



# Alexandria Transit Company Board of Directors Report



**Regular Meeting Cancelled due to COVID-19 Pandemic**

## Written Report Only

ITEM	DESCRIPTION	PAGE #	PRESENTER
<b>#1</b>	<b>Meeting Minutes for Review</b> a) ATC Board of Directors Meeting - March 11, 2020 b) Special Emergency Meeting – March 19, 2020	<b>2-8</b>	All
<b>#2</b>	<b>General Manager's Report</b> a) Management Report b) Performance Report c) Operating Report	<b>9-14</b>	Mr. Baker
<b>#3</b>	<b>Financial Report</b> a) December Financial Update b) December Balance Sheet c) December Summary Income Statement d) December Budget vs. Actual (BVA)	<b>15-19</b>	Mr. Davis
<b>#4</b>	<b>Next Meeting Date</b> The next regular meeting is Wednesday, May 13th, 2020 at 5:30 p.m. at the Alexandria City Hall, Council Workroom, 2 <sup>nd</sup> , Floor.	<b>20</b>	All



## **ATC Board Agenda Detail**

**Item #:** 1  
**Item Title:** Meeting Minutes  
**Contact:** Kelly McGarey, Executive Assistant & Board Secretary

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### **Alexandria Transit Company (ATC) BOARD OF DIRECTORS MEETING MINUTES MARCH 11, 2020**

A meeting of the Board of Directors of the Alexandria Transit Company was held on Wednesday, March 11<sup>th</sup>, 2020 at DASH Board Room, 2<sup>nd</sup> Floor, 3000 Business Center Drive, Alexandria, VA 22314.

Board Members Present: David Kaplan, Kerry Donley, Matt Harris, Ian Greaves, Steve Klejst, Yon Lambert, Richard Lawrence, Jim Kapsis, Jeffrey Bennett, and Lawrence Chambers.

Staff Members Attending: Josh Baker, Raymond Mui, Kelly McGarey, Martin Barna, Evan Davis, John Lanocha, Stephanie Salzone, Whitney Cole, Swinda Carcamo, Joseph Quansah

Visitors Attending: Hillary Orr, Steve Banashek, Bonnie O'Day, James Durham, James Maslanka, Jordan Lew, Corey Black

## **Board Meeting**

**Agenda Item Pre-Meeting** – The Chairman of the Board called the meeting to order at 5:30pm and announced a tour of the facility. Josh Baker introduced Kelly McGarey, DASH's new Executive Assistant and Secretary to the Board, and the meeting resumed at 6:32pm.

### **Agenda Item #1 – Public Comment**

- There were no public speakers, and the Chairman closed public comment.

### **Agenda Item #2 – Consideration of Meeting Minutes Approval**

Approval of Minutes:

- A Motion by Matt Harris and Seconded by Yon Lambert was made to approve the minutes of the February 12<sup>th</sup>, 2020 meeting.
  - The motion carried unanimously.

### **Agenda Item #3 – Reports, Updates and Other Business Items**

#### **#3a – Chairman's Report and Appointment of Nominating Committee**

- The Chairman announced that he had been notified by City staff that the Board would be getting two new members, to fill Yon Lambert and Richard Lawrence's seats. Hillary Orr, T&ES's Deputy Director will be their designee and replace Mr. Lambert, and Lisa Henty, Assistant Director of the Office of Management and Budget will be filling Mr. Lawrence's seat. Mr. Lambert said that the timeline of transition would be in the coming months and the Chairman thanked them for their service to the board.
- He also highlighted the upcoming departure of Kerry Donley in May and the ongoing work that was being done to recruit new Board Members, including working closely with the DASH marketing team.
- He also mentioned that it was no longer City policy to have bottled water at events, and Josh Baker assured him that DASH staff was aware of the change that it would be facilitated.
- He highlighted that in the by-laws, the Board is required to nominate its new members within a month of the stockholder's meeting. Josh Baker provided a copy of the job requirements to all members, and the Chairman asked for two members to serve on the nomination committee. They will meet at 5:15 before the April meeting and present the slate as part of the agenda. Steve Klejst and Ian Greaves volunteered, and will provide a report.

### **#3b –T&ES Directors Report**

- Yon Lambert announced that the City approved T&ES to move forward on applications for five SMART SCALE projects: The Landmark Transit Center, the Duke Street Transitway, the Upper King Street Multimodal Improvements, Route 1 South Improvements and the Route 1 at East Glebe Road projects. T&ES will be closely working with VDOT, as they will only be able to submit applications for four. He highlighted that this has been a great source of funding in the past, with over \$150 million being awarded or approved by the state. Mr. Lambert also answered questions regarding the expiration of funds and City responsibility for covering overflow costs.
- He also discussed the coordination between T&ES and DASH staff to draft a \$30,000-\$60,000 grant request from the state to assess the feasibility of a low-income fare program.
- Mr. Baker requested that the Board endorse a staff letter promoting the SMART SCALE projects and its transit benefits that will be sent to T&ES.
- A Motion to Endorse by Kerry Donley and Seconded by Richard Lawrence was made.
  - The motion carried unanimously.

### **#3c – Other**

- Kerry Donely began a discussion about the Potomac Yard Metrorail construction project, noting that work was ongoing, despite challenging negotiations, and that it may be open within the next year-and-a-half.
- Richard Lawrence there will be a presentation at the public hearing on Saturday to integrate Virginia Tech into the North Potomac Yard Phase I Redevelopment Plan, and highlighted that DASH is working closely with Metro and other transit organizations to make sure it is integrated into the area.

## **Staff Reports**

### **Agenda Item #4 – General Manager’s Report**

#### **#4a – Management Report**

- Josh Baker provided a high-level report regarding DASH’s ridership trends. He noted that total system ridership is up, and highlighted increased participation in the school ridership program and the success of off-peak senior and disabled discounts.
- He also discussed the promising nature of the mobile app and announced that DASH is going to be seeking a new vendor for mobile ticketing. He answered questions about the transition of data to a new system, and promised updates in coming months.

#### **#4b – Performance Report**

- Josh Baker presented the ridership data from July-December 2019 and highlighted the increases on the AT-1 and AT-9 routes, thanks to investments and expansion.

#### **#4c – Operating Report**

- Josh Baker presented his operating report, which did not show significant change from the previous year.
- Mr. Donely praised DASH for its consistent, positive gains in ridership and efforts to be creative in its launch of mobile ticketing and other outreach.

