



Alexandria Transit Company Board of Directors Meeting



Wednesday, February 13th, 2019
5:30 p.m.

DASH Facility, 3000 Business Center Drive
Board Meeting Room

Meeting Agenda

#1 Public Comment

#2 Consideration of Meeting Minutes Approval

January 9, 2019

All

#3 Board Member Announcements & Presentations

- a) Chairman's Report
- b) T&ES Directors Report
- c) All Others

Chairman & Board
Members

#4 General Manager's Report

- a) Management Report
- b) Performance Report
- c) Operating Report
- d) Overtime Report
- e) General Manager's Report

Josh Baker,
General Manager

#5 Financial Report

- a) December Financial Update
 - b) December Balance Sheet
 - c) December Summary Income Statement
 - d) December Budget vs. Actual (BVA)
-

#6 Executive Session

Consideration of Convening an Executive Session for the Purpose of Discussing Legal and Personnel Matters, pursuant to Section 2.2-3711 (A1) of the Code of Virginia

#7 ATV Work Session

- Review of project progress
- Summary of outreach efforts to date
- Comprehensive review of the two different draft network concepts
- Discussion

All

#8 Next Meeting Date & Adjournment

The next regular Board Meeting is Wednesday, March 13th, 2019 at 5:30 p.m.
Alexandria City Hall, Council Workroom, 2nd Floor.

All

ATC Board Agenda Detail

Agenda Item #: 2
Item Title: Meeting Minutes
Contact: Fatima Ahmed, Secretary
Attachments: None
Customer Impact: None
Board Action: Consideration of Approval



Alexandria Transit Company (ATC) **BOARD OF DIRECTORS MEETING MINUTES**

A meeting of the Board of Directors of the Alexandria Transit Company was held on Wednesday, January 9th at the Alexandria City Hall, Council Workroom, 2nd Floor, 301 King Street, Alexandria, VA 22314.

Board members present were David Kaplan, Kerry Donley, Ian Greaves, Matt Harris, Jim Kapsis, Steve Klejst, Yon Lambert, Richard Lawrence and Meredith MacNab.

Staff members and visitors attending were: Josh Baker, Raymond Mui, Fatima Ahmed, Rick Baldwin, Martin Barna, Swinda Carcamo, Evan Davis, John Lanocha, Lorenza Myers, Jim Maslanka, Alicia Wright and Nicole Evans. There were 22 visitors in attendance.

The board holds meetings every second Wednesday from September to June and all are welcome to attend.

Board Meeting

Agenda Item #1 – Public Comment

The Chairman called the meeting to order at 5:30 p.m., welcoming the Board members, staff and guests to the regular monthly Board meeting. The Chair recognized one public speaker, Mr. Chris Townsend on behalf of the Amalgamated Transit Union (ATU) stating Mr. Townsend's written statement will be sent to the Board.

Agenda Item #2 – Consideration of Meeting Minutes Approval

The Chairman asked for consideration of approval of the minutes of December 14, 2018. Mr. Harris moved to approve the minutes as written with Mr. Lambert seconding the motion and the vote was carried in approval.

Agenda Item #3 – Reports, Updates and Other Business

Item #3a – Chairman's Report

The Chairman informed the board that the next ATC Stockholders meeting is slated for Tuesday, February 12, 2019 at 6:00 pm and welcome Board members to attend. The Chair stated the General Manager will provide a presentation to City Council.

Item #3c – T&ES Director's Report

Mr. Lambert provided verbal summaries on the T&ES Director's Report shared in advance with the Board, welcoming any comments and questions. Mr. Lambert highlighted the high-level items on the New City Council 2019 Metrorail Shutdown, King Street Metro Construction and the Potomac Yard Metro Station. Mr. Lambert shared with the board the City Manager's [letter](#) to WMATA which outlines specific city concerns about WMATA shuttle and bus plan during the planned summer shutdown. The City's website for the WMATA Summer Shutdown is [here](#).

Mr. Lambert concluded his report announcing the City's new [Performance Dashboard](#) established by the Office of Performance Accountability. The dashboard uses key indicators to analyze, track and evaluate the performance of all City departments.



Staff Reports

Agenda Item #4 – General Manager’s Report

Mr. Baker provided an oral update of the Management Report as presented to the Board, summarizing the high-level items in the management, performance and operating items. Mr. Baker shared with the board that DASH’s overtime performance with the goal to reach 7%. Mr. Baker welcomed comments and questions on the reports.

Agenda Item #5 - Financial Report

Mr. Davis provided an oral update on the financial reports for the month of November. Davis informed the Board of the variances due to personnel-related expenditure for the three-payroll month. Mr. Davis provided the forecast for fiscal year 2019 forecast and concluded his report with an analysis of paying and non-paying customer types.

Agenda Item #6 – New Business

Item #6a): Mr. Barna presented the resolution supporting the DRPT Grant Applications to the Board. On a motion by Mr. Donley and seconded by Ms. MacNab, the motion was carried forward approving the resolution.

Item #6b): Board discussed legal counsel candidates.

#7 – Consideration of Convening an Executive Session for the Purpose of Discussing Legal and Personnel Matters, pursuant to Section 2.2-3711 (A1) of the Code of Virginia.

Consideration of convening executive session for the purpose of discussing legal and personnel matters, pursuant to Section 202-3711 (A1) of the Code of Virginia was motioned by Mr. Donley and seconded by Mr. Harris at 7:12 p.m.

The Chair announced the appointment of a board committee to develop expectations of performance for the General Manager for the '19-'20 performance cycle. Committee members will be Mr. Klejst, Mr. Harris, Mr. Kapsis and Mr. Lambert.

Mr. Donley made a motion to end the executive session and reconvene the regular Board of Director’s Meeting with Mr. Harris seconding the motion at 7:55 p.m.

Agenda Item #7 – Next Meeting Date & Adjournment

As there was no further business, the Chair asked for a motion to adjourn. On a motion by Mr. Donley and seconded by Mr. Harris, all motions passed unanimously, and the meeting adjourned at 7:55 p.m.

The next regular monthly meeting is Wednesday, February 12, 2019 at 5:30 p.m. at the DASH Facility, DASH Board Room, 3000 Business Center Drive, Alexandria, VA 22314.

Minutes submitted by Fatima Ahmed, Secretary



ATC Board Agenda Detail

Agenda Item #: 4
Item Title: DASH General Manager's Report
Contact: Josh Baker, General Manager
Attachments: None
Customer Impact: None
Board Action: None/FYI

