
50310	General Services	\$ -	\$ -	\$ -	\$ -	\$ 2,304	\$ -	\$ -	\$ -	\$ 750	\$ -	\$ 37,146	\$ 120,000	\$ 289,946
50311	Printing	\$ 57	\$ -	\$ 338	\$ -	\$ 1,084	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 30,886	\$ 21,500	\$ 161,186
50312	Community Involvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,750
50313	Computer & Software Maintenance	\$ 4,417	\$ -	\$ 23,649	\$ -	\$ 4,138	\$ -	\$ -	\$ -	\$ 22,970	\$ -	\$ 234,418	\$ 35,633	\$ 737,431
50315	Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 150,400
50316	3rd Party Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,700	\$ -	\$ 80,700	\$ 1,000	\$ 81,700
50317	Passenger Amenities Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
50318	Facilities Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 67,620	\$ -	\$ -	\$ -	\$ 15,900	\$ -	\$ 319,900	\$ 231,526	\$ 563,976
50410	Fuel	\$ 3,115	\$ -	\$ 20,386	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ 542,027	\$ 1,101,600	\$ 1,643,627
50415	Small Tools, Safety & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,600	\$ -	\$ 79,400	\$ 500	\$ 79,900
50420	Promotional Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,100
50425	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,336	\$ -	\$ 24,136
50430	Reference Materials & Books	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
50435	Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 4,200
50440	Computer & Software Supplies	\$ 311	\$ -	\$ 2,010	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,200	\$ -	\$ 51,700
50445	Postage	\$ -	\$ -	\$ -	\$ -	\$ 2,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,400	\$ -	\$ 12,050
50450	Tires	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,000	\$ -	\$ 78,000	\$ -	\$ 78,000
50455	Parts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 618,400	\$ -	\$ 618,400	\$ 1,000	\$ 619,400
50456	Fluids	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,612	\$ -	\$ 24,612	\$ -	\$ 24,612
50515	Data & Phone Circuits	\$ 1,572	\$ -	\$ 10,170	\$ -	\$ 25,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,503	\$ 27,000	\$ 158,613
50520	Water	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,000	\$ 77,768	\$ 108,768
50525	Electricity	\$ -	\$ -	\$ -	\$ -	\$ 16,080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,680	\$ 160,000	\$ 233,280
50530	Other Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 19,620	\$ 25,620
50605	General Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 795,096	\$ 795,924
50610	Property Damage Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,380	\$ -	\$ 19,380	\$ 93,852	\$ 114,072
50615	Vehicle Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,672	\$ 450,672
50620	Crime Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,948
50625	Errors & Omission Liability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,100
50630	Workers Compensation Insurance	\$ -	\$ 346	\$ -	\$ 2,609	\$ -	\$ 322	\$ -	\$ 13,902	\$ -	\$ 11,837	\$ 65,842	\$ -	\$ 69,813
50635	Auto Liability	\$ 2,387	\$ -	\$ 15,618	\$ -	\$ -	\$ -	\$ 2,352	\$ -	\$ 2,556	\$ -	\$ 259,860	\$ 876	\$ 261,564
50640	Pollution Liability Coverage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 561	\$ 561
50810	Purchased Transportation	\$ 227,616	\$ -	\$ 1,934,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,794,006	\$ 10,834,065	\$ 16,628,071
50910	Dues & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ 1,320	\$ 600	\$ 57,162
50915	Registration Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,455	\$ 2,940	\$ 42,385
50920	Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,050	\$ 6,120	\$ 55,513
50925	Mileage Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ 1,000	\$ 10,100
50930	Meals - Non Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,900	\$ 400	\$ 30,110
50935	Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50940	Other Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,240	\$ 875	\$ 28,315
50945	Training & Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ 32,120	\$ 1,120	\$ 70,460
51010	Operating Leases	\$ -	\$ -	\$ -	\$ -	\$ 2,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,852	\$ 2,400	\$ 139,772
51310	Depreciation - Rail O&M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51315	Depreciation - Land Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51320	Depreciation - Leasehold Improve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51325	Depreciation - FF&E	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51326	Depreciation - Computer & Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51330	Depreciation - Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51335	Depreciation - Rail Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51340	Depreciation - Rail Assets ROW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OPERATING (LESS SALARY &amp; BENEFITS)</b>		<b>\$ 239,475</b>	<b>\$ 463</b>	<b>\$ 2,006,751</b>	<b>\$ 3,363</b>	<b>\$ 182,026</b>	<b>\$ 6,722</b>	<b>\$ 20,352</b>	<b>\$ 30,162</b>	<b>\$ 946,868</b>	<b>\$ 33,737</b>	<b>\$ 9,190,741</b>	<b>\$ 14,387,724</b>	<b>\$ 26,039,633</b>
<b>TOTAL FY22 OPERATING EXPENSES</b>		<b>\$ 239,475</b>	<b>\$ 21,840</b>	<b>\$ 2,006,751</b>	<b>\$ 162,623</b>	<b>\$ 182,026</b>	<b>\$ 449,468</b>	<b>\$ 20,352</b>	<b>\$ 865,093</b>	<b>\$ 946,868</b>	<b>\$ 1,087,455</b>	<b>\$ 14,856,059</b>	<b>\$ 14,993,743</b>	<b>\$ 35,618,128</b>
<b>Non-Operating Revenue (Expense)</b>														
40210	Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000
40225	Fare Evasion Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40230	Misc Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40235	Refunds & Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40243	2009 Series Bonds Interest Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40245	2011 Series CO Interest													

