



Board of Directors Regular Meeting January 23, 2025 | 10:00 a.m.

NOTICE IS HEREBY GIVEN that the members of the Denton County Transportation Authority (DCTA) Board of Directors will hold a Regular Meeting on Thursday, January 23, 2025 at 10:00 a.m. at the DCTA Administrative Offices located at 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057 and by ZOOM Video Conference at which time the following agenda will be discussed.

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

Please click the link below to join the webinar

<https://us06web.zoom.us/j/84148783525?pwd=cVu3AVXYKLQ0TL5XZAFtPF0uz20gYs.1>

Passcode:241707

Phone one-tap:13462487799

Join via audio:1 346 248 7799 US

Webinar ID: 841 4878 3525

Passcode: 241707

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

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

PUBLIC COMMENT

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

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

Citizens that are not able to participate in-person must email his or her public comment to kmorris-perkins@dcta.net no later than **3:00 pm on Wednesday, January 22, 2025**, to ensure the comment will be distributed to Board Members prior to the meeting.



The Board of Directors is not permitted to take action on any subject raised by a speaker during Public Comments. However, the DCTA Board of Directors may have the item placed on a future agenda for action; refer the item to the DCTA Administration for further study or action; briefly state existing DCTA policy; or provide a brief statement of factual information in response to the inquiry.

CONSENT AGENDA

1. Consider Approval of Monthly Financial Statement for November 2024

Action Item

Background Information: Memo

Exhibit 1: Year-To-Date Financial Statement – November 30, 2024

2. Consider Approval of a Contract Amendment for the Spare Labs Platform with Vertosoft, LLC in the amount of \$36,786.15 for a Total Contract Amount of \$284,082.15 for the Period beginning February 1, 2025 through September 30, 2025

Action Item

Background Information: Memo

3. Consider Approval of a Resolution Approving Budget Revision 2025-07 in the amount of \$36,787 for the Spare Labs Platform

Action Item

Background Information: Memo

Exhibit 1: Draft Resolution

4. Consider Approval of the Revised Transportation Reinvestment Program (TRiP) Policy, effective October 1, 2025

Action Item

Background Information: Memo

Exhibit 1: Revised (redline) TRiP Policy Reviewed in December 2024 Board Meeting

Exhibit 2: Revised TRiP Policy

5. Consider Approval of Regular Agenda Meeting Minutes dated December 12, 2024

Action Item

Background Information: Exhibit 1: Regular Meeting Minutes dated December 12, 2024

REGULAR AGENDA

1. Discuss and Consider Authorizing the Chief Executive Officer to Negotiate and Execute a Master Services Agreement with Ruby Media (dba DHD Films) for a three (3) year Initial Term and up to two (2) one (1) year renewals for Marketing and Communications Support

Action Item

Background Information: Memo

- 2. Authorize the Chief Executive Officer to Execute Task Order 01 with Ruby Media (dba DHD Films) in an amount not to exceed \$200,000 for Marketing and Communications Support for the Period Beginning February 1, 2025 through September 30, 2025**
Action Item
Background Information: Memo
- 3. Discuss and Consider Approval of Task Order 01 with HW Lochner in an Amount Not to Exceed \$368,255.56 for Initial Program Management Tasks and Validation of Curve and Speed Improvements**
Action Item
Background Information: Memo
- 4. Discuss and Consider Approval of Fiscal Year 2024 Transportation Reinvestment Program (TRiP) Annual Report and Fiscal Year 2025 TRiP Annual Call for Projects**
Action Item
Background Information: Memo
Exhibit 1: TRiP Annual Call for Projects FY2025
Exhibit 2: TRiP Annual Report for FY2024
- 5. Discuss Update on the Intermediate Service Plan**
Discussion Item
Background Information: Memo
- 6. Discuss Update on the Denton County Transportation Authority Transformation Initiative and Five-Year Roadmap, FY2023 – FY2027**
Discussion Item
Background Information: Memo
- 7. Discuss Local and Regional Updates and Legislative Issues**
Discussion Item

INFORMATIONAL REPORTS

- 1. Safety, Service, and Ridership Reports – November/December 2024**
Background Information: Memo
Exhibit 1: Safety Performance – FY to Date
Exhibit 2: Service Performance – FY to Date
Exhibit 3: Ridership by Mode – November, December 2024
Exhibit 4: Connect Ridership Year-Over-Year by Month
Exhibit 5: A-train Ridership Year-Over-Year by Month
Exhibit 6: Fixed-Route Ridership – November, December 2024
Exhibit 7: UNT Ridership Year-Over-Year by Month



FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

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

Next Regular Board Meeting Date: February 27, 2025

Board of Directors Strategic Work Session: January 30-31, 2025

REPORT ON ITEMS OF COMMUNITY INTEREST

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

CONVENE EXECUTIVE SESSION

1. Pursuant to Texas Government Code Section 551.071(2) Legal Consultation with General Counsel, the Board of Directors will convene into Closed Executive Session regarding Change Order Amendment with Rio Grande Pacific Corporation for A-Train Operations and Maintenance.
 - a. Action as a result of Executive Session

RECONVENE OPEN SESSION

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

ADJOURN

Board Members:

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

Alternates

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



Non-Voting Board Members:

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

Staff Liaison:

Paul Cristina, CEO

This notice was posted on January 17, 2025 by 5pm.

Kisha Morris-Perkins
Executive Assistant & Board Process Manager



Board of Directors Memo

January 23, 2025

AGENDA ITEM: Consider Approval of Monthly Financial Statement for November 30, 2024

Recommendation

Staff recommends the Board approve the financial statement for November 30, 2024.

Background

The financial statement is presented monthly to the Board of Directors for approval. The attached report is for the period ending November 30, 2024. This report provides a comparison of year-to-date budget vs. actual performance.

Previous Board Activity & Action

There has been no previous Board activity on this item.

Identified Need

Provides the Board a review of the agency's financial position and performance to budget.

Financial Impact

The financial impact of November 30, 2024 performance has been summarized within the respective document provided. Staff stands ready to answer any questions the Board may have regarding the financial performance.

Exhibits

Exhibit 1: Year-to-Date Financial Statement – November 30, 2024

Submitted by:

Sherrelle Evans-Jones, CPA
Chief Financial Officer



DENTON COUNTY TRANSPORTATION AUTHORITY

Statement of Revenue and Expenditures
Presented for the Period Ended November 30, 2024
(UNAUDITED)

	Prior Year Actual			FY 2025 - November 30, 2024					
	2022	2023	2024	YTD Budget	YTD Actual	Annual Budget	Actual %	Expected %	Notes
Revenue and Other Income									
Passenger Revenues	\$ 928,716	\$ 1,568,793	\$ 1,987,021	\$ 288,926	\$ 234,295	\$ 1,675,312	14.0%	17.2%	Passenger revenue off to a good start as compared to budget. Trending slightly behind budget but anticipated to improve as the organization gets into heavier travel months.
Contract Service Revenues	3,718,416	4,233,303	4,670,687	733,436	\$ 617,664	\$ 4,400,615	14.0%	16.7%	Contract Service Revenue running behind budget by approximately \$116K. Sales tax revenue thru the first two months about \$46K behind budget (less than 1%). Management anticipates higher spending months to make up for this trend.
Sales Tax Revenues	38,030,250	40,292,936	40,592,222	6,833,332	\$ 6,786,930	\$ 41,000,000	16.6%	16.7%	
Federal/State Grants - Capital	95,069	59,828	914,989	719,968	\$ 9,681	\$ 4,319,818	0.2%	16.7%	Federal Capital grants includes an estimate for PTC spending, which has not started as of November 2024.
Federal/State Grants - Operating	19,028,351	9,431,745	11,562,099	1,730,566	\$ 40,219	\$ 10,383,400	0.4%	16.7%	Report reflects some Operational expenditure billing, however a more significant share of expenditures are billed to grantors on a quarterly basis and expected to be included in the December 2024 report.
Total Revenues and Other Income	61,800,802	55,586,605	59,727,018	10,306,228	7,688,790	61,779,145			
Operating Expenses									
Salary, Wages and Benefits	4,002,824	3,787,792	10,318,001	2,488,519	2,334,069	14,392,828	16.2%	17.3%	
Outsourced Services and Charges	4,517,965	5,600,148	5,522,925	1,078,408	284,658	5,611,683	5.1%	19.2%	The FY25 budget for Outsourced Services and Charges included significant spending for several projects/initiatives which have not commenced yet. Some projects include Bus Stop Standards (Planning), Long Range Service Plan (Planning), A-Train Program (Planning), Intermediate Service Plan (Planning), Marketing consulting.
Materials and Supplies	2,536,927	2,576,663	2,521,986	611,954	317,185	3,367,697	9.4%	18.2%	The FY25 budget for Materials and Supplies includes estimates for IT spending for upgrades of hardware and other projects. This budget also includes estimates for spending for Bus Ops/Maintenance. In both areas, some spending in these areas have commenced, however not at the levels anticipated in the FY25 budget as of November 30, 2024.
Utilities	455,020	497,792	570,977	126,894	48,545	761,572	6.4%	16.7%	
Insurance	1,608,328	1,577,898	1,099,836	312,444	932,599	1,874,600	49.7%	16.7%	Insurance expenditures reflects a large payment of this annual premium which occurs at the beginning of the Fiscal year to pay all non-Rail coverages.
Transportation Reinvestment (TRiP)	1,332,493	345,473	379,591	-	-	-	0.0%	0.0%	
Purchased Transportation Services	19,146,955	22,348,013	24,862,290	4,175,594	2,941,446	25,053,458	11.7%	16.7%	This variance is due to the timing of vendor payments.
Employee Development	119,259	2,559,697	346,602	142,178	32,968	795,340	4.1%	17.9%	
Leases and Rentals	132,033	142,445	173,735	31,442	13,163	188,700	7.0%	16.7%	
Depreciation	11,351,682	9,074,611	11,293,387	1,805,346	5,084,850	10,832,092	46.9%	16.7%	
Total Operating Expenses	45,203,487	48,510,532	57,089,330	10,772,779	11,989,483	62,877,970			
Income Before Non-Operating Revenues and Expenses	16,597,315	7,076,073	2,637,688	(466,551)	(4,300,693)	(1,098,825)			



DENTON COUNTY TRANSPORTATION AUTHORITY

Statement of Revenue and Expenditures
Presented for the Period Ended November 30, 2024
(UNAUDITED)

	Prior Year Actual			FY 2025 - November 30, 2024					
	2022	2023	2024	YTD Budget	YTD Actual	Annual Budget	Actual %	Expected %	Notes
Income Before Non-Operating Revenues and Expenses	16,597,315	7,076,073	2,637,688	(466,551)	(4,300,693)	(1,098,825)			
Non-Operating Revenues/(Expense)									
Investment Income	462,425	4,434,145	7,861,832	366,666	553,173	2,200,000	25.1%	16.7%	
Gain (Loss) on Disposal of Assets	29,719	52,900	(6,700)	-	-	-	0.0%	0.0%	
Other Income/(Expense) - Miscellaneous	447,462	923,293	180,928	42,500	73,993	255,000	29.0%	16.7%	
Long Term Debt Interest/(Expense)		(212,684)	(210,002)	(28,636)	-	(171,811)	0.0%	16.7%	
Total Non-Operating Revenues/(Expenses)	939,606	5,197,654	7,826,058	380,530	627,166	2,283,189			
Income (Loss) includes NTMC	17,536,921	12,273,727	10,463,746	(86,021)	(3,673,527)	1,184,364			
Transfers Out to NTMC	(5,926,669)	(5,577,506)	-						NTMC Line is retained for historical information. No NTMC expenditures included in FY25.
Total Transfers	(5,926,669)	(5,577,506)	-						
Change in Net Position	\$ 11,610,252	\$ 6,696,221	\$ 10,463,746	\$ (86,021)	\$ (3,673,527)	\$ 1,184,364			

Board of Directors Memo

January 23, 2025

AGENDA ITEM: Consider Approval of a Contract Amendment for the Spare Labs Platform with Vertosoft, LLC in the amount of \$36,786.15 for a Total Contract Amount of \$284,082.15 for the period beginning February 1, 2025 through September 30, 2025

Recommendation

Staff recommends the Board authorize the Chief Executive Officer (CEO) to Execute an Amended contract using The Interlocal Purchasing System (TIPS) Cooperative Contract #220105 with Vertosoft, LLC in the amount of \$36,786.15 for a total contract amount of \$284,082.15 for the period beginning February 1, 2025 through September 30, 2025.

Background

DCTA utilizes the Spare Labs Platform as an integral tool in running the agency's Access paratransit and contracted service operations. The software platform provides tools such as vehicle dispatching, passenger eligibility and booking, and electronic payment for passengers.

The initial contract amount of \$247,296 was approved by the Board of Directors on July 23, 2023, and included licensing for eight (8) dedicated vehicles. DCTA has since added five (5) additional vehicles to support operations for Frisco and Collin County Rides at an annual cost of \$6,857 per vehicle, which was prorated due for partial year charges due to timing of implementation in FY24. Overall, the addition of those vehicles in partial year FY24 and full year FY25 requires an increase in contract value of \$36,786.15 for a total contract value of \$284,082.15. The table below outlines the existing approval amount, expenditures through the life of the contract, and the amended value.

<i>Original Board Authority</i>	<i>\$ 247,296.00</i>	<i>26 Month Term - 8 Dedicated Vehicles</i>
Months 0-2	-19,570.00	08/01/2023-09/30/2023
Year 1 (FY24)	-92,654.20	10/01/2023-09/30/2024
Spare Open Fleet - Per Trip Brokerage to TNC (Projected)	-7,200.00	10/01/2023-09/30/2024
FY24 CCR Launch and Frisco Service Model Change (5 vehicles)	-17,123.00	Collin County Rides (3 vehicles) + Frisco (2 vehicles) - Prorated
<i>Current Balance Authority by End of FY24</i>	<i>\$ 110,748.80</i>	
Year 2 (FY24) - 13 Vehicles (Access + Contracted Services)	126,934.95	10/01/2024-09/30/2025
Spare Open Fleet - Per Trip Brokerage to TNC (Projected)	20,600.00	
<i>Missing Authority</i>	<i>\$ (36,786.15)</i>	
<i>New Contract Authority</i>	<i>\$ 284,082.15</i>	

Previous Board Action

- **July 23, 2023** – Discuss and Consider Approval of Contract with Vertosoft, LLC for Spare Labs Demand Response Software Platform in the Not To Exceed Amount of \$247,296

Identified Need

As stated above.

Financial Impact

A resolution for a budget revision of \$36,786.15 in operating expense increase is an accompanying agenda item. Increases in operating costs associated with contract services are captured within the administrative fees of each service.

Exhibits

None.

Submitted By:



Javier Trilla, Vice President
Innovation and Information Technology



Board of Directors Memo

January 23, 2025

AGENDA ITEM: Consider Approval of a Resolution Approving Budget Revision 2025-07 in the amount of \$36,787 for the Spare Labs Platform

Recommendation

Staff recommends the Board consider approval of a Resolution approving Budget Revision 2025-07 in the amount of \$36,787 for the Spare Labs Platform.

Background

The Spare Labs Platform is an integral software tool used by DCTA’s Access service and contracted services for vehicle dispatching and passenger booking. The addition of new vehicles to support additional service delivery has resulted in increased licensing fees, which were identified outside of the FY2025 budget planning cycle.

This budget revision requests an increase of \$36,787 to the demand response software budget to accommodate the additional licensing costs associated with the platform, as outlined in the memo for CA02.

Previous Board Action

The FY25 budget was originally adopted on August 22, 2024. This is the seventh budget revision related to the FY25 budget.

Identified Need

As stated above.


Financial Impact

See attached budget revision.

Exhibits

Exhibit 1: Draft Resolution

Submitted By:



Javier Trilla, Vice President
Innovation and Information Technology

**DENTON COUNTY TRANSPORTATION AUTHORITY
RESOLUTION NO. R25-01**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA) APPROVING FISCAL YEAR 2025 BUDGET REVISION NUMBER 2025-07 REVISED OPERATING & CAPITAL BUDGET, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

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

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

WHEREAS, the Board of Directors of DCTA desires to amend the Fiscal Year 2025 Operating and Capital Budget as set forth in Exhibit "A".

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

SECTION 1. The Operating and Capital Budget Revision attached hereto as Exhibit "A," be, and the same is hereby adopted and which shall amend the original budget adopted August 22, 2024, from and after the effective date of this Resolution.

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

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

DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE DENTON COUNTY TRANSPORTATION AUTHORITY THE 23RD DAY OF JANUARY, 2025.

APPROVED:

TJ Gilmore, Chair

ATTEST:

Andy Eads, Secretary

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

TRANSACTION TYPE: Transfer
 Revision

Number: 2025-07

Expense	Account	Dept/Account	Current Budget Amount	Budget Revision Amount	Revised Budget Amount
Operating Expense	547.50313	FR-DO/Computer & Software Maintenance	\$ 268,500	\$ 36,787	\$ 305,287
			Net Position Impact	\$ 36,787	

EXPLANATION: Budget Revision 2025-07 is to adjust the budget for FR-DO/Computer & Software Maintenance to have adequate funding for licensing additional vehicles within the Spare Labs platform that were not identified when the FY25 budget was first established.

Approvals:

Requested By:



Title

Vice President, Innovation and Information Technology

Reviewed By:



Senior Manager of Budget & Grants

Approved By:



CFO

Board of Directors Memo

January 23, 2025

AGENDA ITEM: Consider Approval of the Revised Transportation Reinvestment Program (TRiP) Policy, effective October 1, 2025

Recommendation

Staff recommends the Board approve the Revised Transportation Reinvestment Program (TRiP) Policy, effective October 1, 2025.

Background

On November 12, 2020, the Board approved the Transportation Reinvestment Program (TRiP) Policy, establishing a five-year capital-assistance program intended to enable partnerships between DCTA and its Member Cities for the development and implementation of transit-supportive projects consistent with DCTA's Long-Range Service Plan and the Agency's enabling legislation. The TRiP policy sets the program's parameters for funding allocation, project eligibility, project award, and program management. The Policy also establishes an automatic expiration date after 5 years unless action by the Board is taken to extend the policy. The current date of expiration for the TRiP Policy is November 12, 2025. However, this update to the TRiP policy is well-placed in conjunction with the January 2025 Call for Projects to provide Member Cities with clarity on the future of the program prior to their FY2025 project requests.

This agenda item will approve the revised policy last briefed in the December 2024 Board Meeting and attached.

Previous Board Activity

The Board approved Resolution 20-22 approving DCTA's TRiP Policy on November 12, 2020. The Board discussed an update to the TRiP Policy in the October 2024 and December 2024 Regular Board Meetings.

Identified Need

As noted above.

Financial Impact

Per Policy.

Exhibits

Exhibit 1: Revised (redline) TRiP Policy Reviewed in December 2024 Board Meeting

Exhibit 2: Final TRiP Policy

Reviewed by:


Paul A. Cristina, Chief Executive Officer

DENTON COUNTY TRANSPORTATION AUTHORITY

Policies and Procedures

Distribution: DCTA Board of Directors		Subject: Policy 0-3_Transportation Reinvestment Program	
Effective Date: XX, 2025	Page No. 1	Pages Of 14	File Under Section: 00_DCTA Board of Directors
Revision/Review Date:		Approved By: DCTA Board of Directors	

1. Policy Statement

The Denton County Transportation Authority (DCTA) Transportation Reinvestment Program (TRiP) policy objective is to provide financial assistance to DCTA member cities for transit-supportive projects consistent with and beneficial to DCTA’s Long-Range Service Plan goals.