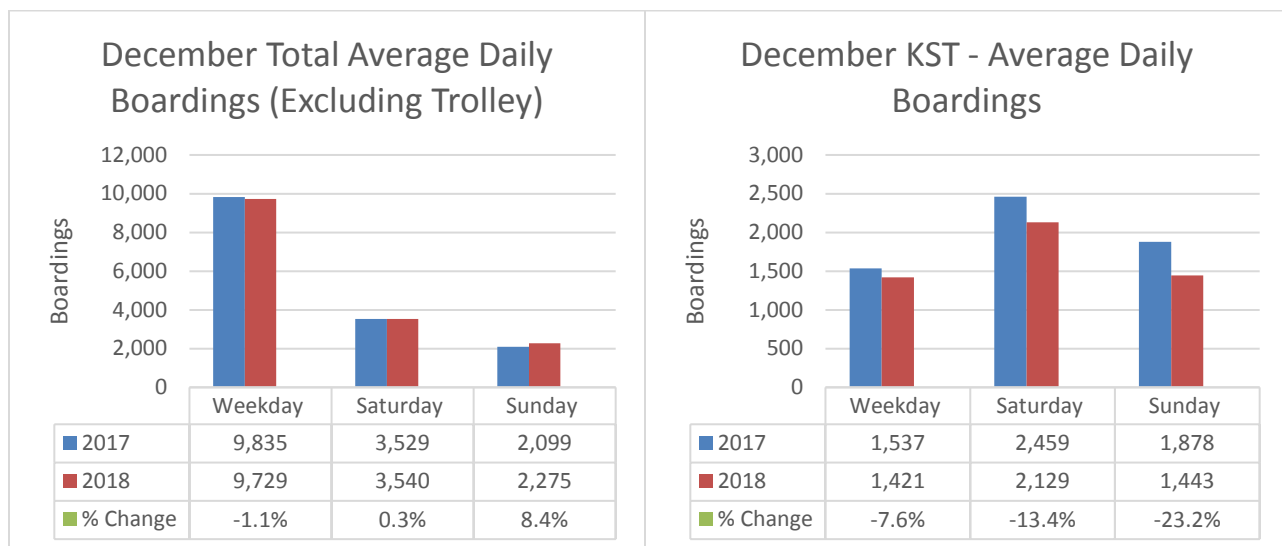


4a Summary: Management Report

FOR THE MONTH OF DECEMBER 2018

A. RIDERSHIP:

Total system ridership for the month decreased by 2.7% from last December, with 271,346 total passengers. Without the King Street Trolley, total ridership decreased by 0.5% from last December, with 223,649 passengers.



B. SAFETY: DASH experienced seven accidents during the month of December. No injuries reported.

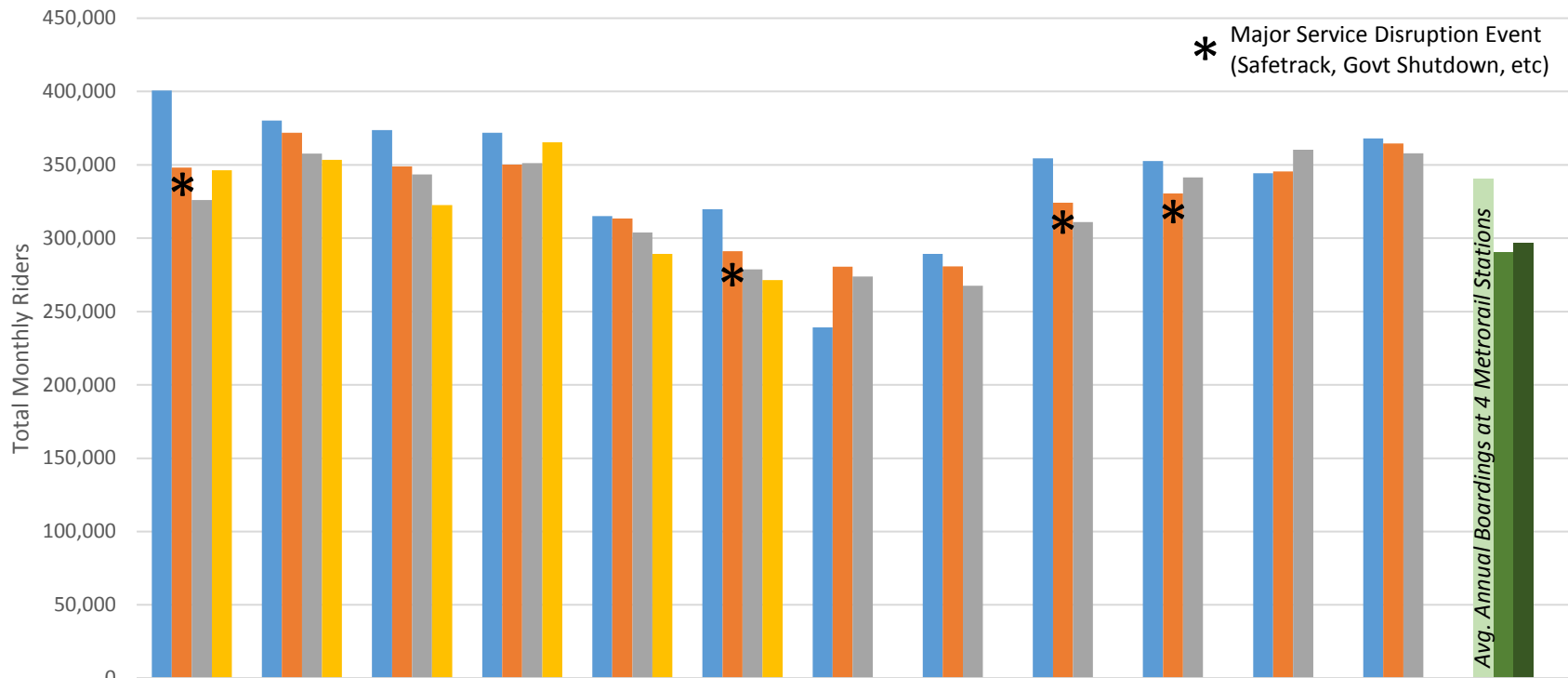
- 12/18 – Bus made contact with car at West Street and Braddock Road (*Preventable*)
- 12/31 – Bus made contact with a column in DASH garage. (*Preventable*)
- 12/14 – Vehicle made contact with bus on Duke and Witter Streets (*Non-Preventable*)
- 12/17 – Parked vehicle door made contact with bus on King and Alfred Streets (*Non-Preventable*)
- 12/19 – Vehicle made contact with bus on N. Ripley Street and Holmes Run Parkway (*Non-Preventable*)
- 12/20 – Vehicle made contact with side of bus on Eads Street and Rotary Road (*Non-Preventable*)
- 12/10 – Company vehicle made contact with SUV on Seminary Road (*Preventable*)

C. RELIABILITY & MAINTENANCE:

	December 2017	December 2018	% Change	Industry Avg.
On-Time Performance	84.9%	86.1%	1.3%	83.6%
Missed Trip Percent	0.00%	4.00%	400.0%	N/A
Avg. Miles Per Road Call	14,984	13,778	-8.0%	11,439

4b Summary: Performance Report
 (System-Wide Ridership December 2018)

DASH Monthly Systemwide Ridership (FY2016-FY2019)