DENTON COUNTY TRANSPORTATION AUTHORITY  
 FY22 Proposed Budget  
 Budget Detail by Function

Account Number	Account Description	TOTAL FY 2022 G&A	TOTAL FY 2022 Bus Services (DCTA + NTMC)	TOTAL FY 2022 Rail Operations	TOTAL FY 2022 Proposed Budget
40100	Passenger Revenue (Farebox)	\$ -	\$ 100,256	\$ 262,917	\$ 363,173
40100	Passenger Revenue (VIA Farebox)	\$ -	\$ 210,001	\$ -	\$ 210,001
40120	Contract Revenue	\$ -	\$ 3,916,935	\$ -	\$ 3,916,935
<b>TOTAL OPERATING REVENUES</b>		<b>\$ -</b>	<b>\$ 4,227,192</b>	<b>\$ 262,917</b>	<b>\$ 4,490,109</b>
<b>Operating Expenses</b>					
50110	Salary & Wages - Regular	\$ 2,413,872	\$ 3,587,040	\$ 448,137	\$ 6,449,049
50120	Salary & Wages - Overtime	\$ -	\$ 231,974	\$ -	\$ 231,974
50130	Training	\$ -	\$ -	\$ -	\$ -
50160	Paid Time Off	\$ -	\$ 9,268	\$ -	\$ 9,268
50205	ER Medicare & Social Security	\$ 184,653	\$ 280,124	\$ 34,288	\$ 499,065
50210	ER Match - Retirement	\$ 177,986	\$ 80,085	\$ 33,102	\$ 291,173
50215	Health Insurance	\$ 417,996	\$ 1,267,611	\$ 71,748	\$ 1,757,355
50225	SUTA	\$ 39,955	\$ 67,457	\$ 7,440	\$ 114,852
50230	FUTA	\$ -	\$ 17,878	\$ -	\$ 17,878
50231	Life & Disability Insurance	\$ 23,052	\$ 62,456	\$ 4,020	\$ 89,528
50235	Vision	\$ -	\$ 14,053	\$ -	\$ 14,053
50245	Vehicle Allowance	\$ 20,700	\$ 4,200	\$ 2,400	\$ 27,300
50250	Cell Phone Allowance	\$ 10,428	\$ 1,944	\$ 1,728	\$ 14,100
50265	Dental	\$ 18,516	\$ 41,228	\$ 3,156	\$ 62,900
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$ 3,307,158</b>	<b>\$ 5,665,318</b>	<b>\$ 606,019</b>	<b>\$ 9,578,495</b>
50301	Management Services	\$ -	\$ -	\$ -	\$ -
50302	Advertising	\$ 98,500	\$ 3,000	\$ -	\$ 101,500
50305	Towing	\$ -	\$ 4,800	\$ -	\$ 4,800
50306	Uniforms	\$ -	\$ 26,160	\$ -	\$ 26,160
50307	Service Fees	\$ 18,000	\$ 42,792	\$ 240,000	\$ 300,792
50308	Credit Card Clearing Fees	\$ 33,420	\$ -	\$ -	\$ 33,420
50309	Professional Services	\$ 971,368	\$ 578,556	\$ 155,000	\$ 1,704,924
50310	General Services	\$ 132,800	\$ 37,146	\$ 120,000	\$ 289,946
50311	Printing	\$ 108,800	\$ 30,886	\$ 21,500	\$ 161,186
50312	Community Involvement	\$ 34,750	\$ -	\$ -	\$ 34,750
