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# AGENDA

Quorum = 3

**Dallas Area Rapid Transit Bus Service, LGC  
Board of Directors Meeting  
Tuesday, June 5, 2018, 11:30 a.m.  
DART Conference Room B – 1st Floor  
1401 Pacific Ave., Dallas, 75202**

1. Approval of Minutes: March 27, 2018
2. Approval of FY 2019 Annual Budget for the Dallas Area Rapid Transit Bus Service, LGC
3. \*Review of FY 2018 Financial and Operating Performance Update as of March 31, 2018
4. Identification of Future Agenda Items
5. Adjournment

**\*This is a Briefing Item Only**

**The Dallas Area Rapid Transit Bus Service, LGC may go into Closed Session under the Texas Open Meetings Act, Section 551.071, Consultation with Attorney, for any legal issues.**

**This facility is wheelchair accessible. For accommodations for the hearing impaired, sign interpretation is available. Please contact Community Affairs at 214-749-2543, 48 hours in advance.**

*DART Bus, LGC Board of Directors –  
Chair – Sue S. Bauman  
Vice-Chair – Gary Thomas  
Members – Faye Moses Wilkins,  
and Jesse Oliver*

**MINUTES**  
**DALLAS AREA RAPID TRANSIT BUS SERVICE, LGC**  
**BOARD OF DIRECTORS'**  
**March 27, 2018**

The **Dallas Area Rapid Transit Bus Service, LGC Board of Directors'** meeting convened on Tuesday, March 27, 2018, at 11:44 a.m., at DART Headquarters, 1401 Pacific Avenue, Dallas, Texas, with Chair Bauman presiding.

The following Committee Members were present: Sue S. Bauman, Gary Thomas, Faye Moses Wilkins, Jesse Oliver, and David Leininger.

The following Officer was present: Joseph Costello.

Others Board Members present: Michele Wong Krause.

Others present: Harlene Kennedy, Todd Plesko, Rob Smith, Mike Miles, Peter Brannon, Donna Henry, Nancy Johnson, and Josefina Chavira.

**Due to a lack of a quorum, Chair Bauman directed the Committee's attention to the briefing items, beginning with Agenda Item 6.**

**6. \*Update on Mesquite Service Plan and Future Service**

Mr. Rob Smith, DART Assistant Vice President of Service Planning & Development, briefed the Committee (Handouts on file with the Office of Board Support) as follows:

Mr. Leininger entered the meeting at 11:47 a.m., creating a quorum.

Mr. Oliver entered the meeting at 11:48 a.m.

Chair Bauman requested, when staff speaks to the cities, to have a standard component that will include customer information and advertising as an option for them. She noted the more they can keep it integrated into DART's service, it will be easier for all the customers.

**Noting a quorum in the room, Chair Bauman directed the Committee's attention to the remaining items on the agenda.**

**General Items:**

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**1. Approval of the Minutes:                      October 24, 2017**

**Mr. Oliver moved for approval of the October 24, 2017, Dallas Area Rapid Transit Bus Service, LGC Board of Directors' Meeting Minutes, were entered into record, as written.**

**Mr. Thomas seconded and the Minutes were approved unanimously.**

**Items:**

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2. **\*Review of FY 2017 Financial and Operating Performance Update as of September 30, 2017**

Mr. Joseph Costello, DART Vice President of Finance, briefed the Committee (Handouts on file with the Office of Board Support) as follows:

- Packet

In regards to the services provided in Collin County, Chair Bauman requested the Subsidy Per Passenger for informational purposes only. Mr. Costello agreed.

3. **\*Review of FY 2018 Financial and Operating Performance Update as of December 31, 2017**

Mr. Costello briefed the Committee (Handouts on file with the Office of Board Support) as follows:

- Packet

4. **Approval to Transfer \$500,000 of Toyota Motor North America, Inc. Grant Funds to DART for Mobility on Demand Expenses**

**Mr. Oliver moved to approve Resolution 180000 to the Committee-of-the-Whole meeting, as written.**

**Mr. Thomas seconded and the item was approved unanimously.**

5. **Authorization to Transfer Excess Funds Accumulated through September 2017 to Dallas Area Rapid Transit**

**Mr. Oliver moved to approve Resolution 180001 to the Committee-of-the-Whole meeting, as written.**

**Mr. Leininger seconded and the item was approved unanimously.**

7. **\*Briefing on Collin County Rides Project**

Mr. Todd Plesko, DART Vice President of Service Planning and Scheduling, briefed the Committee.

