



# Alexandria Transit Company Board of Directors Meeting



**January 10, 2024 @ 5:30pm**  
**Meeting Held at City Hall, Council Workroom, 301 King St., Alexandria, VA 22314 and**  
**Held Electronically - Livestream on ZOOM and Facebook Live**

ITEM	DESCRIPTION	PAGE #	PRESENTER
#1	Call to Order, Welcome, and Public Comment	N/A	Mr. Kaplan
#2	Consideration of Approval Meeting Minutes a) ATC Board of Directors Meeting – December 13, 2023	2-4	All
#3	Board Member Announcements, Reports & Business Items a) Chair's Report o Amendment to Article I of By-Laws o Stockholders Meeting Scheduled for: March 12, 2024 b) T&ES Report c) Strategic Plan Report (Attachment 1) d) Others	5-6	Mr. Kaplan Ms. Orr Committee All
#4	General Manager's Reports a) Ridership Update	7	Mr. Baker
#5	Financial Reports a) Financial Report b) Balance Sheet c) Summary Income Statement d) Budget vs. Actual e) Budget Forecast	8-13	Mr. Ryder
#6	Planning Reports a) FY25 ATC DRPT TRIP Grant Memorandum b) Resolution #24-05 in Support of Proposed Application for TRIP Funding— <i>Board Action</i>	14-16	Mr. Barna
#7	Next Meeting Date & Adjournment The next regular meeting of the Alexandria Transit Company Board of Directors is scheduled for Wednesday, February 14, 2024	17	All

## **ATC Board Agenda Detail**

**Item #:** 2a  
**Item Title:** Meeting Minutes—December 13, 2023  
**Contact:** Beth Reveles, Secretary to the Board  
**Board Action:** Consideration of Approval



### **Alexandria Transit Company (ATC) BOARD OF DIRECTORS MEETING MINUTES December 13, 2023**

A meeting of the Board of Directors of the Alexandria Transit Company was held at 5:30 pm on Wednesday, December 13, 2023, at the DASH Facility and was also available electronically. A recording of the meeting was made and is available upon request.

Board members present in person: David Kaplan, Matt Harris, Hillary Orr, Ajashu Thomas, Kendel Taylor, Jesse O'Connell, Arthur Wicks

Board members participating electronically: N/A

Board members absent: Steve Klejst, Murat Omay

Staff members present: Josh Baker, Raymond Mui, Beth Reveles, Edward Ryder, Stephanie Salzone, Brent Reutter, Ryan Visci, Martin Barna, Trevor Logan

Other attendees: N/A

#### **Agenda Item #1 – Call to Order, Welcome and Public Comment**

Chair David Kaplan welcomed everyone and called the meeting to order at 5:35 pm. A quorum was reached at that time. Ajashu Thomas arrived at 5:40 pm.

Chair Kaplan closed public comment as there were no speakers.

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

##### **#2a – ATC Board of Directors Meeting – November 8, 2023**

The Chair called for a motion to approve the November minutes and asked if there were any corrections, revisions, or amendments. A motion was made by Matt Harris to approve the minutes which was seconded by Jesse O'Connell. There was no further discussion, and the motion carried.

#### **Agenda Item #3 – Board Member Announcements, Reports & Business Items**

##### **#3a – Chair's Report**

Chair Kaplan reminded the Board that last spring the Board approved a one-year extension to the TransDev contract; TransDev provides management services to the DASH organization. It had been agreed that a committee would be formed to review a draft RFP, seek proposals, and conduct interviews with TransDev and any other management companies that wished to apply.

General Manager Josh Baker provided some background information on the DASH organization. He explained that since DASH was formed in 1984, it has been operating under a transit management contract. In discussions with the Chair, Mr. Baker expressed his hopes that a contract would be restructured to more effectively provide the services DASH needs, which are largely oversight advisory and auditing services. Mr. Baker reviewed the proposed timeline for the new contract:

- Request for proposals in March

- Contract awarded in April or May
- In June, Board would vote to ratify the contract
- New contract would take effect July 1

Mr. Baker explained that the committee members would be expected to serve in the interview process, which could be conducted via Zoom or at the DASH facility.

Chair Kaplan asked for volunteers to serve on the committee. Matt Harris and Jesse O'Connell volunteered. Mr. Baker will serve on the committee as well.

Chair Kaplan announced that a date has not been scheduled yet for the upcoming stockholders' meeting. In January, he will ask the Board to vote on an amendment to the by-laws. The amendment will state that the stockholders' meeting shall be held once a year, within the first three months of the calendar year, and the date will be mutually agreed upon by the Board of Directors and stockholders.

Chair Kaplan asked for a vote to determine if the February 14 Board meeting should be moved to February 7. The Board decided to keep the meeting on February 14.

### **#3b – T&ES Report**

Transportation Deputy Director Hillary Orr provided a review of her report which was shared with the Board in advance of the meeting.

### **#3c – Board Recruitment Update**

Matt Harris provided a brief review of the recruitment timeline which was provided to the Board in advance of the meeting.

### **#3d – Others**

The Chair asked if there were any other announcements from the Board. Hearing none, he moved onto the general manager's report.

## **Agenda Item #4 – General Manager's Reports**

### **#4a – FY 2025 GM's Current Services Proposed Budget—*Board Action***

General Manager Josh Baker reviewed the current services proposed budget which was shared with the Board in advance of the meeting.

After some discussion, Chair Kaplan called for a motion to approve the current services proposed budget. Matt Harris moved to approve the budget, and Ajashu Thomas seconded the motion. Hillary Orr, Kendel Taylor, and Arthur Wicks abstained from the vote. The motion carried.

### **#4b – GM Updates (Stuff the Bus, 40<sup>th</sup> Anniversary Planning, Bus Stop Improvements, Ridership Update)**

Mr. Baker reviewed the updates which were shared with the Board in advance of the meeting.

## **Agenda Item #5 –Planning Reports**

### **#5a – Alexandria Transit Strategic Plan (ATSP) Process Memorandum (TDP Replacement)—*Board Action***

Director for Planning and Marketing Martin Barna reviewed the ATSP memorandum which was shared with the Board in advance of the meeting.

Chair Kaplan called for a motion to approve the transition to the ATSP. Matt Harris moved to approve the ATSP, which was seconded by Hillary Orr. There was no further discussion, and the motion carried.

**#5b –FY 2025 DRPT Grant Memo & Resolutions—*Board Action***

Director for Planning and Marketing Martin Barna and Transit Technology Coordinator Trevor Logan reviewed the grant applications which were shared with the Board in advance of the meeting.