#### **#4d – Summary Report**

- Mr. Baker discussed the ongoing process of updating the farebox technology on DASH buses. He explained that instead of replacing the existing system on all buses, DASH is waiting for WMATA to install its new technology and is making repairs as needed.
- He also said that the City Council was given an update on the ATV and was given positive feedback. The Eisenhower Avenue project was not mentioned in their discussion. The Chairman praised Martin Barna for his outreach efforts and for answering extensive questions about the project in previous meetings.
- Mr. Baker announced that *Mass Transit* will feature DASH as a cover story and focus on the ATV and ongoing electrification projects.
- He also mentioned that he is in contact with Microsoft’s head of sustainability and has been sharing ideas and discussing the electrification of their employee transit fleet in Seattle.
- He also talked about his ongoing work with the Department of Transportation and the governor’s office to get Volkswagen settlement funding for projects related to the AT-1+ and AT-9 buses. This would involve converting existing buses to electric, which would add to the fleet of upcoming electric buses.
- Mr. Baker also discussed the ongoing efforts to form a DASH advisory committee, which has been well received by the community, with 15 submissions to date.

## **Agenda Item #5 - Financial Report**

The Director of Finance and Administration, Evan Davis, provided a brief review of his written report, sharing with the board the significant variances and notable accounts in January.

- Mr. Davis explained that the \$177,425 deficit was due to operating costs for enhanced service on the AT-1 PLUS and AT-9 that have not yet been transferred to grant accounts, but that reimbursements should be coming soon.
- He also projected an increase in the budget surplus from December's projected \$122,203 to \$286,318 thanks to a reduced order quantity for farebox upgrade equipment.

## **Agenda Item #6 – New Business**

### **#6a – Coronavirus (COVID-19) DASH Strategy Briefing**

- Josh Baker introduced Stephanie Salzone, DASH's Safety & Security manager, whom he appointed to lead the agency's response to the Coronavirus threat and mitigation strategies.
- She explained that the situation is being closely monitored and that she is in close contact with local, state, and federal health and transportation departments. DASH is taking a proactive approach to ensure the safety of staff and riders, enacting measures recommended by the CDC and the Virginia Department of Health, including:
  - Ordering a bulk amount of personal-sized hand sanitizers as well as disinfectant wipes for the staff working in the field to mitigate exposure.
  - Increasing the number of office cleanings, with an additional crew coming Monday through Friday between 11am and 1pm.
  - Disinfecting the buses nightly, and hiring temporary employees to clean buses as they return from service.
  - Issuing frequent memos to staff to ensure that they are updated on what actions are being taken to reduce their risk of exposure.
  - Encouraging staff to stay home if they are sick, and formulating a policy with Human Resources to adjust policies regarding leave.
- Ms. Salzone answered questions regarding face masks, which are not recommended and are cost prohibitive. She also discussed the challenges of requiring diagnoses to be confirmed with regards to HIPPA laws.
- DASH Assistant General Manager Raymond Mui addressed the potential problem of mass call-outs, saying that the DASH system can tolerate 15-16% absenteeism before reducing service. DASH can also run a Saturday schedule with 50% absenteeism and a Sunday schedule with 70% absenteeism. Currently, the rate of absenteeism has been its usual 8-10%.
- Ms. Salzone also highlighted DASH's efforts to keep the public informed with frequent website updates, social media posts and features on local news outlets.
- Mr. Baker commended Ms. Salzone and DASH staff for their hard work in dealing with the outbreak and informed the Board that a General Manager's Message gone out earlier in the afternoon to the 3,000+ subscribers to DASH's e-Blast system about the infection at the Virginia Theological Seminary and outlining DASH's ongoing response.

### **#6b – Presentation of FY21 Draft ATC Transit Development**

The Director of Planning & Scheduling, Martin Barna, presented a comprehensive draft of the FY21 ATC Transit Development Plan. This is an annual document looking forward six years, which is intended to evaluate service and provide a roadmap for DASH's planning and budget for FY21. It will be further discussed at a public hearing in May, with the goal of being approved in June.

- The program is launching in Summer 2021, and service may remain initially flat except on routes impacted by the 395 Commuter Choice hours.
- It proposes that the AT-4 segment that runs between Braddock Road Metro and City Hall be discontinued due to low ridership and the availability of other bus routes nearby. This will save around \$170,000 annually, and would go into effect in October.
  - There will be a meeting at 6:00pm on Tuesday, March 31 at George Washington Middle School regarding the change, which will also be streamed on Facebook Live.
- DASH service will provide Sunday service on Christmas, Thanksgiving and New Year's Day on all routes

starting in 2022.

- There will not be any changes to fare prices.
- DASH is looking to expand its partnership with WMATA on different pass products, which would increase ridership and is not expected to have a negative fiscal impact.
- DASH is also working closely with WMATA to negotiate accepting free transfers. Mr. Barna explained that this would potentially be a fiscal hit, as we get funds from a monthly SmarTrip settlement.
- Mr. Barna brought up potential fare-free days, including Election Day and Air Quality alert days, which was met with support by Board members.
- He also answered questions about the eight new clean diesel buses and the six new electric buses which are expected to arrive this summer.
- Mr. Kaplan proposed changing the public hearing and board meeting date from Wednesday, April 8<sup>th</sup> to Tuesday, April 7<sup>th</sup>, as some interested community members may not be able to attend due to a religious holiday. After some discussion by the board which included potential concerns about the Coronavirus and the requirements for public meetings, it was decided that the Board Meeting would be held on April 7<sup>th</sup> at the DASH Board Room, and that the public hearing would precede the Wednesday, May 10<sup>th</sup> meeting at City Hall.
- Mr. Donley asked about how the free rides were being factored into the boardings per revenue hour numbers, and Mr. Barna said the numbers could be broken down to differentiate between paid and free boardings.

### **#6c – Presentation of FY21 Final Proposed ATC Operating Budget**

The Director of Finance and Administration, Evan Davis, provided an overview of the FY21 Final Proposed ATC Operating Budget.

- The budget will increase by \$1.3 million (5.8%) to account for wage and pay scale increases, as well as cost increases for fuel, repair parts, technology and equipment.
- The budget does not include the I-395 Commuter Choice Grant.
- The City Manager approved the elimination of the AT-4 route, which saved \$170,000.
- The Board praised DASH for including money for employee recognition, which was spent holding a company picnic in the summer and a holiday luncheon in December. The Board also commended DASH management for their work to achieve full staffing.
- Mr. Davis also explained that half of the funding for the ten-year fleet replacement plan has yet to be identified, but assured the Board that no buses will be retired until FY23.
- He also fielded questions about the existing fleet and explained that the older diesel buses would only be used as spares.

### **#6d – ATC Board Candidate Recruitment Process Briefing/Discussion**

Josh Baker gave a high-level review of the ongoing board member recruitment process. He explained that the process has been put in the hands of the marketing team, led by Whitney Cole with the assistance of the Human Resources department. The goal of the process is to reach as many community members as possible in order to seat a diverse board that is better representative of the City's population.