50313	Computer & Software Maintenance	\$ 467,380	\$ 234,418	\$ 35,633	\$ 737,431
50315	Legal Fees	\$ 110,400	\$ 40,000	\$ -	\$ 150,400
50316	3rd Party Maintenance	\$ -	\$ 80,700	\$ 1,000	\$ 81,700
50317	Passenger Amenities Maintenance	\$ -	\$ -	\$ 5,000	\$ 5,000
50318	Facilities Maintenance	\$ 12,550	\$ 319,900	\$ 231,526	\$ 563,976
50410	Fuel	\$ -	\$ 542,027	\$ 1,101,600	\$ 1,643,627
50415	Small Tools, Safety & Supplies	\$ -	\$ 79,400	\$ 500	\$ 79,900
50420	Promotional Supplies	\$ 16,100	\$ -	\$ -	\$ 16,100
50425	Office Supplies	\$ 10,800	\$ 13,336	\$ -	\$ 24,136
50430	Reference Materials & Books	\$ 100	\$ -	\$ -	\$ 100
50435	Furniture	\$ 3,000	\$ 1,200	\$ -	\$ 4,200
50440	Computer & Software Supplies	\$ 40,500	\$ 11,200	\$ -	\$ 51,700
50445	Postage	\$ 8,650	\$ 3,400	\$ -	\$ 12,050
50450	Tires	\$ -	\$ 78,000	\$ -	\$ 78,000
50455	Parts	\$ -	\$ 618,400	\$ 1,000	\$ 619,400
50456	Fluids	\$ -	\$ 24,612	\$ -	\$ 24,612
50515	Data & Phone Circuits	\$ 31,110	\$ 100,503	\$ 27,000	\$ 158,613
50520	Water	\$ -	\$ 31,000	\$ 77,768	\$ 108,768
50525	Electricity	\$ 11,600	\$ 61,680	\$ 160,000	\$ 233,280
50530	Other Communications	\$ -	\$ 6,000	\$ 19,620	\$ 25,620
50605	General Liability Insurance	\$ 828	\$ -	\$ 795,096	\$ 795,924
50610	Property Damage Insurance	\$ 840	\$ 19,380	\$ 93,852	\$ 114,072
50615	Vehicle Insurance	\$ -	\$ -	\$ 450,672	\$ 450,672
50620	Crime Liability Insurance	\$ 3,948	\$ -	\$ -	\$ 3,948
50625	Errors & Omission Liability	\$ 5,100	\$ -	\$ -	\$ 5,100
50630	Workers Compensation Insurance	\$ 3,971	\$ 65,842	\$ -	\$ 69,813
50635	Auto Liability	\$ 828	\$ 259,860	\$ 876	\$ 261,564
50640	Pollution Liability Coverage	\$ -	\$ -	\$ 561	\$ 561
50810	Purchased Transportation	\$ -	\$ 5,794,006	\$ 10,834,065	\$ 16,628,071
50910	Dues & Subscriptions	\$ 55,242	\$ 1,320	\$ 600	\$ 57,162
50915	Registration Fees	\$ 31,990	\$ 7,455	\$ 2,940	\$ 42,385
50920	Travel	\$ 39,343	\$ 10,050	\$ 6,120	\$ 55,513
50925	Mileage Reimbursement	\$ 8,500	\$ 600	\$ 1,000	\$ 10,100
50930	Meals - Non Travel	\$ 16,810	\$ 12,900	\$ 400	\$ 30,110
50935	Contingency	\$ -	\$ -	\$ -	\$ -