Chair Kaplan called for a motion to approve the applications. Matt Harris moved to approve the applications, and Ajashu Thomas seconded the motion. There was no further discussion, and the motion carried.

**Agenda Item #6 – Financial Reports**

**#6a – Financial Report**

**#6b – Balance Sheet**

**#6c – Summary Income Statement**

**#6d – Budget vs. Actual**

**#6e – Budget Forecast**

Mr. Baker briefly reviewed the financial reports which were shared with the Board in advance of the meeting.

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

A final motion to adjourn the meeting was made by Matt Harris and seconded by Arthur Wicks. A vote was called, and the motion was approved unanimously.

The next regular meeting of the Alexandria Transit Company Board of Directors is scheduled for January 10, 2024, at 5:30 pm at City Hall.

Minutes respectfully submitted by:  
Beth Reveles  
Secretary to the Board  
Alexandria Transit Company

**ATC Board Agenda Detail**

**Item #:** 3a  
**Item Title:** Amendment to Article I of By-Laws  
**Contact:** David Kaplan, Chair  
**Board Action:** Consideration of Approval

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**For Consideration of Revision by the Stockholders****ARTICLE I - STOCKHOLDERS' MEETING**

**Section 1 - Annual Meeting.** The annual meeting of the stockholders of the corporation shall be held in February on a date in the first three months of each calendar year of each year on a day as determined by the Chairperson of the Board of Directors in consultation with the City Manager of the City of Alexandria.  
(Amended 1/8/85)

**Section 2 – Other Meetings.** Meetings of the stockholders shall be held at the times and places stated in the notice or waiver of notice of meeting. Meetings of the stockholders shall be held whenever called by the Chairperson, President or Secretary or by a majority of the Directors or stockholders.

**Section 3 – Quorum and Voting.** The holders of a majority of the outstanding shares of common stock entitled to vote shall constitute a quorum at any meeting of the stockholders. Each stockholder shall be entitled to one vote in person or by proxy for each share entitled to vote standing in their name on the books of the corporation.

**Section 4 – Conduct of Meetings.** The Chairperson shall preside over all meetings of the stockholders. If the Chairperson is not present, the Vice-Chairperson shall preside. If neither is present, a Chairperson shall be elected by a majority vote of Directors present at the meeting. The Secretary of the corporation shall act as Secretary of all the meetings if present. If not present, the Chairperson shall appoint a Secretary of the meeting. The Chairperson of the meeting may appoint one or more inspectors of the election to determine the qualifications of voters, the validity of proxies and the results of ballots.

## **ATC Board Agenda Detail**

**Item #:** 3b  
**Item Title:** T&ES Report  
**Contact:** Hillary Orr, Deputy Director, Transportation  
**Board Action:** FYI



### **MonumentalALX**

Last month, Monumental Sports & Entertainment, the Commonwealth of Virginia, the City of Alexandria, and JBG SMITH announced a framework of an agreement for a public-private partnership to create a world-class Entertainment District in Alexandria at Potomac Yard.

Monumental Sports & Entertainment intends to anchor an Entertainment District in Potomac Yard. MSE's campus would include:

- The global headquarters for Monumental Sports & Entertainment and its more than 650 employees
- An industry-leading arena for both the Washington Capitals and Washington Wizards
- A state-of-the art Monumental Sports Network media studio
- The Wizards practice facility
- An expanded e-sports facility
- A performing arts venue

Staff will provide updates as more information is available on timing, transit, and transportation opportunities.

### **Duke Street Transitway**

In June 2023, the two-year planning process culminated in [City Council approving a concept plan](#) for the Duke Street Transitway that included mostly center running lanes. As part of their approval, City Council requested that staff continue to work with the community to develop concepts for the Duke Street service roads in Segment 3. Over the course of the fall, staff met with community stakeholders, attended civic association meetings, and hosted a public meeting to provide information on the various options and solicit feedback. For those that were unable to attend one of the meetings, the community is encouraged to [watch the recorded presentation](#) and [view the slide deck](#) to better understand the proposed options. After reviewing the materials, please provide input via the [feedback form](#), which will be live through January 15. The project team will review the feedback and develop preferred options to be considered by the Traffic and Parking Board later this winter or early spring.

### **WMATA Budget**

On December 14, WMATA staff presented the [General Manager's proposed FY 2025 Budget](#). This proposed budget is in response to the large operating deficit WMATA faces in FY25. One-time cost savings measures by WMATA have reduced the budget gap from \$750 million to \$433 million. As a large gap still exists, the FY 2025 Budget calls for major service cuts to both Metrorail and Metrobus, fare increases, and some station closures. The WMATA Board will use two meetings in January (on 1/11 and 1/25) to work through Board member edits to the GM's proposed budget, before seeking public comment in the coming months.

