



Alexandria Transit Company Board of Directors Meeting



October 11, 2023 @ 5:30pm

**Meeting Held at DASH Facility: 3000 Business Center Dr., 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 – September 13, 2023	2-5	All
#3	Board Member Announcements, Reports & Business Items a) Chair's Reports b) T&ES Report c) Others	6-7	Mr. Kaplan Ms. Orr All
#4	General Manager's Report a) Retention Period Policy for Personal Notes	8	Mr. Baker
#5	Financial Reports a) Financial Report for June b) Balance Sheet for June c) Summary Income Statement for June d) Budget vs. Actual for June e) Budget Forecast for June f) Financial Report for July g) Budget vs. Actual—July Snapshot h) Budget Forecast—July Snapshot	9-16	Mr. Ryder
#6	Planning Reports a) Ridership Update b) FY24 ATC DRPT TRIP Grant Memorandum c) Resolution to Support Proposed Application for TRIP Funding	17-20	Mr. Barna
#7	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	21	All
#8	Next Meeting Date & Adjournment The next regular meeting of the Alexandria Transit Company Board of Directors is scheduled for Wednesday, November 8, 2023	22	All

ATC Board Agenda Detail

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



Alexandria Transit Company (ATC) BOARD OF DIRECTORS MEETING MINUTES September 13, 2023

A meeting of the Board of Directors of the Alexandria Transit Company was held at 5:30 pm on Wednesday, September 13, 2023, at the Del Pepper Community Resource Center: 4850 Mark Center Dr., Room 1301 and was also available electronically. A recording of the meeting was made and is available upon request.

Board members present: David Kaplan, Hillary Orr, Ajashu Thomas, Murat Omay, Brandi Collins, Kendel Taylor, Jesse O'Connell

Board members participating electronically: N/A

Board members absent: Linda Bailey, Matt Harris

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

Other attendees: Lonnie Rich, Lou Quaglia, Chris Townsend, Porter Crumpton

Agenda Item #1 – Call to Order & Welcome

Chair David Kaplan welcomed everyone and called the meeting to order at 5:34 pm. A quorum was reached at that time.

Agenda Item #2 – DASH Line 34 and the Alexandria Adult Day Services Center at Lee Center

Darrell Wesley, Adult Day Support Services Program Director at the Nannie J. Lee Recreation Center, introduced himself and described the services provided at the Alexandria Adult Day Services Center. He explained that the center serves seniors 55 years and older with cognitive and physical impairments with special emphasis given to those who have a low income and are most at risk of being institutionalized. His team consists of five employees: three to four therapeutic rec staff, one full-time nurse and at-will staff when they need extra help. The center is operated by the City of Alexandria in the division of Aging and Adult Services. They serve three meals a day, have activities throughout the day, and the nurse performs wellness checks. They also have social workers on-site who can help with any services or resources the seniors may need.

Mr. Wesley explained that they use Diamond Transportation, which is a paratransit system and is contracted by the City. Diamond Transportation has experienced short staffing issues with their drivers, and because of that the center has sometimes relied on DASH Line 34 for senior outings and day trips. Initially Mr. Wesley was concerned about safety while using DASH service, but after observing that the bus was wheelchair accessible and that the front of the bus would lower for those with unsteady gaits, he was convinced that DASH service was safe for them to use. The seniors and staff have enjoyed riding DASH; it has been an opportunity for them to socialize with one another as well as with other passengers. The seniors and center staff would welcome boarding passengers onto the bus by announcing, "Welcome to the City of Alexandria." As passengers alighted the bus, the seniors would state, "Thank you for riding DASH today." Riding DASH has been incorporated into the center's activities program.

Agenda Item #3 – Public Comment Period

Chair Kaplan opened the meeting to public comment.

Chris Townsend stated that he is a retired union organizer with ATU. He stated that shortly after union negotiations were finalized with the DASH bus operators, he encountered an operator at the Giant on Duke Street who was appreciative and shared a story about being able to purchase a condo nearby thanks to the change in operator wages. Mr. Townsend thanked the ATC Board and management for the final union agreement and felt it was a good result for everyone involved.

Mr. Townsend stated concerns regarding Transdev, who recently acquired First Transit. He cautioned that the ATC Board should have the Transdev labor attorney removed due to his background and the experiences Mr. Townsend had with him.

Porter Crumpton stated that he is a transportation planner with VDOT and a regular Line 35 rider. He asked if a study would be conducted regarding a switch for Line 35 north terminus from Pentagon Metro to Pentagon City. Mr. Kaplan stated that the DASH director for planning was present, and it would be something that could be analyzed when developing the annual TDP.

As there were no other speakers, the Chair closed public comment.

Agenda Item #4 – FOIA and Open Meeting Rules Training

Lonnie Rich, ATC Counsel, reviewed the basics of the Freedom of Information Act (FOIA) and open/public meeting rules. Mr. Rich provided printouts of the material he covered in this training. He stated that this was an important subject for two reasons:

1. It is the law, and if one knowingly, intentionally violates it one may be found personally liable and will have to pay the fine (ATC/DASH would not be responsible for paying the fine).
2. Overall, it is good public policy to have open/public meetings and open access to information.

FOIA governs two large subjects:

1. Open/Public meeting rules
2. Access to information/public records

Agenda Item #5 – Consideration of Approval of Meeting Minutes

#5a – ATC Board of Directors Meeting – June 14, 2023

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

Agenda Item #6 – Board Member Announcements, Reports & Business Items

#6a – Chair's Report

Chair Kaplan announced that Brandi Collins would be leaving the City at the end of the month; therefore, would be leaving the Board. He briefly reviewed her work history as a City employee and stated that Ms. Collins had brought a lot of thoughtfulness to the Board due to her background in planning and housing.

The Chair recognized Hillary Orr for the six and a half hours she spent at the City Council meeting in June regarding the Duke Street In Motion project. She and Jenn Slesinger explained the reasoning behind the recommended decision on the project.

The Chair thanked staff for the wonderful event that took place in August in celebration of 4.5 million riders in FY 2023. He especially enjoyed the stories from some of the riders which were displayed on poster boards.

#6b – 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.

#6c –Letter of Support for Arlington NVTA Application (Action Item)

Chair Kaplan called for a motion to approve the letter. Jesse O’Connell moved to approve the letter, and Steve Klejst seconded the motion. There was no further discussion, and the motion carried unanimously.