Ms. Moses Wilkins entered the meeting at 12:19 p.m.

Ms. Wong Krause entered the meeting at 12:21 p.m.

**Other Items:**

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8. **Identification of Future Agenda Items**

There were no future agenda items identified for this Committee.

9. **Adjournment**

There being no further business to discuss, the meeting was adjourned at 12:22 p.m.



Josefina Chavira  
Board Committee Secretary

/jc

+ Same Night Item

\* Briefing Item

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# Agenda Report

## Dallas Area Rapid Transit Bus Service, LGC

|   |
|---|
| <b>Voting Requirement:<br/>Majority</b> |
|---|

**DATE:** June 5, 2018

**SUBJECT:** Approval of FY 2019 Annual Budget for the Dallas Area Rapid Transit Bus Service, LGC

### RECOMMENDATION

Approval of a resolution: 1) approving the Fiscal Year (FY) 2019 Annual Budget for the Dallas Area Rapid Transit Bus Service, LGC (the “LGC”) as shown in Exhibit 1 to the Resolution; and 2) authorizing that the budget be forwarded to the DART Board for approval.

### BUSINESS PURPOSE AND FINANCIAL CONSIDERATIONS

- Section 4.01 of the LGC’s Bylaws states that the LGC Board shall adopt a proposed budget of expected revenues and proposed expenditures for the next ensuing fiscal year and forward to the DART Board of Directors for approval 90 days before the end of the fiscal year.
- Revenues and expenses for transportation services in Collin County are included in the proposed FY 2019 LGC Budget.

### LEGAL CONSIDERATIONS

- Section 4.01 of the LGC’s Bylaws states that the LGC Board shall adopt a proposed budget of expected revenues and proposed expenditures for the next ensuing fiscal year and forward to the DART Board of Directors for approval 90 days before the end of the fiscal year.

**DRAFT**

**RESOLUTION**

**of the**

**DALLAS AREA RAPID TRANSIT BOARD  
(Executive Committee)**

**Approval of FY 2019 Annual Budget for the Dallas Area Rapid Transit Bus Service, LGC**

WHEREAS, Section 4.01 of the Dallas Area Rapid Transit Bus Service, LGC (the “LGC”) Bylaws provides that the LGC Board of Directors shall adopt a proposed budget of expected revenues and proposed expenditures for the next ensuing fiscal year and forward the budget to the Dallas Area Rapid Transit Board of Directors for approval; and

WHEREAS, the LGC Board desires to approve the proposed budget and recommend its approval to the Dallas Area Rapid Transit Board of Directors.

NOW, THEREFORE, BE IT RESOLVED by the Dallas Area Rapid Transit Bus Service, LGC Board of Directors that:

Section 1: The FY 2019 Annual Budget is approved as shown in Exhibit 1 to the Resolution.

Section 2: The budget be forwarded to the DART Board of Directors for approval.

EXECUTED as of this 5th day of June, 2018.

DIRECTORS:

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Sue S. Bauman  
Chair

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Gary C. Thomas  
Vice-Chair

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Faye Moses Wilkins  
Secretary

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David Leininger  
President

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Jesse Oliver

DART Bus Service, LGC  
Budget Summaries - Collin County

|                               |                           | FY17      | FY18      | FY19    |
|-------------------------------|---------------------------|-----------|-----------|---------|
| <b>Projected Revenues</b>     |                           | Budget    | Budget    | Budget  |
| Collin County                 |                           |           |           |         |
|                               | <i>Total Revenues</i>     | 2,687,479 | 1,270,210 | 632,539 |
| <b>Projected Expenditures</b> |                           |           |           |         |
| Collin County                 |                           |           |           |         |
|                               | <i>Total Expenditures</i> | 2,248,850 | 1,043,276 | 148,267 |
|                               | <i>Net Income</i>         | 438,629   | 226,934   | 484,271 |

NOTE:

\*\* Net income does not reflect prior period cash balances that are available to be applied to Collin County which includes the \$1 million grant from Toyota Motor North America, Inc.