## ATC Board Agenda Detail

**Item #:** 4a

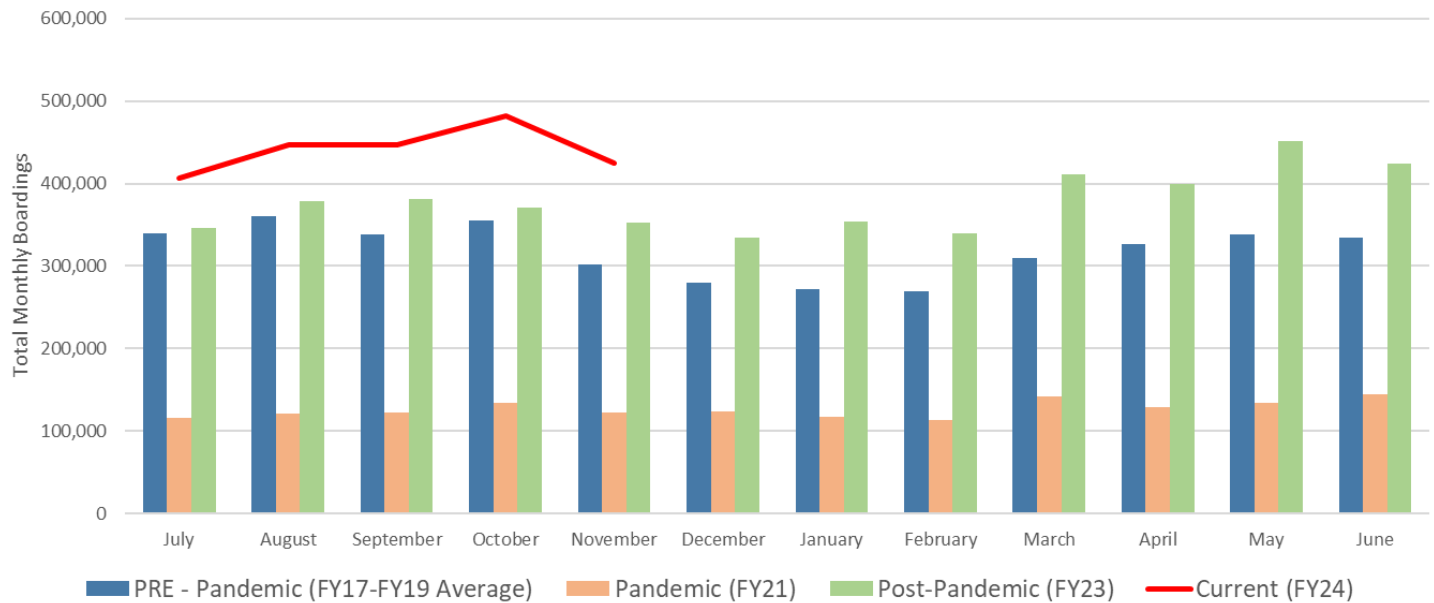
**Item Title:** Ridership Update

**Contact:** Josh Baker, General Manager

**Board Action:** FYI



DASH Monthly Ridership Trends (FY 2017 - FY2024)



## ATC Board Agenda Detail

**Item #:** 5a  
**Item Title:** Financial Report  
**Contact:** Edward Ryder, Director of Finance & Administration  
**Board Action:** FYI/Discussion

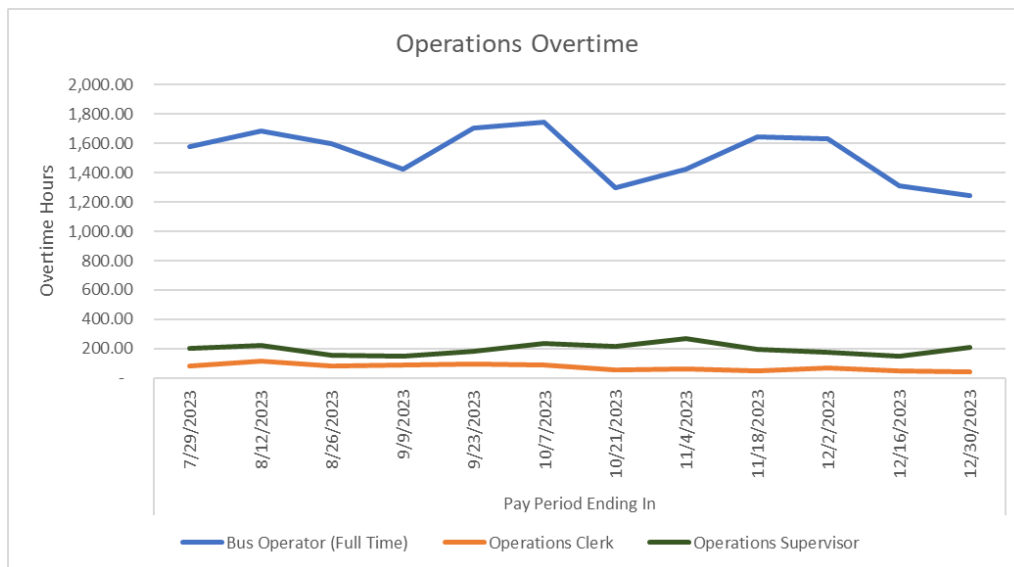


### Financial Results Through the Month Ending November 30, 2023

Through November 2023, ATC experienced a year-to-date deficit of \$450,444 and is projecting a year-end deficit of \$19,936. This year-end figure includes the funds requested on the Fall Supplemental Appropriations Ordinance (SAO) that was requested to cover funding needs associated with the CBA negotiations. These funds are expected to be received in January 2024.

### November Notable Budget Impacts Summary:

- Operations Overtime remains a significant pressure on our budget. This is being driven by continued bus operator vacancies as well as higher-than-usual vacancies in Operations Supervisor positions.
  - Steps to address Operations Overtime have included:
    - A revised Attendance Policy aimed at cutting down unexpected absenteeism, which should lead to a reduced need for additional overtime coverage.
    - Scheduling changes have been made to better address overtime issues.
    - Restructuring of Operations support staff was effective 12/31/2023, with several positions transitioning to salary. This should help to provide better efficiencies, as well as cut down on additional overtime for support staff.
  - Overall, Operations Overtime in November was down compared to prior months, but the full impact of these changes will be seen in the December and January financial reports.
  - Changes made in December resulted in a 7% reduction in overtime compared to November. Adjustments in January will continue this trend.
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- Staff continue to take all measures available to control all discretionary spending, including the GM's mandated freeze on all non-essential and discretionary spending.



### **Requested Information from December Board Meeting Related to Budget**

When the FY25 budget was presented at the December ATC Board Meeting, Staff presented a per platform hour cost comparison between DASH Bus and Metrobus. The term “platform hour” refers to all hours buses are in service, which is the most relevant measure of true cost.

This figure presented was specific to Metrobus as a whole, not specifically Metrobus within the City of Alexandria.

	<b>DASH FY25 Proposed Budget</b>	<b>Metrobus FY24 Budget</b>
Total Budget	34,839,409	742,681,000
Total Platform Hours	281,603	4,338,366
<b>Operating Costs per Platform Hour</b>	<b>123.72</b>	<b>171.19</b>

Staff researched the cost per platform hour for Metrobus in Alexandria, based on the City’s contribution to Metro, specifically for Metrobus (excluding the portion dedicated to Metrorail).

	<b>DASH FY25 Proposed Budget</b>	<b>Metrobus FY24 Budget (Alexandria Only)</b>
Total Budget	34,855,913	27,132,878
Total Platform Hours	281,603	151,101
<b>Operating Costs per Platform Hour</b>	<b>123.78</b>	<b>179.57</b>

The per platform hour cost for Metrobus in Alexandria is comparable to, though slightly higher than, the cost per platform hour for Metrobus as a whole. When comparing the costs between DASH’s proposed FY25 budget and Metrobus’s FY24 published budget, **Metrobus is 45% more expensive to operate per hour than DASH based on the contribution by the City of Alexandria to WMATA.**

**ATC Board Agenda Detail**

**Item #:** 5b  
**Item Title:** Balance Sheet  
**Contact:** Edward Ryder, Director of Finance & Administration  
**Board Action:** FYI/Discussion

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**ALEXANDRIA TRANSIT COMPANY**  
**Balance Sheet as of November 30, 2023**