TRiP funding will be apportioned to DCTA member cities in proportion to each city’s net half-cent sales and use tax collection for the previous fiscal year, as published by the Texas Comptroller’s Allocation Payment Detail. Total program funding levels and allocation formula are detailed in Section 3. DCTA will distribute funds to member cities for eligible projects consistent with DCTA’s enabling legislation, Chapters 431 and 460 of the Texas Transportation Code, and project selection criteria specified in Section 5.

2. Scope

~~TRiP is a five-year policy, with its first funding cycle was first authorized for the funding cycle beginning in 2021 and was enacted for a five-year period that expired in 2025. Each year, DCTA will established maximum available TRiP funding levels following an audit of the previous fiscal year’s net available balance and in accordance with the TRiP policy. DCTA will then issued a Call for Projects (CFP) in January of each calendar year. In the event the Board does not re-approve subsequent years, the policy will expire after the five years and any unobligated funds shall revert to DCTA cash reserves.~~

Effective with the approval of this policy, the TRiP program will continue in FY 2026 and will not expire.

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

3. Funding

The annual TRiP budget will be equal to not more than 15 percent of DCTA’s net available fund balance from the previous fiscal year. The DCTA Board shall establish such amount annually during the budget process for the upcoming fiscal year. ~~In addition, DCTA will authorize a one-~~

DENTON COUNTY TRANSPORTATION AUTHORITY

Policies and Procedures

Distribution: DCTA Board of Directors		Subject: Policy 0-3_Transportation Reinvestment Program	
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Revision/Review Date:		Approved By: DCTA Board of Directors	

~~time program startup amount of \$2,000,000 to be transferred from the Capital/Infrastructure Reserve to a dedicated TRiP project line within the FY2021 budget. Annual program contributions may be amended as necessary through Board amendment of the TRiP policy.~~

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

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

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

Multiple municipalities may pool their allocated amounts to allow more flexibility in financing larger, mutually beneficial projects. Member cities could accrue allocated funds each fiscal year in order to fund a larger project. Funds remain with DCTA, designated to each member city, until dispersed to an approved project. Funds will remain with DCTA until reimbursements have been made to the member city for an approved project. ~~Unobligated funds designated to each member city may rollover for up to three years.~~

4. Eligible Projects

To be eligible for TRiP funding, a project must be consistent with DCTA's enabling legislation, Chapters 431 and 460 of the Texas Transportation Code, and project selection criteria specified in Section 5. Projects funded through inter-local agreement must be authorized under and consistent with the provisions of Texas Local Government Code 791: Interlocal Cooperation Contracts.

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

In addition to serving Long-Range Service Plan goals, projects eligible for TRiP funding should

DENTON COUNTY TRANSPORTATION AUTHORITY

Policies and Procedures

Distribution: DCTA Board of Directors		Subject: Policy 0-3_Transportation Reinvestment Program	
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Revision/Review Date:		Approved By: DCTA Board of Directors	

be clearly defined and financially sound. Well defined capital/expansion projects will facilitate a reliable design-build cost estimate. Cost estimates for maintenance of assets should be based on recent similar maintenance projects or bids/solicitations where available. Planning and preliminary design costs may also be eligible for certain projects identified in Table A that support DCTA's long range goals.

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

5. Project Selection

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

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

In subsequent years, should a member city have a project that timing would necessitate an application prior to the call for projects, a city may submit an application for pre-award authority. Any cost difference between the member city's allocated funding for that year and the project cost would be borne by the member city.

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

DENTON COUNTY TRANSPORTATION AUTHORITY

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

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

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

6. Disbursement

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

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

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

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

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- Expenses incurred
- Percentage completion

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

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

7. Performance Evaluation and Reporting

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

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

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

8. Ethics and Conflicts of Interest

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

Procedures when identifying a potential conflict of interest will comply with Chapter 171 of Texas Local Government Code regarding conflicts of interest. If an officer or employee involved in the project selection process has a substantial interest in a business entity or in real property, that person must file an affidavit stating the nature and extent of the interest and abstain from further participation.¹

9. Subject to Audit

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

10. Effective Date

This policy is effective as of [Effective Date] and will remain in effect until superseded by a revised policy.

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

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

ATTACHMENT A – SAMPLE PROJECT APPLICATION

PROJECT NAME:

PROJECT SPONSOR: Denton Lewisville Highland Village

PROJECT DESCRIPTION:

GEOGRAPHIC LIMITS/BOUNDARIES:

REQUEST FOR CAPITAL

LEVEL OF DESIGN:

PROJECT COST:

FUNDING REQUEST:

ESTIMATED PROJECT COMPLETION DATE:

ADDITIONAL INFORMATION:

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

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

<input type="checkbox"/> Increase service efficiency and reliability	
<input type="checkbox"/> Increase service effectiveness for DCTA customer	
<input type="checkbox"/> Increase the visibility and elevate the image of DCTA	
<input type="checkbox"/> Expand DCTA services into areas where transit has a strong likelihood of success	
<input type="checkbox"/> Coordinate with regional transportation providers	
<input type="checkbox"/> Pair transit facilities to existing and planned transit-supportive development	
<input type="checkbox"/> Advocate sustainable development practices that support transit	
<input type="checkbox"/> Strive for financial excellence by maintaining fiscally sound and sustainable financial plans and budgets that reflect community priorities and values	

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

THIS SECTION TO BE COMPLETED BY DCTA STAFF

Transportation Reinvestment Program Project Identifier: _____

Meets minimum project eligibility requirements

Multiple project selection

Rank: _____

Initial Member City Transportation Reinvestment Program Balance: _____

Recommended Project FY _____ Programmed Amount: _____

Remaining Member City Balance: _____

Recommended Disbursement Schedule:

Lump Sum

Quarterly

Monthly

As defined through Inter-local Agreement

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

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

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

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Table A. Project Types Eligible for Planning and Design Funding

Improvement Type	Requirements
Planning Activities	
Feasibility Studies	<ul style="list-style-type: none"> • New or expanded transit services identified in the Long-Range Service Plan (e.g., commuter rail, commuter bus); and/or • New A-Train Stations or Mobility Hubs
Transit Oriented Development Plans	<ul style="list-style-type: none"> • Focused on existing or proposed A-Train stations and/or Mobility Hubs, plus one-mile; and • Must demonstrate a commitment to integrate final adopted plans into local planning and development documents for implementation
Transit Adjacent Development Plans	<ul style="list-style-type: none"> • Focused on increasing connectivity to existing or proposed A-Train stations and/or Mobility Hubs from adjacent residential, commercial or mixed-use developments. • Primary focus shall be on identifying mobility and land use strategies that remove barriers from adjacent development to transit. • Must demonstrate a commitment to integrate final adopted plans into local planning and development documents for implementation
<ul style="list-style-type: none"> • Final Design & Construction Activities 	
Transit Stop Amenities	<ul style="list-style-type: none"> • Existing or new proposed stops along existing or planned DCTA fixed routes; and • Consistent with Bus Stop Design Guidelines

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Table A. Project Types Eligible for Planning and Design Funding

Sidewalks / ADA Ramps	<ul style="list-style-type: none"> • Within a half-mile of existing or proposed transit stops, rail stations, or mobility hubs; • Along existing or planned DCTA fixed routes with at least one transit stop; and/or • Within a 1/4th mile of major transit destinations in a Demand Response zones when no other transit service is available
Crosswalks/Median Island	<ul style="list-style-type: none"> • Within a 1/4th mile of existing or proposed transit stops, rail stations, or mobility hubs; or • Within a 1/4th mile of major transit destinations in a Demand Response zones when no other transit service is available
Bike/Ped Trail Connections	<ul style="list-style-type: none"> • Must provide an extension to the A-Train Rail Trail; or • Must begin or terminate at an existing or proposed rail station or mobility hub
Bus Bulb Out/Turning Pocket	<ul style="list-style-type: none"> • Along existing or planned DCTA fixed routes and serve a high use key stop or greater; and • Consistent with Bus Stop Design Guidelines
Transit Lane	<ul style="list-style-type: none"> • Along existing or planned DCTA fixed routes; and • Must be limited to buses only during peak hours; or • May be shared with bicycles on low-speed roadways
Bike Lane (on-street)	<ul style="list-style-type: none"> • Within a one mile of existing or proposed transit stops, rail stations, or mobility hubs; • Along existing or planned DCTA fixed routes with at least one transit stop; and/or • Within a one mile of major transit destinations in a Demand Response zones when no other transit service is available
Other Lane reconfiguration	<ul style="list-style-type: none"> • Must be along existing or planned DCTA fixed routes with at least one transit stop; and

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Table A. Project Types Eligible for <u>Planning and Design</u> Funding	
	<ul style="list-style-type: none"> Must be intended to increase fixed route operational efficiency or safety
Traffic Calming	<ul style="list-style-type: none"> Must be along existing or planned DCTA fixed routes with at least one transit stop; and Must be designed to accommodate bus widths and turning movements
Landscaping/streetscaping	<ul style="list-style-type: none"> Existing or new proposed stops along existing or planned DCTA fixed routes; and Consistent with Bus Stop Design Guidelines
Street lighting/ Other public safety improvements	<ul style="list-style-type: none"> Within a 1/4th mile of existing or proposed transit stops, rail stations, or mobility hubs; or Within a 1/4th mile of major transit destinations in a Demand Response zones when no other transit service is available
Transit Signal Priority (TSP)	<ul style="list-style-type: none"> Existing or proposed traffic signals along existing or planned DCTA fixed routes
Signal Timing	<ul style="list-style-type: none"> Existing or proposed traffic signals along existing or planned DCTA fixed routes
Other Intersection improvements	<ul style="list-style-type: none"> Within a 1/4th mile of existing or proposed transit stops, rail stations, or mobility hubs; or Within a 1/4th mile of major transit destinations in a Demand Response zones when no other transit service is available
Street Improvements	<ul style="list-style-type: none"> Along existing or planned DCTA fixed routes; Must be designed to accommodate bus widths and turning movements; and/or Must accommodate area for future transit amenities, consistent with Bus Stop Design Guidelines
Shared Parking, Kiss & Ride/Drop-off Zones	<ul style="list-style-type: none"> Within 500 feet of DCTA stations, facilities, and/or mobility hubs

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Table A. Project Types Eligible for **Planning and Design** Funding

Wayfinding/Placemaking signage	<ul style="list-style-type: none"> • Within a 1/4th mile of existing or proposed transit stops, rail stations, or mobility hubs
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1. Policy Statement

The Denton County Transportation Authority (DCTA) Transportation Reinvestment Program (TRiP) policy objective is to provide financial assistance to DCTA member cities for transit-supportive projects consistent with and beneficial to DCTA’s Long-Range Service Plan goals.

TRiP funding will be apportioned to DCTA member cities in proportion to each city’s net half-cent sales and use tax collection for the previous fiscal year, as published by the Texas Comptroller’s Allocation Payment Detail. Total program funding levels and allocation formula are detailed in Section 3. DCTA will distribute funds to member cities for eligible projects consistent with DCTA’s enabling legislation, Chapters 431 and 460 of the Texas Transportation Code, and project selection criteria specified in Section 5.

2. Scope

TRiP was first authorized for the funding cycle beginning in 2021 and was enacted for a five-year period that expired in 2025. Each year, DCTA established maximum available TRiP funding levels following an audit of the previous fiscal year’s net available balance and in accordance with the TRiP policy. DCTA then issued a Call for Projects (CFP) in January of each calendar year.

Effective with the approval of this policy, the TRiP program will continue in Fiscal Year (FY) 2026 and will not expire.

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

3. Funding

The annual TRiP budget will be equal to not more than 15 percent of DCTA’s net available fund balance from the previous fiscal year. The DCTA Board shall establish such amount annually during the budget process for the upcoming fiscal year.

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

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

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

Multiple municipalities may pool their allocated amounts to allow more flexibility in financing larger, mutually beneficial projects. Member cities could accrue allocated funds each fiscal year in order to fund a larger project. Funds remain with DCTA, designated to each member city, until dispersed to an approved project. Funds will remain with DCTA until reimbursements have been made to the member city for an approved project.

4. Eligible Projects

To be eligible for TRiP funding, a project must be consistent with DCTA's enabling legislation, Chapters 431 and 460 of the Texas Transportation Code, and project selection criteria specified in Section 5. Projects funded through inter-local agreement must be authorized under and consistent with the provisions of Texas Local Government Code 791: Interlocal Cooperation Contracts.

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

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

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

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5. Project Selection

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

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

In subsequent years, should a member city have a project that timing would necessitate an application prior to the call for projects, a city may submit an application for pre-award authority. Any cost difference between the member city's allocated funding for that year and the project cost would be borne by the member city.

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

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

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

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

6. Disbursement

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

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

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

- Project identifier
- Approved project budget
- TRiP funds programmed for the project
- Expenses incurred
- Percentage completion

At project completion, in the event that final project accounting or audit reveals that TRiP funding was not expended in a manner consistent with program requirements, or that the final project cost was less than the approved TRIP funding, those unspent funds shall be returned to DCTA and remain available in the apportionment for reprogramming to the eligible city. Unspent dollars shall be available to the eligible city up to three (3) years for reprogramming and will be in addition to, any future allotments.

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

7. Performance Evaluation and Reporting

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

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

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

8. Ethics and Conflicts of Interest

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

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Procedures when identifying a potential conflict of interest will comply with Chapter 171 of Texas Local Government Code regarding conflicts of interest. If an officer or employee involved in the project selection process has a substantial interest in a business entity or in real property, that person must file an affidavit stating the nature and extent of the interest and abstain from further participation.¹

9. Subject to Audit

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

10. Effective Date

This policy is effective as of [Effective Date] and will remain in effect until superseded by a revised policy.

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

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DENTON COUNTY TRANSPORTATION AUTHORITY TRANSPORTATION REINVESTMENT PROGRAM (TRiP)	
ATTACHMENT A – SAMPLE PROJECT APPLICATION	
PROJECT NAME:	<input type="text"/>
PROJECT SPONSOR:	<input type="checkbox"/> Denton <input type="checkbox"/> Lewisville <input type="checkbox"/> Highland Village
PROJECT DESCRIPTION:	<input type="text"/>
GEOGRAPHIC LIMITS/BOUNDARIES:	<input type="text"/>
<u>REQUEST FOR CAPITAL</u>	
LEVEL OF DESIGN:	<input type="text"/>
PROJECT COST:	<input type="text"/>
FUNDING REQUEST:	<input type="text"/>
ESTIMATED PROJECT COMPLETION DATE:	<input type="text"/>
ADDITIONAL INFORMATION:	
<input type="text"/>	

DENTON COUNTY TRANSPORTATION AUTHORITY

Policies and Procedures

Distribution: DCTA Board of Directors		Subject: Policy 0-3_Transportation Reinvestment Program	
Effective Date: XX, 2025	Page No. 8	Pages Of 14	File Under Section: 00_DCTA Board of Directors
Revision/Review Date:		Approved By: DCTA Board of Directors	

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

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

<input type="checkbox"/> Increase service efficiency and reliability	
<input type="checkbox"/> Increase service effectiveness for DCTA customer	
<input type="checkbox"/> Increase the visibility and elevate the image of DCTA	
<input type="checkbox"/> Expand DCTA services into areas where transit has a strong likelihood of success	
<input type="checkbox"/> Coordinate with regional transportation providers	
<input type="checkbox"/> Pair transit facilities to existing and planned transit-supportive development	
<input type="checkbox"/> Advocate sustainable development practices that support transit	
<input type="checkbox"/> Strive for financial excellence by maintaining fiscally sound and sustainable financial plans and budgets that reflect community priorities and values	

DENTON COUNTY TRANSPORTATION AUTHORITY

Policies and Procedures

Distribution: DCTA Board of Directors		Subject: Policy 0-3_Transportation Reinvestment Program	
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**DENTON COUNTY TRANSPORTATION AUTHORITY
TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**

THIS SECTION TO BE COMPLETED BY DCTA STAFF

Transportation Reinvestment Program Project Identifier: _____

Meets minimum project eligibility requirements

Multiple project selection

Rank: _____

Initial Member City Transportation Reinvestment Program Balance: _____

Recommended Project FY _____ Programmed Amount: _____

Remaining Member City Balance: _____

Recommended Disbursement Schedule:

Lump Sum

Quarterly

Monthly

As defined through Inter-local Agreement

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

DENTON COUNTY TRANSPORTATION AUTHORITY

Policies and Procedures

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

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

DENTON COUNTY TRANSPORTATION AUTHORITY

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Table A. Project Types Eligible for Planning and Design Funding	
Improvement Type	Requirements
Planning Activities	
Feasibility Studies	<ul style="list-style-type: none"> • New or expanded transit services identified in the Long-Range Service Plan (e.g., commuter rail, commuter bus); and/or • New A-Train Stations or Mobility Hubs
Transit Oriented Development Plans	<ul style="list-style-type: none"> • Focused on existing or proposed A-Train stations and/or Mobility Hubs, plus one-mile; and • Must demonstrate a commitment to integrate final adopted plans into local planning and development documents for implementation
Transit Adjacent Development Plans	<ul style="list-style-type: none"> • Focused on increasing connectivity to existing or proposed A-Train stations and/or Mobility Hubs from adjacent residential, commercial or mixed-use developments. • Primary focus shall be on identifying mobility and land use strategies that remove barriers from adjacent development to transit. • Must demonstrate a commitment to integrate final adopted plans into local planning and development documents for implementation
<ul style="list-style-type: none"> • Final Design & Construction Activities 	
Transit Stop Amenities	<ul style="list-style-type: none"> • Existing or new proposed stops along existing or planned DCTA fixed routes; and • Consistent with Bus Stop Design Guidelines

DENTON COUNTY TRANSPORTATION AUTHORITY

Policies and Procedures

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Table A. Project Types Eligible for Planning and Design Funding	
Sidewalks / ADA Ramps	<ul style="list-style-type: none"> • Within a half-mile of existing or proposed transit stops, rail stations, or mobility hubs; • Along existing or planned DCTA fixed routes with at least one transit stop; and/or • Within a 1/4th mile of major transit destinations in a Demand Response zones when no other transit service is available
Crosswalks/Median Island	<ul style="list-style-type: none"> • Within a 1/4th mile of existing or proposed transit stops, rail stations, or mobility hubs; or • Within a 1/4th mile of major transit destinations in a Demand Response zones when no other transit service is available
Bike/Ped Trail Connections	<ul style="list-style-type: none"> • Must provide an extension to the A-Train Rail Trail; or • Must begin or terminate at an existing or proposed rail station or mobility hub
Bus Bulb Out/Turning Pocket	<ul style="list-style-type: none"> • Along existing or planned DCTA fixed routes and serve a high use key stop or greater; and • Consistent with Bus Stop Design Guidelines
Transit Lane	<ul style="list-style-type: none"> • Along existing or planned DCTA fixed routes; and • Must be limited to buses only during peak hours; or • May be shared with bicycles on low-speed roadways
Bike Lane (on-street)	<ul style="list-style-type: none"> • Within a one mile of existing or proposed transit stops, rail stations, or mobility hubs; • Along existing or planned DCTA fixed routes with at least one transit stop; and/or • Within a one mile of major transit destinations in a Demand Response zones when no other transit service is available
Other Lane reconfiguration	<ul style="list-style-type: none"> • Must be along existing or planned DCTA fixed routes with at least one transit stop; and

DENTON COUNTY TRANSPORTATION AUTHORITY

Policies and Procedures

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Table A. Project Types Eligible for Planning and Design Funding	
	<ul style="list-style-type: none"> • Must be intended to increase fixed route operational efficiency or safety
Traffic Calming	<ul style="list-style-type: none"> • Must be along existing or planned DCTA fixed routes with at least one transit stop; and • Must be designed to accommodate bus widths and turning movements
Landscaping/streetscaping	<ul style="list-style-type: none"> • Existing or new proposed stops along existing or planned DCTA fixed routes; and • Consistent with Bus Stop Design Guidelines
Street lighting/ Other public safety improvements	<ul style="list-style-type: none"> • Within a 1/4th mile of existing or proposed transit stops, rail stations, or mobility hubs; or • Within a 1/4th mile of major transit destinations in a Demand Response zones when no other transit service is available
Transit Signal Priority (TSP)	<ul style="list-style-type: none"> • Existing or proposed traffic signals along existing or planned DCTA fixed routes
Signal Timing	<ul style="list-style-type: none"> • Existing or proposed traffic signals along existing or planned DCTA fixed routes
Other Intersection improvements	<ul style="list-style-type: none"> • Within a 1/4th mile of existing or proposed transit stops, rail stations, or mobility hubs; or • Within a 1/4th mile of major transit destinations in a Demand Response zones when no other transit service is available
Street Improvements	<ul style="list-style-type: none"> • Along existing or planned DCTA fixed routes; • Must be designed to accommodate bus widths and turning movements; and/or • Must accommodate area for future transit amenities, consistent with Bus Stop Design Guidelines
Shared Parking, Kiss & Ride/Drop-off Zones	<ul style="list-style-type: none"> • Within 500 feet of DCTA stations, facilities, and/or mobility hubs

DENTON COUNTY TRANSPORTATION AUTHORITY

Policies and Procedures

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Table A. Project Types Eligible for Planning and Design Funding	
Wayfinding/Placemaking signage	<ul style="list-style-type: none"> • Within a 1/4th mile of existing or proposed transit stops, rail stations, or mobility hubs



Board of Directors Regular Meeting Minutes

December 12, 2024 | 10:00 a.m.