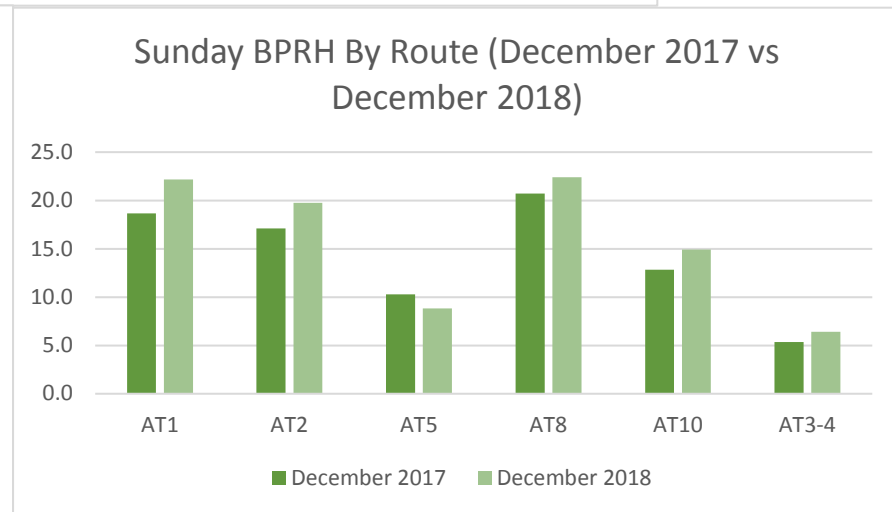
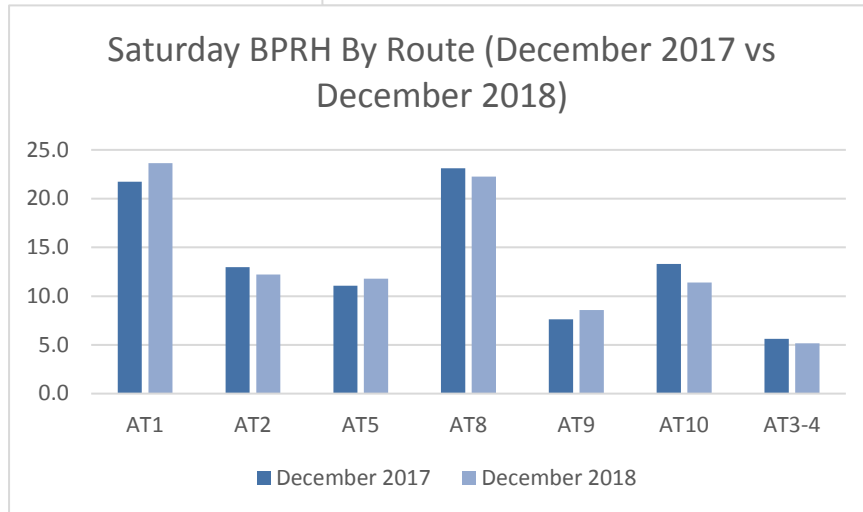
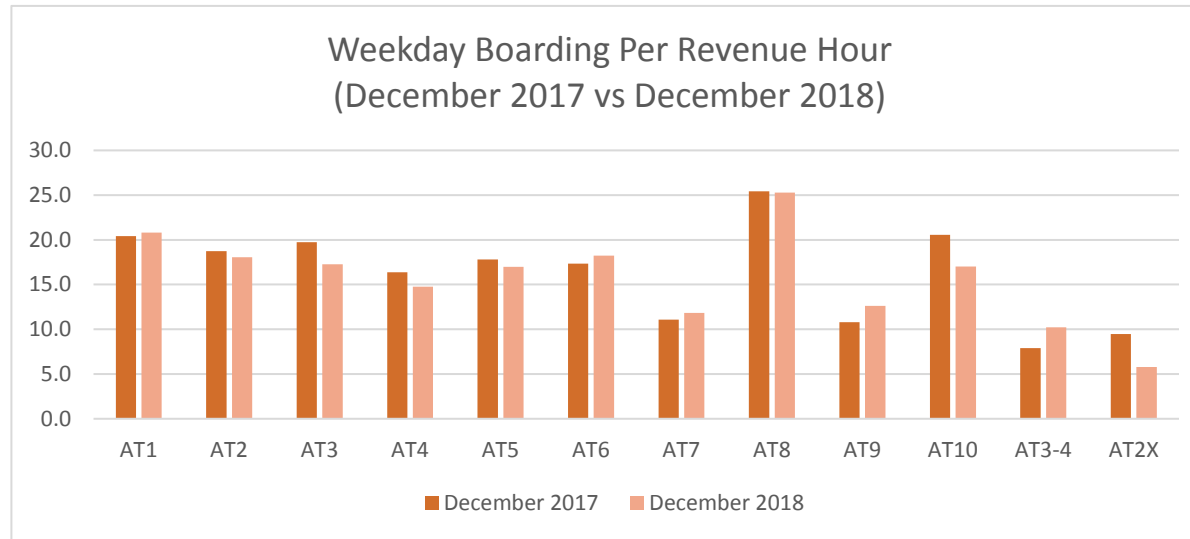
	July	August	September	October	November	December	January	February	March	April	May	June	Metrorail*
FY 2016	400,646	380,209	373,688	371,842	315,029	319,646	239,123	289,333	354,338	352,549	344,266	368,037	340820
FY 2017	348,122	371,835	348,970	350,114	313,472	291,037	280,540	280,794	324,205	330,559	345,453	364,610	290400
FY 2018	325,942	357,728	343,427	351,203	303,908	278,813	273,943	267,675	310,961	341,527	360,382	357,979	296940
FY 2019	346,394	353,415	322,539	365,467	289,396	271,346							

*Metrorail ridership (green columns) represents average daily total boarding's at the City's four Metrorail Stations for FY15-17.

**Totals were multiplied by 20 for comparison to DASH monthly data.



4b Summary: Performance Report
 (System-Wide Route Productivity)



4b Summary: Performance Report

(DASH Year-to FY16-fY19)

Average Daily WEEKDAY Boardings (Q2 FYTD)							
Route	FY16	FY17	FY18*	FY19	% Change (FY18-19)	% Change (FY16-19)	Trend (FY16-19)
AT-1	1,406	1,509	1,573	1,578	0.3%	12.2%	
AT-2	1,561	1,425	1,425	1,409	-1.1%	-9.7%	
AT-3	691	712	659	648	-1.7%	-6.2%	
AT-4	645	585	524	513	-2.1%	-20.5%	
AT-5	1,593	1,290	1,300	1,354	4.2%	-15.0%	
AT-6	887	742	711	800	12.5%	-9.9%	
AT-7	630	586	571	635	11.3%	0.9%	
AT-8	2,836	2,715	2,570	2,750	7.0%	-3.0%	
AT-9	383	402	445	500	12.4%	30.5%	
AT-10	543	524	469	410	-12.5%	-24.5%	
AT-3/4	48	48	47	57	22.1%	19.4%	
AT-2X	202	176	148	107	-27.7%	-47.1%	
KST	2,571	2,501	2,352	2,055	-12.6%	-20.1%	
TOTAL	13,997	13,216	12,793	12,815	0.2%	-8.4%	
TOT (NO KST)	11,426	10,715	10,441	10,760	3.1%	-5.8%	