- Ms. Cole outlined the planned initiatives, including postings on the DASH website, Facebook, Twitter, YouTube, and LinkedIn, as well as a press release. There will also be signs posted at DASH bus stops, as well as on-board posters and announcements to ensure that riders know that new members are being sought. The marketing department will also send out e-Blasts to subscribers and place ads in the Zebra, the Gazette, and AlexNow.
- Mr. Baker also informed the Board that the mayor's office and members of the city council will be using their social media accounts to help advertise and that he is planning on reaching out to the Commission for Women, the Commission on Aging and the Commission on Persons with Disabilities to help recruit new members.
- The Chairman and Mr. Donely praised Mr. Baker and Ms. Cole for their efforts.
- The Chairman asked for three Board Members to volunteer to act on a nomination committee. Matt Harris, Jim Kapsis and Jeffrey Bennett all volunteered.

### **Agenda Item #7 – Next Meeting Date & Adjournment**

At this juncture a motion was made to enter Executive Session for the Purpose of Discussing Legal and Personnel Matters, pursuant to Section 2.2-3711 (A1) of the Code of Virginia.

- Motion to enter an Executive Session was made by Kerry Donley and seconded by Steve Klejst.

\*The next regular monthly meeting of the Alexandria Transit Company Board of Directors is Tuesday, April 7<sup>th</sup>, 2020 at 5:30pm at the DASH Boardroom, @ 3000 Business Center Drive.

**Alexandria Transit Company (ATC)**  
EMERGENCY BOARD OF DIRECTORS MEETING MINUTES  
MARCH 19, 2020

An Emergency Meeting of the Board of Directors of the Alexandria Transit Company was held on Thursday, March 19<sup>th</sup>, 2020 online via Zoom

Board Members Participating: David Kaplan, Kerry Donley, Matt Harris, Ian Greaves, Steve Klejst, Yon Lambert, Richard Lawrence, Jim Kapsis, Jeffrey Bennett, and Lawrence Chambers.

Visitors Participating: Public notice of the meeting was posted on both the DASH and City of Alexandria websites, along with a link so visitors could access the meeting online.

**Board Meeting**

**Item #1 – Call to Order**

- The Chairman of the Board thanked the Board for accommodating the meeting, and Lonnie Rich for helping to ensure that necessary service changes could be made. The meeting was called to order at 6:03pm.

**Item #2 – Consideration and Approval of Resolution**

- Josh Baker presented the proposed actions DASH would take in a written update to the Board. He explained that these adjustments were intended to allow a more flexible and dynamic response to the ongoing Emergency (see Attachment #1), and offered to provide weekly updates to the Board.
- Mr. Baker then expanded on many of the changes that DASH was planning to make, including:
  - Changing the schedule to 'Saturday Enhanced,' which would be a Saturday schedule run on weekdays, with the first buses of the day scheduled to leave at the usual weekday times, in to maintain the span of service.
  - This schedule would require only half of the normal fleet, allowing DASH to primarily use its largest 40-45 buses in order to encourage maximum social distancing, and keep ready in reserve in case decontamination was needed. He also highlighted DASH's safety plan to sanitize buses nightly, and that DASH has an on-call contractor if there is a driver or passenger tests positive for COVID-19.
  - Mr. Baker also discussed the elimination of fares, which was in line with transportation agencies across the country, and would further limit potential exposure to DASH operators. Some of the lost revenue, he explained, would be subsidized by the DRPT, which is dispersing money via a transit stimulus package throughout the Commonwealth.
    - Mr. Kaplan inquired about what benchmark DASH was considering regarding a return to fares. Mr. Baker responded that DASH was in communication with the City and was considering a fare reduction for a period to allow people to get back on their feet.
    - Mr. Donely asked which agencies were still charging fares, and suggested that DASH coordinate with other transit agencies in the area so fares were reintroduced at the same time.
  - Mr. Baker also suggested that DASH move to rear-door boarding. Mr. Kaplan recommended that drivers make sure that all operators were trained to ensure proper alignment for safety reasons. Mr. Baker ensured that signage would be provided and operators would be notified.
- Martin Barna, Director of Planning, provided information regarding ridership. During the first week of March, ridership decreased by 20%, while by the second week of March, it was down almost 50%.
  - In response to a question by Mr. Klejst, about the route-specific drops, Mr. Barna explained that the largest decreases in ridership were on the AT-2 commuter route to Mark Center and the AT-3 to the Pentagon.
- Mr. Chambers asked about the morale in the workforce and the press. Mr. Baker highlighted the proactive outreach to the press, and that most concerns were regarding the potential implications of a shutdown.
- Mr. Harris asked about leave policies, and Mr. Baker explained that DASH has been in contact with the ATU. Mr. Greaves asked about the implications of these policies, and Mr. Baker said that DASH was in line with the City policy, which Mr. Lambert expanded on, highlighting its flexibility.

- Mr. Kapsis asked what the City would do if a driver gets sick, and Mr. Baker explained the protocol for quarantining the driver, engaging the alternate fleet, identifying and isolating the routes and working to adjust.
- At this juncture, a Motion to pass the Resolution was made by Kerry Donley and seconded by Jim Kapsis. The motion passed unanimously.

**Item #3 – Next Meeting Date and Adjournment**

- Mr. Baker explained that the State legislature was working to get Codes amended in order to allow for online meetings.
- A Motion to Adjourn was made by Mr. Donely and seconded by Mr. Harris. The meeting was adjourned at 6:44pm.