The Board of Directors of the Denton County Transportation Authority (DCTA) convened a Regular Board of Directors Meeting with Chair TJ Gilmore presiding on Thursday, December 12, 2024 at 10:00am, located at the DCTA Administrative Offices, 1955 Lakeway Drive, Suite 260, Lewisville, Texas 75057.

Voting Members

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

Alternates

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

Non-Voting Members

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

Legal Counsel

Joe Gorfida, Nichols Jackson

DCTA CEO

Paul A. Cristina

CALL TO ORDER

The Board Meeting was called to order at 10:00am by Chair Gilmore. All Board Members were present except for Board Members Maguire and Jaworski. Board Member Alternate Stevens represented Highland Village in Board Member Jaworski's absence and Board Member Alternate Smith represented Denton in Board Member Maguire's absence.

Note: Alternate Board Member Stevens arrived at 10:45am. Chair Gilmore departed the meeting at 10:46am and returned at 11:39am. A quorum was present at all times.

INVOCATION

Alternate Smith provided the invocation.



PLEDGE OF ALLEGIANCE

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

INTRODUCTIONS

The following DCTA staff were introduced during this time.

Randy Evans – Marketing & Communications Manager

The following former North Texas Mobility Corporation (NTMC) Board Members were recognized and thanked for their service: Cassie Ogden, Gina McGrath, and Fred Busche

PUBLIC COMMENT

No individuals wished to address the Board during this time.

Prior to the approval of the Consent Agenda, Paul Cristina, CEO, advised the Board of minor edits that were made to the October 24, 2024 Regular Board Meeting minutes.

CONSENT AGENDA

1. Consider Approval of the Denton County Transportation Authority Equal Employment Opportunity (EEO) Policy and Program
2. Consider Approval of a Three-Year Contract with Segra for Fiber Based Communication Services in an Amount Not to Exceed \$167,400
3. Consider Approval of Revision 1 to the Denton County Transportation Authority (DCTA) Chief Executive Officer (CEO) Evaluation Policy
4. Consider Approval of Regular Agenda Meeting Minutes dated October 24, 2024

Motion by Secretary Eads with a second by Vice-Chair Molina to approve the Consent Agenda as presented. Motion passes 4-0.

REGULAR AGENDA

1. **Consider Approval of Monthly Financial Statements for September 2024, Quarterly Grants Report for Quarter 4 – Fiscal Year 2024, and Receive an Update from the Chief Financial Officer Regarding Enterprise Resource Program (ERP) Implementation and Finance Operations**

Sherrelle Evans-Jones, CFO, provided an update on the ERP System, performance fiscal year-to-date:

- Passenger revenue vs. budget – positive ridership, 9.3% ahead of budget
- Contracted revenue performance (\$4.6M) vs. budget (\$6.6M). Includes Collin County Rides program
- Sales taxes – performance 1.5% ahead of budget

- Capital and Operating Grants – reimbursement grants – working with FRA to make expenditure for PTC during upcoming year
- Salary and wage benefits
- Purchased transportation services (\$24.8M actual vs. \$25M budget)
- Investment income – positive \$7.8M
- Preparing for audit – early January (current numbers reflect 9/30/2024)

Grants

- Investments – 97% AAA rated, all investments in the portfolio comply with DCTA investment policy
- Status of invested assets – total yield to maturity was 5.21% as of June 30, 2024

ERP Phase 1 status update – implementation stages 1, 2, and 3 are complete

- User Acceptance Testing
- Work the ‘Go-Live Checklist’
- Work the ‘Cut-Over Plan’
- End User Training Preparation
- Go Live – April 1, 2025

Ms. Evans-Jones thanked and congratulated the DCTA Phase 1 ERP Team as they passed all modules in initial testing.

Motion by Vice-Chair Molina with a second by Board Member Smith to approve Regular Agenda Item 1 as presented. Motion passes 5-0.

2. Discuss the Initial Work Plan for the A-train Enhancement Program

Austin Frith, Vice President of Planning and Development, presented highlighting the following:

- Reviewed Overall Program Scope and Cost Estimate
- Key steps to outline success for A-train PMC
- Multiple Decision Points Impact Recommendations to Spend Design Funds
- A-train Enhancement Program path forward – 3 phases
 - Phase 1: Curve and Speed Improvements
 - Phase 2: Downtown Carrollton Extension
 - Phase 3: 15-Minute Headway Improvement
 - Potential Scope Add: Corinth Station
- Initial work plan for curve and speed enhancements, goal and consultant responsibilities.
- Subsequent task order anticipated: Additional work after model validation – initiate, define, develop and identify, coordinate.

No Board action required at this time.

3. Authorize the Chief Executive Officer to Negotiate and Execute a Master Professional Services Agreement with HW Lochner for a 3-year initial term and up to two (2) one-year renewals for A-train Program Management

Austin Frith, VP of Planning and Development, presented highlighting the following:

- Planning and Development, Consultant Objectives, RFP timeline 7/22/24 to 12/12/24
- PMC Master Agreement highlights – rate schedule, task order approval, no dollar value assigned
- HW Lochner team structure: responsibility (i.e., Project Management, Project Controls, Environmental Services, Value Engineering, Real Estate - and firms overseeing)
- HWL team - Leadership, Project Management, support areas, specialized teams, project team focus, stakeholder coordination
- Roles Distribution – preliminary engineering and design oversight is the most significant
- Depth of experience of each position noted
- Value Driven and Cost-Effective Approach. HWL team experience noted

Motion by Secretary Eads with a second by Vice Chair Molina to approve Regular Agenda Item 3 as presented. Motion passes 4-0.

4. Discuss Update on Consolidated Denton County Transportation Authority (DCTA) Customer Service Function

Randi Trantham, Customer Service Manager, presented highlighting the following:

- Background – Customer Service Operations History
- Reviewed: Customer Service processes, positions, call volumes, hours of operation to include GoZone call volume and performance
- Intermediate Service Plan – Launched August 2024: Resulted in ridership growth and call volume challenges
- Spanish speaking customers are accommodated
- VIA Call Centers (fields the GoZone calls for DCTA) are stateside as well as overseas.
- Self-Service Tool – RideDCTA App
- DCTA customer service model – proposed (GoZone Call Integration)
- Next Steps
 - Work on requirements for the upcoming On-Demand Transit (GoZone) RFP to optimize mix of insource/outsource service.
 - Research new technology for implementation in FY26 and beyond
 - Consider physical space expansion of call center
 - Communicate information with staff

5. Discuss Update on the On-Demand / Transportation Network Company and Demand Response Requests for Proposal

CEO, Paul Cristina presented, highlighting the following:

- DCTA mobility as a Service – MaaS background
- Contract Reset: Demand Response vs. On-Demand Services (Proposed Solicitations)
- Demand-Response Services – Definition
 - Ride Request according to specific needs through app or online platform
 - Operates within DCTA's network of multimodal transit service
 - Accessible to the general public
 - Deploys fixed capacity of vehicles and operators dedicated to the DCTA system
 - DCTA & partner actively manage the daily service – adjusting deployed capacity, deployment zones and other such parameters
- Demand-Response Services – Objectives
 - DCTA's Demand-Response Service (GoZone) to its Member Cities
 - Use as a component within DCTA's overall multimodal network through integration and compatibility of the service with other modes
 - Enable DCTA to amend the scope of the deployment to meet demands of cities not currently receiving service from DCTA
 - Integrate Innovative mobility technologies to plan, book and pay for travel across different modes/online platforms within DCTA service area/region
 - Ensure top-quality customer service with localized, in-house expertise supplemented by contract service provider as necessary
- Demand-Response Services – Scope of Services/Project Approach
 - Evaluation Items (Vehicles, Drivers & Management Staff, Safety Program Support, Accessibility, Fare Calculation and Collection, Customer/Drive App, Administrative Tools, Data Access, Network Planning and Coordination, Support to Insourced Customer Service and Innovation)
- On Demand Services Definition
 - Request/Schedule transportation according to needs through DCTA Customer Service Department or App power by DCTA's scheduling platform (Spare, Inc.)
 - Accessible – Qualified individuals (i.e., Elderly, Disabled, ADA-qualified, etc.)
 - Dedicated Fleet or Transportation Network Company
- On Demand Services – Objectives
 - Deliver Cost-effective, On-Demand Transit and TNC solutions to Member Cities
 - Integrate On-Demand Transit and TNC's into DCTA's existing electronic booking and trip planning platform (Spare, Inc.)

- Enable DCTA to provide flexible and nimble services to cities not currently receiving service from DCTA including wheelchair, senior and disable populations
- Innovate Mobility technologies to provide customers with ability to plan, book, and pay for travel
- On-Demand Services – Scope of Services/Project Approach
 - Evaluation Items (Service Model, Technology Platform and Hardware Requirements, Fare Collection and Cash Handling, Accessibility, Customer and Driver Training, Data Reporting, Fleet and Personnel, and Regulatory Compliance)

Anticipated Timeline (not later than milestones)

December 2024 – Issue RFPs

February 2025 – Receive proposals

March 2025 – Review proposals and interviews

April 2025 – Award recommendation and contract

May 2025 – September 2025: Integration and transition preparation

October 1, 2025 – Service Start

No Board action required at this time.

6. Discuss Update on the Transportation Reinvestment Policy (TRiP)

CEO, Paul Cristina, presented highlighting the following:

- TRiP Policy Revision – Proposed Redlines
 - Page 1 (Scope, Funding)
 - Page 2 (paragraph regarding allocated funds)
 - Page 5 (Performance Evaluation and Reporting)
 - Page 12 (Table A)

CEO Cristina noted that the TRiP proposed revisions are scheduled for Board consideration during the January 2025 Regular Board Meeting.

No Board action required at this time.

7. Discuss Local and Regional Updates and Legislative Issues

Chair Gilmore advised the Board of ongoing conversations with the City of Lewisville and State Legislators regarding transit funding.

CEO Cristina reminded the Board of the upcoming Strategic Planning Work Session and indicated that Michael Morris, Director of Transportation – North Central Texas Council of Governments is scheduled as a guest speaker.



INFORMATIONAL REPORTS

1. Safety, Service, and Ridership Reports – October 2024
2. Update on Landscaping Maintenance Contract Solicitation

No Board action required at this time. For informational purposes only.

FUTURE AGENDA ITEMS AND BOARD MEMBER REQUESTS

Next Regular Board Meeting Date: January 23, 2025

Strategic Planning Work Session: January 30-31, 2025 (tentative) – Denton County Courthouse

REPORT ON ITEMS OF COMMUNITY INTEREST

Highland Village

Christmas at the Ranch - Saturday, December 14, 2024 – Double Tree Ranch Park

Lewisville

Santa in the Streets – December 9-19, 2024

CONVENE EXECUTIVE SESSION

No Items for the agenda.

RECONVENE OPEN SESSION

No items were scheduled for Executive Session; therefore, the Board did not reconvene in Open Session.

ADJOURN

The meeting was adjourned at 11:42am.

TJ Gilmore, Board Chair

Andy Eads, Board Secretary

Board of Directors Memo

January 23, 2025

AGENDA ITEM: Discuss and Consider Authorizing the Chief Executive Officer to Negotiate and Execute a Master Services Agreement with Ruby Media (dba DHD Films) for a three (3) year Initial Term and up to two (2) one (1) year renewals for Marketing and Communications Support

Recommendation

Staff recommends the Board authorize the Chief Executive Officer to negotiate and execute a Master Services Agreement with Ruby Media (dba DHD Films) for a three (3) year initial term and up to two (2) one (1) year renewals for Marketing and Communications Support.

Background

Procurement of an external firm to provide creative production capabilities and strategy expertise enables internal staff to focus on customer and stakeholder engagement and applying marketing creatives (print media advertising, social media, customer collateral, etc.) in DCTA's operation and throughout the marketplace.

Following a comprehensive process for RFP 24-02 Marketing and Communications Consultant, including evaluations and interviews, staff has selected the team that demonstrated the strongest capability to meet DCTA's objectives with a strong local knowledge and presence. The selected firm, Ruby Media (dba DHD films), was determined to be the best qualified. DHD Films, who is partnered with Mixed Media Creations among others, offers a proven track record in delivering high-quality creative assets and data-driven marketing strategies tailored to Denton County, transportation, transit and public sector organizations.

The following firms submitted proposals:

- A Chief's Dream Team
- Alpha Business Images
- J.O. Agency
- Launch Agency
- One Pytchblack
- Ruby Media dba DHD Films
- WeUsThem Inc

Previous Board Action

The DCTA Board received Marketing and Communications updates in:

- January 2024
- February 2024
- August 2024

Identified Need

DCTA requires external support to produce creative content, develop social media strategy and execution, and develop and strengthen its brand in Denton County and the communities it serves.

Financial Impact

This is the Master Services Agreement for the services that will be accompanied by Task Orders for specific items of work. The monthly retainer needed to execute the annual Marketing and Communications Plan for the remainder of FY25 will cost \$200,000 and is presented in the following agenda item. This amount is already allocated within the current approved budget and will not require additional funding at this time. Additional task orders may be issued for other items of work that may be required this fiscal year, subject to business needs and budget availability.

Moving forward, an annual budget allocation will be required to sustain this initiative. Staff will evaluate the agency's needs and bring forward a proposed amount for inclusion in future budgets during the annual budgeting process.

Exhibits

None.

Submitted By:



Jackie Bronson, Vice President
Engagement and Administration

Board of Directors Memo

January 23, 2025

AGENDA ITEM: Authorize the Chief Executive Officer to Execute Task Order 01 with Ruby Media (dba DHD Films) in an amount not to exceed \$200,000 for Marketing and Communications Support for the Period Beginning February 1, 2025 through September 30, 2025

Recommendation

Staff recommends the Board authorize the Chief Executive Officer to Execute Task Order 01 with Ruby Media (dba DHD Films) in an amount not to exceed \$200,000 for Marketing and Communications Support for the Period Beginning February 1, 2025 through September 30, 2025.

Background

In August of 2024, DCTA staff presented the request for a Marketing and Communications Consultant to provide creative production capabilities and strategy expertise. Objectives of the consultant support include:

- Creative strategy and professional production capability.
- Local area expertise.
- Allows internal staff to focus on customer and stakeholder engagement and applying marketing creatives (print media advertising, social media, customer collateral, etc.) in DCTA's operation and throughout the marketplace.

The initial scope of services for this consultant were reviewed in August of 2024 and the results of this RFP will be outlined in the briefing.

Previous Board Action

None.

Identified Need

DCTA requires external support to produce creative content, develop social media strategy and execution, and develop and strengthen its brand in Denton County and the communities it serves.

Financial Impact

The cost of this item is included in the FY2025 budget.

Exhibits

None.

Submitted By:



Jackie Bronson, Vice President
Engagement and Administration

Board of Directors Memo

January 23, 2025

AGENDA ITEM: Discuss and Consider Approval of Task Order 01 with HW Lochner in an Amount Not to Exceed \$368,255.56 for Initial Program Management Tasks and Validation of Curve and Speed Improvements

Recommendation

Staff recommends the Board approve Task Order 01 with HW Lochner in an amount not to exceed \$368,255.56 for Initial Program Management Tasks and Validation of Curve and Speed Improvements.

Background

In March of 2024, DCTA staff presented the request for a program management consultant to support the delivery of the A-train Enhancement Program. Objectives of the consultant support include:

- Maintain alignment and communications on the vision, strategy, and execution among broad external stakeholder groups (cities, transit agencies, FTA, FRA, COG, other consultants)
- Provide technical expertise to aid decision-making regarding technologies, implementation strategies, funding strategies, and program delivery methods
- Provide quality assurance in review of technical deliverables

The initial scope of services for this program management contract will be referenced as the “Initial Work Plan” and will be outlined in the briefing. The fee for this task order is based on a proposed level of effort on all proposed tasks and the hourly rate structure defined under the Master Services Agreement.

The work within this task order falls under two different fee structures. General Program Management tasks such as establishing project document controls, program schedules, and stakeholder coordination will be performed on an “Hourly Not To Exceed” basis in which DCTA will be charged for actual hours expended. This portion of the fee is \$169,216.75.

Modeling validation, estimating, and design-related tasks are performed on a lump sum basis in which DCTA will be charged on the basis of the work’s completion percentage. This portion of the fee is \$199,038.81.

Previous Board Action

None.

Identified Need

The Initial Work Plan for the A-train Enhancement Program addresses the immediate priorities of validating the overall infrastructure plan for the railroad to extend to Downtown Carrollton and achieve 15-minute headways, providing curve and speed improvements to decrease run time on the existing alignment, and setting up systems, plans, and strategies to guide the program's progression effectively.