DART Bus Service, LGC  
Budget Summary - Collin County Demand Response Service

|                                 | FY16<br>Budget<br>Amended<br>Mar - May | FY16<br>Budget<br>Amended<br>Jun - Sep | FY17<br>Budget      | FY18<br>Budget      | FY19<br>Budget    |
|---------------------------------|--|--|---------------------|---------------------|-------------------|
| <b>Projected Revenues</b>       |  |  |                     |                     |                   |
| Toyota Fund Beginning Balance   |  |  | \$1,000,000         | \$1,000,000         | \$360,416         |
| DART Purchase of Buses from LGC |  |  | 650,000             | -                   | -                 |
| NCTCOG (Operations & Start-up)  | 418,554                                | 166,273                                | 486,136             | 61,466              | 64,545            |
| Local - Toyota                  |  | 1,000,000                              |                     |                     |                   |
| Cities                          |  | 62,800                                 | 188,400             | 188,400             | 188,400           |
| Counties                        |  |  |                     |                     |                   |
| Farebox Receipts                | 28,257                                 | 6,525                                  | 362,943             | 20,344              | 19,178            |
| <i>Total Revenues</i>           | <i>\$446,811</i>                       | <i>\$1,235,598</i>                     | <i>\$ 2,687,479</i> | <i>\$ 1,270,210</i> | <i>\$ 632,539</i> |
| <b>Projected Expenditures</b>   |  |  |                     |                     |                   |
| MV Transportation Operations    | \$372,679                              | \$366,336                              |                     |                     |                   |
| Taxi Operation                  |  |  | 1,440,000           | 81,376              | 76,712            |
| Taxi Set Up & Expenses          | -                                      | 50,000                                 | \$ 30,000           |                     |                   |
| Other Expense                   | -                                      | 2,000                                  | \$ 30,000           | 41,375              | 44,577            |
| Financial Administration        |  | 5,000                                  | \$ 60,000           | 6,000               | 12,000            |
| Program Management              |  | 5,000                                  | \$ 60,000           | 1,500               | 1,500             |
| Service Plan                    |  |  | \$ 430,000          | 400,000             |                   |
| Mobility on Demand              |  |  |                     | 500,000             |                   |
| General Administration          | 45,875                                 | 35,535                                 | 198,850             | 13,025              | 13,479            |
| <i>Total Expenditures</i>       | <i>\$418,554</i>                       | <i>\$463,871</i>                       | <i>\$2,248,850</i>  | <i>\$1,043,276</i>  | <i>\$148,267</i>  |
| <i>Net Income</i>               | <i>\$28,257</i>                        | <i>\$771,727</i>                       | <i>\$438,629</i>    | <i>\$226,934</i>    | <i>\$484,271</i>  |
| Remaining Funds                 | \$28,257                               | \$771,727                              | \$438,629           | \$226,934           | \$484,271         |

**Detail for Collin County service Cash balance at 03/31/2018:**

|                  |                           |
|------------------|---------------------------|
| Toyota funds     | \$860,416                 |
| Non-Toyota funds | <u>300,753</u>            |
| <b>Total</b>     | <b><u>\$1,161,169</u></b> |

Note: Toyota funds were not spent in FY16 or FY17. LGC will transfer \$500,000 to DART for Mobility on Demand in FY18.



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# Agenda Report

## Dallas Area Rapid Transit Bus Service, LGC

**Attachment:**

- 1. FY 2018 Financial Update as of 03/31/18**

**DATE: June 5, 2018**

**SUBJECT: Review of FY 2018 Financial and Operating Performance Update as of March 31, 2018**

### **RECOMMENDATION**

This is a briefing item. No action is required at this time.