50940	Other Miscellaneous	\$ 16,200	\$ 11,240	\$ 875	\$ 28,315
50945	Training & Development	\$ 37,220	\$ 32,120	\$ 1,120	\$ 70,460
51010	Operating Leases	\$ 130,520	\$ 6,852	\$ 2,400	\$ 139,772
51310	Depreciation - Rail O&M	\$ -	\$ -	\$ -	\$ -
51315	Depreciation - Land Improvements	\$ -	\$ -	\$ -	\$ -
51320	Depreciation - Leasehold Improve	\$ -	\$ -	\$ -	\$ -
51325	Depreciation - FF&E	\$ -	\$ -	\$ -	\$ -
51326	Depreciation - Computer & Software	\$ -	\$ -	\$ -	\$ -
51330	Depreciation - Vehicles	\$ -	\$ -	\$ -	\$ -
51335	Depreciation - Rail Assets	\$ -	\$ -	\$ -	\$ -
51340	Depreciation - Rail Assets ROW	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OPERATING (LESS SALARY &amp; BENEFITS)</b>		<b>\$ 2,461,168</b>	<b>\$ 9,190,741</b>	<b>\$ 14,387,724</b>	<b>\$ 26,039,633</b>
<b>TOTAL FY22 OPERATING EXPENSES</b>		<b>\$ 5,768,326</b>	<b>\$ 14,856,059</b>	<b>\$ 14,993,743</b>	<b>\$ 35,618,128</b>
<i>Total FY22 Operating (Less Depreciation)</i>		<i>\$ 5,768,326</i>	<i>\$ 14,856,059</i>	<i>\$ 14,993,743</i>	<i>\$ 35,618,128</i>
<i>ARP CALCULATION (Less Passenger Revenues)</i>		<i>\$ 3,307,158</i>	<i>\$ 2,509,567</i>	<i>\$ 7,526,627</i>	<i>\$ 13,343,352</i>
<b>Non-Operating Revenue (Expense)</b>					
40210	Investment Income	\$ 12,000	\$ -	\$ -	\$ 12,000
40225	Fare Evasion Fee	\$ -	\$ -	\$ -	\$ -
40230	Misc Revenue	\$ -	\$ -	\$ -	\$ -
40235	Refunds & Reimbursements	\$ -	\$ -	\$ -	\$ -
40243	2009 Series Bonds Interest Exp	\$ -	\$ -	\$ -	\$ -
40245	2011 Series CO Interest Exp	\$ (309,600)	\$ -	\$ -	\$ (309,600)
40247	2020 Series Bond Interest Expense	\$ (112,800)	\$ -	\$ -	\$ (112,800)
40248	2020 Series Cost of Debt Issue	\$ -	\$ -	\$ -	\$ -
40300	Sales Tax Revenue	\$ 32,088,804	\$ -	\$ -	\$ 32,088,804
40400	Federal Operating Grant	\$ 19,049,131	\$ -	\$ -	\$ 21,759,752
40410	Federal Capital Grant	\$ 4,609,056	\$ -	\$ -	\$ 4,609,056
40413	State Operating Grant	\$ -	\$ -	\$ -	\$ -
40414	State Capital Grant	\$ -	\$ -	\$ -	\$ -
<b>TOTAL NON-OPERATING REVENUES / (EXPENSES)</b>		<b>\$ 55,336,591</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 58,047,212</b>
				<b>Net Income</b>	<b>\$ 26,919,193</b>