#6d –ATC Support for the City of Alexandria’s 2023 U.S. DOT’s Pilot Program for Transit Oriented Development Planning Grant Program Application Letter (Action Item)

As a Federal employee, Chair Kaplan explained that he cannot represent the Board regarding this application letter, so an acting chair would need to be appointed to preside over this portion of the meeting.

Chair Kaplan called for a motion to appoint Hillar Orr as acting chair. Steve Klejst moved to appoint Ms. Orr, and Jesse O’Connell seconded the motion. There was no further discussion, and the motion carried unanimously.

Acting Chair Hillary Orr provided some background to the grant application and mentioned that she would like to make some edits to include to whom the letter is addressed as well as adding more language regarding Duke Street with more emphasis on transit. Ms. Orr called for a motion to approve the letter in support of the US DOT’s Pilot Program for Transit Oriented Development Planning Grant Program application letter with her recommended edits. Jesse O’Connell moved to approve the letter to include the recommended edits, and Brandi Collins seconded the motion. There was no further discussion, and the motion carried.

Chair Kaplan, Vice Chair Klejst, and Murat Omay did not participate in this portion of the meeting and recused themselves from the vote.

#6e – Others

The Chair asked if there were any other announcements from the Board.

Ajashu Thomas announced that the Alexandria Tutoring Consortium (ATC) is again recruiting volunteers this year as tutors to service public elementary schools within the City of Alexandria. Tutors would be assisting kindergarten, first, and second grade students with learning to read.

Agenda Item #7 – General Manager’s Reports

#7a – Manager Updates

General Manager Josh Baker introduced the new Director for Training Brent Reutter.

Mr. Baker announced that Director of Planning & Marketing Martin Barna was selected to be featured in *Mass Transit’s* 40 over 40, which is an annual recognition of the top 40 professionals in transit throughout the country. It is a highly selective process and highly competitive.

Mr. Baker reviewed his reports, which were shared with the Board in advance of the meeting.

Agenda Item #8 – Financial Reports

#8a – Financial Report

Director of Finance and Administration Edward Ryder provided his report to the Board in advance of the meeting.

Agenda Item #9 – Planning Reports

#9a –KPI Reports and Planning & Marketing Updates

Director of Planning & Marketing Martin Barna reviewed his report which was shared with the Board in advance of the meeting.

Mr. Barna announced that the annual DASH Rodeo and Employee Picnic would be taking place on Sunday, October 1 and welcomed the Board members to attend.

Agenda Item #10–Next Meeting Date & Adjournment

A final motion to adjourn the meeting was made by Brandi Collins and seconded by Hillary Orr. 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 October 11, 2023, at 5:30 pm at the DASH Facility and via Zoom/Facebook Live.

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

ATC Board Agenda Detail

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



WMATA Budget

On September 28, WMATA staff presented an [updated picture](#) of WMATA's budget. A combination of relief that had been provided to the taxpayers of local jurisdictions during the pandemic, decreased fare revenue and the impact of inflation, and collective bargaining agreements for WMATA's employees has left a \$650 million operating deficit for FY25, down from an estimated \$750 million presented this summer before additional management actions were identified.

WMATA shared several scenarios with various implications on the deficit based on the amount of preventative maintenance that WMATA would transfer to the capital budget. By doing so, major modernization projects would have to be delayed or scaled back and the dedicated funding for capital that was established in 2018 would be 100% going to debt service within the next few years. To fully close the gap without dire service cuts, there will need to be fare increases, Federal funding, and an adjustment of the 3% cap on operating growth currently mandated in Virginia and Maryland legislation. There will also need to be an accelerated discussion of long-term capital funding along with a long-term structural operating funding discussion.

WMATA staff will be presenting high level implications of these scenarios for bus and rail service on October 26.

Transportation Ridership Incentive Program (TRIP) Mid-Cycle Grant

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.

The City is planning to apply for the new category of Passenger Amenities to provide shelters, benches, and real-time signage at the planned transit center in the West End development until a permanent structure is built. Currently, this is a high ridership location and key transfer point with approximately 500 boardings per day.

The City has awarded nearly \$13 million of SMART SCALE funding for the transit center; however, construction funding will not be available until FY26, and construction will likely not be complete until 2028. The developer is planning to complete the infrastructure at the Transit Center site in 2024 and bus operations are to begin there as soon as possible thereafter. This funding would allow for proper amenities at a major transfer facility until a permanent structure is constructed. Once the SMART SCALE project is complete, the 12 shelters (two for each bus bay) and real-time signage funded through this grant will be relocated to high priority locations.

King Callahan Russell Intersection Construction

The City of Alexandria began construction on the King/Callahan/Russell Intersection Improvements Project the first week of October. This project is redesigning the intersection of King Street, Callahan Drive, and Russell Road to enhance mobility, access, and safety for all roadway users, as well as improving access to Alexandria Union Station and King Street Metro Station. The project is also modifying the existing signal timing to enhance movement through the intersection.

The City of Alexandria was awarded a grant from the Federal Transit Authority (FTA) to make pedestrian and bicycle safety improvements to improve access to transit. The intersection of King Street, Callahan Drive and Russell Road was identified as a priority location for these improvements. More information about the

King/Callahan/Russell Intersection Improvements Project can be found on the project webpage: alexandriava.gov/go/2602

VDOT I-495 Express Lane Study

Since introducing the 495 Southside Study at the Public Information Meetings in May 2022, VDOT has developed proposed preliminary alternative concepts to address identified transportation needs within the study area, which are to extend and provide continuity of the Express Lanes system on I-495, provide additional travel choices, reduce congestion, and improve travel reliability, improve safety, and provide consistency with local and regional plans. VDOT shared preliminary alternative concepts for review and input at upcoming public meetings to inform the range of alternatives that will be carried forward in the study.

VDOT developed nine concepts and one no-build concept, two of these added transit and five concepts would widen I-495 from its current 10 lanes to up to 14 lanes. The City provided a [comment letter](#) to VDOT. For more information, please visit the website: <https://www.virginiadot.org/projects/northern-virginia/495southsideexpresslanes.asp>

ATC Board Agenda Detail

Item #: 4a
Item Title: Retention Period Policy for Personal Notes
Contact: Josh Baker, General Manager
Board Action: FYI



After the FOIA presentation, Lonnie Rich (ATC General Counsel) was asked about personal notes and how long they needed to be preserved.