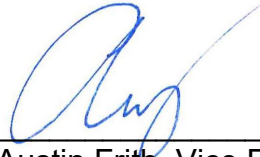
Financial Impact

The cost of this item is included in the FY2025 budget.

Exhibits

None.

Submitted By:

A handwritten signature in blue ink, appearing to read "Austin Frith", is written above a horizontal line.

Austin Frith, Vice President
Planning and Development



Board of Directors Memo

January 23, 2025

AGENDA ITEM: Discuss and Consider Approval of Fiscal Year 2024 Transportation Reinvestment Program (TRiP) Annual Report and Fiscal Year 2025 TRiP Annual Call for Projects

Recommendation

Staff recommends the Board approve the Fiscal Year 2024 Transportation Reinvestment Program (TRiP) Annual Report and FY25 TRiP Annual Call for Projects.

Background and Introduction

In accordance with the agency’s TRiP policy adopted in November 2020, the FY25 Annual Call for Projects is now active. TRiP enables partnerships between the agency and its member cities for mutually beneficial investments in transit-supportive projects that are consistent with DCTA’s enabling legislation.

Previous Board Action

September 26, 2024 - Discuss and Consider Approval of a Fiscal Year (FY) 2025 Transportation Reinvestment Program (TRiP) Pre-Award Application for the City of Lewisville in the amount of \$488,351.

Identified Need

This agenda item is intended to consider approval of the FY24 TRiP Annual Report and formally announce and promote DCTA’s Annual TRiP Call for Projects for FY25.

Financial Impact

The table on the following page summarizes member city FY25 TRiP program allocations and rollover amounts associated with prior program years. The total available funding also includes returned funds from obligated projects that completed with a remaining balance, as well as a reduction in funds awarded through the Pre-Award process.

The total TRiP allocation for FY25 (\$5,967,642) is included in the FY 2025 Capital budget.

FY 2025 Member City Allocations and Prior Year Rollover Amounts

FY21 TRiP Program Allocation and Awarded Grant Obligations

	CITY OF DENTON	CITY OF HIGHLAND VILLAGE	CITY OF LEWISVILLE	TOTAL
FY21 Funding Allocation	\$ 3,424,948	\$ 379,591	\$ 3,837,597	\$ 7,642,134
FY21 Obligation - City of Denton	\$ 2,517,977			
FY21 Obligation - City of Highland Village		\$ 379,591		
FY21 Obligation - City of Lewisville			\$ 2,591,375	
FY21 TRiP Program Rollover	\$ 906,969	\$ -	\$ 1,246,222	\$ 2,153,191

FY22 TRiP Program Allocation and Awarded Grant Obligations

	CITY OF DENTON	CITY OF HIGHLAND VILLAGE	CITY OF LEWISVILLE	TOTAL
FY22 Funding Available to Cities (with rollover)	\$ 5,170,120	\$ 450,500	\$ 6,265,576	\$ 11,886,196
FY22 Obligation - City of Denton	\$ 3,980,578			\$ 3,980,578
FY22 TRiP Program Rollover	\$ 1,189,542	\$ 450,500	\$ 6,265,576	\$ 7,905,618

FY23 TRiP Program Allocation and Awarded Grant Obligations

	CITY OF DENTON	CITY OF HIGHLAND VILLAGE	CITY OF LEWISVILLE	TOTAL
FY23 Funding Available to Cities (with rollover)	\$ 6,496,529	\$ 988,700	\$ 11,713,605	\$ 19,198,834
FY23 Obligation - City of Denton	\$ 5,589,580			\$ 5,589,580
FY23 Obligation - City of Lewisville			\$ 9,615,000	\$ 9,615,000
FY21-FY23 Cumulative TRiP Program Rollover	\$ 906,969	\$ 988,700	\$ 2,098,605	\$ 3,994,274

FY24 TRiP Program Allocation and Awarded Grant Obligations

	CITY OF DENTON	CITY OF HIGHLAND VILLAGE	CITY OF LEWISVILLE	TOTAL
FY24 Funding Available to Cities (with rollover)	\$ 5,876,029	\$ 1,486,924	\$ 7,060,473	\$ 14,423,426
FY24 Obligation - City of Denton	\$ 4,989,060			\$ 4,989,060
FY24 Obligation - City of Lewisville			\$ 2,000,000	\$ 2,000,000
FY21-FY24 Cumulative TRiP Program Rollover	\$ 906,969	\$ 1,486,924	\$ 5,060,473	\$ 7,454,366

FY25 CALL FOR PROJECTS AVAILABLE FUNDING

	CITY OF DENTON	CITY OF HIGHLAND VILLAGE	CITY OF LEWISVILLE	TOTAL
FY25 TRiP Allocation	\$ 2,850,934	\$ 290,561	\$ 2,826,147	\$ 5,967,642
FY21-FY24 Cumulative TRiP Program Rollover	\$ 906,969	\$ 1,486,924	\$ 5,060,473	\$ 7,454,366
FY21-24 Excess Funds Return from Completed Obligations*	\$ 483,949	\$ -	\$ 318,818	\$ 802,766
FY25 TRiP Pre-Award Obligations	\$ -	\$ -	\$ (488,351.00)	\$ (488,351.00)
FY25 CALL FOR PROJECTS AVAILABLE FUNDING	\$ 4,241,852	\$ 1,777,485	\$ 7,717,087	\$ 13,736,423

All unobligated funds at the end of the FY2025 CFP will return to the DCTA Cash Reserves, unless revised in updated TRiP policy
 *Completed Projects: Denton's (D15) All-Way Crossing Construction Project and Lewisville's (L1) Valley Ridge Blvd Off-Street Trail Project

Exhibits

Exhibit 1: TRiP Annual Call for Projects FY25

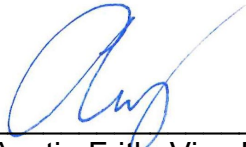
Exhibit 2: TRiP Annual Report for FY24

Submitted by:



Karina Maldonado, Planning Manager
Planning and Development

Reviewed by:



Austin Frith, Vice President
Planning and Development

CALL FOR PROJECTS

Denton County Transportation Authority (DCTA) Transportation Reinvestment Program (TRiP) FY 2025 Funding Availability

DCTA is pleased to announce a *Call For Projects* for the Transportation Reinvestment Program's FY 2025 funding availability. This program provides financial assistance to DCTA member cities for transit-supportive projects consistent with and beneficial to DCTA's Long-Range Service Plan ([link](#)) goals. The program aligns the DCTA mission of "improving mobility, air quality, economic development and livability" for the DCTA service area and Denton County at large.

Eligible member cities must submit a written application within 90 days of this Call for Projects to be considered for funding. The application shall include the following elements, at a minimum, to be considered complete:

1. Project description
2. Project limits and boundaries
3. Proposed or engineering-based capital cost estimates
4. Requested funding amount
5. Identification of additional funding sources (if applicable)
6. Proposed schedule for the project
7. A description of how the project would support DCTA Long-Range Service Plan goals

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

HOW TO APPLY

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

Step 2: Review FY 2025 member city TRiP funding allocations [here](#)

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

Step 4: Complete and submit the application workbook and supporting documentation to DCTA ([email to Karina Maldonado – Kmaldonado@dcta.net](mailto:Kmaldonado@dcta.net))

PROJECT SELECTION PROCESS TIMELINE (2025)

Thursday, January 23	Call for Projects Released
Wednesday, April 23	Applications Due to DCTA
Friday, May 23	DCTA Finalize Project Eligibility
Thursday, June 26	Board Meeting for Initial Consideration
Thursday, July 24	Board Meeting for Award

PROJECT ELIGIBILITY

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

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

For further information about DCTA's TRiP program or for assistance in developing TRiP funding proposals, please reach out to DCTA Staff at your convenience:

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DENTON COUNTY TRANSPORTATION AUTHORITY

Long Range Service Plan Executive Report

Final



In association with
Design Workshop
Dikita Management Services
Pavlik and Associates
Urban Analytics

February 2012

EXECUTIVE REPORT

For the past few years, the Denton County Transportation Authority (DCTA) has focused on implementing the first phase of rail service, known as A-train, as well as modified local bus routes in Denton and Lewisville and demand-response service in Highland Village. With A-train now in operation, the agency is looking longer term at future needs and potential transit corridors.

The Long Range Service Plan provides a roadmap for DCTA to invest in future regional transit services to address the mix of priorities, funding sources, and transit needs in Denton County. The plan includes a set of alternatives and recommendations based on Denton County's future mobility needs, with short-term (within five years) and long-term strategies for service enhancements, expansions, and capital investments. Implementation of this plan is contingent upon the Authority's financial capacity and the identification of additional revenues.

WHY A LONG RANGE PLAN?

Denton County is a nice place to live. It has vibrant communities and neighborhoods with distinctive personalities. Residents value access to rural landscapes and urban areas. The county hosts community events and festivals, has noted colleges and universities, and has a growing concentration of major employers. DCTA has worked to make Denton County a livable place, with transit supporting access to places to live, work and play. To keep up with growth and changes, transit services must also mature to better meet the needs of Denton County and to become a more critical part of the infrastructure.

State, regional, and local governments are working to ensure that growth is not haphazard, and instead becomes a tool for enhancing communities and improving access among them. These efforts were outlined recently in Mobility 2035, which was developed by NCTCOG. As the organization charged with coordinating regional transportation planning efforts, NCTCOG outlined a series of strategies for accommodating growth in ways that enhance the quality of life while promoting a vibrant business climate and protecting the Dallas-Fort Worth region's unique environment. DCTA and other regional transit agencies, as well as local governments, are using Mobility 2035 as a basis for their own planning efforts, and their own efforts will be fed back into the update of Mobility 2035 in 2012. DCTA's Long Range Service Plan is one part of that larger effort, identifying strategies that DCTA will pursue in order to accomplish Denton County's and the region's larger goals.

Dramatic future population growth will demand that governments and agencies at all levels focus on moving people efficiently within existing corridors and rights of way. Economic growth in Denton County will depend on continued investment in a transit system that can provide people efficient access to jobs, schools, shopping, medical services, recreation and the other life activities that make up a vibrant community. Achievement of other land use, financial and equity goals also rely heavily on a well-formed public transit system.

LONG RANGE SERVICE PLAN | EXECUTIVE REPORT
DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA)

The role of the Long Range Service Plan is to provide a roadmap for decision making about transit investments in Denton County over the next 25 years, in support of the Mobility 2035 plan developed by the North Central Texas Council of Governments (NCTCOG). The Long Range Service Plan provides recommendations regarding how transit can help to support Denton County's health, economy and environment. It recommends specific services in specific corridors, with associated recommended service spans, frequencies, capital investments, years of implementation, etc. As a long-range plan, it can make assumptions about, but cannot predict changes in the environment, funding, community support, political interests and local priorities for investment. Thus, the plan provides the framework for future decisions, but more detailed planning by the DCTA Board and staff is required to carry out the recommendations of the plan.

A Long Range Service Plan is a fluid document and should not be static. The Plan should not limit what DCTA can do or hold the agency to specific dates or cost structures. Just as NCTCOG undertakes regular updates of its Mobility 2035 plan, DCTA's plan should be a working document that can be modified and updated as priorities change, new opportunities arise, or funding capacity changes. A Long Range Service Plan, by its very nature, requires additional funding to expand transportation options, focusing the agency where investments should be made. Adoption of a Long Range Service Plan by a transit agency means that the Board supports the direction of the plan and the services identified in the plan. At most transit agencies, boards then work with their staff to implement specific elements of the plan and/or seek potential funding or partners which will ultimately determine the implementation date of a new service, the level of service provided in a particular corridor, or the priorities for seeking capital and operating grants.

The Long Range Service Plan reaffirms DCTA's goals and performance standards that will be used to help officials make decisions about future investments and the implementation of new services. The recommended transit corridors and discussion of improvements to the existing system are based on planned land uses, community values, environmental benefits, economic potential and deliverability. The Long Range Service Plan summarizes the results of outreach and data analysis and is intended to provide guidance on how DCTA's goals can become a reality.

UNDERSTANDING THE LONG-TERM PLANNING CONTEXT

Defining future transit service corridors relies on an understanding of current services provided by DCTA, upon which new services can be built. It also requires an understanding of population, land use and travel demand characteristics in Denton County.



A significant increase in travel is projected for Denton County.
Source: Nelson\Nygaard Associates

Demographics, Population Growth, and Travel Demand

Population growth is projected to be significant. The City of Denton's population is expected to increase in size by nearly 150% by 2040, while significant growth is anticipated in other cities as well, notably Frisco, with high population growth projected in the smaller cities of Sanger and Pilot Point.

Although public transportation serves a wide range of markets, certain groups are considered to be transit dependent because they have fewer transportation options than other groups. These include the following:

- **Low-Income Residents.** Although Denton County's median income is substantially higher (and levels of poverty much lower) compared to the rest of Texas, there are still a substantial number of low-income individuals within the county. Among those in Denton County who are below the poverty line, the largest proportion take public transportation to work while the second highest proportion either walk, bike, or take taxi services.
- **Seniors.** Persons age 65 and older may be particularly dependent on public transportation because they are unable to drive their own personal vehicle, choose not to, or no longer have access to a vehicle. Seniors reside throughout the county, but concentrations of seniors are found in northwest Denton (in areas served by Routes 6 and 7) and northeast Lewisville.
- **Students.** Students, both in high school and college are often groups that use public transportation in greater numbers than the general population. With the University of North Texas (UNT), Texas Woman's University (TWU) and North Central Texas College (NCTC), Denton County has a large group of student riders, and the willingness of the high concentration of students in Denton to use public transit is reflected in the high ridership on the UNT Shuttle.

NCTCOG's Travel Demand Model estimates that most individuals who live in Denton County work outside of the county, with only 37% of Denton County residents working in the county. This points to the importance of providing transportation links from Denton County to major employment destinations, primarily in Dallas County, but also in Tarrant County.

About 2.8 million trips are made each day in Denton County. Of these, about one-quarter are home-based work trips. By 2030, NCTCOG estimates that total trips will increase to more than 4.7 million. Based on the travel demand data, the highest growth in trip generation is expected to come from the area in southeast Denton County around The Colony. Areas in and around the Alliance development are also expected to see large increases in travel demand.



The Downtown Denton Transit Center, served by Connect buses and the A-train.
Source: Nelson\Nygaard Associates

Existing Transportation Network

DCTA is the primary public transportation operator in Denton County. It operates a range of services including local bus services in the cities of Denton, Lewisville, and Highland Village, A-train (and midday station shuttle bus services), university transportation operated under contract with UNT and NCTC, and Access paratransit services. Other primary regional transit operators include

- **Dallas Area Rapid Transit**, or DART, which operates a multimodal system that includes bus, light rail, high occupancy vehicle (HOV) lanes, and vanpool services for its 13 member cities
- **Fort Worth Transportation Authority**, or The T, which provides fixed route, express bus, vanpool and rider request services to the cities of Fort Worth, Blue Mound, and Richland Hills.
- The **Trinity Railway Express**, which is jointly operated by DART and The T, is a 34-mile commuter rail service linking downtown Dallas and downtown Fort Worth.
- **Special Programs for Aging Needs** (SPAN), which provides human service transportation, primarily serving Denton County's senior population in rural areas.

DCTA's transportation services include the following:

- **A-train** is a 21-mile regional rail system connecting Denton and Dallas Counties. DCTA has six A-train stations: two in Denton, three in the greater Highland Village-Lewisville area, and one at the DART Green Line at the Trinity Mills Station in Carrollton.
- **DCTA Connect** offers local fixed-route bus service in the cities of Denton and Lewisville, with nine bus routes in Denton and three in Lewisville. In January 2010, the combined Denton routes averaged 875 weekday boardings, while Lewisville services carried 219 passengers on an average weekday. Denton routes run on average headways of about 40 minutes during peak hours and midday, while Lewisville services operate approximately every 35 minutes during the peak and 70 minutes midday. Key trip generators in Denton include UNT and TWU.
- **DCTA Connect RSVP** provides peak-hour service on demand in Highland Village and north Lewisville.
- University of North Texas services are operated by DCTA in Denton, which include an eight-route weekday shuttle service and one weekend-only route for UNT through a contractual agreement. The **UNT Shuttle** service provides transportation from nearby apartment complexes to the campus, as well as circulation throughout the campus. The UNT services experience the highest ridership of any bus operations in the DCTA system. Routes average about 5,500 boarding passengers per day during the school year.
- **North Central Texas College** purchases service from DCTA to operate between Denton and Corinth, as well as to Lewisville and Flower Mound.
- **DCTA Access** service offers curb-to-curb ADA paratransit service in Denton and Lewisville. It also provides service for senior and disabled (non-ADA) residents of Denton, Lewisville, and Highland Village. Any person who wishes to use Access must complete an application, and non-seniors or non-Medicare-eligible individuals must submit a physician's affidavit of eligibility.

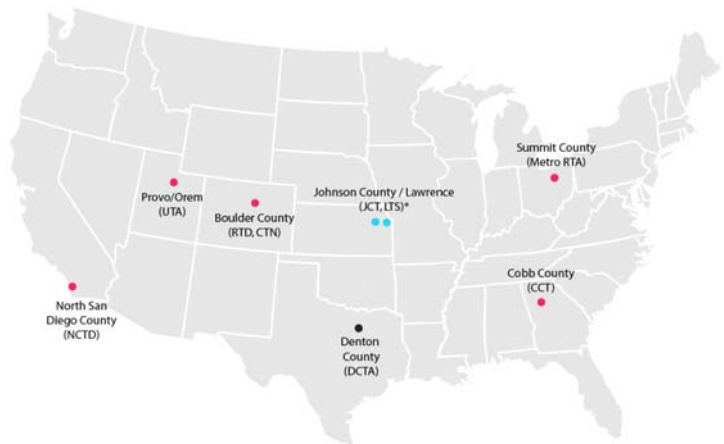
Key findings from 2009, prior to the implementation of A-train, show the following about DCTA:

- Overall, the system carried 2.1 million boarding passengers at a cost of \$6.2 million.
- On average, 17.7 passengers rode during each hour that service operated. The UNT Shuttle was by far the most productive bus service with more than 40 passengers per hour, followed by Commuter Express, the precursor to A-train service, at 12 passengers per hour.
- Operating cost per passenger was significantly higher on Connect RSVP and Access, which is to be expected for services that provide demand-response service.
- Farebox recovery was at or above 100% on both the UNT Shuttle and NCTC Shuttle due to dedicated student fees at both institutions.

LEARNING FROM DCTA'S PEERS

Five peer transit providers were selected as relevant for comparing DCTA's services, performance, and investments:

- San Diego, CA, North County Transportation District (NCTD)
- Boulder, CO, Community Transit Network (CTN)/Regional Transportation District (RTD)
- Provo/Orem, UT, Utah Transit Authority (UTA)
- Akron, OH, Metro Regional Transit Agency (Metro RTA)
- Cobb County, GA, Cobb Community Transit (CCT)



Peer findings included the following:

- DCTA provides the most cost effective service of any peer transit provider. DCTA's cost per revenue hour for both fixed route and demand-response service for 2009 was between \$49 and \$52. The national average operating cost per revenue hour (in 2008) was \$114 for fixed-route bus service and about \$60 for demand-response service.
- Most of the peer regions offer transit service to a wider service area population than what is provided in Denton County.
- Productivity (passengers per hour) on DCTA fixed-route service is comparable to its peers.
- DCTA has the highest farebox recovery ratio on both fixed-route and demand-response service, primarily because of the contribution from UNT for the UNT Shuttle.