DENTON COUNTY TRANSPORTATION AUTHORITY  
 FY22 Proposed Budget  
 Professional & Legal Services Detail

PROFESSIONAL SERVICES		
100	State Legislative Services	\$ 96,000
100	Federal Legislative Services (Capital Edge)	81,000
100	Facilitator: Executive Team Workshop	5,000
110	Facilitator: CEO Evaluation Process	4,500
110	Facilitator: Board Visioning Session & Board Workshops	4,500
110	Photography Board Headshots	2,000
110	Accenture Task Order #2 - Project Management Office	291,668
120	Grant Research, Support & Compliance (Blais)	18,000
120	DBE Support	12,000
120	Financial Advisory Services (Hilltop Securities)	12,000
120	Investment Advisory Services and Continuing Disclosure Reporting (Hilltop Securities)	17,500
120	Consulting: Financial forecasting, Revenue Sharing Agreements & Cost Allocation Model	22,000
120	Sales Tax Analysis & Reporting Service (HdL)	7,500
120	External Audit, National Transit Database Report Review (Plante Moran)	55,000
120	Graphic Design Services - Budget & CAFR	2,000
130	Planning Project Support	50,000
140	Web Services	34,000
140	Smartmaps (GIS Maps/Timetables)	7,500
140	Brand Ambassador Staffing	18,000
140	Agency Translations	3,500
140	Contract Graphic Designer	24,000
140	COVID-19 Brand Ambassador Staffing	4,500
170	Employee Benefits Broker (Holmes Murphy)	30,000
170	Compensation Study Services - Vendor Fee Only	70,000
170	EE Training/SGR Development & Training Employment Processes	30,000
180	SunGard Consulting Fees	8,000
180	Business Continuity	12,000
180	Firewall Monitoring	43,200
180	US Cloud Microsoft Support	6,000
620	Consulting Services: LAN, LTK	150,000
620	Title VI Fare Equity Analysis	5,000
500	Security Services	72,000
500	Professional Studies & Title VI Analysis	67,000
500	Facilities Maitnenance Engineering Work	90,000
570	Blackstone Security	48,780
NTMC	Annual General Manager Contract	289,776
NTMC	Temporary Staff Services	11,000
<b>PROFESSIONAL SERVICES TOTAL</b>		<b>\$ 1,704,924</b>

LEGAL SERVICES		
100	General Counsel (NJ DHS)	\$ 110,400
NTMC	General Legal Services	40,000
<b>LEGAL SERVICES TOTAL</b>		<b>\$ 150,400</b>

Department Codes:

- |     |                                  |     |                            |      |                     |
|-----|----------------------------------|-----|----------------------------|------|---------------------|
| 100 | President/CEO                    | 140 | Marketing & Communications | 505  | Mobility Services   |
| 105 | Administration                   | 170 | Human Resources            | 620  | Rail Operations     |
| 110 | Board of Directors               | 180 | Information Technology     | NTMC | NTMC Bus Operations |
| 120 | Finance                          | 500 | DCTA Bus Administration    |      |                     |
| 130 | Strategic Planning & Development |     |                            |      |                     |

DENTON COUNTY TRANSPORTATION AUTHORITY  
 FY22 Proposed Budget  
 Employee Development Detail

DUES & SUBSCRIPTIONS (50910)	
100	American Public Transportation Association (APTA) Annual Fee (Increased Dues) \$ 35,000
100	Texas Transit Association Dues 4,000
100	Denton Chamber of Commerce 240
100	Lewisville Area Chamber of Commerce 200
100	Sam's Club 150
100	Transit Coalition of North Texas 2,000
100	Metroplex Mayor's Association 150
100	Quorum Report 400
100	Dallas Morning News 200
105	Sams acct, PO Box Renewal, Notary dues, etc. 590
120	National Institute of Governmental Purchasing 1,350
120	EE Training & Certificates 3,817
130	American Planning Association (APA) Membership 1,200
130	Urban Land Institute (ULI) Membership 350
140	American Marketing Association 300
140	Cross Timbers Rotary Club 900
140	International Association of Business Communicators 350
140	Public Relations Society of America 1,050
140	International Association of Public Participation 120
140	Women's Transportation Seminar (WTS) 200
140	Operation Lifesaver 400
140	Digital Subscriptions (i.e. DRC, AP Stylebook, etc.) 250
170	Society of HR Management 577
170	International Foundation of Employee Benefit Plans 536
170	American Payroll Association 412
180	DUES & SUBSCRIPTIONS TOTAL 500
505	Miscellaneous Dues & Subscriptions 500
620	American Railway Engineering and Maintenance-of-Way Association (AREMA) 300
620	Project Management Institute 300
NTMC	Miscellaneous Dues & Subscriptions 820
<b>DUES &amp; SUBSCRIPTIONS TOTAL \$ 57,162</b>	