For purposes of this, 'public record' does not include (i) non-record materials, meaning materials made or acquired and preserved solely for reference use or exhibition purposes, extra copies of documents preserved only for convenience or reference, or stocks of publications or (ii) records that are not related to or affect the carrying out of the constitutional, statutory, or other official ceremonial duties of a public official, including the correspondence, diaries, journals, or notes that are not prepared for, utilized for, circulated, or communicated in the course of the transaction of public business.

Handwritten notes maintained in a government file and used for informal recording of information, or notes of phone calls, etc. or hand-written outlines used for more formal drafts and documents about a governmental matter would be a public record. However, a home diary entry or journal that is a person's own recollection of actions/events at work and not intended to be communicated to others at work for the public business would not be deemed a "public record." If not a public record, then those papers can be disposed of at any time and in any manner with the only caution that they should not be destroyed without the advice of counsel if requested by legal process.

Library of Virginia: Records Retention and Disposition Schedule

100893: Correspondence/Subject Files: Board Members - Except Chairpersons

This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any format including, but not limited to, paper and e-mail.

Retention: Retain 3 year(s) after end of calendar year

Disposition: Non-confidential Destruction

100891: Correspondence/Subject Files: Board/Council - Mandated by Code of Virginia or Virginia Administrative Code - Chairpersons

This series documents the correspondence of code mandated boards. This series may include, but is not limited to: letters, memoranda, faxes, notes, e-mail and attachments.

Disposition: Permanent, Archives

100892: Correspondence/Subject Files: Boards/Commissions/Conferences

This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any format including, but not limited to, paper and e-mail.

Retention: Retain 3 year(s) after end of calendar year

Disposition: Non-confidential Destruction

ATC Board Agenda Detail

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



FY 2023 Results

Alexandria Transit Company's net position increased by \$432,199 in FY 2023, from \$32.8 million to \$33.3 million. This is an accrual basis figure which considers small additions in new capital assets, as well as depreciation on all capital assets. The Company's accrual basis financials will be included in the City's government-wide Statement of Net Position and Statement of Activities as part of its Annual Comprehensive Financial Report (ACFR).

However, the key numbers for budgeting and fiscal management are the Company's fund financial statements, which are prepared on a modified accrual basis. These statements track current financial resources (revenue and spending) as budgeted in the current fiscal year and appear on the City's governmental funds Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance.

DASH finished FY23 with a deficit of (\$1,839,783). Throughout FY 2023, ATC experienced several challenges outside of its control that contributed to the budget deficit. Fuel costs remained over the budgeted price per gallon for almost the entirety of the fiscal year. The price and availability of maintenance repair parts and supplies led to significant cost increases over prior years as these items were particularly impacted by inflation and supply chain issues. Advertising revenue continued to underperform, delivering just \$56,000 against a budget of \$336,000. These three factors alone account for a shortfall of \$1.6M or 89% of the overall deficit.

Many factors contributing to ATC's FY23 deficit have been rectified in the FY24 budget. Specifically, we've adjusted fuel costs to surpass the 18-month average price per gallon and bolstered the maintenance parts budget to accommodate rising expenses. While external influences are beyond our control, DASH remains steadfast in its commitment to vigilant cost management to ensure our success in Fiscal Year 2024.

ATC Board Agenda Detail

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



ALEXANDRIA TRANSIT COMPANY
Balance Sheet as of June 30, 2023

ASSETS

Cash - City of Alexandria Pooled	\$ (2,524,487)
Cash - Payroll Account	104,911
Due from Other Governments	-
Receivables	2,913,106
Prepaid Expenditures	77,596
Parts and Supplies Inventory	1,050,814
Capital Assets	67,446,679
Less: Accumulated Depreciation	(35,789,449)
TOTAL ASSETS	<u>\$ 33,279,170</u>

LIABILITIES

Accounts Payable	\$ 376,530
Payroll Liabilities	24,712
Accrued Vacation	1,260,196
Deferred Revenue (CARES Act)	-
Total Liabilities	<u>\$ 1,661,438</u>

NET POSITION

Net Investment in Capital Assets	\$ 31,657,230
Unrestricted	(39,498)
Total Net Position	<u>\$ 31,617,732</u>

TOTAL LIABILITIES AND NET POSITION	<u>\$ 33,279,170</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**Item #:** 5c**Item Title:** Summary Income Statement for June**Contact:** Edward Ryder, Director of Finance & Administration**Board Action:** FYI/Discussion

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

	Actual	Budget	Variance	FY2023 Projected	FY2023 Annual Budget	Variance
REVENUES:						
Passenger Revenue	93,459	-	93,459	93,459	-	93,459
Charter Revenue	68,799	-	68,799	94,746	-	94,746
Advertising Revenue	36,082	336,400	(300,318)	55,542	336,400	(280,858)
Miscellaneous Revenue	83,351	60,000	23,351	104,743	60,000	44,743
Total Operating Revenue	281,691	396,400	(114,709)	348,490	396,400	(47,910)
Virginia TRIP Program	2,829,644	2,829,644	-	2,829,644	2,829,644	
City Contribution - King Street Trolley	904,170	1,085,000	(180,830)	1,085,000	1,085,000	-
City Contribution - Regular Subsidy	20,066,220	24,079,459	(4,013,239)	24,079,464	24,079,459	5
Total Revenue	24,081,725	28,390,503	(4,194,069)	28,342,598	28,390,503	5
EXPENDITURES:						
Operations	13,596,539	16,159,400	2,562,861	17,035,319	16,159,400	(875,919)
Maintenance	6,178,842	6,242,392	63,550	7,391,063	6,242,392	(1,148,671)
Administration	4,527,127	5,791,790	1,264,663	5,745,215	5,791,790	46,575
Capital Outlay	152,552	190,000	37,448	10,784	190,000	179,216
Total Expenditures	24,455,060	28,383,582	3,928,522	30,182,381	28,383,582	(1,798,800)
Net Surplus (Deficit)	(373,335)	6,921	(265,547)	(1,839,783)	6,921	(1,798,795)