**ATC Board Agenda Detail**

**Item #:** 2  
**Item Title:** DASH General Manager’s Report  
**Contact:** Josh Baker, General Manager

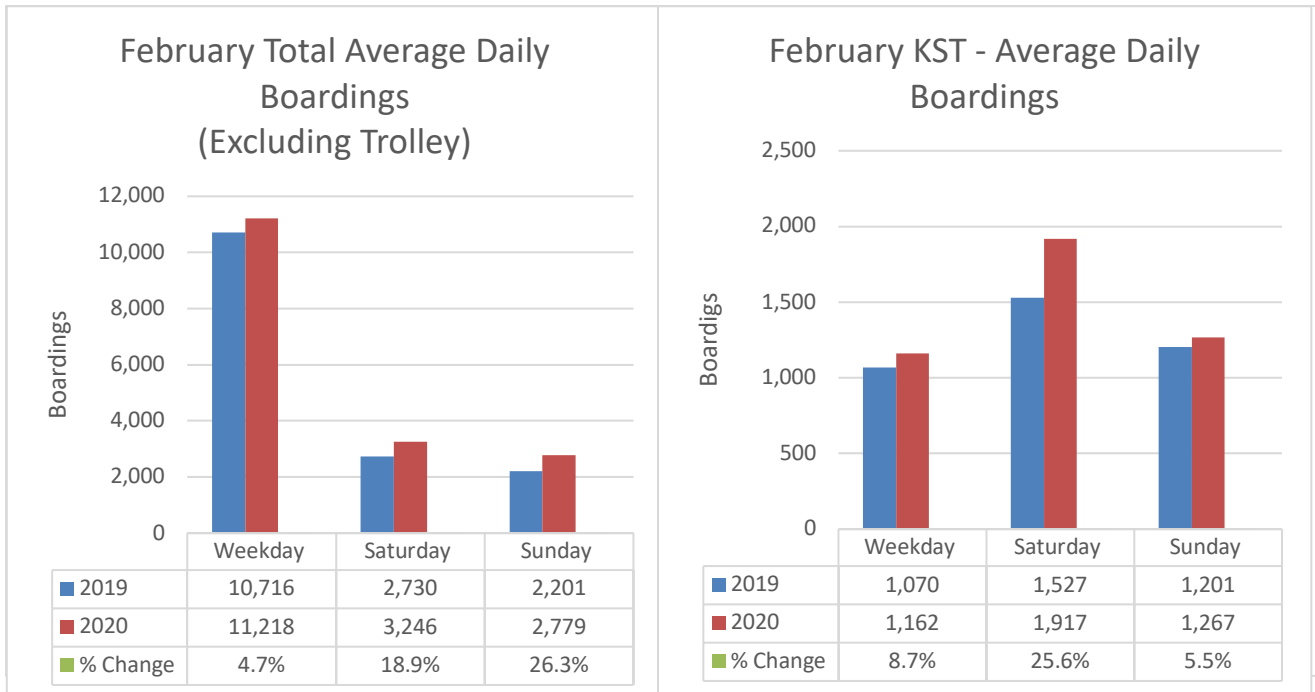


**2a Summary: Management Report**

**MANAGEMENT REPORT  
February 2020**

**A. RIDERSHIP:**

Total system ridership for the month increased by 9.6% from last February, with 283,646 total passengers. Without the King Street Trolley, total ridership increased by 7.8% from last February, with 243,728 passengers. **Total monthly ridership on the AT-1 Plus and AT-9 increased by 44 percent and 72 percent, respectively, as compared to February 2019.**



**B. SAFETY:** DASH experienced four accidents during the month of February.

- 1) 2/04 – Vehicle made contact with bus at Duke and Pickett Streets. (*Non-Preventable*)
- 2) 2/05 – Vehicle made contact with bus at Seminary Road and Kenmore Avenue. (*Non-Preventable*)
- 3) 2/13 – Vehicle made contact with bus at Glebe Road and Mt Vernon Avenue. (*Non-Preventable*)
- 4) 2/14 – Bus made contact with another bus at King Street Metro Station. (*Preventable*)

**C. SPECIAL EVENTS**

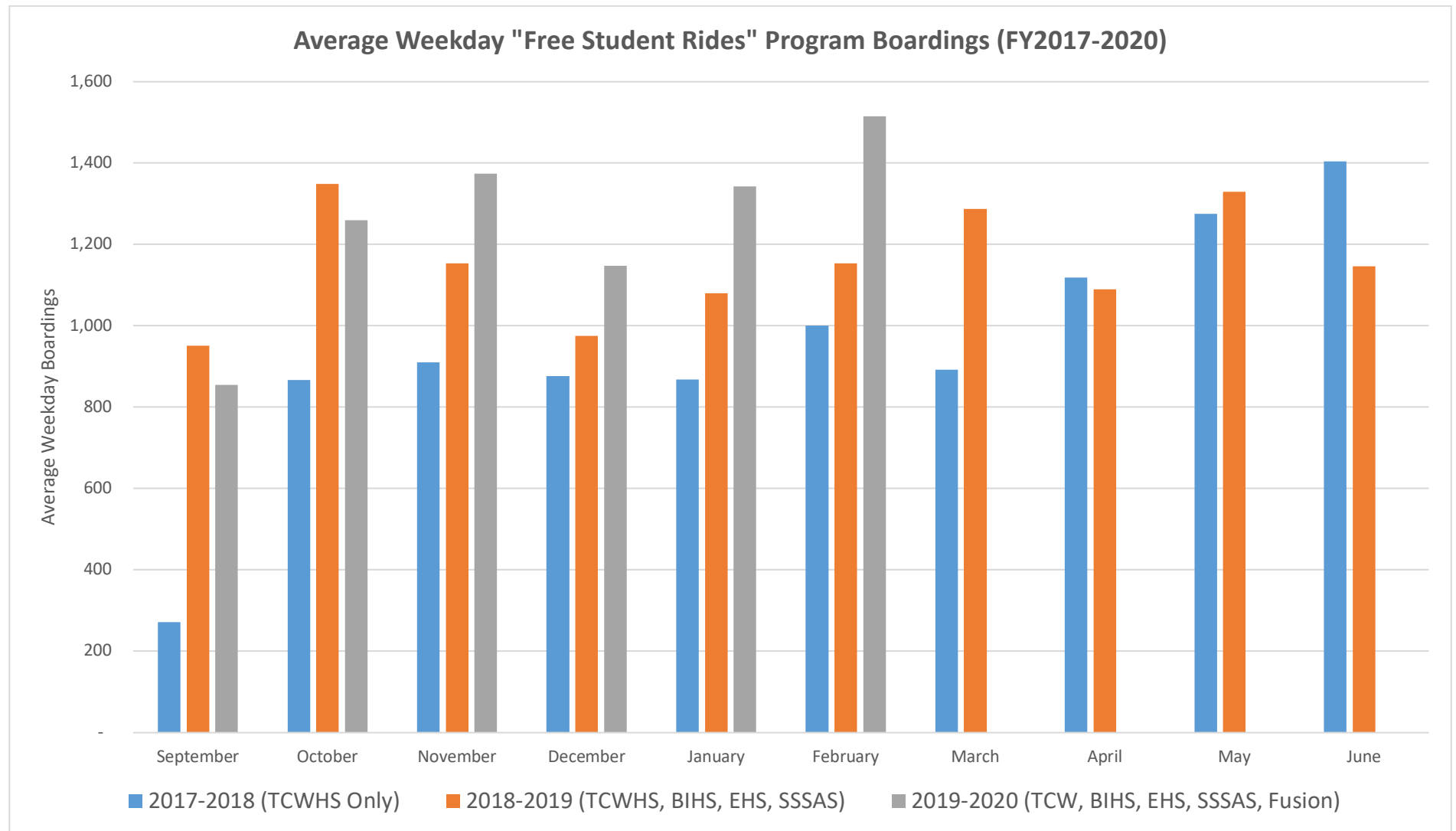
None.