**ASSETS**

Cash - City of Alexandria Pooled	\$ (2,857,803)
Cash - Payroll Account	126,126
Due from Other Governments	-
Receivables	305,515
Prepaid Expenditures	398,890
Parts and Supplies Inventory	1,050,814
Capital Assets	67,446,679
Less: Accumulated Depreciation	(35,789,449)
<b>TOTAL ASSETS</b>	<b><u>\$ 30,680,772</u></b>

**LIABILITIES**

Accounts Payable	\$ 229,631
Payroll Liabilities	26,216
Accrued Vacation	-
Deferred Revenue (CARES Act)	114,719
<b>Total Liabilities</b>	<b><u>\$ 370,566</u></b>

**NET POSITION**

Net Investment in Capital Assets	\$ 31,657,230
Unrestricted	(1,347,024)
<b>Total Net Position</b>	<b><u>\$ 30,310,206</u></b>

<b>TOTAL LIABILITIES AND NET POSITION</b>	<b><u>\$ 30,680,772</u></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 #:** 5c**Item Title:** Summary Income Statement**Contact:** Edward Ryder, Director of Finance & Administration**Board Action:** FYI/Discussion

**ALEXANDRIA TRANSIT COMPANY**  
**Summary Income Statement for the Month Ended November 30, 2023**

	Actual	Budget	Variance	FY2024 Annual		
				FY2024 Projected	Budget	Variance
<b>REVENUES:</b>						
Passenger Revenue	-	-	-	-	-	-
Charter Revenue	28,575	-	28,575	33,795	-	33,795
Advertising Revenue	24,398	62,500	(38,102)	89,484	250,000	(160,516)
Miscellaneous Revenue	18,975	25,000	(6,025)	53,975	60,000	(6,025)
<b>Total Operating Revenue</b>	<b>71,948</b>	<b>87,500</b>	<b>(15,552)</b>	<b>177,254</b>	<b>310,000</b>	<b>(132,746)</b>
Virginia TRIP Program	-	-	-	1,782,577	1,782,577	
City Contribution - King Street Trolley	470,165	470,167	(2)	1,128,399	1,128,400	(1)
City Contribution - Regular Subsidy	11,867,070	11,867,071	(1)	28,480,971	28,480,971	(0)
Fall SAO for CBA	-	-	-	639,223	639,223	-
<b>Total Revenue</b>	<b>12,409,183</b>	<b>12,424,738</b>	<b>(15,555)</b>	<b>32,208,424</b>	<b>32,341,171</b>	<b>(132,747)</b>
<b>EXPENDITURES:</b>						
Operations	7,163,793	7,241,333	77,541	18,640,803	18,611,500	(29,303)
Maintenance	3,189,514	2,970,335	(219,180)	7,356,159	7,169,519	(186,640)
Administration	2,469,667	2,560,298	90,631	6,193,070	6,360,652	167,582
Capital Outlay	38,327	36,500	(1,827)	38,327	199,500	161,173
<b>Total Expenditures</b>	<b>12,861,301</b>	<b>12,808,466</b>	<b>(52,835)</b>	<b>32,228,359</b>	<b>32,341,171</b>	<b>112,812</b>
<b>Net Surplus (Deficit)</b>	<b>(452,117)</b>	<b>(383,728)</b>	<b>(68,390)</b>	<b>(19,936)</b>	<b>-</b>	<b>(19,936)</b>