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

ATC Board Agenda Detail**Item #:** 5d**Item Title:** Budget vs. Actual for June**Contact:** Edward Ryder, Director of Finance & Administration**Board Action:** FYI/Discussion

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

Description	June Actuals	June Forecast	Variance	FY 23 FINAL	FY 23 Budget	Variance
REVENUE						
Passenger Revenue	-	-	-	93,459	-	93,459
Other Charter Revenue	9,808	-	9,808	94,746	-	94,746
Advertising Revenue	1,727	-	1,727	55,542	336,400	(280,858)
Miscellaneous Revenue	10,265	5,000	5,265	104,743	60,000	44,743
TOTAL OPERATING REVENUE	21,799	5,000	16,799	348,490	396,400	(47,910)
Virginia TRIP Program	-	1,131,858	#####	2,829,644	2,829,644	-
City Contribution - Regular Subsidy	2,006,622	2,006,622	0	24,079,464	24,079,459	5
City Contribution - King Street Trolley	90,413	90,417	(4)	1,085,000	1,085,000	-
TOTAL REVENUE	2,118,834	3,233,896	#####	28,342,598	28,390,503	(47,905)
OPERATING EXPENDITURES						
OPERATIONS						
Wages - O	1,454,125	842,613	(611,512)	10,599,313	10,924,400	325,088
Overtime - O	216,026	82,837	(133,189)	2,399,404	1,118,300	(1,281,104)
Fringe Benefits - O	150,708	152,637	1,929	1,903,199	2,145,100	241,901
Payroll Taxes - O	123,260	67,044	(56,216)	987,457	905,100	(82,357)
Retirement Contributions - O	122,761	70,111	(52,650)	1,014,279	946,500	(67,779)
Total Operations Personnel	2,066,879	1,215,243	(851,637)	16,903,651	16,039,400	(864,251)
Operating Materials and Supplies	21,772	3,333	(18,439)	45,942	40,000	(5,942)
Operator Training	13,181	2,790	(10,391)	48,235	33,478	(14,757)
Training and Travel - O	(128)	3,877	4,004	37,491	46,522	9,031
TOTAL OPERATIONS EXPENDITURES	2,101,705	1,225,243	(876,463)	17,035,319	16,159,400	(875,919)
MAINTENANCE						
Wages - M	243,836	180,311	(63,525)	2,191,886	2,434,200	242,314
Overtime - M	14,053	9,126	(4,927)	107,789	123,200	15,411
Fringe Benefits - M	23,924	28,711	4,787	323,126	387,600	64,474
Payroll Taxes - M	18,646	14,311	(4,335)	173,396	193,200	19,804
Retirement Contributions - M	19,613	14,970	(4,643)	173,215	202,100	28,885
Total Maintenance Personnel	320,072	247,430	(72,643)	2,969,411	3,340,300	370,889
Fuel & Lubricants	163,416	123,474	(39,941)	2,272,506	1,481,692	(790,814)
Repair Parts & Supplies	63,126	66,283	3,158	1,333,973	795,400	(538,573)
Maintenance Services	54,172	22,917	(31,255)	345,401	275,000	(70,401)
Building Maintenance	50,733	26,359	(24,374)	463,766	330,000	(133,766)
Training and Travel - M	4,050	1,667	(2,383)	6,006	20,000	13,994
TOTAL MAINTENANCE EXPENDITURES	655,569	488,130	(167,439)	7,391,063	6,242,392	(1,148,671)
ADMINISTRATION						
Wages - A	306,096	180,817	(125,279)	2,273,445	2,397,900	124,455
Fringe Benefits - A	21,156	24,303	3,147	260,609	333,290	72,681
Payroll Taxes - A	21,475	13,833	(7,643)	167,607	183,600	15,993
Retirement Contributions - A	22,808	14,426	(8,382)	180,132	192,100	11,968
Total Administrative Personnel	371,535	233,379	(138,156)	2,881,793	3,106,890	225,097
Insurance	114,110	78,483	(35,627)	959,452	941,800	(17,652)
Professional Services	100,184	85,717	(14,467)	1,075,193	1,028,600	(46,593)
Utilities	36,242	27,083	(9,158)	417,580	325,000	(92,580)
Telecommunications	9,781	9,667	(115)	109,493	116,000	6,507
Printing & Advertising	(11,820)	5,883	17,703	57,369	70,600	13,231
Training, Travel, Events	1,141	4,167	3,026	46,787	50,000	3,214
Office Equipment and Supplies	7,287	8,758	1,471	90,956	105,100	14,144
Employee Recognition	444	150	(294)	15,346	14,000	(1,346)
Dues and Subscriptions	1,424	1,567	143	19,601	18,800	(801)
Grant Local Match	38,115	-	(38,115)	71,647	15,000	(56,647)
TOTAL ADMIN EXPENDITURES	668,443	454,854	(213,589)	5,745,215	5,791,790	46,575
CAPITAL OUTLAYS (non-CIP)						
Computer and Office Equipment	-	-	-	-	60,000	60,000
Maintenance Equipment	-	-	-	10,784	-	(10,784)
Other Equipment Investments	(141,768)	-	141,768	-	130,000	130,000
TOTAL CAPITAL OUTLAYS (non-CIP)	(141,768)	-	141,768	10,784	190,000	179,216
TOTAL OPERATING EXPENDITURES	3,283,949	2,168,226	(1,115,722)	30,182,381	28,383,582	(1,798,800)
NET SURPLUS (DEFICIT)	(1,165,114)	1,065,669	(2,230,784)	(1,839,783)	6,921	(1,846,704)

ATC Board Agenda Detail

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



ALEXANDRIA TRANSIT COMPANY
Summary Income Statement for the Month Ended June 30, 2023
With Application of t-395 Reimbursements