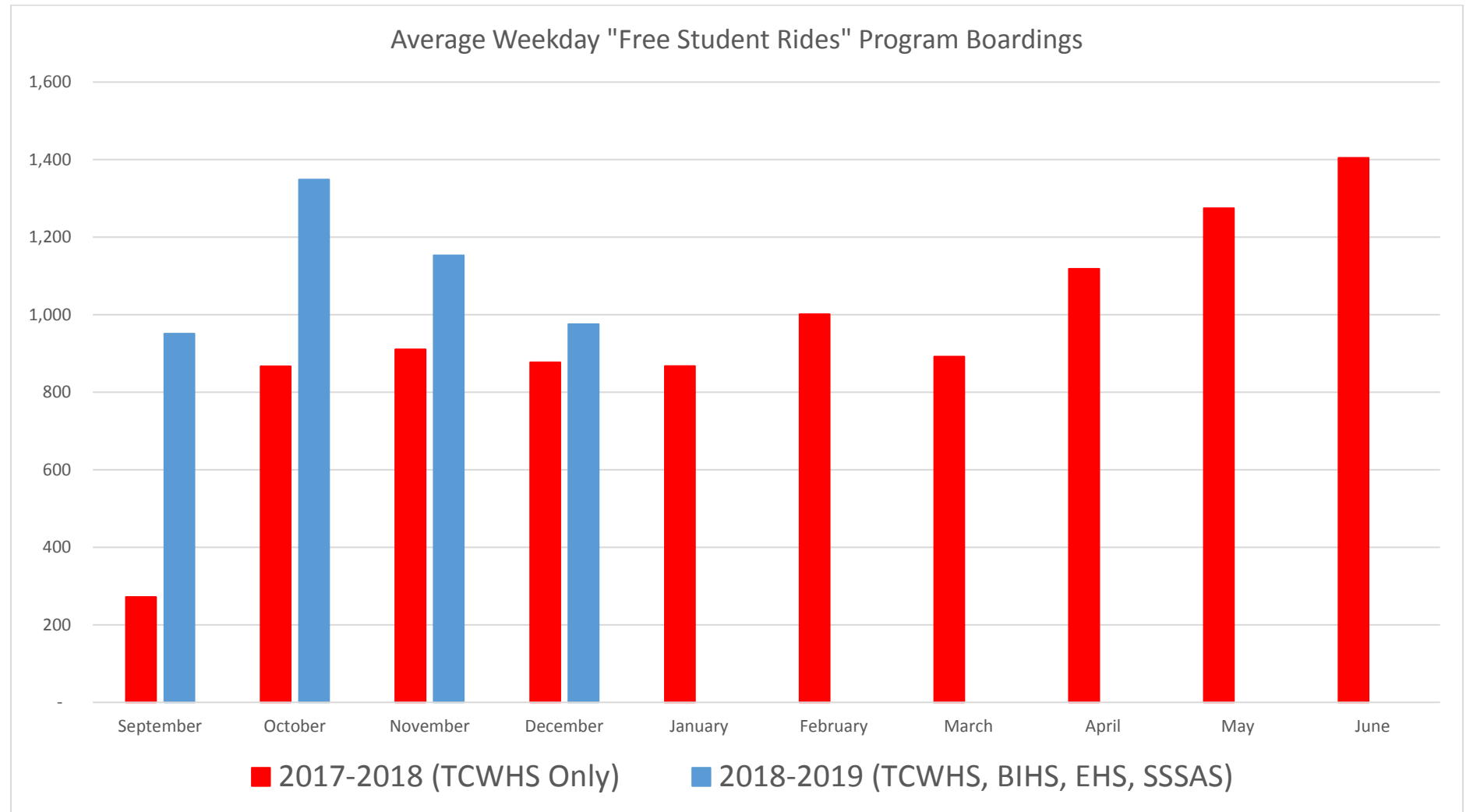
Average Daily SATURDAY Boardings (Q2 FYTD)							
Route	FY16	FY17	FY18*	FY19	% Change (FY18-19)	% Change (FY16-19)	Trend (FY16-19)
AT-1	852	882	871	911	4.6%	6.9%	
AT-2	523	416	405	404	-0.2%	-22.7%	
AT-5	1,194	946	844	863	2.3%	-27.7%	
AT-8	1,423	1,254	1,188	1,135	-4.5%	-20.3%	
AT-9	133	165	186	201	7.9%	50.8%	
AT-10	320	294	298	299	0.2%	-6.8%	
AT-3/4	65	57	53	51	-4.3%	-21.9%	
KST	3,635	3,620	3,640	3,143	-13.7%	-13.5%	
TOTAL	8,146	7,634	7,486	7,006	-6.4%	-14.0%	
TOT (NO KST)	4,511	4,014	3,846	3,863	0.4%	-14.4%	

Average Daily SUNDAY Boardings (Q2 FYTD)							
Route	FY16	FY17	FY18*	FY19	% Change (FY18-19)	% Change (FY16-19)	Trend (FY16-19)
AT-1	437	458	399	486	21.6%	11.0%	
AT-2	403	372	400	423	5.9%	5.0%	
AT-5	518	401	363	344	-5.2%	-33.6%	
AT-8	1,043	859	816	811	-0.7%	-22.3%	
AT-10	157	149	122	130	6.6%	-17.2%	
AT-3/4	50	54	49	48	-1.7%	-4.1%	
KST	2,763	2,499	2,899	2,261	-22.0%	-18.2%	
TOTAL	5,373	4,791	5,048	4,502	-10.8%	-16.2%	
TOT (NO KST)	2,610	2,292	2,149	2,242	4.3%	-14.1%	

Note: FY18 data shown above is lower than actual ridership numbers by 2-4 percent due to farebox configuration error that resulted in underreported ridership data from March - July 2017.



4b Summary: Performance Report
 (Free Student Rides Program Ridership)

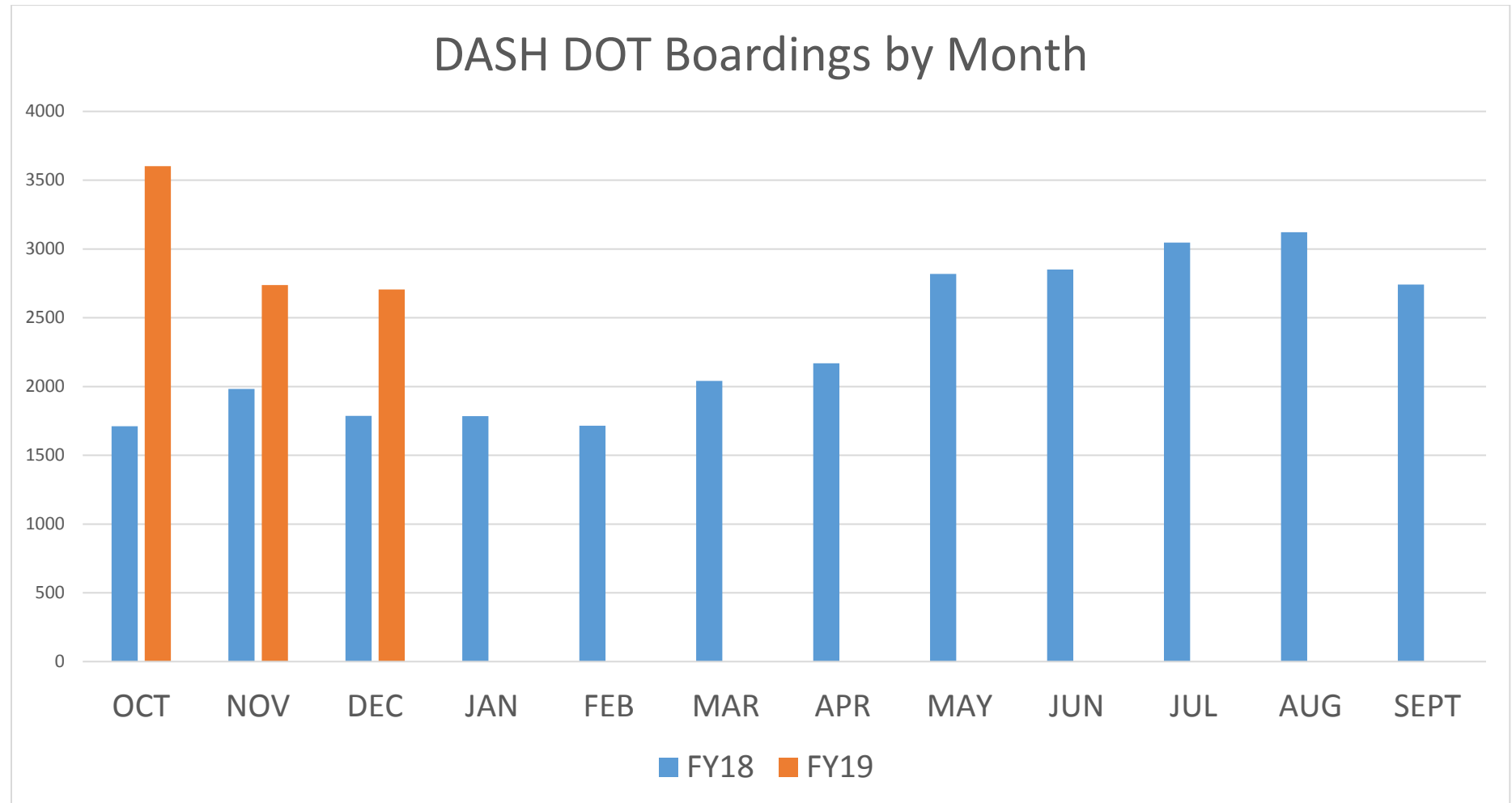


*Free Student Rides Program began as a pilot for T.C. Williams High School for the 2017 – 2018 school year.