### **BUSINESS PURPOSE**

- The purpose of this item is to review the FY 2018 financial and operating performance update as of March 31, 2018. A summary for revenues, expenses, and ridership for this period is included as Attachment 1.

| <b>Mesquite Bus Service</b>                       |                 |                 |                   |
|---|-----------------|-----------------|-------------------|
| <b>FY 2018 Actuals vs Budget Update</b>           |                 |                 |                   |
| (for the period October 1, 2017 - March 31, 2018) |                 |                 |                   |
| <i>Revenues</i>                                   | Actuals         | Budget          | \$ Variance       |
| <b>+ Contract Payments</b>                        |                 |                 |                   |
| Service Fees                                      | \$192,010       | \$231,590       | (\$39,581)        |
| <b>+ Farebox Receipts<sup>[3]</sup></b>           | 7,796           | 38,435          | (30,640)          |
| <b>- Revenue Sharing<sup>[1]</sup></b>            | (1,791)         | (7,687)         | 5,896             |
| <b>Total Revenues</b>                             | <b>198,014</b>  | <b>262,339</b>  | <b>(64,325)</b>   |
| <i>Expenses</i>                                   |                 |                 |                   |
| Purchased Transportation                          | 161,963         | 171,958         | (9,995)           |
| General administration                            | 16,670          | 30,369          | (13,699)          |
| <b>Total Expenses</b>                             | <b>178,634</b>  | <b>202,327</b>  | <b>(\$9,995)</b>  |
| <b>Net Income before transfer to DART</b>         | <b>19,380</b>   | <b>60,012</b>   | <b>(54,330)</b>   |
| <b>Transfer to DART<sup>2</sup></b>               | <b>-</b>        | <b>-</b>        | <b>-</b>          |
| <b>Net Income (loss) after transfer to DART</b>   | <b>\$19,380</b> | <b>\$60,012</b> | <b>(\$40,631)</b> |

[1] Based on agreement with the City of Mesquite section 2.04, 4.13 and 5.07.

[2] Transfer to DART was approved by the LGC Board on March 27, 2018 and it was transferred in the third quarter of FY18.

[3] Actuals are trending less than budget due to lower than expected ridership.

Note: all numbers may not foot due to rounding

| <b>Arlington Bus Service*</b>                     |          |         |             |
|---|----------|---------|-------------|
| <b>FY 2018 Actuals vs Budget Update</b>           |          |         |             |
| (for the period October 1, 2017 - March 31, 2018) |          |         |             |
| <i>Revenues</i> <sup>[1]</sup>                    | Actuals  | Budget  | \$ Variance |
| + Advertising Revenues                            | \$3,045  | \$0     | \$3,045     |
| + Contract Payments                               | 172,240  | 177,430 | (5,190)     |
| + Farebox Receipts                                | 5,956    | 12,724  | (6,768)     |
| - Revenue Sharing <sup>[2]</sup>                  | (2,978)  | (6,362) | 3,384       |
| <i>Total Revenues</i>                             | 178,263  | 183,792 | (5,529)     |
| <i>Expenses</i>                                   |          |         |             |
| Labor and benefits                                | 107,976  | 118,560 | (10,584)    |
| Maintenance and insurance                         | 26,442   | 27,590  | (1,148)     |
| Miscellaneous                                     | 6,215    | 5,906   | 309         |
| Vehicle costs                                     | 3,492    | 6,986   | (3,494)     |
| WiFi  | 276      | 263     | 14          |
| General administration                            | 15,884   | 18,125  | (2,241)     |
| <i>Total Expenses</i>                             | 160,285  | 177,430 | (17,144)    |
| <i>Net Income before transfer to DART</i>         | 17,978   | 6,362   | 11,615      |
| <i>Transfer to DART</i> <sup>[3]</sup>            | -        | -       | -           |
| <i>Net Income (loss) after transfer to DART</i>   | \$17,978 | \$6,362 | \$11,615    |

[1] Revenues do not include an access fee as these are covered through the mid-cities fee paid to NCTCOG.

[2] The Arlington agreement shares 50% of farebox receipts with the Trinity Metro.

[3] Transfer to DART was approved by the LGC Board on March 27, 2018 and it was transferred in the third quarter of FY18.

\* The Arlington Bus Service contract ended on December 31, 2017.