Five peer providers were selected for DCTA. Some aspects of the service provided by Johnson County and Lawrence, Kansas are also included in this review.

Source: Nelson\Nygaard Associates

- DCTA spends proportionally more on demand-response service than fixed-route service. Compared to the peer transit providers, DCTA provides a greater proportion of service on demand-response vehicles.
- Smart card technology is common among peers. Most of the peer transit providers are either in the process of implementing smart card technology, or are currently using it.
- There is mixed use of Automatic Passenger Counter (APC) and Automatic Vehicle Locator (AVL) technology among peers. About half of the peer transit providers are using advanced technologies to assess performance on their fixed route or demand-response services. While these technologies are more common among larger transit providers (like RTD and UTA), the cost of implementing these technologies is becoming more affordable, and the tools are providing more accurate results.

PUBLIC AND STAKEHOLDER PERCEPTIONS ABOUT DCTA

On-Board Passenger Surveys

In general, DCTA riders indicated a high level of satisfaction with transit services in the community. The most frequent suggestions for improvement included providing service later into the evening and providing additional weekend service.

The image shows a survey form titled 'DCTA Connect Lewisville'. It includes a header with the DCTA logo and a language selection option 'En Español'. The survey is divided into two main sections: 'Your Starting Point' and 'Your Ending Point'. Each section asks for the location and the reason for the trip (e.g., work, shopping, medical). It also asks how the respondent got to the bus stop and how they got from the bus stop to their destination. The bottom half of the form contains a series of questions about the respondent's satisfaction with the service, including a rating scale for various aspects like on-time arrival, frequency, and safety. It also asks for household income and provides a space for comments.

Passenger surveys were conducted on DCTA Connect buses. Riders are generally satisfied with DCTA services.

Passengers on DCTA’s Connect are frequent users of the service. Nearly one-half of Denton Connect riders and 54% of Lewisville Connect riders use the service five days a week or more, and 80% of riders do not have a vehicle (car or truck) available to members of their household.

Community Intercept Surveys

Based on the results of surveys of the general public, 72% of respondents’ primary mode of transportation is driving alone, followed by 14% who primarily use public transportation. While 53% of UNT campus respondents drive alone (as their primary mode of transportation), 23% said public transportation is their primary mode.

Nearly one-half (44%) of the respondents who live in Lewisville said transit does not currently serve their community.

For those who do not ride DCTA, the primary reason is a “preference to drive,” followed by “service does not operate where I need it.”

Among new service opportunities considered to be most appealing, new local bus service and commuter bus service along I-35W (between Denton and Fort Worth) were the most popular options.

Stakeholder Input

To initiate the Long Range Service Plan for DCTA, the consulting team conducted a series of interviews in Denton County. Stakeholders gave a wide array of ideas and suggestions about DCTA's future. According to the stakeholders, the top three strengths of DCTA include (1) overall good transit service provided, (2) the agency's dedicated staff, which does a good job of managing the system and coordinating with member jurisdictions, and (3) service updates and changes that DCTA has implemented to improve efficiency and effectiveness. The three primary weaknesses of DCTA are (1) lack of public information and awareness of DCTA, (2) temporal and spatial gaps in service, and (3) transit's ineffectiveness to change people's travel behavior.



Stakeholders recognize service updates and changes that DCTA has implemented to improve efficiency and effectiveness
Source: NelsonNygaard Associates

Based on a variety of comments and opinions expressed by stakeholders, the following were identified as the key needs/issues:

- Regional transit service in the I-35W corridor
- Improved/updated equipment for DCTA
- New park-and-ride facilities
- Changes to the Access program service area and eligibility requirements
- Service growth areas
- Improved services in Denton

It was acknowledged that public funding is critical, and that DCTA needs to secure local and state funding.

Input from DCTA Drivers and Dispatchers

Transit operators have a deep, and often personal, understanding of how transit service is provided, and this is certainly the case in Denton County. Drivers indicated some operational issues including difficulty staying on schedule and not enough layover time. Drivers suggested the need for newer buses and better schedule coordination between routes.

UPDATING POLICIES FOR DCTA

DCTA's vision, goals, objectives and performance standards provide a basis for establishing transit system design and operations policies, offer a methodology for evaluating services, and provide a rationale for service expansions, reductions and eliminations.

While both performance and design standards need to reflect the best thinking of agency staff members, it is critically important that they be understood and adopted by DCTA's Board. Once adopted, these policies give decision makers a rationale for supporting or rebuking proposed

service changes. They also offer transparency for Denton County residents, allowing them to understand the basis for transit service decision-making. By having adopted standards, they can be written into approved service and operating policies, and offer DCTA and its member cities a good justification for implementing route changes or discontinuing service on some routes. The adoption process can sometimes be eased when members of the Board understand that standards inform, but do not dictate, decisions.

Standards will need to be periodically revisited and updated as operating conditions and DCTA's priorities evolve and financial conditions change. While there are benefits from maintaining a consistent set of standards, it is a good idea to consider whether they continue to reflect the community's priorities about every three years.

Vision and Goals for DCTA

Currently, DCTA's service area consists of Denton, Lewisville and Highland Village. While these communities have decided to pay into DCTA, others in the county have not, and as such, the level of transit service provided in the county (compared to peer transit providers), is relatively low. The plan assumes that DCTA will continue to focus on improving mobility for those who have few transportation options, while also focusing on intercity commute trips into large employment centers. With this in mind, the updated vision statement for DCTA is as follows:

DCTA is a leader in advancing public transportation alternatives, helping to improve Denton County's economy and environment.

The following goals, in support of DCTA's vision, mission and guiding principles were developed based on current operating characteristics, staff input, stated priorities of stakeholders, and the markets for transit services:

Goal 1: Maximize service efficiency and reliability.

- Provide sufficient safe and reliable in-service vehicles to meet the daily pullout requirements for DCTA.
- Operate on-schedule within adopted on-time performance standards.
- Operate consistent headways whenever possible.
- Consistently monitor and evaluate services in accordance with adopted service standards.
- Build services around a network of intercity and local feeder services, as well as local routes/service in urban areas.
- Minimize non-revenue hours operated on all services.
- Assign vehicles by service type.
- Maintain a minimum/maximum fleet size that ensures an optimal spare to in-service fleet ratio.

Goal 2: Maximize the effectiveness of service for DCTA's ridership markets.

- Minimize service overlap/duplications.
- Provide access to major centers of demand within DCTA's service areas.
- Ensure routes are easy to understand.
- Bi-directional service should be provided by most route segments (except unidirectional commuter services), so that transit provides an equivalent alternative for travel in both directions.

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DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA)

- Transfers between routes and services should be convenient and efficient.
- Operate routes directionally, minimizing the amount of off-directional travel.
- Implement strategies to expedite transit service, particularly along congested corridors.
- Ensure adequate vehicle capacity to accommodate passenger loads within the adopted maximum load standards established for fixed-route services.

Goal 3: Increase the visibility and elevate the image of DCTA.

- Provide more effective communications and marketing tools to promote transit use and to advance the vision, mission and goals of the Authority.
- Improve the passengers' experience through enhanced bus stops and passenger amenities.
- Provide easy-to-understand signage and passenger information that promotes the ease of use of the Authority's services.
- Ensure transparency and openness to the public throughout all of the agency activities.
- Partner with local organizations, businesses, municipalities and other agencies to enhance DCTA's community outreach and information efforts.

Goal 4: Expand DCTA's services into areas where transit has a strong likelihood of success.

- Provide outreach to non-participating cities and other potential public or private partners.
- Participate in potential pilot programs and partnerships to introduce transit services into communities where service is not currently available.
- Ensure that each new service is financially feasible, meets performance standards and does not negatively impact existing services.

Goal 5: Coordinate regional services with other regional transportation providers.

- Meet quarterly with transit staff from adjacent providers to review service options and coordination opportunities.
- Co-author grant applications with regional agencies and planning entities.
- Consider joint operations/shared funding of transit services that cross county boundaries.
- Promote vanpools and other ridesharing opportunities at major employers throughout North Texas.

Goal 6: Tie the provision of transit to land-use and the resulting demand levels.

- Existing services that fail to achieve established performance standards should be considered for remedial action.
- Existing services that significantly exceed standards should be augmented.
- Primary transit services (both intercity and urban trunk services) will focus on corridors where compact development patterns that feature a mix of residential, retail, and employment activities exist. Secondary transit service – community circulators – will operate in a mix of medium density, and in some cases, lower density neighborhoods.
- Transit services may not be appropriate for some communities that do not meet service implementation thresholds.

Goal 7: Advocate sustainable development practices that support transit.

- Advocate for transit-friendly building practices, working with planning staff and developers to ensure planned and future development meets transit service access criteria.
- Work with Denton County and jurisdictions within Denton County to enact zoning regulations that encourage transit-oriented development to be focused near A-train and future rail or express bus stations.
- Recommend development practices that create an environment that encourages transit use, makes transit access more convenient, and enhances pedestrian and bicycle connections.
- Encourage higher density development and reduced parking requirements in neighborhoods within easy access to high-transit ridership corridors.
- Advocate the establishment of local policies that encourage new transit-dependent land uses to be located on transit routes.
- Support infrastructure projects that complement and/or enhance the transit system's operational needs (pedestrian access to bus stops, adequate location for passengers to wait for the bus, sufficient curb space for buses, passenger amenities and transit priority treatments).

Goal 8: Strive for financial excellence by maintaining fiscally sound and sustainable financial plans and budgets that reflect community priorities and values. At the core of financial excellence is integrity, innovation, and management discipline.

- Establish and maintain high bond ratings.
- Develop capital and funding plans for critical infrastructure/replacement/maintenance.
- Provide accurate and reliable revenue and expenditure forecasts and maintain budget practices that ensure sustainability and continuity of programs and services.
- Maintain a transparent financial environment free of fraud, waste and abuse.

Performance Measures and Standards



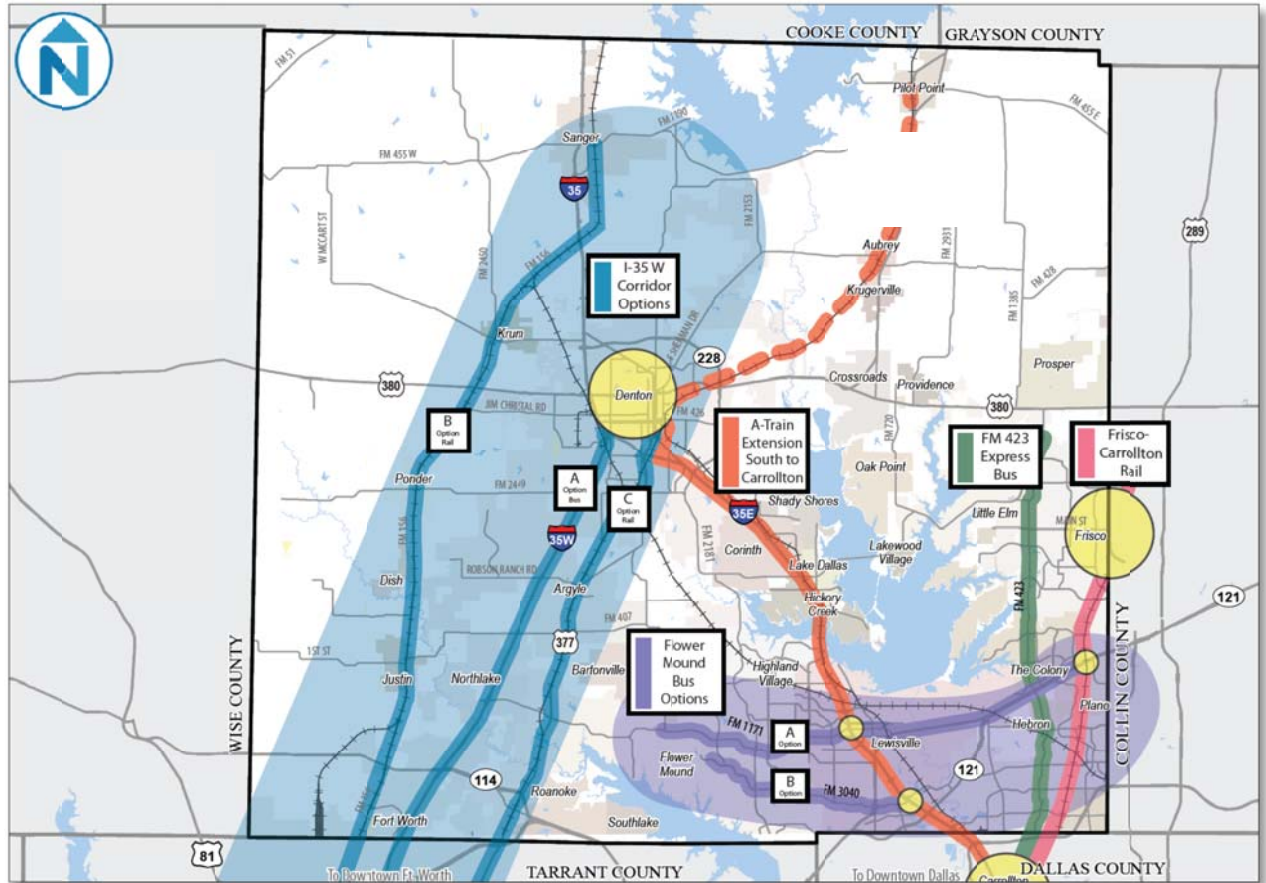
UNT services have some of the highest productivity (passengers per hour) of any of DCTA's routes.

Source: Nelson\Nygaard Associates

To achieve the goals, it is important not only to define service measures and standards, but also to adopt them as a tool for measuring the agency's successes at achieving its standards. Under a proposed route classification system for DCTA, specific standards are recommended for Regional Commuter Rail Services, Regional Express Bus Services, Regional Arterial Routes, Urban Area Trunk Routes, and Community Circulators. Service quality and reliability benchmarks for DCTA are identified, along with service design standards to guide the expansion of service to new areas and potential markets. Access paratransit performance measures are also proposed for careful monitoring.

SERVICE RECOMMENDATIONS

Long Range Regional Transit Corridors



Based on this analysis, five general corridors are identified for service in this plan. It should be noted that only one of the corridors, Frisco-Carrollton, is likely to surpass the level of ridership that the new NCTCOG model projects for 2035 A-train service (A-train is projected at 6,900 daily riders), but each of these five shows signs that service development would achieve transit-supportive ridership levels. These were defined based on a combination of performance estimates, ability to address agency goals and objectives (particularly to maximize existing investments), and a series of other criteria. The actions for DCTA are as follows:

- **Continue to build on DCTA's investment in A-train through a line extension to Downtown Carrollton and increases to service frequency and hours.** With the continued maturation of service, it will be important not only to provide more options to riders with improved headways, but DCTA will also need to expand service hours beginning with the addition of mid-day train service.
- **Expand Regional Bus Service in South Denton County, feeding A-train Service.** With a stated goal of bringing additional member cities into DCTA, service along FM 1171 or FM 3040 would offer new regional arterial routes that would serve Flower Mound.
- **Provide a direct link between Denton and Fort Worth.** Nearly 1,400 daily riders are projected on a freeway express bus along I-35W. Express bus service is recommended as the

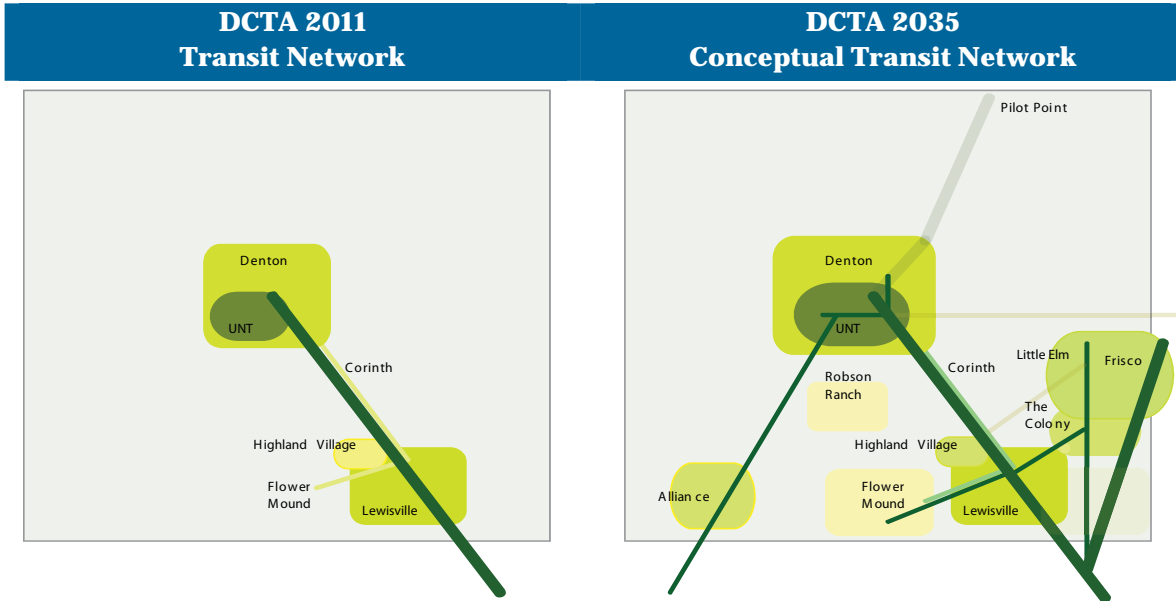
LONG RANGE SERVICE PLAN | EXECUTIVE REPORT

DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA)

most cost-effective option in the I-35W corridor, and would allow DCTA to (1) develop and test joint operating agreements with The T and (2) confirm ridership levels/build demand for rail service. Two existing rail lines could be used for commuter rail services: the UP Railroad corridor from Denton to the Fort Worth Intermodal Center, which has the highest potential for ridership (3,550 daily riders for 2035) and the BNSF Corridor, between Sanger and Fort Worth (1,940 daily riders) which remains somewhat outside of the key future population growth areas. Alternatively, a new rail line could be constructed in this corridor if commuter bus ridership is strong and if land use policies were modified to encourage dense housing and employment development.

- Implement multijurisdictional regional rail service.** The rail corridor from North Frisco to the Downtown Carrollton Station (at Belt Line Road) has a projected 12,000 daily riders and could be extended to achieve greater utility. This line represents a link that has been identified and previously studied and is projected to yield the highest ridership among the various alternatives evaluated.
- Serve East County residents along FM 423.** The highest ridership regional arterial bus corridor would serve residents of Little Elm, Frisco, and The Colony, and has a projected 2,500 daily riders. This route would provide a logical initial bus service to test the potential viability of the recommended Frisco-Carrollton BNSF line commuter rail service.

If the recommended service investments are implemented, DCTA's future network is anticipated to reflect the areas of greatest demand, linking Denton County's most populous communities.