**For the 2018 – 2019 school year, the program was expanded to three additional high schools (Bishop Ireton, Episcopal and St. Stephens & St. Agnes)



4b Summary: Performance Report
(DOT Program Boarding by Month)



4c Summary: Operating Report (December 2019) ***format

	PREVIOUS YEAR (DECEMBER 2017)	CURRENT YEAR (DECEMBER 2018)	PERCENT CHANGE
<u>RIDERSHIP</u>			
Total Monthly Passengers	278,813	271,346	-2.7%
Total Monthly Passengers (Excl.Trolley)	224,839	223,649	-0.5%
Passengers / Revenue Mile	1.9	1.8	-3.0%
Passengers / Revenue Hour	20.8	20.2	-3.0%
<u>SERVICE LEVELS</u>			
Total Miles	164,820	165,331	0.3%
Revenue Miles	149,516	149,980	0.3%
<u>SAFETY</u>			
Accidents - Total	4	7	75.0%
Accidents - Preventable	2	2	0.0%
<u>FARES</u>			
Average Fare*	\$1.04	\$1.26	20.7%
ATC DASH Pass	19,618	19,957	1.7%
Free Student Rides	19,357	23,124	19.5%
Regional Bus Transfers	16,932	15,997	-5.5%
Rail-Bus Transfers	30,023	26,187	-12.8%
% Paid by SmartTrip	72.7%	80.4%	7.7%
<u>FINANCIAL PERFORMANCE*</u>			
Operating Expense / Total Mile	\$8.41	\$6.42	-23.6%
Operating Expense / Total Platform Hour	\$73.37	\$60.09	-18.1%
Total Revenue / Operating Expense Ratio	27.2%	40.7%	13.5%

*Average fare increases due to high passenger revenue relative to ridership.

**Expenses low in December as benefits broker did not bill ATC during December.



ATC Board Agenda Detail

Agenda Item #: 4d
Item Title: Overtime Report
Contact: Josh Baker, General Manager
Attachments: None
Customer Impact: None
Board Action: None/FYI

**4d Summary – Overtime Report**

Fiscal Year 2019 has an overtime target of 7% per pay period, so far for FY19 we have averaged 9.39%.

Payroll Period	Total Overtime	Total Payroll	Percentage of Total Payroll
Saturday, July 7, 2018	\$38,831.79	\$407,700.69	9.52%
Saturday, July 21, 2018	\$43,091.65	\$437,432.29	9.85%
Saturday, September 4, 2018	\$38,373.16	\$397,779.79	9.65%
Saturday, September 18, 2018	\$40,926.90	\$394,789.21	10.37%
Saturday, September 1, 2018	\$41,497.10	\$400,479.85	10.36%
Saturday, September 15, 2018	\$33,698.80	\$404,019.95	8.34%
Saturday, September 29, 2018	\$39,057.18	\$401,733.84	9.72%
Saturday, October 13, 2018	\$43,228.02	\$456,035.30	9.48%
Saturday, October 27, 2018	\$43,412.58	\$403,755.84	10.75%
Saturday, December 10, 2018	\$48,989.95	\$402,632.59	12.17%
Saturday, December 24, 2018	\$39,168.39	\$407,000.70	9.62%
Saturday, December 8, 2018	\$43,515.11	\$403,467.65	10.79%
Saturday, December 22, 2018	\$36,097.35	\$393,264.19	9.18%
Saturday, January 5, 2019	\$11,242.64	\$392,142.93	2.87%
Saturday, January 19, 2019	\$34,404.32	\$471,392.17	8.24%





ATC Board Agenda Detail

Agenda Item #:	4e
Item Title:	DASH General Manager's Summary
Contact:	Josh Baker, General Manager
Attachments:	None
Customer Impact:	None
Board Action:	None/FYI

4e Summary: General Manager's Report

1. 2019 Summer Metro Rail Shutdown update, DASH continues to aggressively prepare for the Summer Shutdown. We have secured 4 out of a planned 12 60-foot articulated transit buses and have begun active hiring for seasonal workers. A sample of the recruitment materials is included in this report.
2. On Monday, January 28th, the General Manager attended legislative meetings in Richmond Virginia, participating in the Virginia Transit Association (VTA) Legislative Briefing, the met with General Assembly Members and attended the Transportation Choices Legislative Reception spending time talking with the VA Secretary of Transportation, Lieutenant Governor and staff of the VA Department of Rail and Public Transportation.
3. As of February, the DASH GM is launching a monthly General Managers employee engagement plan which will consist of monthly reports on engagement activities. Future reports will include details related to outreach and engagement activities such as staff meetings, meet and greets, luncheons, ride-alongs, and bus stop pop-up events to name a few.
4. DASH and the City, as part of the Zero Emissions Bus Working Group, has hired the firm "The Center for Transportation and the Environment (CTE)" to conduct the Zero Emissions Bus Feasibility Study for DASH and the City. The objective of the Zero Emissions Bus Feasibility is to develop a medium to long range framework for feasibility of Zero Emissions bus technology for the DASH fleet, as well as scope development for an implementation plan. CTE is very experienced with this type of study, having conducted Zero Emissions Bus studies for over 60 transit agencies nationwide, of all various sizes and fleet structures. The firm estimates that it will delivery preliminary findings and recommendations to the project group by Summer of 2019. The project cost is \$23,593 which is being funded by T&ES.
5. The City Manager's budget process is ongoing, however as a part of the preliminary process the City Manager and DASH GM have met to discuss future revenue priorities. Both parties have agreed that a fare increase is prudent for FY 2020, and further that the increase should take place September 1st, 2019 in order to defer the increase until after the Summer Metro Rail Shutdown.
6. The consultant hired by the Virginia Transit Liability Pool has completed their investigation regarding the DASH Trolley Maintenance Incident. In this situation the trolley was loaded onto a lift for routine maintenance and as a result of a sudden shift in the load of the bus on the lift the vehicle fell off the lift.
 - a. The corrective action plan from this event included on the next page.



DASH Trolley/Lift Incident Review and Corrective Action Summary

Background

On September 28, 2018: DASH Trolley #400, while on the maintenance lift, shifted and partially fell off the lift while a mechanic was removing the front, right-side airbags resulting in damage to the trolley. No one was injured.

On October 2, 2018, Virginia Transit Liability Pool hired FORCON International to investigate the cause of the incident. The firm sent Matthew Wagenhofer, PhD, PE, to the DASH facility to conduct the investigation. Mr. Wagenhofer reviewed the following: 1) post-incident photographs taken by DASH personnel, 2) facility surveillance video showing the trolley's movement during the incident, 3) Gillig Low Floor Service Manual, 4) Rotary Operations and Maintenance Manual for Lifts, and 5) B&R Associates most recent lift inspection dated October 5, 2018.

Findings

Mr. Wagenhofer determined that DASH's method of supporting Trolley #400 and other trolleys on the lifts was not consistent with Gillig's required method of lifting. FORCON concluded to a reasonable degree of engineering certainty that the incident with Trolley #400 occurred as a result of the vehicle being improperly supported during the airbag replacement procedure.

On January 17, 2019, John Lanocha requested to meet with B&R Associates at the DASH facility to observe a trolley on the maintenance lift. The purpose of this meeting was to determine if a better method for lifting the trolleys could be recommended. DASH was found to be in possession of adapters to be used with the lifts when working with the trolleys. These adapters are designed to lift and support the vehicle more safely.