Note: all numbers may not foot due to rounding

| <b>Collin County Bus Service</b>                         |                |               |                    |
|--|----------------|---------------|--------------------|
| <b>FY 2018 Actuals vs Budget Update</b>                  |                |               |                    |
| <i>(for the period October 1, 2017 - March 31, 2018)</i> |                |               |                    |
| <i>Revenues</i>  | <b>Actuals</b> | <b>Budget</b> | <b>\$ Variance</b> |
| + Contract Payments <sup>(1)</sup>                       | \$127,291      | \$124,933     | \$2,358            |
| + Farebox Receipts                                       | 12,990         | 10,172        | 2,818              |
| <i>Total Revenues</i>                                    | 140,281        | 135,105       | 5,176              |
| <i>Expenses</i>  |                |               |                    |
| Labor and benefits                                       | 15,148         | 9,513         | 5,636              |
| Miscellaneous  | 10,224         | 11,094        | (870)              |
| Purchased Transportation                                 | 44,519         | 40,688        | 3,831              |
| General administration                                   | 7,688          | 10,344        | (2,656)            |
| <i>Total Expenses</i>                                    | 77,579         | 71,638        | 5,941              |
| <i>Net Income</i>  | \$62,702       | \$63,467      | (\$765)            |

Note: all numbers may not foot due to rounding

### FY 2018 DART Bus Service, LGC Summary

(for the period October 1, 2017 - March 31, 2018)

|   | Mesquite         | Arlington        | Collin County      | Total              |
|---|------------------|------------------|--------------------|--------------------|
| <b><u>Revenues</u></b>                          |                  |                  |                    |                    |
| + Advertising Revenues                          | -                | \$3,045          |                    | \$3,045            |
| + Contract Payments                             |                  |                  |                    |                    |
| Service Fees                                    | \$192,010        | 172,240          | \$127,291          | 491,541            |
| + Farebox Receipts                              | 7,796            | 5,956            | 12,990             | 26,742             |
| - Revenue Sharing <sup>[1]</sup>                | (1,791)          | (2,978)          | -                  | (4,769)            |
| <b>Total Revenues</b>                           | <b>198,014</b>   | <b>178,263</b>   | <b>140,281</b>     | <b>516,558</b>     |
| <b><u>Expenditures</u></b>                      |                  |                  |                    |                    |
| Labor and benefits                              | -                | 107,976          | 15,148             | 123,124            |
| Maintenance and insurance                       | -                | 26,442           | -                  | 26,442             |
| Miscellaneous                                   | -                | 6,215            | 10,224             | 16,439             |
| Purchased Transportation                        | 161,963          |                  | 44,519             | 206,482            |
| Vehicle costs                                   | -                | 3,492            |                    | 3,492              |
| Wi-Fi   | -                | 276              |                    | 276                |
| General administration                          | 16,670           | 15,884           | 7,688              | 40,242             |
| <b>Total Expenditures</b>                       | <b>178,634</b>   | <b>160,285</b>   | <b>77,579</b>      | <b>416,498</b>     |
| Net Income before transfer to DART              | 19,380           | 17,978           | 62,702             | 100,060            |
| Transfer to DART <sup>2</sup>                   | -                | -                |                    | -                  |
| <b>Net Income (loss) after transfer to DART</b> | <b>\$19,380</b>  | <b>\$17,978</b>  | <b>\$62,702</b>    | <b>\$100,060</b>   |
| <b><u>Cash Balance</u></b>                      |                  |                  |                    |                    |
| Beginning Cash Balance @ 10/1/17                | \$185,419        | \$226,646        | \$1,097,364        | \$1,509,429        |
| Cash Received from the Cities, NCTCOG & Toyota  | 306,921          | 227,801          | 116,363            | 651,086            |
| Payment to Service Provider                     | (173,938)        | (262,850)        | (52,558)           | (489,346)          |
| <b>Ending Cash (as of March 31, 2018)*</b>      | <b>\$318,402</b> | <b>\$191,597</b> | <b>\$1,161,169</b> | <b>\$1,671,169</b> |

**\*Detail for Collin County service Cash balance at 03/31/2018:**

|                  |                    |
|------------------|--------------------|
| Toyota funds     | \$860,416          |
| Non-Toyota funds | 300,753            |
| <b>Total</b>     | <b>\$1,161,169</b> |

[1] Based on agreement with the City of Mesquite section 2.04, 4.13 and 5.07. The Arlington agreement shares 50% of farebox receipts with Trinity Metro

[2] Transfer to DART was approved by the LGC Board on March 27, 2018 and it was transferred in the third quarter of FY18.