Description	Jul	Aug	Sep*	Oct	Nov	Dec	Jan	Feb	Mar*	Apr	May	Jun*	FY 23 Projected	FY 23 Budget	Variance
REVENUE															
Passenger Revenue	8,591	69,005	-	-	-	576	-	6,402	1,902	6,984	-	-	93,459	-	93,459
Other Charter Revenue	7,317	503	1,125	-	-	-	-	500	29,345	18,080	11,929	16,139	94,748	-	94,748
Advertising Revenue	-	4,405	-	-	-	-	20,358	-	11,320	-	-	17,734	55,542	336,400	(280,858)
Miscellaneous Revenue	1,412	12,958	15,677	12,390	1,000	9,929	7,535	19,601	1,827	1,022	11,127	10,265	104,743	60,000	44,743
Additional City Funding for Deficit	-	-	-	-	-	-	-	-	-	-	-	1,803,567	1,803,567	60,000	1,743,567
TOTAL OPERATING REVENUE	17,320	86,870	16,802	12,390	1,576	30,287	14,437	62,168	26,891	12,951	45,000	1,825,366	2,152,057	396,400	1,755,657
OPERATING EXPENDITURES															
OPERATIONS															
Wages - O	298,091	600,801	970,614	819,555	786,170	807,636	859,633	870,660	1,437,602	867,010	827,415	1,454,125	10,599,313	10,924,400	325,088
Overtime - O	152,543	199,601	341,811	237,578	190,955	205,721	179,910	166,790	185,975	139,226	183,309	216,026	2,399,404	1,118,300	(1,281,104)
Fringe Benefits - O	160,090	131,433	97,828	168,788	157,564	327,653	164,610	80,777	139,945	162,845	160,957	150,708	1,803,199	2,145,100	241,901
Payroll Taxes - O	34,638	61,944	99,813	80,095	74,029	76,722	83,070	78,552	122,585	76,567	123,260	107,260	887,457	905,100	(17,643)
Retirement Contributions - O	35,255	90,434	96,281	79,609	74,362	79,279	82,078	77,295	122,522	77,792	76,612	122,761	1,014,279	948,500	(65,779)
Total Operations Personnel	680,617	1,084,212	1,606,347	1,385,626	1,283,081	1,497,012	1,369,301	1,274,034	2,008,630	1,323,054	1,324,860	2,066,879	16,903,651	16,039,400	(864,251)
Operating Materials and Supplies	996	3,516	15,911	(7,772)	1,565	1,704	761	743	4,610	792	1,375	21,772	45,942	40,000	(5,942)
Operator Training	7,445	109	4,630	4,906	1,981	4,556	2,714	588	1,910	1,893	4,322	13,181	48,235	33,478	(14,757)
Training and Travel - O	10,609	3,164	6,011	1,192	-	5,032	602	291	3,524	676	6,518	(128)	37,491	46,522	9,031
TOTAL OPERATIONS EXPENDITURES	699,636	1,091,001	1,632,898	1,383,951	1,286,627	1,508,303	1,373,378	1,275,656	2,018,674	1,326,415	1,337,074	2,101,705	17,035,319	16,159,400	(875,919)
MAINTENANCE															
Wages - M	106,471	167,894	252,983	196,998	167,756	165,565	166,749	161,961	239,297	165,106	157,271	243,836	2,191,886	2,434,200	242,314
Overtime - M	6,722	14,232	11,170	4,520	7,887	5,660	7,198	11,880	8,086	7,382	8,999	14,053	107,789	123,200	15,411
Fringe Benefits - M	27,645	24,118	25,623	27,501	29,226	27,805	33,666	25,836	24,253	26,685	26,843	23,924	323,126	387,600	64,474
Payroll Taxes - M	8,537	13,715	19,873	15,189	13,254	12,884	14,120	13,085	18,604	12,981	18,646	12,908	173,396	193,200	19,804
Retirement Contributions - M	8,619	13,381	19,507	13,762	13,215	13,370	13,779	13,051	18,786	12,829	13,302	19,613	173,215	202,100	28,885
Total Maintenance Personnel	157,994	233,341	329,156	257,970	231,338	225,284	235,512	225,814	309,025	224,983	218,923	320,072	2,969,411	3,340,300	370,889
Fuel & Lubricants	216,385	264,829	204,558	217,212	221,449	176,195	176,666	156,353	170,941	151,342	153,159	163,416	2,272,506	1,481,692	(790,814)
Repair Parts & Supplies	113,475	95,435	132,180	134,375	116,742	145,804	69,945	105,889	122,282	107,509	127,200	63,126	1,333,973	795,400	(538,573)
Maintenance Services	22,520	15,117	40,134	25,838	22,898	17,272	18,798	48,020	12,857	39,390	54,172	345,401	345,401	275,000	(70,401)
Building Maintenance	32,826	18,758	70,439	48,693	28,459	50,138	36,516	24,648	39,489	34,231	28,835	50,733	463,766	330,000	(133,766)
Training and Travel - M	-	942	253	-	-	361	-	-	250	-	151	4,050	6,006	20,000	13,994
TOTAL MAINTENANCE EXPENDITURES	543,202	628,422	776,718	684,088	620,885	615,054	537,438	560,795	654,845	557,455	556,652	655,569	7,391,063	6,242,392	(1,148,671)
ADMINISTRATION															
Wages - A	99,347	174,420	244,538	165,976	168,241	180,299	163,543	167,492	243,733	173,544	186,218	306,096	2,273,445	2,397,900	124,455
Fringe Benefits - A	22,741	21,826	20,158	22,334	22,233	22,756	17,779	23,356	20,408	21,991	23,870	21,156	260,609	333,290	72,681
Payroll Taxes - A	7,459	12,301	18,626	12,464	12,416	12,306	12,639	12,590	18,289	13,046	13,995	21,475	167,607	183,600	15,993
Retirement Contributions - A	7,484	11,796	17,846	12,305	13,137	14,197	13,269	12,912	18,769	20,474	15,138	22,808	180,132	192,100	11,968
Total Administrative Personnel	137,030	220,343	301,168	213,078	216,028	229,557	207,230	216,350	301,198	229,055	239,221	371,535	2,881,793	3,106,890	225,097
Insurance	71,401	76,986	80,834	76,986	77,223	76,986	76,986	76,986	76,986	76,986	76,986	114,110	959,452	941,800	(17,652)
Professional Services	60,935	111,263	92,563	90,164	71,870	83,741	56,147	97,544	138,689	50,489	121,603	100,184	1,075,193	1,028,600	(46,593)
Utilities	26,505	31,721	25,052	23,761	28,304	28,076	33,755	20,836	36,926	12,833	63,571	36,242	417,580	325,000	(92,580)
Telecommunications	9,487	9,122	9,345	9,574	7,541	11,329	9,194	9,370	9,705	9,705	9,705	9,705	109,493	118,000	8,507
Printing & Advertising	10,236	35,246	(27,538)	1,435	23,610	3,904	1,378	1,378	1,488	1,263	16,788	(11,820)	37,369	70,600	32,231
Training, Travel, Events	7,415	7,479	3,690	1,282	883	1,148	235	16,614	1,661	1,132	4,106	1,141	46,787	50,000	3,214
Office Equipment and Supplies	2,977	11,538	7,462	7,881	3,720	7,670	2,751	3,809	11,046	5,717	19,095	7,287	90,558	105,100	14,544
Employee Recognition	887	-	22	8,174	3,552	1,106	-	600	-	-	395	444	15,348	14,000	(1,348)
Dues and Subscriptions	1,549	1,364	744	1,204	684	1,265	1,567	3,258	665	3,898	1,976	1,424	19,601	18,800	(801)
Grant Local Match	-	-	-	-	15,674	-	15,972	-	-	-	-	38,115	71,647	15,000	(56,647)
TOTAL ADMIN EXPENDITURES	328,422	505,062	493,342	433,539	449,088	494,783	405,381	446,516	578,030	392,965	549,646	668,443	5,745,215	5,791,790	46,575
CAPITAL OUTLAYS (non-CIP)															
Computer and Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	60,000	60,000
Maintenance Equipment	-	-	-	-	-	-	-	-	-	10,784	-	-	10,784	-	(10,784)
Other Equipment Investments	-	-	-	-	-	-	-	141,768	-	-	-	(141,768)	-	130,000	130,000
TOTAL CAPITAL OUTLAYS (non-CIP)	-	-	-	-	-	-	-	141,768	-	10,784	-	(141,768)	10,784	190,000	179,216
TOTAL OPERATING EXPENDITURES	1,571,260	2,224,485	2,902,958	2,501,578	2,356,600	2,618,140	2,316,197	2,424,675	3,251,548	2,287,619	2,443,372	3,283,949	30,182,581	26,383,582	(3,798,999)
NET SURPLUS (DEFICIT)	543,096	(40,576)	(789,117)	(392,149)	(257,965)	(490,814)	(204,720)	(265,466)	(1,127,619)	2,652,015	(301,334)	638,453	(36,216)	6,921	(43,137)