Corrective Action Plan


The ATC Maintenance Department plans immediate implementation of the following corrective actions:

1. Development of lifting Standard Operating Procedure (SOP)
 - a. To be developed for each bus type in fleet, to include specified hardware adapters and lifting techniques.
 - b. To include color coding system for adapters and other hardware, to ensure proper usage for each bus type.
 - c. To include proper frame blocking procedure as prescribed by each vehicle type's service manual and manufacturer recommendation. This ensures proper use of safety jacks.
 - d. To include new practice of lowering all buses to ground or lowest position possible at end of work day and/or mechanic shift. This will ensure no buses are left unattended in elevated position.
2. Training and Certification Actions
 - a. All mechanics will be trained and certified on the lifting SOPs for each bus and lift type biannually.
 - b. Retraining and certification will include demonstration of SOP knowledge and verification, to include a demonstrated knowledge of the particularities of each bus type and its respective required hardware and technique.
 - c. Management will be vigilant with regards to bus lifting practices, to include random, unannounced spot checks and safety inspections on a monthly basis on proper procedure is being utilized.
3. Hardware Modifications
 - a. Management will ensure adequate inventory of required hardware is made available, to include all required adapters and safety jack types.
 - b. Management will invest in additional new lift equipment which is more suitable for the various types of repairs and implement SOP's related to the new equipment as it is procured.



DASH in the Community

(DASHing Words in Motion – Poet Laureate Contest)

For the past five years, DASH has partnered with the Alexandria Office of the Arts to promote our DASHing Words in Motion poetry series. This contest allows aspiring and established poets to display their poetry on all our DASH buses. The poetry is inspired by transit and provides a literary interpretation of what riding transit means to each poet. Initial judging began in January with two DASH employees serving on the selection committee. The following winning poems were the winners of this competition and will be featured on DASH buses in the coming months.



DASHing Words
In Motion




There is no greater way
to travel
than to be carried
on the wings
of a stranger's smile.
{compassion}



- **Michelle Wells**

"DASHing Words in Motion" is a collaborative project between Alexandria Transit Company (DASH) and the Alexandria Office of the Arts.

"Compassion" by Michelle Wells, 2019 Poet Laureate Finalist



DASHing Words
In Motion



JUST TODAY

Just today,
remove earbuds,
ignore newsfeeds.
Just this ride,
listen to the street sounds,
see riders around you,
watch what passes by.
Commitment -
not required.

Just today.

Just this ride.

- **Robin Holzhauer**

"DASHing Words in Motion" is a collaborative project between Alexandria Transit Company (DASH) and the Alexandria Office of the Arts.

"Just Today" by Robin Holzhauer, 2019 Poet Laureate Finalist



Seasonal Shuttle Operators Flyer for the 2019 Summer Metro Rail Shutdown



NOW HIRING!

SEASONAL SHUTTLE OPERATORS

Full and Part-Time Positions Available
Complete Job Description on Reverse Side



SUMMARY: DASH is looking for Seasonal Shuttle Operators for the Summer 2019 season! If you want great pay, flexible hours, and potential housing assistance, apply today!



Compensation: \$17/Hour
Available Dates: May 24 - September 2

Benefits:



Paid Training (\$13/Hr)



Temporary Housing Stipend (Up to \$1,500/Month)



Flexible Work Hours (Full or Part-Time)



Close to the Nation's Capital & Old Town Alexandria

Requirements:

- Valid/non-expired CDL (Class A or B that permits air brake operations and public passenger endorsement).
- Mandatory background check, health, and drug screening.
- Friendly and courteous demeanor with a love for interacting with people.



ALL QUALIFIED CANDIDATES, PLEASE VISIT
DASHBUS.COM/SUMMERJOBS

ALEXANDRIA TRANSIT COMPANY | 3000 BUSINESS CENTER DR · ALEXANDRIA, VA | 703.746.DASH | DASHBUS.COM



SEASONAL SHUTTLE OPERATORS

Terms and Conditions of Employment



1. The Seasonal Shuttle Operator position description contains basic job responsibilities and terms. Please review here at dashbus.com/summerjobs before applying. The employer is Transit Management of Alexandria, Inc. (TMA), the operator of the Alexandria Transit Company's "DASH" bus system.
2. Work opportunity is available from May 24 through September 2, 2019, but seasonal operators are not required to work the entire period. Seasonal operators may have the opportunity and/or requirement to complete training prior to the opening date of May 24. There is no guarantee of employment past September 2, 2019.
3. Seasonal Shuttle Operators will be responsible for filling work (runs, support roles) for a special summer shuttle operation only. Seasonal operators will not have the opportunity to bid on regular DASH routes.
4. There are two commitment options:
 - a. **Seasonal Part Time:** Flexible scheduling based on amount of work desired and availability. Must work a minimum of 8 hours per week.
 - b. **Seasonal Full Time:** You will be guaranteed 40 hours of work per week. There will be opportunity for overtime if desired.
 - I. Seasonal Full Time shuttle operators must be willing to commit to either:
 1. Bidding a regular package of runs.
 2. Commit to fully availability for runs to be assigned on a daily basis by TMA.
 - II. **Housing Allowance:** Seasonal Full Time Operators will be eligible for a housing allowance equal to the lesser of 75% of actual housing expenses or \$1,500 per month. For example, if you rent a temporary apartment for \$1,800 per month, your housing allowance would be \$1,350 per month (75% of actual expenses). If your rent is \$2,200 per month, your housing allowance would be \$1,500 (75% = \$1,650, but \$1,500 overall limit).
 - III. **Housing Allowance Requirements:** The eligibility requirement for the housing allowance is a minimum average of 40 hours actually worked for at least 8 cumulative weeks during the employment opportunity. The weeks do not need to be consecutive. The allowance will be paid to eligible seasonal operators on or about the first day of each calendar month during the employment opportunity (June 1, July 1, and/or August 1, 2019). If the minimum eligibility requirement is not met for whatever reason (resignation, termination, etc.), any housing allowance paid to date will be withheld from the seasonal operator's last paycheck.
5. Training pay is \$13 per hour. Length and scheduling of training period will vary depending on the applicant's skill level and experience, ranging from a few days for experienced transit bus operators to several weeks for less experienced applicants.
6. Base pay in shuttle service is \$17 per hour. Overtime is available per TMA's regular overtime policy.
7. All applicants must possess an appropriate Class B or A CDL that permits air brake operations and public passenger endorsement. CDL must be in good standing.
8. All applicants will be subject to a criminal background check, drug/alcohol screening, DOT physical exam, and examination of driving history record. A valid, non-expired DOT physical card from another job will be accepted.
9. Experience operating a transit, charter, or intercity bus is highly preferred.
10. Employment is on an at-will basis.

ALEXANDRIA TRANSIT COMPANY | 3000 BUSINESS CENTER DR · ALEXANDRIA, VA | 703.746.DASH | DASHBUS.COM



ATC Board Agenda Detail

Agenda Item #: 5a
Item Title: Financial Update
Contact: Evan Davis, Director of Finance & Administration
Attachments: None
Customer Impact: None
Board Action: None/FYI

**Alexandria Transit Company (DASH)
 Financial Update
 For the Five Months Ended December 30, 2018**

December Results – Budget vs. Actual Report

DASH experienced a **current month surplus of \$315,686**. This was driven by strong passenger revenue relative to ridership (see analysis below) and lower than average monthly expenditures. Our benefits broker did not bill us in December, driving down December expenditures, and then caught up in January. As a result, January benefits spending will be double our expectations. After six months of operations, there is a **year-to-date budget deficit of (\$117,299)**. The YTD deficit increases to (\$269,788) when grant activity is included.

Significant budget variances and notable accounts in December include:

- **Passenger revenue** was high relative to ridership, but still below budget by (\$41,650). If revenue had dropped as much as ridership this gap would be even larger.
- As noted above, **Kelly, our benefits broker, did not bill us in December**. In addition to this, we worked together with the City’s Accounting Division to correct certain benefits-related payroll liabilities recorded on the books in prior years but for which no amounts are actually due to any vendors. This resulted in expenditure credits in December, the largest of which you will see in Operations.
- **Fuel costs** remained low through December, leading to a spending surplus of \$20,058. Prices have begun to inch up again in January.
- We continue to experience larger bills for outside engine repair on hybrid buses – **vehicle maintenance** was (\$6,196) over budget in December.