**2b Summary: Performance Report**  
(System-Wide Ridership)

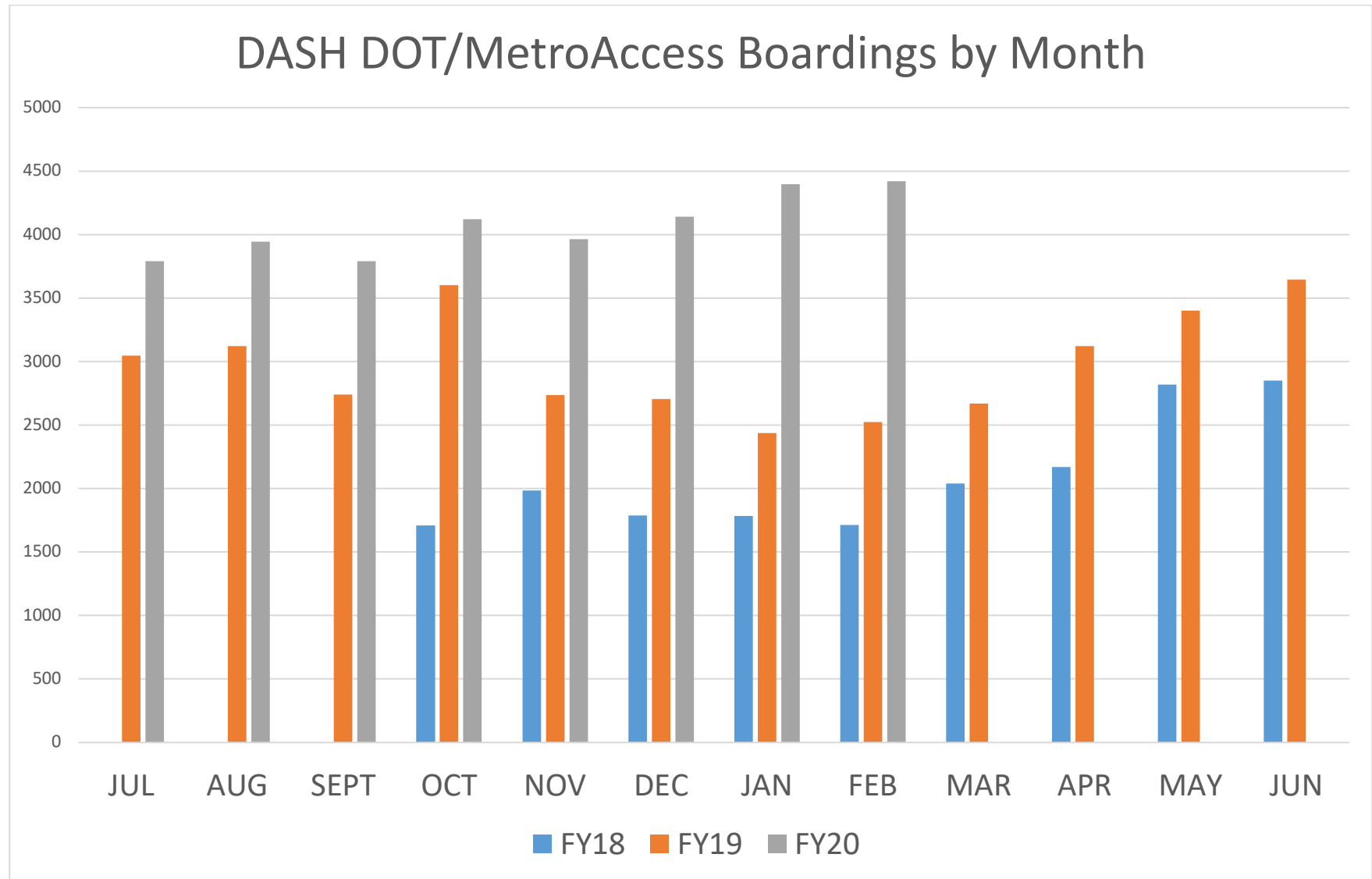
## DASH Monthly Systemwide Ridership (FY2017-FY2020)



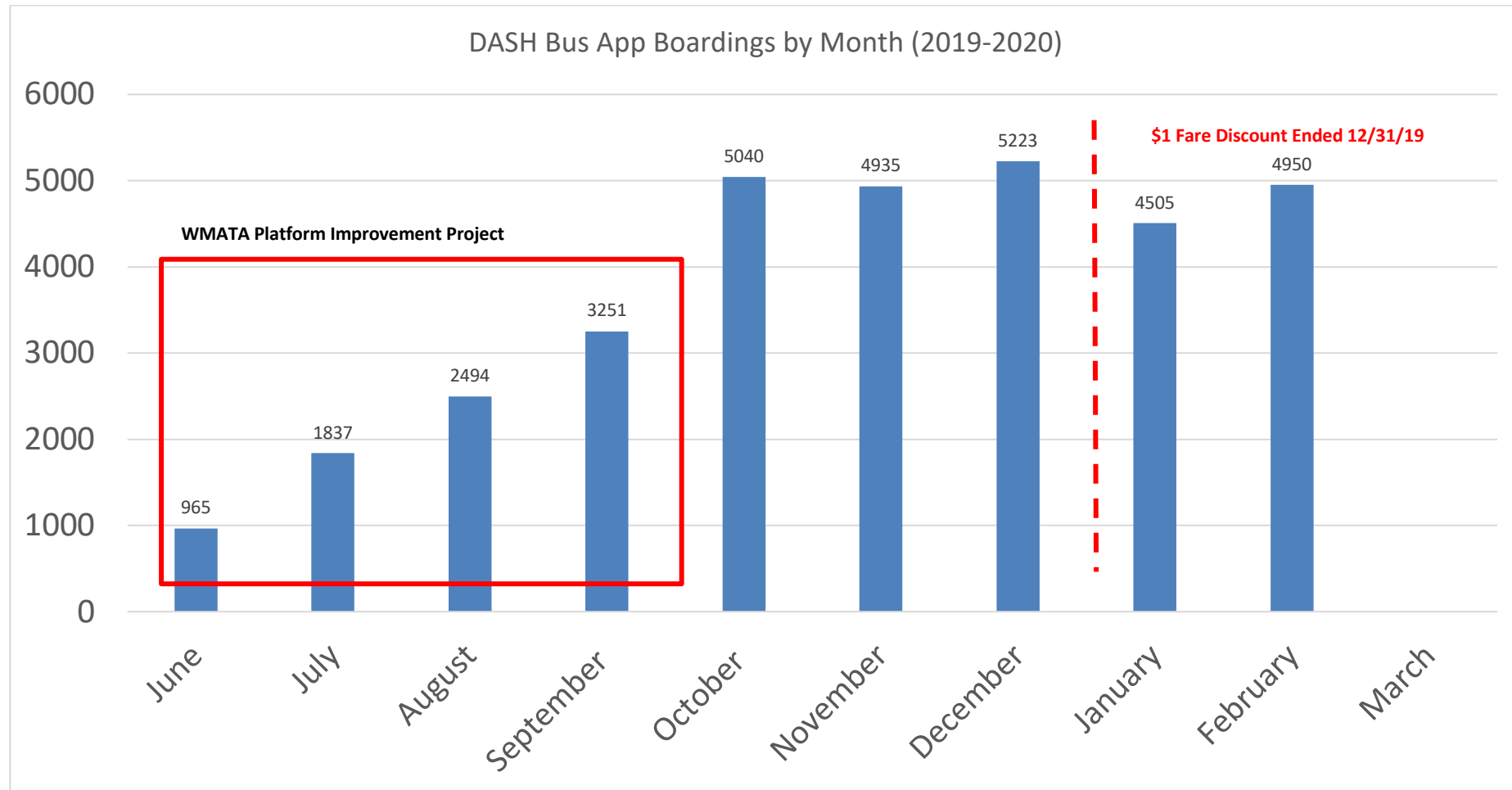
**2b Summary: Performance Report**  
 (Free Student Rides Program Ridership)