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# ATC Board Agenda Detail

Item #: 5d

Item Title: Budget vs. Actual

Contact: Edward Ryder, Director of Finance & Administration

Board Action: FYI/Discussion



## Summary Income Statement for the Month Ended November 30, 2023

### Budget vs Actual

Description	Nov Actuals	Nov Forecast	Variance	YTD Actuals	YTD Forecast	Variance	FY 24 Projected	FY 24 Budget	Variance
<b>REVENUE</b>									
Passenger Revenue	-	-	-	-	-	-	-	-	-
Other Charter Revenue	7,393	-	7,393	28,575	-	28,575	33,795	-	33,795
Advertising Revenue	1,727	-	1,727	24,398	62,500	(38,102)	89,484	250,000	(160,516)
Miscellaneous Revenue	5,830	5,000	830	18,975	25,000	(6,025)	53,975	60,000	(6,025)
<b>TOTAL OPERATING REVENUE</b>	<b>14,950</b>	<b>5,000</b>	<b>9,950</b>	<b>71,948</b>	<b>87,500</b>	<b>(15,552)</b>	<b>177,254</b>	<b>310,000</b>	<b>(132,746)</b>
Virginia TRIP Program	-	-	-	-	-	-	1,782,577	1,782,577	-
City Contribution - Regular Subsidy	2,373,414	2,373,414	(0)	11,867,070	11,867,071	(1)	28,480,971	28,480,971	(0)
City Contribution - King Street Trolley	94,033	94,033	(0)	470,165	470,167	(2)	1,128,399	1,128,400	(1)
Fall SAO for CBA	-	-	-	-	-	-	639,223	639,223	-
<b>TOTAL REVENUE</b>	<b>2,482,397</b>	<b>2,472,448</b>	<b>9,949</b>	<b>12,409,183</b>	<b>12,424,738</b>	<b>(15,555)</b>	<b>32,208,424</b>	<b>32,341,171</b>	<b>(132,747)</b>
<b>OPERATING EXPENDITURES</b>									
<b>OPERATIONS</b>									
Wages - O	864,990	976,472	111,483	4,621,520	4,882,362	260,842	12,457,758	12,718,600	260,842
Overtime - O	166,302	100,796	(65,506)	853,387	503,978	(349,409)	1,783,387	1,304,500	(478,887)
Fringe Benefits - O	158,192	191,083	32,892	814,471	955,417	140,946	2,152,054	2,293,000	140,946
Payroll Taxes - O	78,764	83,471	4,707	415,919	417,356	1,437	1,077,163	1,078,600	1,437
Retirement Contributions - O	78,051	83,861	5,810	422,508	419,304	(3,203)	1,090,003	1,086,800	(3,203)
<b>Total Operations Personnel</b>	<b>1,346,298</b>	<b>1,435,683</b>	<b>89,385</b>	<b>7,127,804</b>	<b>7,178,417</b>	<b>50,613</b>	<b>18,560,365</b>	<b>18,481,500</b>	<b>(78,865)</b>
Operating Materials and Supplies	(673)	3,750	4,423	4,830	18,750	13,920	31,080	45,000	13,920
Operator Training	2,302	3,333	1,031	12,820	16,667	3,847	31,020	40,000	8,980
Training and Travel - O	1,239	2,500	1,261	18,339	27,500	9,161	18,339	45,000	26,661
<b>TOTAL OPERATIONS EXPENDITURES</b>	<b>1,349,167</b>	<b>1,445,267</b>	<b>96,100</b>	<b>7,163,793</b>	<b>7,241,333</b>	<b>77,541</b>	<b>18,640,803</b>	<b>18,611,500</b>	<b>(29,303)</b>
<b>MAINTENANCE</b>									
Wages - M	175,721	204,408	28,687	902,340	1,022,042	119,702	2,529,997	2,649,699	119,702
Overtime - M	12,467	10,112	(2,356)	53,519	50,558	(2,961)	134,061	131,100	(2,961)
Fringe Benefits - M	28,958	33,915	4,957	147,857	169,575	21,718	385,262	406,980	21,718
Payroll Taxes - M	14,155	16,091	1,936	71,926	80,456	8,530	200,170	208,700	8,530
Retirement Contributions - M	14,503	16,837	2,334	72,739	84,186	11,447	206,853	218,300	11,447
<b>Total Maintenance Personnel</b>	<b>245,804</b>	<b>281,363</b>	<b>35,559</b>	<b>1,248,381</b>	<b>1,406,817</b>	<b>158,436</b>	<b>3,456,343</b>	<b>3,614,779</b>	<b>158,436</b>
Fuel & Lubricants	175,356	131,733	(43,623)	962,772	893,733	(69,039)	2,030,331	1,952,400	(77,930)
Repair Parts & Supplies	89,659	74,383	(15,275)	589,442	371,917	(217,525)	1,110,125	892,600	(217,525)
Maintenance Services	11,560	28,795	17,235	179,103	143,975	(35,128)	359,668	345,540	(14,128)
Building Maintenance	45,709	26,541	(19,168)	203,818	145,559	(58,259)	393,694	344,200	(49,494)
Training and Travel - M	1,835	1,667	(168)	5,998	8,333	2,335	5,998	20,000	14,002
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>569,923</b>	<b>544,483</b>	<b>(25,440)</b>	<b>3,189,514</b>	<b>2,970,335</b>	<b>(219,180)</b>	<b>7,356,159</b>	<b>7,169,519</b>	<b>(186,640)</b>
<b>ADMINISTRATION</b>									
Wages - A	229,040	205,991	(23,049)	1,062,653	1,029,955	(32,698)	2,682,211	2,661,300	(20,911)
Fringe Benefits - A	28,197	29,163	966	142,781	145,814	3,033	346,921	349,954	3,033
Payroll Taxes - A	17,252	15,723	(1,529)	80,105	78,615	(1,490)	205,090	203,600	(1,490)
Retirement Contributions - A	17,282	16,465	(818)	85,018	82,324	(2,694)	215,894	213,200	(2,694)
<b>Total Administrative Personnel</b>	<b>291,771</b>	<b>267,342</b>	<b>(24,429)</b>	<b>1,370,557</b>	<b>1,336,708</b>	<b>(33,849)</b>	<b>3,450,116</b>	<b>3,428,054</b>	<b>(22,062)</b>
Insurance	70,682	82,567	11,885	368,549	412,833	44,285	946,515	990,800	44,285
Professional Services	80,155	92,242	12,087	393,156	461,208	68,052	1,038,848	1,106,900	68,052
Utilities	3,515	28,775	25,260	114,483	143,874	29,391	300,998	345,298	44,300
Telecommunications	6,498	10,167	3,669	36,244	50,833	14,589	107,411	122,000	14,589
Printing & Advertising	844	6,375	5,531	31,716	31,875	159	76,341	76,500	159
Training, Travel, Events	2,396	3,111	715	40,388	31,222	(9,166)	40,388	53,000	12,612
Office Equipment and Supplies	7,485	10,533	3,048	54,722	52,667	(2,056)	118,461	126,400	7,939
Employee Recognition	129	-	(129)	21,475	14,700	(6,775)	21,475	14,700	(6,775)
Dues and Subscriptions	(7,327)	1,917	9,244	5,101	9,583	4,482	18,518	23,000	4,482
Grant Local Match	-	-	-	33,276	14,793	(18,483)	74,000	74,000	-
<b>TOTAL ADMIN EXPENDITURES</b>	<b>456,147</b>	<b>503,028</b>	<b>46,881</b>	<b>2,469,667</b>	<b>2,560,298</b>	<b>90,631</b>	<b>6,193,070</b>	<b>6,360,652</b>	<b>167,582</b>
<b>CAPITAL OUTLAYS (non-CIP)</b>									
Computer and Office Equipment	-	-	-	690	-	(690)	690	-	(690)
Maintenance Equipment	-	-	-	-	-	-	-	63,000	63,000
Other Equipment Investments	-	-	-	37,637	36,500	(1,137)	37,637	136,500	98,863
<b>TOTAL CAPITAL OUTLAYS (non-CIP)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>38,327</b>	<b>36,500</b>	<b>(1,827)</b>	<b>38,327</b>	<b>199,500</b>	<b>161,173</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,375,237</b>	<b>2,492,777</b>	<b>117,540</b>	<b>12,861,301</b>	<b>12,808,466</b>	<b>(52,835)</b>	<b>32,228,359</b>	<b>32,341,171</b>	<b>112,812</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>107,160</b>	<b>(20,329)</b>	<b>127,490</b>	<b>(452,117)</b>	<b>(383,728)</b>	<b>(68,390)</b>	<b>(19,936)</b>	<b>-</b>	<b>(19,936)</b>

## ATC Board Agenda Detail

**Item #:** 5e  
**Item Title:** Budget Forecast  
**Contact:** Edward Ryder, Director of Finance & Administration  
**Board Action:** FYI/Discussion



**ALEXANDRIA TRANSIT COMPANY**  
**Summary Income Statement for the Month Ended November 30, 2023**  
**With Application of I-395 Reimbursements**