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A summary of basic performance characteristics for these corridors is shown in the following table:

Evaluation of Corridors Summary

Corridor	Description	Mode	2035 Performance		2035 Costs		2035 Total Daily Boardings	Carry Forward?
			Operating Cost per Passenger	Passengers per Hour	Capital Investment	Annual Operating Cost		
A-train	A. A-train Denton-Downtown Carrollton	Rail	\$5.60 ▲	164 ▲	\$39,119,700 ◆	\$9,758,800 ◆	6,900 ▲	YES ▲
	B. A-train extension to Pilot Point		\$6.50 ▲	140 ▲	\$331,569,800 ▼	\$14,638,300 ▼	8,800 ▲	YES ▲
	C. A-train extension to Sanger and County Line		\$7.90 ▲	116 ▲	\$385,499,800 ▼	\$14,638,300 ▼	7,300 ▲	NO ▼
South Denton County /Flower Mound	A. Bridlewood -The Colony via FM 1171	Arterial Limited-Stop Bus	\$5.00 ▲	20 ◆	\$3,603,000 ▲	\$1,052,300 ▲	800 ▲	YES ▲
	B. Flower Mound-Hebron A-Train via FM 3040	Bus	\$3.30 ▲	29 ▲	\$3,845,300 ▲	\$862,700 ▲	1,000 ▲	YES ▲
I-35W Corridor	A. Denton to Downtown Fort Worth via I-35W	Freeway Express Bus	\$3.90 ▲	24 ▲	\$4,529,300 ▲	\$1,361,300 ◆	1,400 ▲	YES ▲
	B. Sanger to Downtown Fort Worth via BNSF Rail	Rail	\$23.70 ◆	38 ▼	\$712,095,700 ▼	\$11,710,600 ▼	1,900 ▲	NO ▼
	C. Denton to Downtown Fort Worth via UP Rail	Rail	\$10.20 ▲	89 ▲	\$540,876,700 ▼	\$9,270,900 ◆	3,500 ▲	YES ▲
Frisco-Carrollton	North Frisco to Downtown Carrollton	Rail	\$1.20 ▲	752 ▲	\$377,662,500 ▼	\$3,717,700 ▲	12,000 ▲	YES ▲
FM 423	Little Elm to Downtown Carrollton via FM 42	Arterial Limited-Stop Bus	\$1.80 ▲	52 ▲	\$3,604,200 ▲	\$1,161,000 ▲	2,500 ▲	YES ▲

Legend: ▲ Most Positive Outcome ▲ Somewhat Positive Outcome ◆ Fair/Neither Good nor Bad
 ▼ Somewhat Negative Outcome ▼ Most Negative Outcome

Feeder Bus Services in Support of Long Range Corridors

If implemented, the North Frisco to Carrollton rail corridor would feature four stops in or near Denton County: Frisco Main Street Station, Texas SH 121 Station (Plano/The Colony), Plano Parkway Station and George Bush Turnpike Station (Carrollton). Local transit service is not currently provided in the northern part of the corridor, while some DART service is provided in the southern part of the corridor (in Carrollton and Plano south of Highway 121). Potential new feeder service for stations along the corridor could be implemented:

- Two feeder bus routes serving Main Street Station operating in Frisco
- A feeder route connecting Main Street Station with West Frisco and Little Elm
- A feeder route operating from SH 121 Station and serving The Colony

- A feeder route operating between Windhaven Parkway Station and SH 121 Station, serving Southwest Plano

In addition, the extension of several existing DART routes may be considered, including Routes 452, 347, 534, 531, and 333.

In support of services in the I-35W corridor, feeder bus service is recommended to serve the major employers in the Alliance area. Services should provide access in Roanoke, along key roads and to Alliance Airport.

Service Improvement and Expansion Options

The long range service planning process included the collection of route-level ridership data, such as passenger boardings and alightings by stop. This data has been used by DCTA as it continues to modify local services to respond to changing conditions, and will provide useful information for future short-term service planning efforts conducted by DCTA. Data collected was also reviewed to develop general near-term service guidelines and considerations, as well as opportunities to support long-term service recommendations.

While DCTA operates a range of transit services, in recent years the agency has invested heavily in the A-train, which could be considered the “spine” of DCTA’s service network. Because of the investment in A-train, near-term service improvement and expansion options focus on preserving and maximizing DCTA’s existing investment. DCTA has several opportunities to strategically develop and enhance local transit services as a way of laying the foundation for upgrades to the regional transit network. Bolstering service in Denton, by improving headways, and defining a strategy to improve interconnectivity between local buses and A-train are priorities for the agency in the short-term. Lewisville and Highland Village will likely see improvements on local bus services to better align with the A-train, but major service changes in these cities are not recommended in the short term.

Near-Term Service Improvement Options

Denton. As the largest city in Denton County, Denton not only features most of DCTA’s transit service, but is also the community where transit has the greatest potential to succeed. Now that the A-train is operational and terminates at the Downtown Denton Transit Center, this has become the primary transfer location for all Denton Connect routes. Service alternatives and recommendations include the following:

- **Better schedule integration between Connect and A-train.** It is recommended in the short-term that weekday service hours on Connect should better match the service hours on A-train.
- **The development of high-frequency transit service spines in Denton.** While Connect provides good local coverage throughout Denton, one of the goals of the service should also be to provide “first mile” and “last mile” connections for regional commuters on A-train.
- **Additional service frequency.** Many of the corridors in Denton justify higher service frequencies, or at least as frequent as service being provided in Lewisville (which is approximately every 35 minutes during the peak). As such, it is recommended that in the near-term, DCTA consider improving service frequencies on all Connect routes.
- **Service along Airport Road.** A new route to the Denton Municipal Airport area is proposed within the short-term.

Highland Village and Lewisville. Performance on Connect RSVP should be monitored closely. Connect service in Lewisville is provided with three routes (21, 22 and 23) operating approximately every 35 minutes during the peak periods on weekdays and hourly on Saturday. In May 2011, Lewisville Connect had roughly 7,000 passenger boardings, which is indicative of the continued ridership increases experienced in Lewisville.

While this study has indicated that DCTA's services in Lewisville provide adequate coverage in the near-term, there is opportunity to provide more consistent frequencies through the day on Connect. Since most the services in Lewisville and Highland Village are less mature than Denton, the services should be monitored more closely.

NCTC Connections. Potential changes to the NCTC Shuttle could be considered:

- **Extend NCTC Shuttle service in Denton.** While service to the Med Park A-train station offers connections to Connect Route 2 and the Colorado Express UNT Shuttle, service to the two main destinations in Denton require a transfer. Service can be extended to the UNT campus, which would also provide UNT students living in Lewisville or Flower Mound with a single-seat ride. Another option would be to extend service to the Downtown Denton Transit Center where connections can be made to all Denton Connect routes rather than Route 2 alone.
- **Expansion of service hours.** While the NCTC Shuttle offers seven round trips daily, service headways are about every 90 minutes. Adding one additional bus to this route would offer service about every 45 minutes, which would offer students significantly more travel choices.

Demand Response. Resources committed to Access in relation to those designated for local Connect fixed-route service is a higher proportion than the majority of DCTA's peers. DCTA should consider modifications to its Access policies and procedures to realize greater operating efficiencies and to reserve use of the service for those unable to use the fixed-route services due to a certified disability. This would result in a smaller pool of users and allow DCTA to redirect resources toward improving general public services.

Investments in technology. It is recommended that DCTA enhance transit traveler information. This should be done by updating the agency's Google Transit feed, participating in the Regional 511 effort and looking at opportunities to provide real-time information to users from the internet, mobile devices, or telephones. Service providers such as NextBus and TransLoc actively manage the reporting of an agency's Automated Vehicle Locator (AVL) data and present it to passengers via the Web or mobile phone applications. DCTA should also pursue efforts to promote transit via regional traffic and transit information websites.

DCTA can also enhance operations data reporting and system management by getting route segment-level schedule adherence reports on a regular basis. Transit vehicle tracking allows a transit agency to monitor current transit vehicle location using an AVL system. DCTA could consider the development of standard reports that analyze AVL and farebox data for planning purposes. DCTA will need to integrate fareboxes with AVL equipment allowing tracking of boarding activity by stop location and the ability to offer transfers based on the characteristics of the route where the ride was initiated. A public announcement system can also be integrated with an AVL system, enabling stop announcements in accordance with ADA requirements, and allowing DCTA staff to place important messages regarding service modifications, public information meetings, promotions, etc.

Longer-Term Service Expansion Options

Longer term, with the introduction of new regional services, DCTA must work to support those services by developing feeder routes and introducing technologies that will make it easier for riders to use and pay for transit, while making it easier for DCTA to plan for service changes and monitor the use of transit. Opportunities for closer joint service planning at the local level — particularly with DART, which has some services in southeast Denton County — will result in overall improvements to the county’s transit network. DART has begun providing services under contract to non-member cities, and could potentially operate more local services in the vicinity, including in The Colony, Plano, or further to the north in Frisco. It is not known whether these operations may be more cost-effective than DCTA services, but they may provide an opportunity for Denton County non-member cities to purchase services and test the viability of transit.

Other communities in Denton County that become member cities would be eligible to receive service in return for their investment, based on precedents in the existing member cities. These communities could be served by general public demand response service, under contract with a taxi or local service provider, or deviations from intercity fixed route services, depending on where services are carried forward.

Supporting Transit through Investments in Multimodal Design

Some of the issues that arose in the development of the plan include a lack of sidewalks in many portions of Denton County, limited amenities for transit users, and a need for bicycle connectivity and amenities. As a long-range plan, rural, suburban, and small town urban design guidelines are provided to maximize access to transit, provide safety for transit users, and promote multimodalism in general. DCTA is encouraged to work more closely with local jurisdictions and Denton County to address the following:

- Making transit-friendly communities
- Developing street patterns that work for transit
- Designing streets for multimodal transportation
- Improving transit facilities for Denton County

IMPLEMENTATION

As a roadmap for future investments, implementation of the plan requires a wide range of activities. A schedule for the phased implementation of the recommendations assumes some minor service improvements to support the investment in A-train over the next five years, with the introduction of new regional services spaced over the 25-year planning horizon. Assuming the availability of funds for both operating and capital needs within five years, the following are proposed:

- Additional service hours on Denton Connect
- Better weekend schedule integration of Connect and A-train



Implementation of recommended services will require refinement, public involvement and marketing.

Source: Nelson\Nygaard Associates

DENTON COUNTY TRANSPORTATION AUTHORITY

Transportation Reinvestment Program (TRiP)

Board Approved 11/12/2020

I. POLICY STATEMENT

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

II. SCOPE

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

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

III. FUNDING

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

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

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

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

Multiple municipalities may pool their allocated amounts to allow more flexibility in financing larger, mutually beneficial projects. Member cities could accrue allocated funds each fiscal year in order to fund a larger project. Funds remain with DCTA, designated to each member city, until dispersed to an approved project. Funds will remain with DCTA until reimbursements have been made to the member city for an approved project. Unobligated funds designated to each member city may rollover for up to three years.

IV. ELIGIBLE PROJECTS

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

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

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

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

V. PROJECT SELECTION

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

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

Should a member city have a project that timing would necessitate an application prior to the call for projects, a city may submit an application for pre-award authority. Any cost difference

between the member city's allocated funding for that year and the project cost, may be reimbursed in subsequent years or borne by the member city.

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

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

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

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

VI. DISBURSEMENT

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

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

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

- Project identifier
- Approved project budget
- TRiP funds programmed for the project
- Expenses incurred
- Percentage completion

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

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

VII. PERFORMANCE EVALUATION AND REPORTING

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

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

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

VIII. ETHICS AND CONFLICTS OF INTEREST

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

Procedures when identifying a potential conflict of interest will comply with Chapter 171 of Texas Local Government Code regarding conflicts of interest. If an officer or employee involved in the project selection process has a substantial interest in a business entity or in real property, that person must file an affidavit stating the nature and extent of the interest and abstain from further participation.¹

IX. SUBJECT TO AUDIT

DCTA shall establish a system of written internal controls which will be reviewed

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

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

ATTACHMENT A – SAMPLE PROJECT APPLICATION

PROJECT NAME:

PROJECT SPONSOR:

Denton

Lewisville

Highland
Village

PROJECT DESCRIPTION:

**GEOGRAPHIC
LIMITS/BOUNDARIES:**

REQUEST FOR CAPITAL

LEVEL OF DESIGN:

PROJECT COST:

FUNDING REQUEST:

**ESTIMATED PROJECT
COMPLETION DATE:**

ADDITIONAL INFORMATION:

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

Increase service efficiency and reliability

Increase service effectiveness for DCTA customer

Increase the visibility and elevate the image of DCTA

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

Coordinate with regional transportation providers

Pair transit facilities to existing and planned transit-supportive development

Advocate sustainable development practices that support transit

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

THIS SECTION TO BE COMPLETED BY DCTA STAFF

Transportation Reinvestment Program Project Identifier: _____

Meets minimum project eligibility requirements

Multiple project selection

Rank: _____

Initial Member City Transportation Reinvestment Program Balance: _____

Recommended Project FY _____ Programmed Amount: _____

Remaining Member City Balance: _____

Recommended Disbursement Schedule:

Lump Sum

Quarterly

Monthly

As defined through Inter-local Agreement

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

ATTACHMENT A

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

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

FY21 TRiP Program Allocation and Awarded Grant Obligations

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

FY22 TRiP Program Allocation and Awarded Grant Obligations

	CITY OF DENTON	CITY OF HIGHLAND VILLAGE	CITY OF LEWISVILLE	TOTAL
FY22 Funding Available to Cities (with rollover)	\$ 5,170,120	\$ 450,500	\$ 6,265,576	\$ 11,886,196
FY22 Obligation - City of Denton	\$ 3,980,578			\$ 3,980,578
FY22 TRiP Program Rollover	\$ 1,189,542	\$ 450,500	\$ 6,265,576	\$ 7,905,618

FY23 TRiP Program Allocation and Awarded Grant Obligations

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

FY24 TRiP Program Allocation and Awarded Grant Obligations

	CITY OF DENTON	CITY OF HIGHLAND VILLAGE	CITY OF LEWISVILLE	TOTAL
FY24 Funding Available to Cities (with rollover)	\$ 5,876,029	\$ 1,486,924	\$ 7,060,473	\$ 14,423,426
FY24 Obligation - City of Denton	\$ 4,969,060			\$ 4,969,060
FY24 Obligation - City of Lewisville			\$ 2,000,000	\$ 2,000,000
FY21-FY24 Cumulative TRiP Program Rollover	\$ 906,969	\$ 1,486,924	\$ 5,060,473	\$ 7,454,366

FY25 CALL FOR PROJECTS AVAILABLE FUNDING

	CITY OF DENTON	CITY OF HIGHLAND VILLAGE	CITY OF LEWISVILLE	TOTAL
FY25 TRiP Allocation	\$ 2,850,934	\$ 290,561	\$ 2,826,147	\$ 5,967,642
FY21-FY24 Cumulative TRiP Program Rollover	\$ 906,969	\$ 1,486,924	\$ 5,060,473	\$ 7,454,366
FY21-24 Excess Funds Return from Completed Obligations*	\$ 483,949	\$ -	\$ 318,818	\$ 802,766
FY25 TRiP Pre-Award Obligations	\$ -	\$ -	\$ (488,351.00)	\$ (488,351.00)
FY25 CALL FOR PROJECTS AVAILABLE FUNDING	\$ 4,241,852	\$ 1,777,485	\$ 7,717,087	\$ 13,736,423

All unobligated funds at the end of the FY2025 CFP will return to the DCTA Cash Reserves, unless revised in updated TRiP policy
 *Completed Projects: Denton's (D15) All-Way Crossing Construction Project and Lewisville's (L1) Valley Ridge Blvd Off-Street Trail Project

FY24 TRiP Annual Status Report

January 23, 2025

Background and Introduction

Fiscal Year 2024 represented the fourth full year for DCTA's Transportation Reinvestment Program (TRiP). The TRiP program was approved by the DCTA Board in 2020 to provide financial assistance to DCTA member cities for transit-supportive projects which support the ideals and goals contained in the Agency's Long-Range Service Plan.

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

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

This report includes a summary of all thirty-one (31) projects approved through the TRiP program between FY 2021 and FY 2024, and a summary of the program's financial status ahead of the agency's TRiP *Call for Projects* for FY 2025.

The FY 2025 TRiP *Call for Projects* is the final year for the program under the current policy, which is set to expire on in November 2025, subject to approval of an extension to FY 2026.

Process

Each fiscal year in January, DCTA announces a *Call for Projects*. DCTA determined that each Transportation Reinvestment Program (TRiP) application met or exceeded the minimum project eligibility requirements specified in *Resolution R20-22* and supported DCTA's Long-Range Service Plan goals. Therefore, the Board authorized the agency to draft and execute project reimbursement agreements for TRiP program funding in an amount totaling approximately \$32.1 million with the cities of Highland Village, Denton and Lewisville. These projects represent a total investment of over \$107.1 million towards improving walkability and accessibility to transit service.