**2b Summary: Performance Report**  
(DOT Program Boarding by Month)



**2b Summary: Performance Report**  
(Mobile App Boarding's/Performance)



## 2c Summary: Operating Report

(Operating Report: February 2020)

DASH OPERATING REPORT (FEBRUARY 2020)			
	PREVIOUS YEAR (FEBRUARY 2019)	CURRENT YEAR (FEBRUARY 2020)	PERCENT CHANGE
<b><u>RIDERSHIP</u></b>			
Total Monthly Passengers	258,820	283,646	9.6%
Total Monthly Passengers (Excl. Trolley)	226,058	243,728	7.8%
Passengers / Revenue Mile	1.8	1.7	-6.3%
Passengers / Revenue Hour	20.1	19.1	-5.2%
<b><u>SERVICE LEVELS</u></b>			
Total Miles	158,641	184,869	16.5%
Revenue Miles	143,165	167,511	17.0%
<b><u>SAFETY</u></b>			
Accidents - Total	4	4	0.0%
Accidents - Preventable	3	1	-66.7%
<b><u>FARES</u></b>			
Average Fare	\$1.15	\$1.21	5.2%
ATC DASH Pass	19,721	18,274	-7.3%
"Free Student Rides" Program	25,055	32,785	30.9%
Regional Bus Transfers	14,870	15,279	2.8%
Rail-Bus Transfers	29,381	27,185	-7.5%
% Paid by Smarttrip	81.7%	75.8%	-5.9%
<b><u>FINANCIAL PERFORMANCE*</u></b>			
Operating Expense / Total Mile	\$7.55	\$4.89	-35.2%
Operating Expense / Total Platform Hour	\$66.03	\$49.32	-25.3%
<b>Total Revenue / Operating Expense Ratio</b>	33.6%	51.8%	18.2%
<b><u>SERVICE RELIABILITY</u></b>			
	January 2019	January 2020	% Change
On-Time Performance	87.8%	89.4%	1.6%
Missed Trip Percent	0.03%	0.01%	-0.03%
Avg. Miles Per Road Call	22,663	14,221	-37.3%
Compliments per 100K pas.	0.00	0.35	-
Compliments	0	1	-



## **ATC Board Agenda Detail**

**Item #:** 3a  
**Item Title:** Financial Update  
**Contact:** Evan Davis, Director of Finance & Administration

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### **Alexandria Transit Company (DASH) Financial Update**

**For the Eight Months Ended February 29, 2020**

#### **February Results – Budget vs. Actual Report**

**In February, ATC experienced a monthly surplus of \$1,063,678.** This is primarily because multiple months of costs associated with enhanced service on the AT-1 and AT-9 were moved to appropriate grant accounts. At the same time, costs have been relatively low in January and February, particularly for fuel, parts, and tires, while passenger revenue has been strong.

Significant budget variances and notable accounts in February include:

- **Passenger Revenue** again exceeded the same month a year ago. February 2020 revenue was \$34,832 higher than in February 2019, with revenue ridership exceeding the prior year by 9,819 trips. Beginning in October, we have seen a sustained upward trend in ridership and revenue, driven by the AT-1 Plus and AT-9 enhancements as well as increasing Metrorail ridership. Of course, that trend came to an abrupt end in March with the arrival of COVID-19, as next month's report will show.
- **Operations personnel expenditures** are artificially low due to the transfer of 3.5 months of expenses to the I-395 Commuter Choice grants. Several line items also show negative monthly expenses due to large grant transfers of costs related to the AT-1 Plus and AT-9 service expansions.

#### **FY 2020 Projection – COVID-19 Revenue Scenarios**

Before considering revenue losses due to COVID-19, we project a **budget surplus of \$551,378** for FY20. This increased surplus projection accounts for low fuel prices, small variable cost savings from COVID-19 service reductions (primarily fuel), and freezing non-essential purchases beginning in late March.

**March Impact:** COVID-19 became a significant factor in the Washington, D.C. metropolitan area around March 1. This is the date we are using to track ridership and revenue impacts. Ridership was down about 6% in the first week of March, 13% in the second, and 50% for the first half of the third week. Beginning Friday, March 20, DASH began operating fare-free service in order to limit passenger interaction with bus operators and promote social distancing. Including all available data on ridership declines and the beginning of fare-free service, we estimate a 60% revenue loss in March (\$196,824 loss from projected revenue of \$328,041).

**FY20 Revenue Scenarios:** The table below summarizes the revenue change for March as well as the impact of continuing fare-free service for each of the remaining three months in FY20.

	FY20 Passenger Revenue	COVID-19 Revenue Loss	DRPT Supplemental Operating Funds	FY20 Surplus (Deficit)
Projection Pre-COVID-19	3,768,138			551,378
60% Loss in March	3,571,314	(196,824)	196,824	551,378
<b><i>DASH Remains Fare-Free Through...</i></b>				
April	3,166,230	(601,908)	493,396	442,866
May	2,778,672	(989,466)	493,396	55,308
June	2,551,008	(1,217,130)	493,396	(172,356)

Supplemental State Operating Funding

On March 17, the Commonwealth Transportation Board authorized \$11 million in statewide public transportation funding for “all Virginia public transportation agencies suffering major ridership losses and additional operating expenses due to the COVID-19 pandemic” (press release, 3/17/20). The Virginia Department of Rail and Public Transportation (DRPT) estimates this funding will be available in early April.