Description	Jul	Aug	Sep*	Oct	Nov	Dec	Jan	Feb	Mar*	Apr	May	Jun*	FY 24 Projected	FY 24 Budget	Variance
<b>REVENUE</b>															
Passenger Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Charter Revenue	374	-	18,107	-	7,393	5,219	-	-	-	-	-	-	33,795	-	33,795
Advertising Revenue	1,727	19,218	1,727	2,701	1,727	26,880	1,727	15,650	1,727	1,727	15,650	1,727	89,484	250,000	(160,516)
Miscellaneous Revenue	5,485	5,253	2,407	-	5,830	5,000	5,000	5,000	5,000	5,000	5,000	5,000	53,975	60,000	(6,025)
<b>TOTAL OPERATING REVENUE</b>	<b>7,586</b>	<b>24,471</b>	<b>22,241</b>	<b>2,701</b>	<b>14,950</b>	<b>37,099</b>	<b>6,727</b>	<b>20,650</b>	<b>6,727</b>	<b>6,727</b>	<b>20,650</b>	<b>6,727</b>	<b>177,254</b>	<b>310,000</b>	<b>(132,746)</b>
Virginia TRIP Program	-	-	-	-	-	254,654	254,654	254,654	254,654	254,654	254,654	254,654	1,782,577	1,782,577	-
City Contribution - Regular Subsidy	2,373,414	2,373,414	2,373,414	2,373,414	2,373,414	2,373,414	2,373,414	2,373,414	2,373,414	2,373,414	2,373,414	2,373,414	28,480,971	28,480,971	(0)
City Contribution - King Street Trolley	94,033	94,033	94,033	94,033	94,033	94,033	94,033	94,033	94,033	94,033	94,033	94,033	1,128,399	1,128,400	(1)
Fall SAO for CBA	-	-	-	-	-	-	639,223	-	-	-	-	-	639,223	639,223	-
<b>TOTAL REVENUE</b>	<b>2,475,033</b>	<b>2,491,918</b>	<b>2,489,688</b>	<b>2,470,148</b>	<b>2,482,397</b>	<b>2,759,200</b>	<b>3,368,051</b>	<b>2,742,751</b>	<b>2,728,828</b>	<b>2,728,828</b>	<b>2,742,751</b>	<b>2,728,830</b>	<b>32,208,424</b>	<b>32,341,171</b>	<b>(132,747)</b>
<b>OPERATING EXPENDITURES</b>															
<b>OPERATIONS</b>															
Wages - O	468,212	975,416	1,365,080	947,821	864,990	976,472	976,472	976,472	1,440,938	976,472	976,472	1,512,938	12,457,758	12,718,600	260,842
Overtime - O	80,286	179,950	256,782	170,068	166,302	120,000	120,000	120,000	165,000	120,000	120,000	165,000	1,783,387	1,304,500	(478,887)
Fringe Benefits - O	183,862	175,040	132,937	164,440	158,192	191,083	191,083	191,083	191,083	191,083	191,083	191,083	2,152,054	2,293,000	140,946
Payroll Taxes - O	41,648	87,513	122,952	85,041	78,764	83,471	83,471	83,471	121,944	83,471	83,471	121,944	1,077,163	1,078,600	1,437
Retirement Contributions - O	42,017	91,853	125,146	85,441	78,051	83,861	83,861	83,861	124,096	83,861	83,861	124,096	1,090,003	1,086,800	(3,203)
<b>Total Operations Personnel</b>	<b>816,025</b>	<b>1,509,772</b>	<b>2,002,898</b>	<b>1,452,812</b>	<b>1,346,298</b>	<b>1,454,888</b>	<b>1,454,888</b>	<b>1,454,888</b>	<b>2,043,061</b>	<b>1,454,888</b>	<b>1,454,888</b>	<b>2,115,061</b>	<b>18,560,365</b>	<b>18,481,500</b>	<b>(78,865)</b>
Operating Materials and Supplies	230	437	1,006	3,830	(673)	3,750	3,750	3,750	3,750	3,750	3,750	3,750	31,080	45,000	13,920
Operator Training	2,303	3,814	2,814	1,586	2,302	2,600	2,600	2,600	2,600	2,600	2,600	2,600	31,020	40,000	8,980
Training and Travel - O	2,547	5,101	5,773	3,679	1,239	-	-	-	-	-	-	-	18,339	45,000	26,661
<b>TOTAL OPERATIONS EXPENDITURES</b>	<b>821,105</b>	<b>1,519,124</b>	<b>2,012,491</b>	<b>1,461,906</b>	<b>1,349,167</b>	<b>1,461,238</b>	<b>1,461,238</b>	<b>1,461,238</b>	<b>2,049,411</b>	<b>1,461,238</b>	<b>1,461,238</b>	<b>2,121,411</b>	<b>18,640,803</b>	<b>18,611,500</b>	<b>(29,303)</b>
<b>MAINTENANCE</b>															
Wages - M	97,294	168,088	272,362	188,875	175,721	204,408	204,408	204,408	302,807	204,408	204,408	302,807	2,529,997	2,649,699	119,702
Overtime - M	4,380	13,584	14,285	8,802	12,467	10,112	10,112	10,112	14,992	10,112	10,112	14,992	134,061	131,100	(2,961)
Fringe Benefits - M	32,096	28,730	29,751	28,322	28,958	33,915	33,915	33,915	33,915	33,915	33,915	33,915	385,262	406,980	21,718
Payroll Taxes - M	7,655	13,669	21,566	14,881	14,155	16,091	16,091	16,091	23,894	16,091	16,091	23,894	200,170	208,700	8,530
Retirement Contributions - M	8,134	14,235	21,279	14,588	14,503	16,837	16,837	16,837	24,964	16,837	16,837	24,964	206,853	218,300	11,447
<b>Total Maintenance Personnel</b>	<b>149,559</b>	<b>238,306</b>	<b>359,243</b>	<b>255,468</b>	<b>245,804</b>	<b>281,363</b>	<b>281,363</b>	<b>281,363</b>	<b>400,572</b>	<b>281,363</b>	<b>281,363</b>	<b>400,572</b>	<b>3,456,343</b>	<b>3,614,779</b>	<b>158,436</b>
Fuel & Lubricants	175,247	217,029	217,444	177,696	175,356	152,508	152,508	152,508	152,508	152,508	152,508	152,508	2,030,331	1,952,400	(77,930)
Repair Parts & Supplies	75,635	130,256	141,357	152,535	89,659	74,383	74,383	74,383	74,383	74,383	74,383	74,383	1,110,125	892,600	(217,525)
Maintenance Services	16,868	56,826	48,500	45,349	11,560	25,795	25,795	25,795	25,795	25,795	25,795	25,795	359,668	345,540	(14,128)
Building Maintenance	19,942	40,628	42,025	55,514	45,709	27,125	27,125	27,125	27,125	27,125	27,125	27,125	393,694	344,200	(49,494)
Training and Travel - M	1,035	984	567	1,577	1,835	-	-	-	-	-	-	-	5,998	20,000	14,002
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>438,286</b>	<b>684,029</b>	<b>809,136</b>	<b>688,140</b>	<b>569,923</b>	<b>561,175</b>	<b>561,175</b>	<b>561,175</b>	<b>680,384</b>	<b>561,175</b>	<b>561,175</b>	<b>680,384</b>	<b>7,356,159</b>	<b>7,169,519</b>	<b>(186,640)</b>
<b>ADMINISTRATION</b>															
Wages - A	110,922	192,446	333,484	196,761	229,040	202,445	202,445	202,445	303,667	202,445	202,445	303,667	2,682,211	2,661,300	(20,911)
Fringe Benefits - A	26,536	28,499	29,832	29,718	28,197	29,163	29,163	29,163	29,163	29,163	29,163	29,163	346,921	349,954	3,033
Payroll Taxes - A	8,332	14,473	25,120	14,928	17,252	15,723	15,723	15,723	23,185	15,723	15,723	23,185	205,090	203,600	(1,490)
Retirement Contributions - A	9,375	17,127	24,862	16,372	17,282	16,465	16,465	16,465	24,276	16,465	16,465	24,276	215,894	213,200	(2,694)
<b>Total Administrative Personnel</b>	<b>155,164</b>	<b>252,544</b>	<b>413,298</b>	<b>257,779</b>	<b>291,771</b>	<b>263,795</b>	<b>263,795</b>	<b>263,795</b>	<b>380,291</b>	<b>263,795</b>	<b>263,795</b>	<b>380,291</b>	<b>3,450,116</b>	<b>3,428,054</b>	<b>(22,062)</b>
Insurance	72,441	77,372	77,372	70,682	70,682	82,567	82,567	82,567	82,567	82,567	82,567	82,567	946,515	990,800	44,285
Professional Services	56,087	75,782	107,054	74,078	80,155	92,242	92,242	92,242	92,242	92,242	92,242	92,242	1,038,848	1,106,900	68,052
Utilities	25,636	24,983	29,316	31,033	3,515	26,645	26,645	26,645	26,645	26,645	26,645	26,645	300,998	345,298	44,300
Telecommunications	6,400	8,681	4,822	9,843	6,498	10,167	10,167	10,167	10,167	10,167	10,167	10,167	107,411	122,000	14,589
Printing & Advertising	1,813	8,376	1,572	19,110	844	6,375	6,375	6,375	6,375	6,375	6,375	6,375	76,341	76,500	159
Training, Travel, Events	8,019	9,346	9,753	10,874	2,396	-	-	-	-	-	-	-	40,388	53,000	12,612
Office Equipment and Supplies	8,103	6,010	30,338	2,787	7,485	9,105	9,105	9,105	9,105	9,105	9,105	9,105	118,461	126,400	7,939
Employee Recognition	-	11,718	4,039	5,589	129	-	-	-	-	-	-	-	21,475	14,700	(6,775)
Dues and Subscriptions	1,423	630	3,698	6,676	(7,327)	1,917	1,917	1,917	1,917	1,917	1,917	1,917	18,518	23,000	4,482
Grant Local Match	-	29,621	-	3,655	-	14,793	-	-	14,793	-	-	11,138	74,000	74,000	-
<b>TOTAL ADMIN EXPENDITURES</b>	<b>335,087</b>	<b>505,064</b>	<b>681,263</b>	<b>492,106</b>	<b>456,147</b>	<b>507,606</b>	<b>492,813</b>	<b>492,813</b>	<b>624,101</b>	<b>492,813</b>	<b>492,813</b>	<b>620,446</b>	<b>6,193,070</b>	<b>6,360,652</b>	<b>167,582</b>
<b>CAPITAL OUTLAYS (non-CIP)</b>															
Computer and Office Equipment	-	-	673	17	-	-	-	-	-	-	-	-	690	-	(690)
Maintenance Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	63,000	63,000
Other Equipment Investments	-	-	-	37,637	-	-	-	-	-	-	-	-	37,637	136,500	98,863
<b>TOTAL CAPITAL OUTLAYS (non-CIP)</b>	<b>-</b>	<b>-</b>	<b>673</b>	<b>37,654</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>38,327</b>	<b>199,500</b>	<b>161,173</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,594,479</b>	<b>2,708,217</b>	<b>3,503,562</b>	<b>2,679,806</b>	<b>2,375,237</b>	<b>2,530,019</b>	<b>2,515,226</b>	<b>2,515,226</b>	<b>3,353,896</b>	<b>2,515,226</b>	<b>2,515,226</b>	<b>3,422,241</b>	<b>32,228,359</b>	<b>32,341,171</b>	<b>112,812</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>880,554</b>	<b>(216,299)</b>	<b>(1,013,874)</b>	<b>(209,658)</b>	<b>107,160</b>	<b>229,182</b>	<b>852,825</b>	<b>227,526</b>	<b>(625,068)</b>	<b>213,602</b>	<b>227,526</b>	<b>(693,411)</b>	<b>(19,936)</b>	<b>-</b>	<b>(19,936)</b>