Note: all numbers may not foot due to rounding

## DART Bus Service LGC

### FY 2018 Actuals vs Budget Update

For the period October 1, 2017 to March 31, 2018

#### *Total LGC*

| <i>Revenues</i>                                 | YTD Actuals             | YTD Budget              | \$ Variance              |
|---|-------------------------|-------------------------|--------------------------|
| + Advertising Revenues                          | \$3,045                 | \$0                     | \$3,045                  |
| + Contract Payments                             |                         |                         |                          |
| Service Fees                                    | 491,541                 | 533,953                 | (42,413)                 |
| Fixed Admin Fees                                | 0                       | 0                       | 0                        |
| + Farebox Receipts                              | 26,742                  | 61,332                  | (34,590)                 |
| - Revenue Sharing <sup>[1]</sup>                | (4,769)                 | (14,049)                | 9,280                    |
| <i>Total Revenues</i>                           | <i>516,558</i>          | <i>581,236</i>          | <i>(64,678)</i>          |
| <i>Expenses</i>                                 |                         |                         |                          |
| Labor and benefits                              | 123,124                 | 128,073                 | (4,948)                  |
| Maintenance and insurance                       | 26,442                  | 27,590                  | (1,148)                  |
| Miscellaneous                                   | 16,439                  | 17,000                  | (561)                    |
| Purchased Transportation                        | 206,482                 | 212,646                 | (6,164)                  |
| Vehicle costs                                   | 3,492                   | 6,986                   | (3,494)                  |
| Wi-Fi   | 276                     | 263                     | 14                       |
| General administration                          | 40,242                  | 58,838                  | (18,595)                 |
| <i>Total Expenses</i>                           | <i>416,498</i>          | <i>451,395</i>          | <i>(34,896)</i>          |
| Net Income before transfer to DART              | <i>100,060</i>          | <i>129,841</i>          | <i>(29,781)</i>          |
| <i>Transfer to DART</i>                         | <i>-</i>                | <i>-</i>                | <i>-</i>                 |
| <b>Net Income (loss) after transfer to DART</b> | <b><i>\$100,060</i></b> | <b><i>\$129,841</i></b> | <b><i>(\$29,781)</i></b> |

[1] Based on agreement with the City of Mesquite section 2.04,4.13 and 5.07. The Arlington agreement shares 50% of farebox receipts with the Trinity Metro.

Note: All numbers may not foot due to rounding. This represents the approved budget per LGC Resolution No. 140006.