FY 2021 – FY 2024 CITY OF HIGHLAND VILLAGE PROJECT SUMMARIES



CFP Year	Project Name	Total Award / Obligation	Invoiced To-Date	Project Category	TRiP Status	Overall Project Status
City of Highland Village						
FY21	HV1 – Highland Village Road Sidewalk Construction	\$379,591	\$379,591	Construction		Complete

FY 2021 – FY 2024 CITY OF LEWISVILLE PROJECT SUMMARIES



CFP Year	Project Name	Total Award / Obligation	Invoiced To-Date	Project Category	TRiP Status	Overall Project Status
FY 21	L1 – Valley Ridge Off Street Trail	\$1,766,000	\$1,447,182	Construction	Complete – Remaining funds will return to FY25 allocation	
	L2 – A-Train Rail Trail Southern Extension Segment A	\$400,000	\$280,084	Design		95% Design
	L3 – Southwest Parkway Multimodal Street/Streetscape	\$425,375	\$0	Design		60% Design – 100% design expected by 06/2025; Begin reimbursements in April 2025
FY 23	L4 – Southwest Parkway Multimodal Street/Streetscape	\$9,015,000	\$0	Design/ Construction	100% Design; Construction anticipated in September/October 2025	
	L5 – A-Train Rail Trail Southern Extension Segment A	\$600,000	\$0	Design / Construction		95% Design
FY 24	L6 – The Standard TOD Public Street Construction	\$2,000,000	\$0	Design / Construction	Pending Execution of Agreements	
FY 25	L7 – Hebron Parkway Off-Street Trail	\$488,351	\$0	Construction	Under Construction	

FY 2021 – FY 2024 CITY OF DENTON PROJECT SUMMARIES



CFP Year	Project Name	Total Award / Obligation	Invoiced To-Date	Project Category	TRiP Status	Overall Project Status
FY21	D1 - All-Way Crosswalk Design	\$68,210	\$68,210	Design		Complete
	D2 - A-Train to UNT Bike and Pedestrian Path	\$1,626,865	\$281,690	Design / Construction		Under Construction
	D3 - Bell Sidewalk Construction	\$98,357	\$98,357	Construction		Complete
	D4 - Ginnings & Alexander Elementary Sidewalks	\$505,861	\$249,524	Design / Construction		Under Construction
	D5 - Medpark Sidewalk Construction	\$81,412	\$81,412	Construction		Complete
	D6 - Wilson & Pecan Elementary Sidewalks	\$137,292	\$137,292	Design / Construction		Under Construction

FY 2021 – FY 2024 CITY OF DENTON PROJECT SUMMARIES, CONTINUED



CFP Year	Project Name	Total Award / Obligation	Invoiced To-Date	Project Category	TRiP Status	Overall Project Status
FY22	D7 - Mayhill Road Extension Phase 2	\$592,500	\$592,500	Construction	Complete	
	D8 - SED-A Bundle	\$82,500	\$82,500	Construction	Complete	
	D9 - SED-B Bundle	\$228,750	\$228,750	Construction	Complete	
	D10 - UPRR Quiet Zone	\$568,578	\$0	Construction	Construction beginning Q1 2025	
	D11 - Loop 288 Sidewalks	\$360,000	\$0	Construction	Under Construction	
	D12 - Downtown Sidewalks	\$1,089,750	\$0	Construction	Under Construction	
	D13 - Morse On-Street Trail	\$152,500	\$0	Design / Construction	Not Started	Planning / Engagement Phase is ongoing
	D14 - A-Train to UNT Bike and Pedestrian Path	\$88,490	\$0	Design / Construction	Under Construction	
D15 - All-Way Crossing Construction	\$817,510	\$333,561.46	Construction	Complete - Remaining funds will return to FY 2025 allocation		
FY23	D16 - Shady Oaks DCTA Crossing Quiet Zone Improvements	\$75,000	\$0	Construction	Construction beginning Q1 2025	
	D17 - Katy Trail Extension - Mayhill/Colorado	\$514,560	\$0	Construction	On Hold - Pending further discussion with DCTA regarding proposed scope adjustments	
	D18 - Bonnie Brae Phase 3 - UNT Sidepath Improvements	\$5,000,000	\$0	Construction	Not started - Final Phase of construction	Roadway Construction is ongoing
FY24	D19 - McKinney Ave from Carrol Street to Loop 288	\$1,519,060	\$0	Planning / Design / Construction	Pending Execution of Agreements	
	D20 - North South Woodrow Lane - McKinney Ave-Spencer	\$850,000		Planning / Design / Construction		
	D21 - Morse Street - Wye street to Wood Row Lane	\$850,000		Planning / Design / Construction		
	D22 - Riney Road – Bonnie Brae to North Elm Street	\$750,000		Planning / Design / Construction		
	D23 - Sidewalk and Pad Allowance for high priority multimodal connectivity locations	\$1,000,000		Planning / Design / Construction		

Board of Directors Memo

January 23, 2025

AGENDA ITEM: Discuss Update on the Intermediate Service Plan

Recommendation

This is a discussion item. No action required.

Background

During the March and April 2024 Board briefings, DCTA staff presented three proposed Connect service alternatives for Routes 3, 6, and 7. These alternatives focused on increasing service frequency and operating hours to encourage fixed-route usage over GoZone within the corresponding travel areas.

In May 2024, the Board approved several ISP enhancements, including:

- Increased bus frequency for Connect routes
- Installation of new bus stops
- Adjustments to GoZone capacity

These initiatives were aimed at improving the rider experience and optimizing operational efficiency. This briefing will provide updates on the following key areas:

- **ISP Phase I Performance:** A review of current data reflecting the impact of initial ISP enhancements.
- **Route Optimization:** An overview of efforts to optimize routes serving the University of North Texas.
- **Timeline:** An outline of the planned activities for the next phase of ISP implementation.
- **Bus Stop Infrastructure:** A briefing on the development of design standards for bus stops.

Previous Board Action

May 23, 2024

Identified Need

Provide Board an update on system performance since implementation of ISP Phase 1 and discuss potential next steps.

Financial Impact

None. This is a discussion item only.

Exhibits

None.

Submitted By:



Austin Frith, Vice President
Planning and Development

Board of Directors Memo

January 23, 2025

AGENDA ITEM: Discuss Update on the Denton County Transportation Authority Transformation Initiative and Five-Year Roadmap, FY2023 – FY2027

Recommendation

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

Background and Introduction

DCTA received a report by Accenture in November 2020 that outlines 30 priority initiatives the agency should undertake to advance its ability to deliver quality service and high value to its stakeholders. One of those initiatives calls for staff to regularly communicate with the Board regarding progress on the “Five Year Roadmap” of implementation of those initiatives, scheduled to occur in the years 2023 through 2027.

DCTA first briefed the board on the progress of the Transformation Initiative and Five-Year Roadmap in the January 2024 Strategic Work Session.

The purpose of this briefing is to continue that cadence and provide an update on the progress that has been made on the stated initiatives.

Previous Board Action

January 2024 – The Board received a briefing on the Transformation Initiative in the January 2024 Strategic Work Session

Identified Need

As noted, above.

Financial Impact

None.

Exhibits

None.

Submitted by:



Paul Cristina, Chief Executive Officer

Board of Directors Memo

January 23, 2025

AGENDA ITEM: Safety, Service, and Ridership Reports – November-December 2024

Recommendation

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

Introduction

Attached Exhibits 1-7 provide an overview of total monthly safety, service, and ridership trends across all DCTA services for November-December 2024.

Monthly Report

The month of December has seen total ridership down 12.0% over December 2023, after both service changes and significant construction has begun. Overall bus ridership saw a decrease from December 2023 with detours for construction on many UNT routes, but Connect routes increased by 31.1% year over year. Rail ridership increased by 9.3% year over year, and GoZone decreased slightly by 8.4% year over year.

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

	FY24	FY25			November-December % Change	December 2024-2025 % Change
	December	October	November	December		
Bus*	93,061	185,522	154,754	75,624	-51.1%	-18.7%
Rail	18,023	32,617	23,990	19,694	-17.9%	9.3%
GoZone	73,548	73,146	70,057	67,392	-3.8%	-8.4%
Access	1,789	2,765	2,348	2,387	1.7%	33.4%
Van Pool**	21,795	20,319	23,448	18,217	-22.3%	-16.4%
TOTAL	208,216	314,369	274,597	183,314	-33.2%	-12.0%

* UNT, Connect, and Non-Connect Fixed Routes

**Vanpool data lags by one month

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*Data table now reflects fixed route bus ridership numbers generated by APCs on the service.

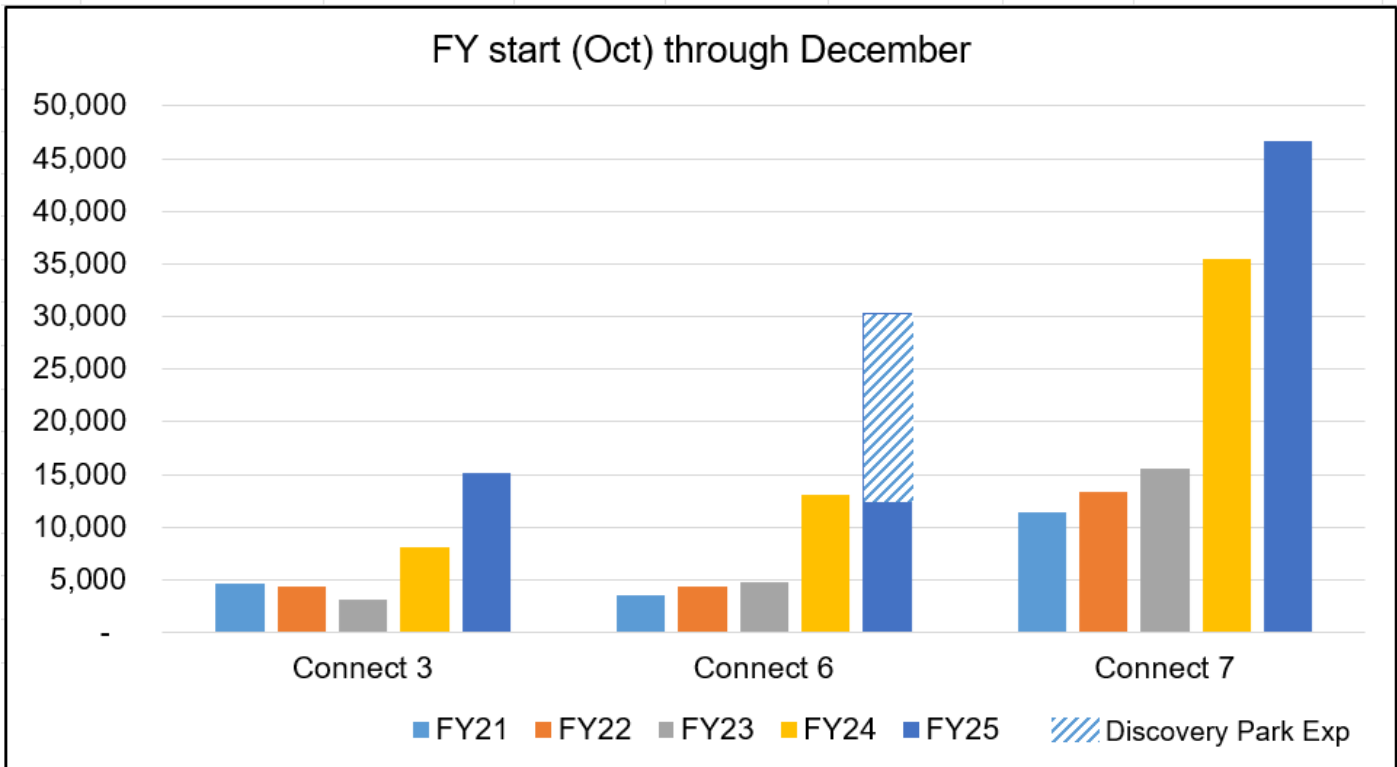
The following chart below presents a summary view of the overall ridership trend by mode from fiscal year start through December comparison for FY2021 to FY2025.

	Unlinked Passenger Trips - FY through December					FY24-
	2021	2022	2023	2024	2025	FY25
UNT	61,576	294,314	407,353	501,537	340,723	-32.1%
Connect	51,467	44,540	28,920	56,733	74,365	31.1%
Non-Connect	1,188	3,226	2,211	450	812	80.4%
A-train	24,401	46,447	55,403	64,744	76,301	17.9%
GoZone	-	106,700	203,689	216,337	210,595	-2.7%
Access	3,421	5,176	6,162	6,387	7,500	17.4%
Vanpool*	47,683	54,414	60,281	65,028	61,984	-4.7%
TOTAL	189,736	554,817	764,019	911,216	772,280	-15.2%

***Vanpool data lags by one month**

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The following chart below presents a summary view of the overall Connect ridership trend by route from fiscal year start through December comparison for FY2021 to FY2024. Note that the FY25 Connect 6 bar illustrates ridership on Discovery Park Express (DPEX). The 31.1% ridership growth on Connect provided in the table above does not include this DPEX ridership. DPEX was implemented for the FY24-25 academic year to provide relief to the Discovery Park route due to construction-related traffic delays that were anticipated and have been realized on that route. The DPEX ridership is shown below to illustrate actual demand for fixed route service on an easterly connection to the Discovery Park campus that complements the westerly connection provided by the traditional UNT Discovery Park route. Strong demand on all three of these routes – Connect 6, Discovery Park Express and Discovery Park – warrants further consideration in future service planning about how to most effectively link the north part of the City of Denton to its downtown area with fixed route service.



Identified Need

None.

Financial Impact

None.

Exhibits

- Exhibit 1: Safety Performance – FY25 to Date
- Exhibit 2: Service Performance – FY25 to Date
- Exhibit 3: Ridership by Mode – December 2025
- Exhibit 4: Connect Ridership Year-Over-Year by Month
- Exhibit 5: A-train Ridership Year-Over-Year by Month
- Exhibit 6: Fixed-Route Ridership – December 2025
- Exhibit 7: UNT Ridership Year-Over-Year by Month

Final Review: 
 Austin Frith, Vice President
 Planning and Development



Final Review: 

Steve Swanberg, Senior Manager
Safety and Security

Final Review: 

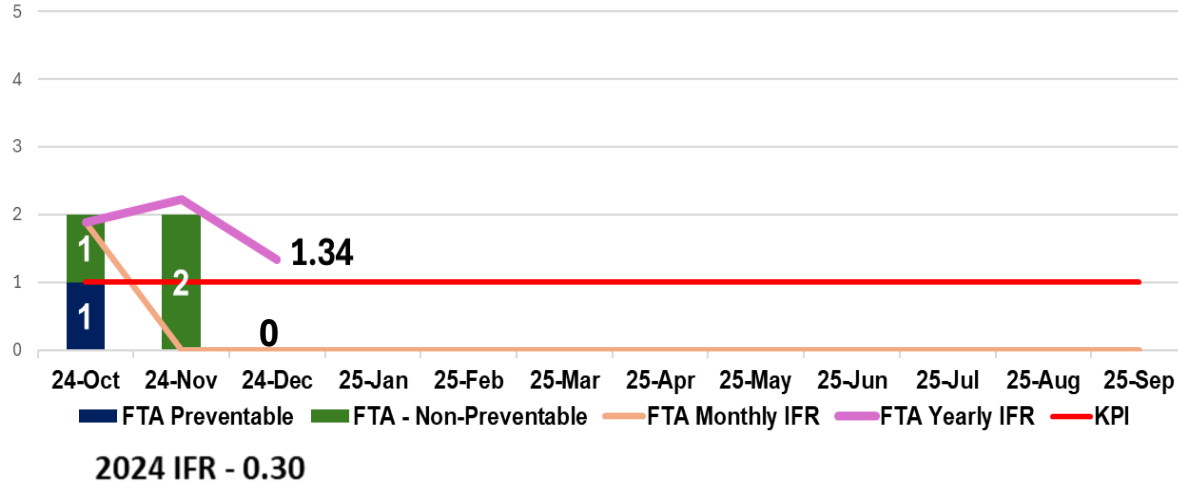
Lisa Taylor, Vice President of Operations

INFORMATIONAL REPORT 1 – SAFETY PERFORMANCE

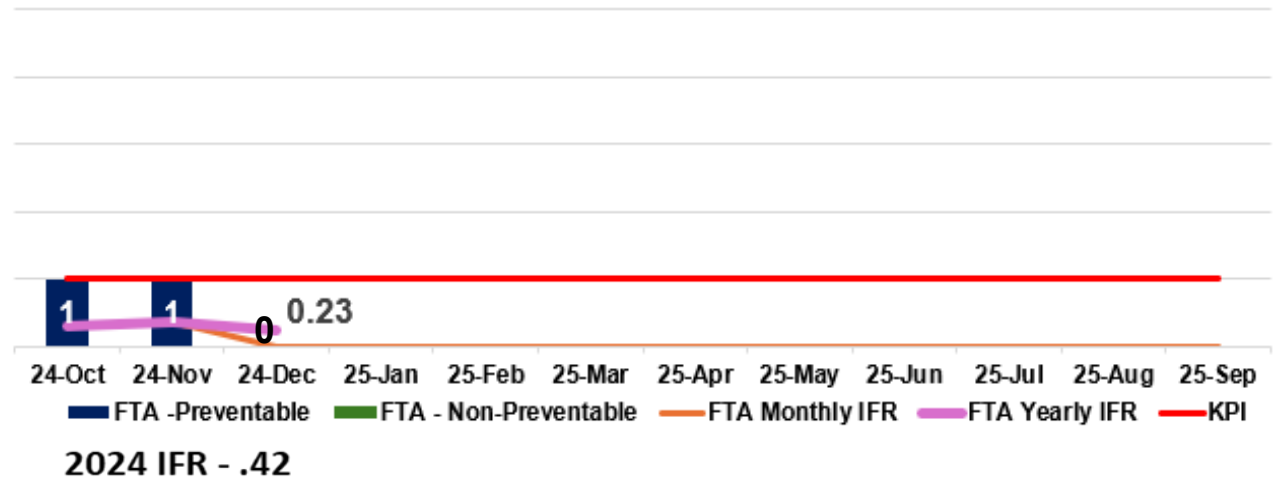


Exhibit 1

FY2025 FTA - Bus Operations Incident Frequency Rate (IFR)



FY2025 FTA- GoZone Incident Frequency Rate (IFR)



FY2025 FRA Incident Frequency Rate

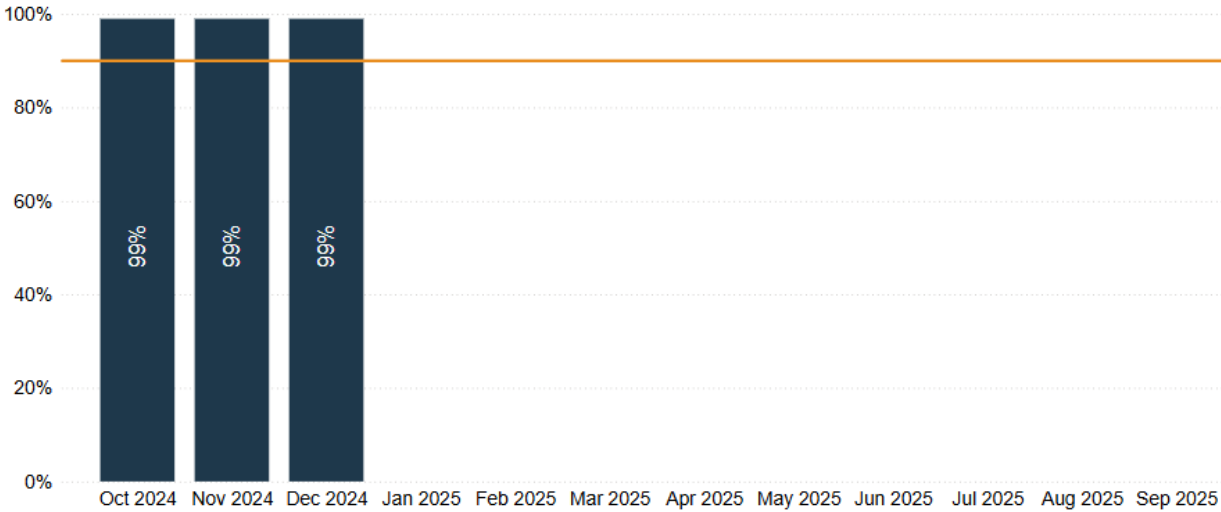
Rio Grande Pacific Operations	24-Oct	24-Nov	24-Dec	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep
FRA Incidents	0	0	0									
FRA Monthly IFR	0	0	0									
FRA Yearly IFR	0	0	0									
FRA Preventable	0	0	0									
FRA Non-Preventable	0	0	0									