FY 2019 Forecast

Revenue ridership fell below expectation for the second consecutive month (see below). This was likely driven by the combination of the King Street Station Access Improvement project and the federal government shutdown. At the same time, passenger revenue was high relative to ridership due to higher than usual DASH pass revenue deposits during the month. As a result, monthly average fare rose to \$1.40, an eight-cent rise over expectations.

December 2018	Dec Expectation	Dec Actual	Variance
Revenue Ridership	209,788	196,780	(13,008)
Passenger Revenue	\$276,021	\$276,046	\$25
Average Fare	\$1.32	\$1.40	\$0.08

Through six months, the increase in base fare from \$1.60 to \$1.75 and in DASH Pass price from \$40 to \$45 accounts for 97% of the increase in passenger revenue. Revenue ridership is essentially flat year over year.

YTD Comparison	FY18 – Dec YTD	FY19 – Dec YTD	Change
Revenue Ridership	1,400,000	1,405,006	5,006
Passenger Revenue	\$1,693,824	\$1,811,304	\$117,480
Average Fare	\$1.21	\$1.29	\$0.08



Given December's results, the FY19 revenue projection dipped slightly from \$3.49 to \$3.48 million, which will fall 8.7% short of budget (\$330,324). With expenditures expected to come in under budget by \$2,138, **the FY19 overall deficit is projected at (\$328,186), a negative change of (\$7,055) from the November projection.**

FY20 Budget Update

The DASH FY20 budget remains in a holding pattern pending the City Manager's proposed subsidy for DASH regular operations and the King Street Trolley. Once that number becomes clear, we will revise the FY20 budget to reflect the funding level proposed by the City.

FY20 DASH/ATC DRPT Grant Local Match

A question arose at the November meeting regarding the source of the local match for the FY20 grants DASH is pursuing from the Virginia Department of Rail and Public Transportation (DRPT). We have budgeted \$30,000 initially in FY20 for grant local match. This number was determined before we knew which grant applications we would be submitting. We have applied for three DRPT grants, each of which requires a 20% local match. If all three are awarded, DASH would be responsible for a total of \$72,000 in FY20 local match. We will revise the FY20 final proposed budget to reflect whatever match is required before it comes before the Board in May.



ATC Board Agenda Detail

Agenda Item #: 5b
Item Title: Balance Sheet
Contact: Evan Davis, Director of Finance & Administration
Attachments: None
Customer Impact: None
Board Action: None/FYI



ALEXANDRIA TRANSIT COMPANY
Balance Sheet as of December 31, 2018

ASSETS

Cash - City of Alexandria Pooled	\$	-
Cash - Payroll Account		39,466
Receivables		3,870,735
Parts and Supplies Inventory		693,531
Capital Assets		43,586,652
Less: Accumulated Depreciation		<u>(22,452,236)</u>
TOTAL ASSETS	\$	<u>25,738,148</u>

LIABILITIES

Accounts Payable	\$	181,879
Payroll Liabilities		59,276
Accrued Vacation		682,630
Due to Other Funds (Negative Cash Position)		<u>3,712,040</u>
Total Liabilities	\$	<u>4,635,825</u>

NET POSITION

Net Investment in Capital Assets	\$	21,134,416
Unrestricted		<u>(32,093)</u>
Total Net Position	\$	<u>21,102,323</u>

TOTAL LIABILITIES AND NET POSITION	\$	<u>25,738,148</u>
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This statement is unaudited and prepared for the sole use of management and the Board of Directors of ATC.





ATC Board Agenda Detail

Agenda Item #: 5c
Item Title: Summary Income Statement
Contact: Evan Davis, Director of Finance & Administration
Attachments: None
Customer Impact: None
Board Action: None/FYI

ALEXANDRIA TRANSIT COMPANY

Summary Income Statement for the Six Months Ended December 31, 2018

	Actual	Budget	Variance
REVENUES:			
City Contribution - King Street Trolley	479,466	479,466	-
DASH Passenger Revenue	1,796,716	1,906,176	(109,460)
DASH AT2X Mark Center Charter	392,838	392,838	-
DASH Other Charter Revenue	24,000	76,164	(52,164)
Miscellaneous Revenue	30,249	27,498	2,751
Total Operating Revenue	2,723,269	2,882,142	(158,873)
City Contribution - Regular Subsidy	5,677,326	5,677,326	-
Total Revenue	8,400,595	8,559,468	(158,873)
EXPENDITURES:			
Operations	4,762,168	4,826,790	64,622
Maintenance	2,007,950	1,995,966	(11,984)
Administration	1,736,788	1,694,196	(42,592)
Capital Outlay	10,988	42,516	31,528
Total Expenditures	8,517,894	8,559,468	41,574
GRANT ACTIVITY:			
State Grants	176,087	-	-
Local Match on State Grants	35,293	-	-
Grant Expenditures	(363,869)	-	-
Total Grant Activity	(152,489)	-	-
Net Surplus (Deficit)	(269,788)	-	(117,299)

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ATC Board Agenda Detail

Agenda Item #: 5d
Item Title: Budget vs. Actual Report
Contact: Evan Davis, Director of Finance & Administration
Attachments: None
Customer Impact: None
Board Action: None/FYI

Alexandria Transit Company (DASH)