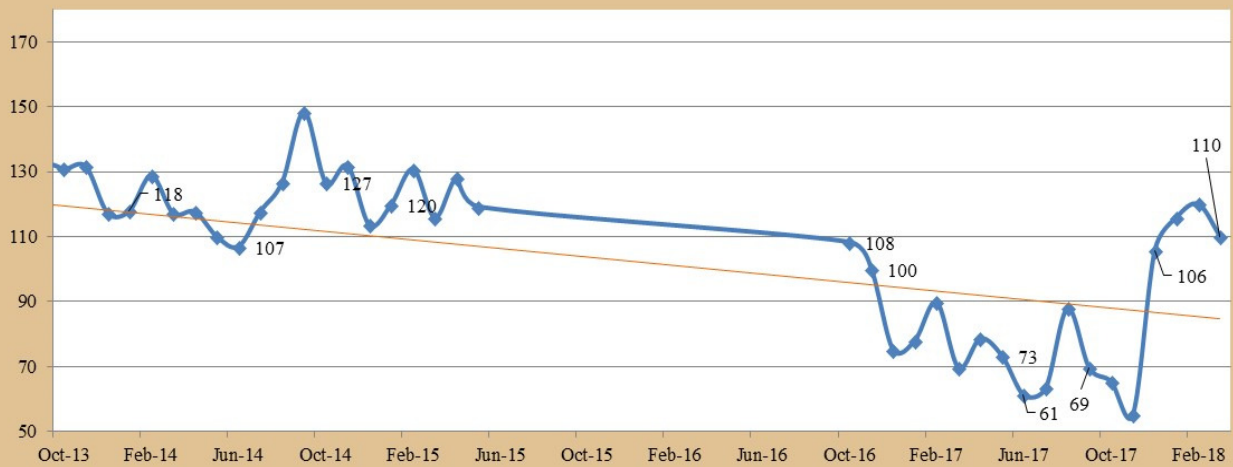
# Mesquite Ridership Summary

For the period ending March 31, 2018

## Mesquite - Total Monthly Ridership

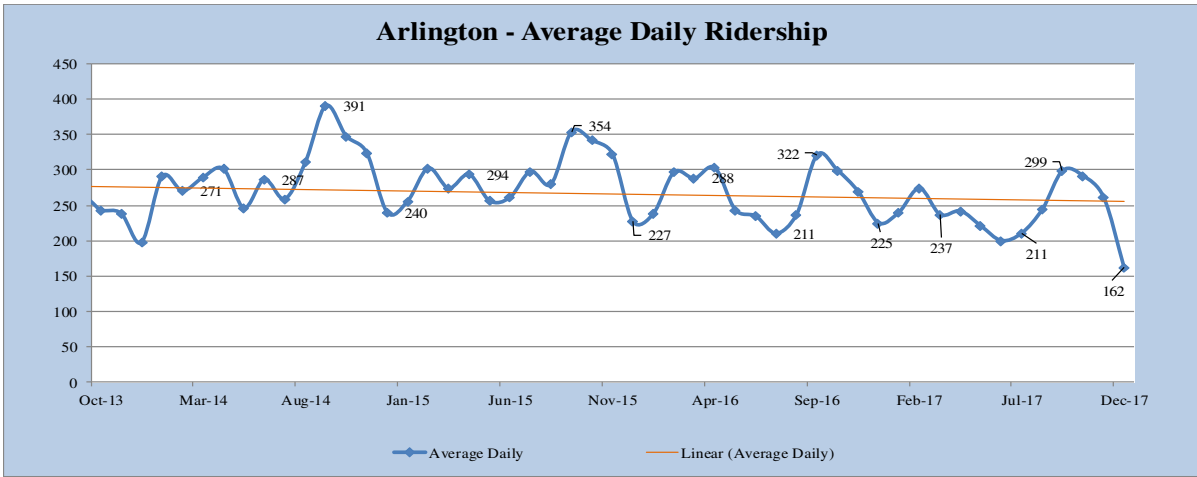
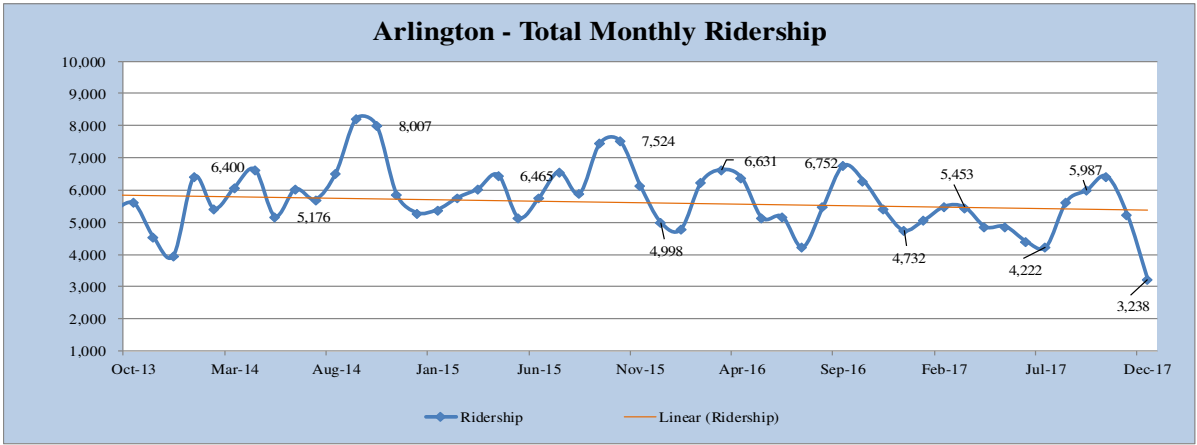


## Mesquite - Average Daily Ridership



## Arlington Ridership Summary

For the period ending December 31, 2017



All data is based on farebox counts