ATC Board Agenda Detail

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



Preliminary July 2023 Results

As of October 5th, the City of Alexandria's Accounting Department is still completing the financial close for July, August, and September 2023. While ATC maintains its own Accounting Department and keeps its books, ATC is reliant on the City of Alexandria's accounting system, Munis, and relies on the City Accounting Department to post a significant number of transactions that ATC does not have the ability to post themselves. In discussions with City Accounting, Staff has been told these three months will close on or around October 25th.

In reviewing transactions that are posted for these months, Staff can provide preliminary financial results for July with a strong degree of confidence. For August there remains a significant number of unposted financial transactions, including those for the Maintenance Department's parts purchases. As such, Staff cannot yet provide financials for the month of August.

With preliminary financial results, ATC experienced a monthly surplus of \$935,332 against a projected monthly surplus of \$818,028. A positive variance of \$114,719. With one month's worth of data, it is too early to forecast any significant trends for future months, but should all months meet budget forecasts, ATC is on track to end the year within budgeted parameters.

Significant budget items of note accounts in July include:

- July is our only one payroll month. As a majority of the first payroll is accrued back to the prior fiscal year, July is always a particularly low month for personnel-related expenses. When ATC switched from a linear to a dynamic forecasting model in FY23, this became part of the annual by-month budget. July forecasts a surplus due to the lower personnel costs. Even when accounting for this, ATC met expectations for July.
- ATC is tracking against the FY23 Board Approved Budget. The City of Alexandria has not loaded our Board Budget into their accounting system (Munis). Munis continues to reflect the CMO proposed budget that was presented prior to changes made by the ATC Board. While the overall top and bottom lines remain the same, line items between these two budgets vary.
- Additionally, budget impacts from the recently adopted CBA are not yet reflected in the budget ATC is tracking against. ATC will be submitting a Supplemental Appropriations Ordinance (SAO) request on the Fall SAO cycle to request the \$640,000 additional funds needed for the CBA adjustments.

ATC Board Agenda Detail

Item #: 5g

Item Title: Budget vs. Actual—July Snapshot

Contact: Edward Ryder, Director of Finance & Administration

Board Action: FYI/Discussion



ALEXANDRIA TRANSIT COMPANY Summary Income Statement for the Month Ended July 31, 2023