## **ATC Board Agenda Detail**

**Item #:** 6a  
**Item Title:** FY25 ATC DRPT TRIP Grant Memorandum  
**Contact:** Martin Barna, Director of Planning & Marketing  
**Board Action:** FYI/Discussion



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### **MEMORANDUM**

**DATE:** January 5, 2024  
**TO:** ATC Board of Directors  
**FROM:** Martin Barna, Director of Planning & Marketing  
**SUBJECT:** **Board Resolution of Support for DRPT TRIP Grant for Bus Stop Improvements**

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### **SUMMARY:**

The City of Alexandria is applying to the Virginia Department of Rail and Public Transportation (DRPT) for an FY 2025 grant through the Transit Ridership Incentive Program (TRIP). This grant would fund shelters, benches, and real-time signage for 12-15 bus stops in locations around the City.

### **BOARD ACTION REQUESTED:**

Staff is requesting board adoption of the attached resolution in support of the city's FY 2025 DRPT grant applications.

### **BACKGROUND:**

The Virginia Department of Rail and Public Transportation (DRPT) administers the TRIP program, which provides funding to transit agencies and governing bodies for the purpose of creating more accessible, safe, and regionally significant transit networks. TRIP originally funded two project categories: Zero and Reduced Fare, and Regional Connectivity and the City was awarded funding under the Zero and Reduced Fare category.

On September 20, the Virginia General Assembly approved HB 2338/SB 1326 identifying two new eligible project categories: TRIP Public Safety and TRIP Passenger Amenities. In response to this legislative update, as well as funding availability, DRPT announced FY 24 mid-cycle applications on September 25 for submission through October 24 for all four TRIP project categories.

TRIP funding is awarded based on the following factors: impact on ridership, impact on accessibility, impact on customer experience, and project readiness and scope. Improvements to existing bus stops and other passenger facilities have the highest attainable points out of all the project choices for passenger amenities.