2024 IFR - .76

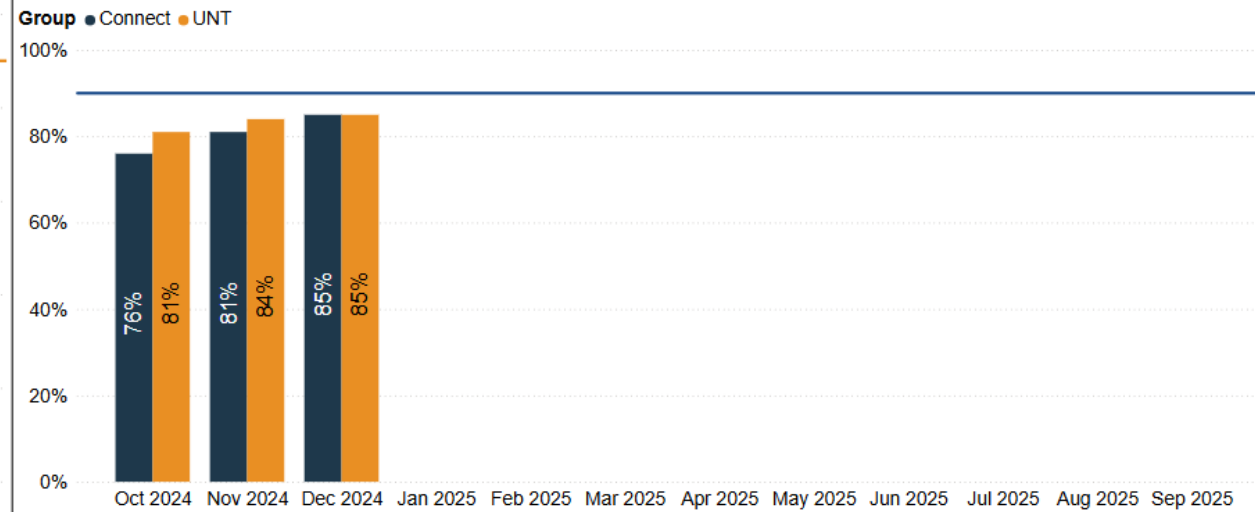
INFORMATIONAL REPORT 1 – SERVICE PERFORMANCE



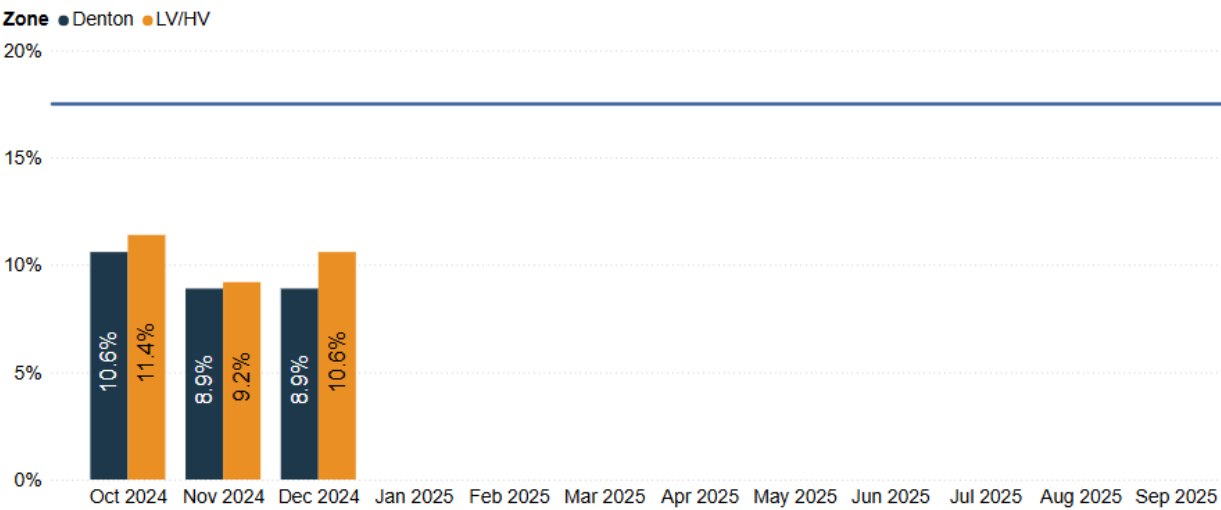
Access OTP - FY25



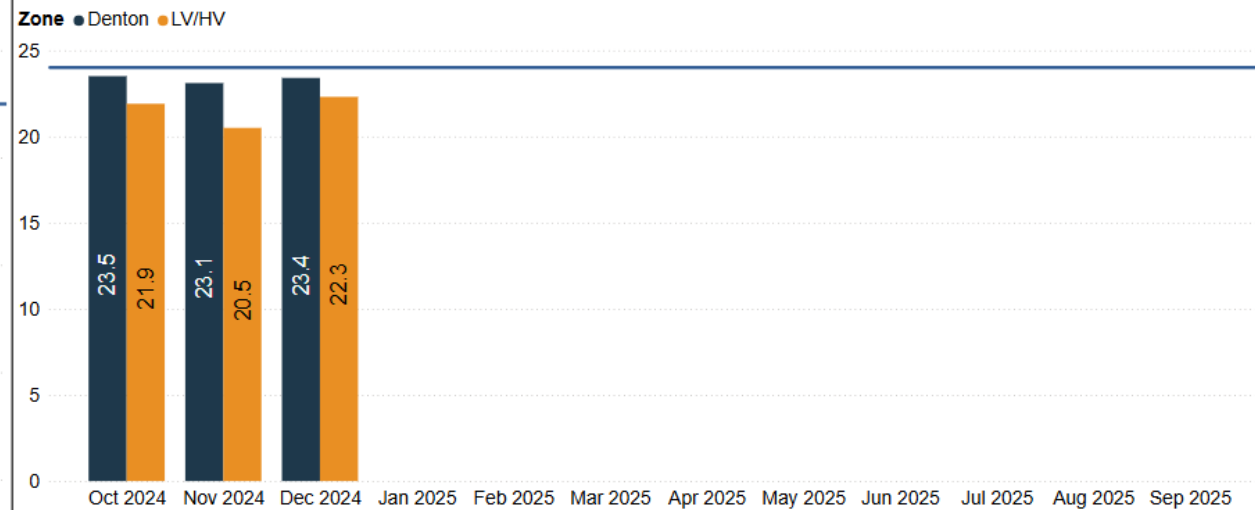
Fixed Route OTP - FY25



GoZone Seat Unavailable by Zone - FY25 YTD



GoZone Wait Times by Zone - FY25 YTD



INFORMATIONAL REPORT 1 – EXHIBIT 3: RIDERSHIP



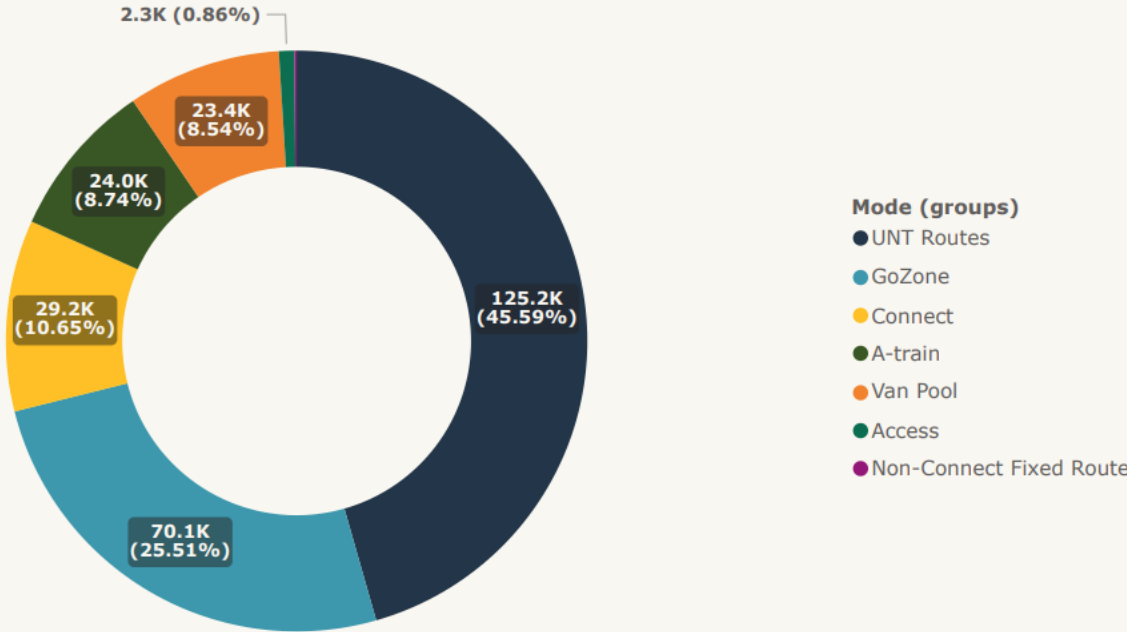
Total Ridership - Nov 2024

274.6K

Total Ridership FYTD

635.9K

Ridership by Travel Mode - Nov 2024



INFORMATIONAL REPORT 1 – EXHIBIT 3: RIDERSHIP



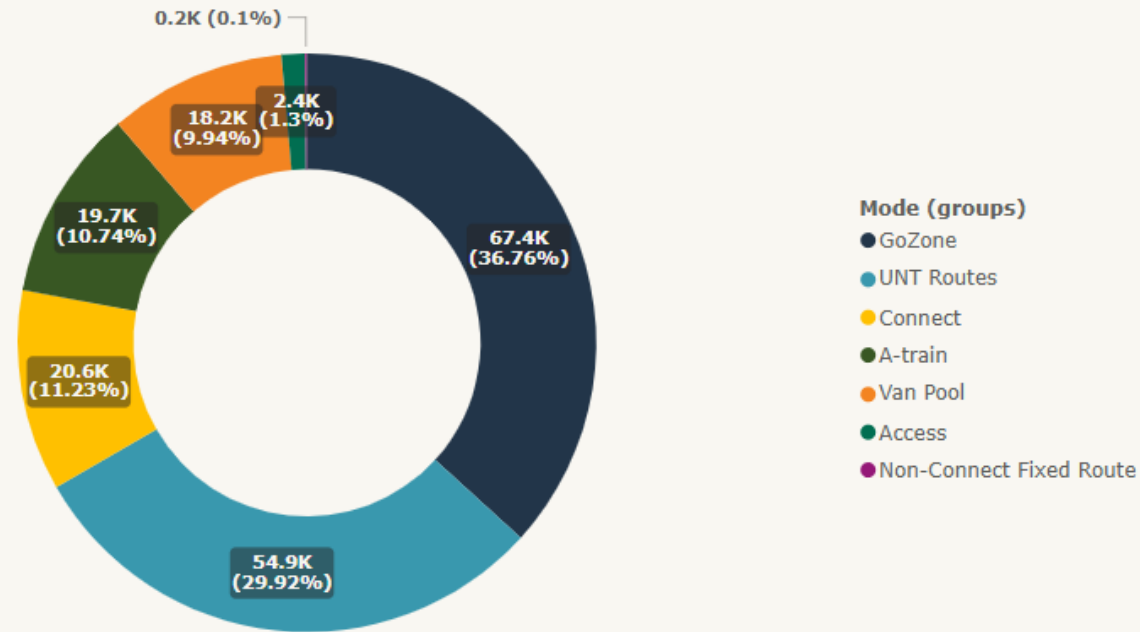
Total Ridership - Dec 2024

183.3K

Total Ridership FYTD

819.2K

Ridership by Travel Mode - Dec 2024



INFORMATIONAL REPORT 1 – EXHIBIT 4: CONNECT



Total Ridership - Dec 2024

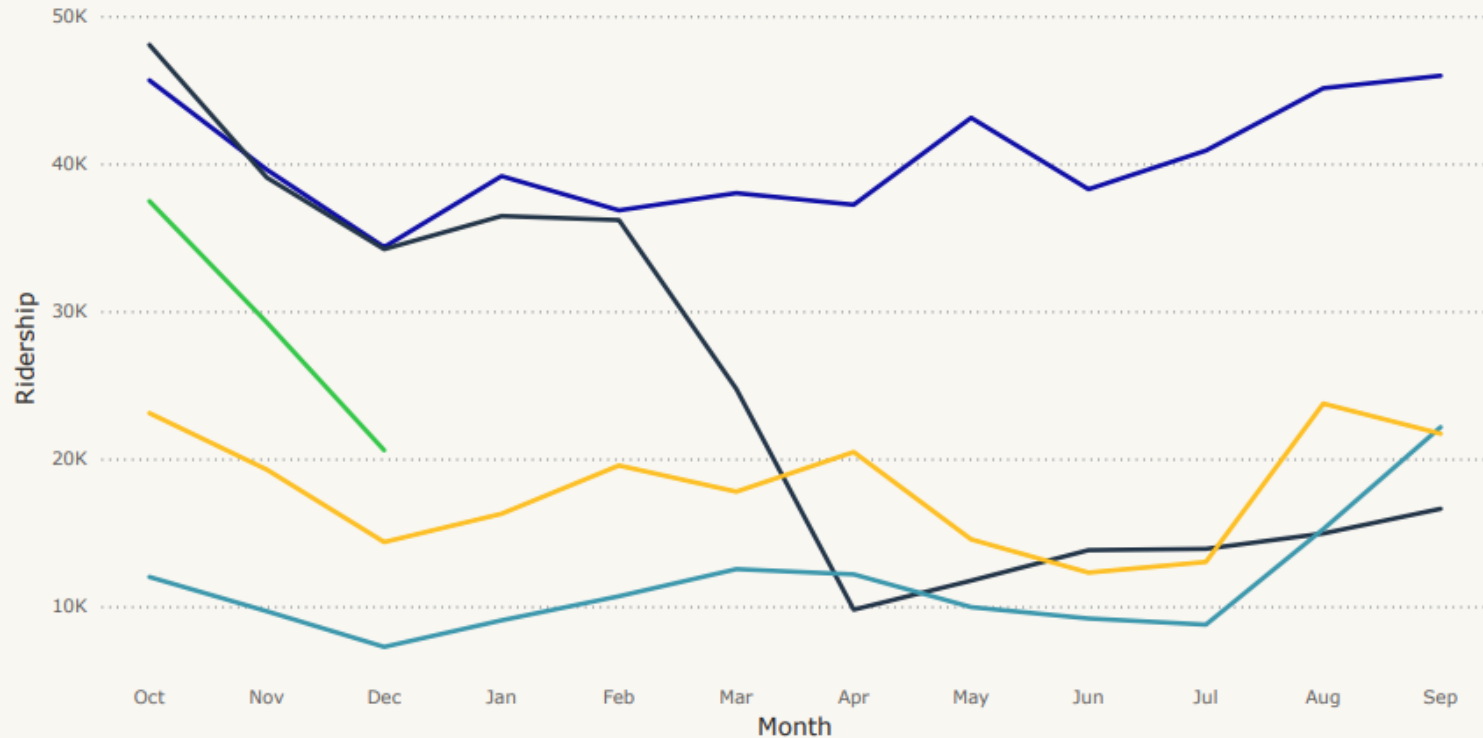
183.3K

Total Ridership FYTD

819.2K

Ridership by Month and Fiscal Year - Connect

Fiscal Year ● 2019 ● 2020 ● 2023 ● 2024 ● 2025



INFORMATIONAL REPORT 1 – EXHIBIT 5: A-TRAIN



Total Ridership - Dec 2024

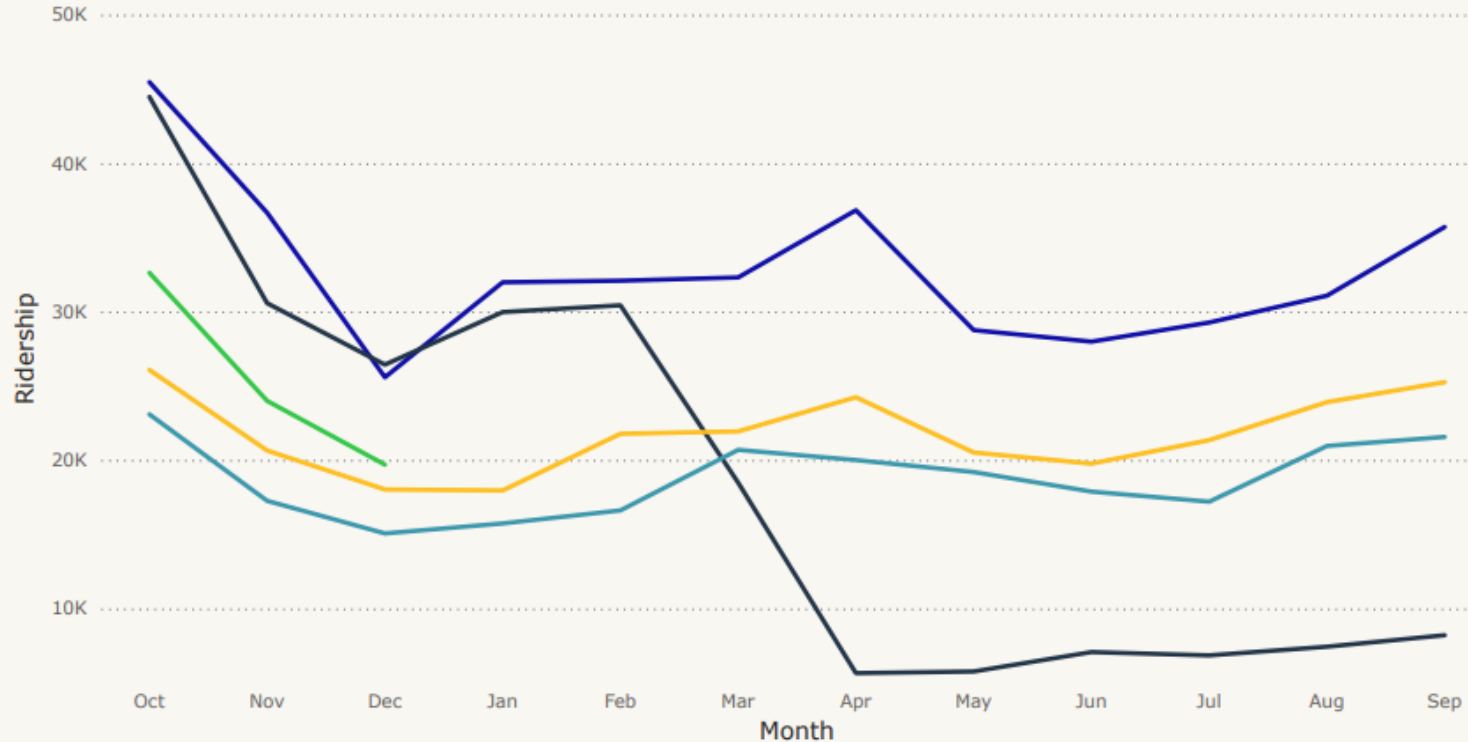
183.3K

Total Ridership FYTD

819.2K

Ridership by Month and Fiscal Year - A-train

Fiscal Year ● 2019 ● 2020 ● 2023 ● 2024 ● 2025



INFORMATIONAL REPORT 1 – EXHIBIT 6: FIXED ROUTE



Total Ridership - Nov 2024

274.6K

Total Ridership FYTD

635.9K

Mode (groups)	Ridership
Connect	29,248
Non-Connect Fixed Route	329
UNT Routes	125,177
Total	154,754

Fixed-Route Ridership Waterfall



INFORMATIONAL REPORT 1 – EXHIBIT 6: FIXED ROUTE



Total Ridership - Dec 2024

183.3K

Total Ridership FYTD

819.2K

Mode (groups)	Ridership
Connect	20,582
Non-Connect Fixed Route	186
UNT Routes	54,856
Total	75,624

Fixed-Route Ridership Waterfall



INFORMATIONAL REPORT 1 – EXHIBIT 7: UNT (ALL)



Total Ridership - Dec 2024

183.3K

Total Ridership FYTD

819.2K

Ridership by Month and Fiscal Year - UNT

Fiscal Year ● 2019 ● 2020 ● 2023 ● 2024 ● 2025