Budget vs Actual

Description	Jul Actuals	Jul Forecast	Variance	YTD Actuals	YTD Forecast	Variance	FY 24 Projected	FY 24 Budget	Variance
REVENUE									
Passenger Revenue	-	-	-	-	-	-	-	-	-
Other Charter Revenue	374	-	374	374	-	374	1,024	-	1,024
Advertising Revenue	1,727	-	1,727	1,727	-	1,727	250,000	250,000	(0)
Miscellaneous Revenue	5,485	5,000	485	5,485	5,000	485	60,485	60,000	485
TOTAL OPERATING REVENUE	7,586	5,000	2,586	7,586	5,000	2,586	311,509	310,000	1,509
Virginia TRIP Program	-	-	-	-	-	-	1,782,577	1,782,577	-
City Contribution - Regular Subsidy	2,373,414	2,373,414	(0)	2,373,414	2,373,414	(0)	28,480,971	28,480,971	(0)
City Contribution - King Street Trolley	94,033	94,033	(0)	94,033	94,033	(0)	1,128,400	1,128,400	(0)
TOTAL REVENUE	2,475,033	2,472,448	2,585	2,475,033	2,472,448	2,585	31,703,456	31,701,948	1,508
OPERATING EXPENDITURES									
OPERATIONS									
Wages - O	439,824	464,465	24,641	439,824	464,465	24,641	12,123,459	12,148,100	24,641
Overtime - O	78,867	47,477	(31,390)	78,867	47,477	(31,390)	1,265,790	1,234,400	(31,390)
Fringe Benefits - O	179,520	189,558	10,039	179,520	189,558	10,039	2,264,661	2,274,700	10,039
Payroll Taxes - O	39,476	38,473	(1,003)	39,476	38,473	(1,003)	1,001,303	1,000,300	(1,003)
Retirement Contributions - O	39,746	40,235	489	39,746	40,235	489	1,045,611	1,046,100	489
Total Operations Personnel	777,433	780,208	2,776	777,433	780,208	2,776	17,700,824	17,703,600	2,776
Operating Materials and Supplies	230	3,750	3,520	230	3,750	3,520	41,480	45,000	3,520
Operator Training	2,303	3,333	1,030	2,303	3,333	1,030	38,970	40,000	1,030
Training and Travel - O	2,547	3,750	1,203	2,547	3,750	1,203	43,797	45,000	1,203
TOTAL OPERATIONS EXPENDITURES	782,513	791,042	8,529	782,513	791,042	8,529	17,825,071	17,833,600	8,529
MAINTENANCE									
Wages - M	97,294	98,399	1,105	97,294	98,399	1,105	2,557,270	2,558,375	1,105
Overtime - M	4,380	4,881	500	4,380	4,881	500	126,394	126,895	500
Fringe Benefits - M	32,096	33,915	1,819	32,096	33,915	1,819	405,161	406,980	1,819
Payroll Taxes - M	7,655	7,802	147	7,655	7,802	147	202,713	202,860	147
Retirement Contributions - M	8,134	8,127	(7)	8,134	8,127	(7)	211,307	211,300	(7)
Total Maintenance Personnel	149,559	153,124	3,565	149,559	153,124	3,565	3,502,845	3,506,410	3,565
Fuel & Lubricants	175,247	202,346	27,098	175,247	202,346	27,098	2,401,048	2,428,146	27,098
Repair Parts & Supplies	75,635	74,383	(1,251)	75,635	74,383	(1,251)	893,851	892,600	(1,251)
Maintenance Services	16,868	28,795	11,927	16,868	28,795	11,927	333,613	345,540	11,927
Building Maintenance	19,942	25,708	5,766	19,942	25,708	5,766	328,434	334,200	5,766
Training and Travel - M	1,035	1,667	632	1,035	1,667	632	19,368	20,000	632
TOTAL MAINTENANCE EXPENDITURES	438,286	486,022	47,736	438,286	486,022	47,736	7,479,161	7,526,896	47,736
ADMINISTRATION									
Wages - A	110,922	94,704	(16,218)	110,922	94,704	(16,218)	2,478,518	2,462,300	(16,218)
Fringe Benefits - A	26,536	29,163	2,627	26,536	29,163	2,627	347,327	349,954	2,627
Payroll Taxes - A	8,332	7,462	(871)	8,332	7,462	(871)	194,871	194,000	(871)
Retirement Contributions - A	9,375	7,812	(1,563)	9,375	7,812	(1,563)	204,663	203,100	(1,563)
Total Administrative Personnel	155,164	139,140	(16,025)	155,164	139,140	(16,025)	3,225,379	3,209,354	(16,025)
Insurance	72,441	82,567	10,126	72,441	82,567	10,126	980,674	990,800	10,126
Professional Services	41,637	92,242	50,605	41,637	92,242	50,605	1,056,295	1,106,900	50,605
Utilities	23,900	28,775	4,875	23,900	28,775	4,875	340,423	345,298	4,875
Telecommunications	6,400	10,167	3,766	6,400	10,167	3,766	118,234	122,000	3,766
Printing & Advertising	1,813	6,375	4,562	1,813	6,375	4,562	71,938	76,500	4,562
Training, Travel, Events	8,019	4,417	(3,602)	8,019	4,417	(3,602)	56,602	53,000	(3,602)
Office Equipment and Supplies	8,103	10,533	2,430	8,103	10,533	2,430	123,970	126,400	2,430
Employee Recognition	-	1,225	1,225	-	1,225	1,225	13,475	14,700	1,225
Dues and Subscriptions	1,423	1,917	493	1,423	1,917	493	22,507	23,000	493
Grant Local Match	-	-	-	-	-	-	74,000	74,000	-
TOTAL ADMIN EXPENDITURES	318,901	377,356	58,455	318,901	377,356	58,455	6,083,496	6,141,952	58,455
CAPITAL OUTLAYS (non-CIP)									
Computer and Office Equipment	-	-	-	-	-	-	-	-	-
Maintenance Equipment	-	-	-	-	-	-	63,000	63,000	-
Other Equipment Investments	-	-	-	-	-	-	136,500	136,500	-
TOTAL CAPITAL OUTLAYS (non-CIP)	-	-	-	-	-	-	199,500	199,500	-
TOTAL OPERATING EXPENDITURES	1,539,700	1,654,420	114,720	1,539,700	1,654,420	114,720	31,587,228	31,701,948	114,720
NET SURPLUS (DEFICIT)	935,332	818,028	117,305	935,332	818,028	117,305	116,228	-	116,228

ATC Board Agenda Detail

Item #: 5h
Item Title: Budget Forecast—July Snapshot
Contact: Edward Ryder, Director of Finance & Administration
Board Action: FYI/Discussion



ALEXANDRIA TRANSIT COMPANY
Summary Income Statement for the Month Ended July 31, 2023
With Application of I-395 Reimbursements