**The formula allocation of this additional operating funding for Alexandria is \$493,396**, payable to the City’s trust account with the Northern Virginia Transportation Commission (NVTC). **Assuming the City makes all of this state supplemental operating funding available to ATC, DASH should be able to continue operating fare-free service through the end of May.** In this scenario, ATC should end FY20 just above a break-even point comparing revenue to expenditures.

These scenarios assume that passenger revenue will not simply return at 100% of pre-COVID-19 levels once DASH resumes fare collection. We assume ridership will return very slowly and unevenly, whenever it actually does. **To be clear, regardless of whether DASH is collecting fares, passenger revenue will be severely impacted for the remainder of FY20 and well into FY21.** Additional steps to limit costs may need to be considered in the future, depending on guidance from City leadership.

FY20 Cost-Saving Measures

At this time, the ATC General Manager implemented the following restrictions to limit costs, these restrictions have been announced to continue indefinitely until otherwise rescinded by him:

- Freezing all non-essential purchases of goods and services, including;
  - All company travel, conferences, and training
  - All company events and meals
  - Non-essential supplies
  - Non-essential repairs and improvements
- Freeing merit pay increases not mandated by the CBA

“Non-essential” refers to any goods or services not required to maintain current service levels. This restriction does not impact requisitions which prior to the announcement had confirmed orders or purchase orders issued.



**ATC Board Agenda Detail**

**Item #:** 3b  
**Item Title:** Balance Sheet  
**Contact:** Evan Davis, Director of Finance & Administration



**ALEXANDRIA TRANSIT COMPANY**  
**Balance Sheet as of February 29, 2020**

**ASSETS**

Cash - City of Alexandria Pooled	\$	-
Cash - Payroll Account		68,519
Receivables		1,447,937
Prepaid Expenditures		364,192
Parts and Supplies Inventory		682,145
Capital Assets		56,574,240
Less: Accumulated Depreciation		(25,453,160)
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>33,683,873</b>

**LIABILITIES**

Accounts Payable	\$	154,317
Payroll Liabilities		84,925
Accrued Vacation		771,773
Due to Other Funds (Negative Cash Position)		1,031,070
<b>Total Liabilities</b>	<b>\$</b>	<b>2,042,085</b>

**NET POSITION**

Net Investment in Capital Assets	\$	31,121,080
Unrestricted		520,708
<b>Total Net Position</b>	<b>\$</b>	<b>31,641,788</b>

<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$</b>	<b>33,683,873</b>
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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**

**Item #:** 3c  
**Item Title:** Summary Income Statement  
**Contact:** Evan Davis, Director of Finance & Administration



**ALEXANDRIA TRANSIT COMPANY**  
**Summary Income Statement for the Eight Months Ended February 29, 2020**

	Actual	Budget	Variance
<b>REVENUES:</b>			
City Contribution - King Street Trolley	664,864	664,864	-
DASH Passenger Revenue	2,408,409	2,538,552	(130,143)
DASH AT2X Mark Center Charter	539,496	539,496	-
DASH Other Charter Revenue	3,389,081	2,327,000	1,062,081
Miscellaneous Revenue	115,260	40,000	75,260
<b>Total Operating Revenue</b>	<b>7,117,110</b>	<b>6,109,912</b>	<b>1,007,198</b>
City Contribution - Regular Subsidy	10,663,328	10,663,328	-
<b>Total Revenue</b>	<b>17,780,438</b>	<b>16,773,240</b>	<b>1,007,198</b>
<b>EXPENDITURES:</b>			
Operations	10,239,102	10,006,768	(232,334)
Maintenance	3,714,622	3,646,072	(68,550)
Administration	2,680,878	2,992,400	311,522
Capital Outlay	152,598	128,000	(24,598)
<b>Total Expenditures</b>	<b>16,787,200</b>	<b>16,773,240</b>	<b>(13,960)</b>
<b>GRANT ACTIVITY:</b>			
I-395 Commuter Choice Grants	1,088,620	-	-
State Grants	46,996	-	-
Local Match on State Grants	14,269	-	-
Grant Expenditures	(1,159,961)	-	-
<b>Total Grant Activity</b>	<b>(10,076)</b>	<b>-</b>	<b>-</b>
<b>Net Surplus (Deficit)</b>	<b>983,162</b>	<b>-</b>	<b>993,238</b>

This statement is unaudited and prepared for the sole use of management and the Board of Directors of ATC.

# ATC Board Agenda Detail

**Item #:** 3d  
**Item Title:** Budget vs. Actual Report  
**Contact:** Evan Davis, Director of Finance & Administration



## Alexandria Transit Company (DASH)

Budget vs. Actual Report for the Eight Months Ended February 29, 2020

*\*See Financial Update for projections of COVID-19 revenue losses - no revenue reduction in this projection\**