REGISTRATION FEES (50915)	
100	APTA Legal Affairs Seminar, DC - Legal Counsel \$ 800
100	APTA CEO Seminar, location unknown 800
100	Irving Transportation Summit 250
100	Lewisville Chamber Luncheons/Events 100
100	Denton Chamber Luncheons/Events 100
105	Online Professional Development Opportunities 2,000
110	APTA 2021 TRANSform & EXPO Orlando (Nov '21) 900
110	APTA Transit Board Member & Administrators Seminar 2,700
110	Northwest Metroport Chamber Luncheons/Events 200
110	Irving Transportation Summit 1,000
110	Lewisville Chamber Luncheons/Events 200
110	Denton Chamber Luncheons/Events 200
110	Highland Village Chamber Luncheons/Events 200
120	EE Registration Fees 7,335
120	Gov't Finance Officers Assoc. (GFOA) & GFOA of Texas 950
130	APTA Legislative 1,440
130	APTA TRANSform Conference 900
130	ULI, APA Local Meetings 500
130	Irving Transportation Summit 120
130	Women's Transportation Seminar Local Meetings 150
140	Chamber Luncheons 500
140	APTA Marketing & Communications Workshop 650
140	APTA Mobility Workshop 195
140	M&C Educational Luncheons/Bootcamps 3,800
140	Awards Nominations (APTA/SWTA/Local PRSA/Ragan) 2,000
170	Certified Employee Benefits Specialist & HR Certifications 1,300
180	Industry Events, Meetings & Workshops 2,700
505	Miscellaneous Local Training Opportunities 5,255
620	AREMA / APTA Rail 1,080
620	Federal Railroad Administration (FRA) Meeting 1,360
620	FRA Confidential Close Call Reporting System (C3RS) 500
NTMC	Miscellaneous Local Training Opportunities 2,200
<b>REGISTRATION FEES TOTAL \$ 42,385</b>	

TRAVEL (50920)	
100	APTA 2021 TRANSform & EXPO Orlando (Nov '21) \$ 2,100
100	APTA Legal Affairs Seminar, DC - Legal Counsel 2,100
100	APTA CEO Seminar, location unknown (April) 2,100
100	Annual Chair's Federal Policy Visit Washington DC 1,500
100	State Legislative Visits (DCTA Bill) 2,100
110	APTA 2021 TRANSform & EXPO Orlando (Nov '21) 4,200
110	APTA Transit Board Member & Administrators Seminar (Aug'21) 6,300
110	Annual Chair's Federal Policy Visit Washington DC 2,100
110	APTA TRANSform Conference, Seattle (Oct '21) 600
120	Miscellaneous Local Training Opportunities 3,413
130	APTA 2021 TRANSform & EXPO Orlando (Nov '21) 1,260
130	APTA TRANSform Conference, Seattle (Oct '21) 600
130	APTA Legislative DC 3,360
130	Chair's Annual Federal Policy Visit Washington DC 1,260
130	State Legislative Visits (DCTA Bill) 500
140	APTA Mobility Workshop 450
140	APTA Marketing & Communications Workshop 1,500
140	Local/Regional Bootcamps 1,200
180	Industry Events, Meetings & Workshops 2,700
505	Miscellaneous Local Training Opportunities 5,850
620	AREMA / APTA Rail 2,040
620	FRA Meeting 2,400
620	FRA C3RS 1,680
NTMC	Toll Expenses 3,000
NTMC	Miscellaneous Local Training Opportunities 1,200
<b>TRAVEL TOTAL \$ 55,513</b>	