Budget vs. Actual Report for the Six Months Ended December 31, 2018

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	FY2019 Projected	FY2019 Annual Budget	Projected Year End Variance
REVENUE									
City Contribution - King Street Trolley	79,911	79,911	-	479,466	479,466	-	958,936	958,936	-
DASH Passenger Revenue	276,046	317,696	(41,650)	1,796,716	1,906,176	(109,460)	3,482,033	3,812,357	(330,324)
DASH AT2X Mark Center Charter	65,473	65,473	-	392,838	392,838	-	785,671	785,671	-
DASH Other Charter Revenue	5,635	12,694	(7,059)	24,000	76,164	(52,164)	152,329	152,329	-
Miscellaneous Revenue	4,867	4,583	284	30,249	27,498	2,751	55,000	55,000	-
TOTAL OPERATING REVENUE	431,932	480,357	(48,425)	2,723,269	2,882,142	(158,873)	5,433,969	5,764,293	(330,324)
City Contribution - Regular Subsidy	946,221	946,221	-	5,677,326	5,677,326	-	11,354,656	11,354,656	-
TOTAL REVENUE	1,378,153	1,426,578	(48,425)	8,400,595	8,559,468	(158,873)	16,788,625	17,118,949	(330,324)
OPERATING EXPENDITURES									
OPERATIONS									
Wages - O	577,648	625,035	47,387	3,700,685	3,750,210	49,525	7,518,580	7,500,440	(18,140)
Fringe Benefits - O	(50,314)	115,084	165,398	662,114	690,504	28,390	1,373,424	1,381,000	7,576
Payroll Taxes - O	42,697	43,175	478	269,952	259,050	(10,902)	561,500	518,100	(43,400)
Retirement Contributions - O	26,374	14,908	(11,466)	103,937	89,448	(14,489)	216,189	178,900	(37,289)
Total Operations Labor	596,405	798,202	201,797	4,736,688	4,789,212	52,524	9,669,693	9,578,440	(91,253)
Operating Materials and Supplies	2,776	4,875	2,099	20,935	29,250	8,315	45,853	58,500	12,647
Training and Travel - O	-	1,388	1,388	4,545	8,328	3,783	12,505	16,650	4,145
TOTAL OPERATIONS EXPENDITURES	599,181	804,465	205,284	4,762,168	4,826,790	64,622	9,728,051	9,653,590	(74,461)
MAINTENANCE									
Wages - M	113,744	126,708	12,964	717,894	760,248	42,354	1,481,682	1,520,500	38,818
Fringe Benefits - M	953	22,829	21,876	97,988	136,974	38,986	196,020	273,950	77,930
Payroll Taxes - M	8,409	10,292	1,883	56,303	61,752	5,449	117,110	123,500	6,390
Retirement Contributions - M	5,804	4,208	(1,596)	22,835	25,248	2,413	47,497	50,500	3,003
Total Maintenance Labor	128,910	164,037	35,127	895,020	984,222	89,202	1,842,309	1,968,450	126,141
Fuel & Lubricants	75,317	95,375	20,058	647,430	572,250	(75,180)	1,231,235	1,144,500	(86,735)
Repair Parts	32,480	35,883	3,403	226,208	215,298	(10,910)	441,494	430,600	(10,894)
Tires	932	8,250	7,318	56,813	49,500	(7,313)	115,626	99,000	(16,626)
Vehicle Maintenance Service	12,029	5,833	(6,196)	62,846	34,998	(27,848)	113,000	70,000	(43,000)
Laundry	2,236	2,500	264	13,353	15,000	1,647	24,724	30,000	5,276
Tools and Equipment	1,045	1,250	205	4,449	7,500	3,051	8,898	15,000	6,102
Building Maintenance	20,173	18,950	(1,223)	101,095	113,700	12,605	206,376	227,400	21,024
Training and Travel - M	(957)	583	1,540	736	3,498	2,762	3,800	7,000	3,200
TOTAL MAINTENANCE EXPENDITURES	272,165	332,661	60,496	2,007,950	1,995,966	(11,984)	3,987,462	3,991,950	4,488
ADMINISTRATION									
Wages - A	95,671	112,235	16,564	624,907	673,410	48,503	1,307,421	1,346,800	39,379
Fringe Benefits - A	(770)	11,898	12,668	62,075	71,388	9,313	122,052	142,800	20,748
Payroll Taxes - A	6,725	10,520	3,795	67,959	63,120	(4,839)	134,728	126,250	(8,478)
Retirement Contributions - A	(4,585)	4,267	8,852	21,238	25,602	4,364	44,175	51,200	7,025
Total Administrative Labor	97,041	138,920	41,879	776,179	833,520	57,341	1,608,376	1,667,050	58,674
Insurance	-	57,667	57,667	414,382	346,002	(68,380)	666,596	692,000	25,404
Professional Services	19,416	35,639	16,223	285,413	213,834	(71,579)	481,726	427,670	(54,056)
Utilities	27,704	26,792	(912)	116,110	160,752	44,642	278,049	321,500	43,451
Printing & Advertising	1,540	5,500	3,960	24,420	33,000	8,580	60,814	66,000	5,186
Telecommunications	5,168	5,417	249	31,817	32,502	685	63,634	65,000	1,366
Training and Travel - A	3,106	2,708	(398)	33,203	16,248	(16,955)	38,664	32,500	(6,164)
Postage and Office Supplies	1,554	1,665	111	11,747	9,990	(1,757)	23,700	20,000	(3,700)
Dues and Subscriptions	-	1,246	1,246	8,224	7,476	(748)	13,000	14,950	1,950
Grant Local Match	35,293	6,812	(28,481)	35,293	40,872	5,579	81,739	81,739	-
TOTAL ADMINISTRATIVE EXPENDITURES	190,822	282,366	91,544	1,736,788	1,694,196	(42,592)	3,316,298	3,388,409	72,111
TOTAL OPERATING EXPENDITURES	1,062,168	1,419,492	357,324	8,506,906	8,516,952	10,046	17,031,811	17,033,949	2,138
CAPITAL OUTLAYS (non-CIP)									
Computer and Office Equipment	-	1,544	1,544	10,689	9,264	(1,425)	18,500	18,500	-
Power Train Rebuilds, Other Eq.	299	5,542	5,243	299	33,252	32,953	66,500	66,500	-
TOTAL CAPITAL OUTLAYS (non-CIP)	299	7,086	6,787	10,988	42,516	31,528	85,000	85,000	-
NET SURPLUS (DEFICIT)	315,686	-	315,686	(117,299)	-	(117,299)	(328,186)	-	(328,186)

(see next page for further analysis)

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Nov projection (321,131)
Change (7,055)



Budget Comparison	FY2019 Projected	FY2019 Budget	Variance	% Variance
City Contributions	12,313,592	12,313,592	-	0.0%
DASH Operating Revenue	4,475,033	4,805,357	(330,324)	-6.9%
Total Revenue	16,788,625	17,118,949	(330,324)	-1.9%
Total Personnel	13,120,378	13,213,940	93,562	0.7%
Total Non-Personnel	3,911,433	3,820,009	(91,424)	-2.4%
Total Capital Outlay (non-CIP)	85,000	85,000	-	0.0%
Total Expenditures	17,116,811	17,118,949	2,138	0.0%

Year over Year Comparison	FY2019 Projected	FY2018 Actual	Variance	% Variance
City Contributions	12,313,592	12,340,890	(27,298)	-0.2%
DASH Operating Revenue	4,475,033	4,515,143	(40,110)	-0.9%
Total Revenue	16,788,625	16,856,033	(67,408)	-0.4%
Total Personnel	13,120,378	13,227,349	106,971	0.8%
Total Non-Personnel	3,911,433	3,763,878	(147,555)	-3.9%
Total Capital Outlay (non-CIP)	85,000	119,420	34,420	28.8%
Total Expenditures	17,116,811	17,110,647	(6,164)	0.0%

DASH Operating Grant Summary as of December 31, 2018

Grantor	Grant	End Date	Amount Awarded	State Portion	Local (DASH) Portion	Funds Expended	Remaining
DRPT	Transit Displays / Real-Time Bus Information	12/31/2018	200,000	190,000	10,000	200,000	-
DRPT	Transit Fleet Management System (Smart Yard)	3/31/2019	375,000	300,000	75,000	328,409	46,591
DRPT	Transit Signal Prioritization	6/30/2019	120,000	96,000	24,000	-	120,000
DRPT	Pedestrian Collision Avoidance Program	5/31/2019	190,000	182,400	7,600	17,807	172,193
DRPT	FY18 Intern Grant	6/30/2019	66,660	53,328	13,332	59,183	7,477
DRPT	FY19 Intern Grant	6/30/2019	40,000	32,000	8,000	-	40,000

ATC Board Agenda Detail

Agenda Item #: 8
Item Title: Next Meeting and Adjournment
Contact: All
Attachments: None
Customer Impact: None
Board Action: Motion and Approval of Adjournment



NEXT ATC BOARD MEETING

Wednesday, March 13th, 2019 at 5:30 p.m.
Alexandria City Hall, Council Workroom, 2nd Floor

Consider Adjournment

-- Board Attendance Log on Next Page --



**Alexandria Transit Company Board of Directors
ATTENDANCE LOG**

2018 - 2019 REGULAR (*and special*) BOARD MEETINGS

("P" present - "A" absent - "E" excused)

Meeting Date	David Kaplan	Kerry Donley	Ian Greaves	Matt Harris	Jim Kapsis	Stephen Klejst	Yon Lambert	Richard Lawrence	Meredith MacNab
09/12/2018	P	P	P	P	P	E	P	P	P
10/10/2018	P	E	P	P	P	P	P	P	P
11/14/2018	P	P	P	P	P	P	P	P	P
*11/27/2018	P	P	P	P	P	P	P	P	P
12/12/2018	P	P	E	P	P	E	P	E	P
01/09/2019	P	P	P	P	P	P	P	P	P
02/13/2019									
03/13/2019									
04/10/2019									
05/08/2019									
06/12/2019									

**Special Meeting*