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	FY2020 Projected	FY2020 Annual Budget	Projected Year End Variance
<b>REVENUE</b>									
City Contribution - King Street Trolley	83,108	83,108	-	664,864	664,864	-	997,293	997,293	-
DASH Passenger Revenue	290,255	317,319	(27,064)	2,408,409	2,538,552	(130,143)	3,768,138	3,807,832	(39,694)
DASH AT2X Mark Center Charter	67,437	67,437	-	539,496	539,496	-	809,241	809,241	-
DASH Other Charter Revenue	7,084	290,875	(283,791)	3,389,081	2,327,000	1,062,081	3,405,082	3,490,504	(85,422)
Miscellaneous Revenue	20,386	5,000	15,386	115,260	40,000	75,260	158,260	60,000	98,260
<b>TOTAL OPERATING REVENUE</b>	<b>468,270</b>	<b>763,739</b>	<b>(295,469)</b>	<b>7,117,110</b>	<b>6,109,912</b>	<b>1,007,198</b>	<b>9,138,014</b>	<b>9,164,870</b>	<b>(26,856)</b>
City Contribution - Regular Subsidy	1,332,916	1,332,916	-	10,663,328	10,663,328	-	15,994,985	15,994,985	-
<b>TOTAL REVENUE</b>	<b>1,801,186</b>	<b>2,096,655</b>	<b>(295,469)</b>	<b>17,780,438</b>	<b>16,773,240</b>	<b>1,007,198</b>	<b>25,132,999</b>	<b>25,159,855</b>	<b>(26,856)</b>
<b>OPERATING EXPENDITURES</b>									
<b>OPERATIONS</b>									
Wages - O	264,332	948,379	684,047	7,789,277	7,587,032	(202,245)	11,240,032	11,380,573	140,541
Fringe Benefits - O	154,584	144,789	(9,795)	1,160,045	1,158,312	(1,733)	1,772,394	1,737,450	(34,944)
Payroll Taxes - O	19,023	73,250	54,227	609,748	586,000	(23,748)	870,501	879,000	8,500
Retirement Contributions - O	(253)	69,208	69,461	535,200	553,664	18,464	798,067	830,500	32,433
<b>Total Operations Labor</b>	<b>437,686</b>	<b>1,235,626</b>	<b>797,940</b>	<b>10,094,270</b>	<b>9,885,008</b>	<b>(209,262)</b>	<b>14,680,994</b>	<b>14,827,523</b>	<b>146,530</b>
Operator Recruitment and Training	2,279	3,499	1,220	25,048	27,992	2,944	36,540	42,000	5,460
Operating Materials and Supplies	396	10,333	9,937	114,069	82,664	(31,405)	121,851	124,000	2,149
Training and Travel - O	-	1,388	1,388	5,715	11,104	5,389	5,715	16,650	10,935
<b>TOTAL OPERATIONS EXPENDITURES</b>	<b>440,361</b>	<b>1,250,846</b>	<b>810,485</b>	<b>10,239,102</b>	<b>10,006,768</b>	<b>(232,334)</b>	<b>14,845,100</b>	<b>15,010,173</b>	<b>165,074</b>
<b>MAINTENANCE</b>									
Wages - M	153,312	165,000	11,688	1,355,681	1,320,000	(35,681)	2,117,975	1,980,000	(137,975)
Fringe Benefits - M	23,900	24,484	584	193,605	195,872	2,267	289,203	293,800	4,597
Payroll Taxes - M	12,344	13,917	1,573	102,740	111,336	8,596	163,778	167,000	3,222
Retirement Contributions - M	12,689	13,750	1,061	103,175	110,000	6,825	163,574	165,000	1,426
<b>Total Maintenance Labor</b>	<b>202,245</b>	<b>217,151</b>	<b>14,906</b>	<b>1,755,201</b>	<b>1,737,208</b>	<b>(17,993)</b>	<b>2,734,530</b>	<b>2,605,800</b>	<b>(128,730)</b>
Fuel & Lubricants	32,968	112,375	79,407	897,570	899,000	1,430	1,158,121	1,348,500	190,379
Repair Parts	16,191	54,167	37,976	440,163	433,336	(6,827)	639,756	650,000	10,244
Tires	2,073	11,333	9,260	93,413	90,664	(2,749)	124,914	136,000	11,086
Vehicle Maintenance Service	(81,328)	19,334	100,662	221,139	154,672	(66,467)	230,911	232,000	1,089
Laundry	3,126	3,000	(126)	22,968	24,000	1,032	36,369	36,000	(369)
Tools and Equipment	896	1,150	254	8,380	9,200	820	11,180	13,800	2,620
Building Maintenance	26,321	36,207	9,886	269,683	289,656	19,973	432,181	434,500	2,319
Training and Travel - M	-	1,042	1,042	6,105	8,336	2,231	6,105	12,500	6,395
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>202,492</b>	<b>455,759</b>	<b>253,267</b>	<b>3,714,622</b>	<b>3,646,072</b>	<b>(68,550)</b>	<b>5,374,067</b>	<b>5,469,100</b>	<b>95,033</b>
<b>ADMINISTRATION</b>									
Wages - A	90,023	117,253	27,230	925,919	938,024	12,105	1,458,641	1,407,050	(51,591)
Fringe Benefits - A	16,378	16,062	(316)	134,292	128,496	(5,796)	199,179	192,745	(6,434)
Payroll Taxes - A	7,945	9,000	1,055	69,624	72,000	2,376	109,972	108,000	(1,972)
Retirement Contributions - A	1,212	9,125	7,913	63,008	73,000	9,992	105,741	109,500	3,759
<b>Total Administrative Labor</b>	<b>115,558</b>	<b>151,440</b>	<b>35,882</b>	<b>1,192,843</b>	<b>1,211,520</b>	<b>18,677</b>	<b>1,873,533</b>	<b>1,817,295</b>	<b>(56,238)</b>
Insurance	57,624	60,167	2,543	490,921	481,336	(9,585)	721,414	722,000	586
Professional Services	70,682	86,995	16,313	606,239	695,960	89,721	942,674	1,043,935	101,261
Utilities	19,197	19,825	628	158,765	158,600	(165)	237,214	237,900	686
Printing & Advertising	3,908	7,438	3,530	58,653	59,504	851	95,654	89,250	(6,404)
Telecommunications	9,385	8,083	(1,302)	65,934	64,664	(1,270)	98,734	97,000	(1,734)
Training, Travel, Events - A	925	7,084	6,159	50,150	56,672	6,522	50,652	85,000	34,348
Office Equipment and Supplies	(19,699)	6,685	26,384	36,282	53,480	17,198	72,137	80,200	8,063
Dues and Subscriptions	486	1,062	576	6,822	8,496	1,674	8,767	12,750	3,983
Grant Local Match	2,519	25,271	22,752	14,269	202,168	187,899	94,127	303,252	209,125
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>260,585</b>	<b>374,050</b>	<b>113,465</b>	<b>2,680,878</b>	<b>2,992,400</b>	<b>311,522</b>	<b>4,194,906</b>	<b>4,488,582</b>	<b>293,676</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>903,438</b>	<b>2,080,655</b>	<b>1,177,217</b>	<b>16,634,602</b>	<b>16,645,240</b>	<b>10,638</b>	<b>24,414,072</b>	<b>24,967,855</b>	<b>553,783</b>
<b>CAPITAL OUTLAYS (non-CIP)</b>									
Computer and Office Equipment	-	-	-	-	-	-	-	-	-
Maintenance Equipment	(165,930)	10,333	176,263	152,598	82,664	(69,934)	100,457	124,000	23,543
Other Equipment Investments	-	5,667	5,667	-	45,336	45,336	67,092	68,000	908
<b>TOTAL CAPITAL OUTLAYS (non-CIP)</b>	<b>(165,930)</b>	<b>16,000</b>	<b>181,930</b>	<b>152,598</b>	<b>128,000</b>	<b>(24,598)</b>	<b>167,549</b>	<b>192,000</b>	<b>24,451</b>

**ATC Board Agenda Detail**

**Item #:** 4  
**Item Title:** Next Meeting and Adjournment

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**NEXT ATC BOARD MEETING**

Wednesday, May 13<sup>th</sup>, 2020 at 5:30 p.m.  
at the **Alexandria City Hall, Council Workroom, 2nd, Floor.**

***Meeting time, location and content are subject to change  
in response to ongoing Coronavirus Pandemic***