The City of Alexandria was recently awarded over \$500,000 as part of a mid-cycle FY 2024 application through this TRIP grant program for bus stop improvements at the new Landmark Transit Center.

### **DISCUSSION:**

The proposed FY 2025 grant would provide funding for upgrades to bus stops including bus shelters, lighting, benches, bus arrival screens, ADA improvements, and other potential minor concrete work. The

City recently updated the bus stop inventory and is in the process of prioritizing stops for improvements based on ridership, need, and equity. The cost of purchasing and installing a new shelter is approximately \$30,000, and the cost of amenities is estimated at between \$5,000 and \$10,000. This amount would improve 12-15 bus stops citywide but could be more depending on individual stop needs. These improvements would enhance safety, comfort, and convenience for transit riders, making the bus a more practical and convenient option to reduce SOV driving.

**FISCAL IMPACT:**

The total project capital cost is estimated at up to \$500,000. DRPT will fund up to 68% of costs for projects under \$3 million, or \$340,000. The City will therefore need a match of \$160,000 in FY25 if fully funded, which would be programmed into the budget with NVTa 30% or other local funds, such as the City's GoAlex Fund, which will have additional funding from new development as a result of the recent TMP Policy approved by Council in May 2023.

## ATC Board Agenda Detail

**Item #:** 6b

**Item Title:** Resolution #24-05 in Support of Proposed Application for TRIP Funding

**Contact:** Martin Barna, Director of Planning & Marketing

**Board Action:** Consideration of Approval



### RESOLUTION TO SUPPORT PROPOSED APPLICATION FOR THE TRANSIT RIDERSHIP INCENTIVE PROGRAM

#### *RESOLUTION # 24-05*

**WHEREAS**, as part of HB 1414 the 2020 Virginia General Assembly established the Transit Ridership Incentive Program (TRIP), the purpose of which is to provide funding to transit agencies to improve the regional connectivity of urban areas and increase statewide ridership by supporting the development of zero and subsidized fare programs; and

**WHEREAS**, in 2023, the General Assembly approved HB2338/SB1325 identifying two new eligible project categories: TRIP Public Safety and TRIP Passenger Amenities.

**WHEREAS**, the purpose of TRIP's Passenger Amenities component is to increase a transit system's ridership, accessibility, and equity by deploying improved passenger amenities.

**WHEREAS**, if awarded the full amount up to \$500,000 through the TRIP program, the City of Alexandria commits up to \$160,000 in local support in FY 2025.

**WHEREAS**, this application advances Strategy 4 in the Alexandria Mobility Plan Transit Chapter to "Improve the rider experience from trip planning, to accessing the stop, riding the bus, and arriving at the destination."

**WHEREAS**, the City recently established a Transportation Management Program fund, funded by private development, that could be a potential source of funding for the required local match.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE  
ALEXANDRIA TRANSIT COMPANY:

1. The Board of Directors of the Alexandria Transit Company hereby supports the application by the City of Alexandria for an allocation of up to \$500,000 for passenger amenities through the Transit Ridership Incentive Program,

\_\_\_\_\_  
David Kaplan, Chair  
Alexandria Transit Company

ATTEST:

\_\_\_\_\_  
Beth Reveles, Secretary of the Board  
Alexandria Transit Company  
1/10/2024



**ATC Board Agenda Detail**

**Item #:** 7  
**Item Title:** Next Meeting Date & Adjournment  
**Board Action:** Consideration of Approval

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**The next regular meeting of the Alexandria Transit Company Board of Directors  
is scheduled for Wednesday, February 14, 2024, at 5:30pm**

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***Consider Adjournment***

## **ATC Board Agenda Attachment**

**Item #:** ATTACHMENT 1 – Strategic Plan Draft  
**Item Title:** Strategic Plan Draft  
**Board Action:** Consideration of Approval

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### **Our Vision:**

A community with equal access to convenient and sustainable transportation that improves the overall quality of life throughout the City of Alexandria

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### **Our Mission:**

We deliver a safe, trusted, customer-focused experience by providing exemplary bus service to the diverse Alexandria community.

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### **Our Values:**

***The DASH Difference*** is evident every day to our riders, the community, our workforce, and our regional partners.

In everything we do, DASH values:

***Connecting lives, enriching journeys.***

We ensure a smile on every ride through timely, convenient, and stress-free transportation that adds value to the community and builds trust with all our stakeholders.

***Driving progress with heart.***

We welcome and nurture a diverse, passionate, service-first workforce who are empowered to innovate, grow, and thrive.

***Weaving a city together.***

We create and nurture a welcoming, safe, inclusive, and accessible environment for our employees, customers, and the Alexandria community.

***Riding on tomorrow, today.***

We pioneer customer-centric innovations and embrace technology to anticipate future customer needs and to expand seamless transportation connections, all while doing better tomorrow than we did today.

## Our Strategic Goals:

<b>Goal 1:</b> <b><u>System Excellence</u></b>  Provide a robust transportation system that meets our customers' needs	<b>Outcome measure:</b>  → Percentage of population within ¼-mile radius of DASH bus stop with high frequency service (Target: increase to 80%, baseline 73%)
<b>Goal 2:</b> <b><u>Customer Experience</u></b>  Deliver a top-notch customer experience so that people choose to ride	<b>Outcome measure:</b>  → Customer Service Index (CSI) monthly (Target: 80 or above; baseline 95) → On-time performance, monthly (Target: 85%; baseline 80%)
<b>Goal 3:</b> <b><u>Environmental Stewardship</u></b>  Minimize the community's carbon footprint on the environment	<b>Outcome measure:</b>  → Tons of CO2 emissions reduced (last 12 months) (Target: increase by ~23% to 16,000; baseline 13,000)
<b>Goal 4:</b> <b><u>Workplace Excellence</u></b>  Foster an environment that champions inclusion, work-life balance, innovation, professional growth, and satisfaction	<b>Outcome measure:</b>  → Retention rate (Target: TBD; baseline under study)
<b>Goal 5:</b> <b><u>Fiscal Responsibility and Efficiency</u></b>  Deliver high-quality, cost-efficient services that offer maximum value to the community	<b>Outcome measures:</b>  → Series from the Annual Budget, including <ul style="list-style-type: none"> <li>▪ \$0 fares (Policy)</li> <li>▪ Cost per rider (Target TBD)</li> <li>▪ Cost per ton of pollution eliminated (Target TBD)</li> </ul> → Federal formula funds allocated based on DASH performance metrics (Target: sustain or grow over time, baseline under study)