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

MEALS - NON TRAVEL (50930)	
100	Executive Staff Mtgs, Stakeholder Mtgs, Partnership Mtgs \$ 1,800
105	Staff Development and Training 1,750
110	Board Working Lunches/Meal-time Meetings 7,200
120	Regional Agency Coordination, AP/Procurement Trainings for DCTA & NTMC Staff, Staff Development Mtgs 3,600
130	Staff Development, Partnership Meetings 600
140	Staff Development, Partnership Meetings 1,250
170	HR, Workplace Law Training, Open Enrollment Meetings 400
180	Staff Development, Agency Networking 210
505	Staff Development and Training 300
620	Staff Development, Partnership Meetings 400
NTMC	Staff Development and Training 12,600
<b>MEALS - NON TRAVEL TOTAL \$ 30,110</b>	

OTHER MISCELLANEOUS (50940)	
170	Wellness Program \$ 12,000
170	Employee Recognition Program 4,200
620	Transit Operator Appreciation Day 500
620	RGPC Appreciation 375
NTMC	Employee Recognition Program 11,240
<b>OTHER MISCELLANEOUS TOTAL \$ 28,315</b>	

TRAINING & DEVELOPMENT (50945)	
120	Accounting, Investment Act Trainings
120	1099/AP, Grants, Professional Training \$ 8,995
120	National Transit Institute, Procurement Training
130	Local/Regional Seminars & Workshops 2,000
170	Certified Employee Benefits Specialist & HR Certifications 1,725
170	Tuition Reimbursement Program 20,000
180	Local/Regional Seminars & Workshops 4,500
505	Local/Regional Seminars & Workshops 1,520
620	Local/Regional Seminars & Workshops 1,120
NTMC	Operator, Mechanics, Safety Training 30,600
<b>TRAINING &amp; DEVELOPMENT TOTAL \$ 70,460</b>	

Department Codes:

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



## DCTA Budget Contingency Plan Fiscal Year 2022

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 Management Team.
- Identify any non-traditional revenue sources.
- Re-justify all planned capital outlay over \$10,000 to the Management Team prior to expenditures.
- Re-justify all vehicle replacement/purchase schedules to the Management Team.
- Re-justify all travel related expenditures to the Management 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 (\$641,776)

- 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 (\$962,664)

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

#### 4% Reduction (\$1,283,552)

- 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 Management 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 financial plan 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

June 17, 2021

SUBJECT: Discuss and Consider Approval of Projected FY2022 Bus Service Hours

**Recommendation**

Staff recommends approval of the FY2022 bus service hour projections to be provided by North Texas Mobility Corporation (NTMC) as defined below.

**Background**

On April 16, 2021, DCTA provided NTMC management with FY2022 bus service hour projections in an effort to begin the FY2022 budget process. The projected bus service hours align with the FY2022 service impacts driven by the transition to GoZone.

The FY2022 bus service hour projections are as follows:

FY '22 Projected Bus Service Hours	
Service	Service Hours
Denton Fixed Route (Routes 3 and 7, service ending in March 2021)	5,203.50
MK101 (Service operated six days a week, for entire year)	1,228.00
Denton Demand Response (Access service, for entire year)*	7,265.43
Highland Village Demand Response (Access service, for entire year)*	554.11
Lewisville Demand Response (Access service, for entire year)*	4,175.60
University of North Texas	42,334.80
Frisco Demand Response (Contract service)	2,513.48
Collin County Transit Demand Response (Contract service, ending in December 2021)	126.06
	63,400.98

\*Access service hours will reduce if the board approves Via to operate service; slated for early 2022

On May 26, 2021, the NTMC Board of Directors requested that the DCTA Board of Directors provide written notification of projected FY2022 bus service hours for budget preparation purposes (labor only).

**Financial Impact**

The financial impact of the FY2022 bus service hours projections are solely dependent on NTMC management’s labor assumption.

**Exhibits**

N/A

Submitted by: Nicole Recker  
Nicole Recker, VP of Mobility Services and Administration

Approved by: Raymond Suarez  
Raymond Suarez, CEO