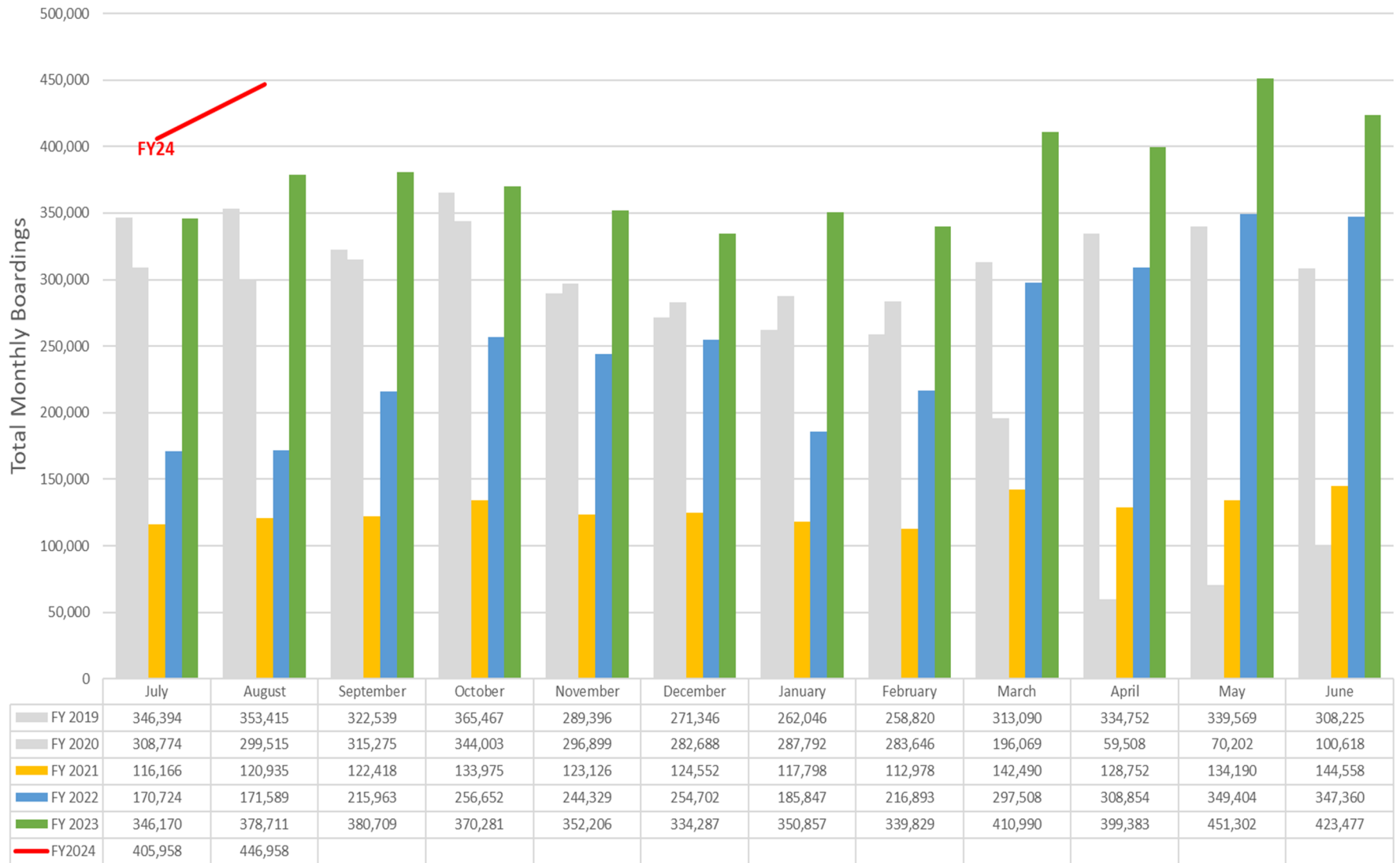
Description	Jul	Aug	Sep*	Oct	Nov	Dec	Jan	Feb	Mar*	Apr	May	Jun*	FY 24 Projected	FY 24 Budget	Variance
REVENUE															
Passenger Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Charter Revenue	374	650	-	-	-	-	-	-	-	-	-	-	1,024	-	1,024
Advertising Revenue	1,727	60,773	-	-	-	-	62,500	-	62,500	-	62,500	-	250,000	250,000	(0)
Miscellaneous Revenue	5,485	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,485	60,000	485
TOTAL OPERATING REVENUE	7,586	66,423	5,000	5,000	5,000	5,000	67,500	5,000	67,500	5,000	5,000	5,000	311,509	310,000	1,509
Virginia TRIP Program	-	-	-	-	-	-	-	-	-	623,902	-	1,158,675	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	1,128,400	1,128,400	(0)
TOTAL REVENUE	2,475,033	2,533,871	2,472,448	2,472,448	2,472,448	2,534,948	2,472,448	2,534,948	2,472,448	3,096,350	2,534,948	3,631,123	31,703,456	31,701,948	1,508
OPERATING EXPENDITURES															
OPERATIONS															
Wages - O	439,824	928,931	1,393,396	928,931	928,931	928,931	928,931	928,931	1,393,396	928,931	928,931	1,465,396	12,123,459	12,148,100	24,641
Overtime - O	78,867	94,954	142,431	94,954	94,954	94,954	94,954	94,954	142,431	94,954	94,954	142,431	1,265,790	1,234,400	(31,390)
Fringe Benefits - O	179,520	189,558	189,558	189,558	189,558	189,558	189,558	189,558	189,558	189,558	189,558	189,558	2,264,661	2,274,700	10,039
Payroll Taxes - O	39,476	76,946	115,419	76,946	76,946	76,946	76,946	76,946	115,419	76,946	76,946	115,419	1,001,303	1,000,300	(1,003)
Retirement Contributions - O	39,746	80,469	120,704	80,469	80,469	80,469	80,469	80,469	120,704	80,469	80,469	120,704	1,045,611	1,046,100	489
Total Operations Personnel	777,433	1,370,858	1,961,508	1,370,858	1,370,858	1,370,858	1,370,858	1,370,858	1,961,508	1,370,858	1,370,858	2,033,508	17,700,824	17,703,600	2,776
Operating Materials and Supplies	230	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	41,480	45,000	3,520
Operator Training	2,303	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	38,970	40,000	1,030
Training and Travel - O	2,547	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	43,797	45,000	1,203
TOTAL OPERATIONS EXPENDITURES	782,513	1,381,692	1,972,342	1,381,692	1,381,692	1,381,692	1,381,692	1,381,692	1,972,342	1,381,692	1,381,692	2,044,342	17,825,071	17,833,600	8,529
MAINTENANCE															
Wages - M	97,294	196,798	295,197	196,798	196,798	196,798	196,798	196,798	295,197	196,798	196,798	295,197	2,557,270	2,558,375	1,105
Overtime - M	4,380	9,761	14,642	9,761	9,761	9,761	9,761	9,761	14,642	9,761	9,761	14,642	126,394	126,895	500
Fringe Benefits - M	32,096	33,915	33,915	33,915	33,915	33,915	33,915	33,915	33,915	33,915	33,915	33,915	405,161	406,980	1,819
Payroll Taxes - M	7,655	15,605	23,407	15,605	15,605	15,605	15,605	15,605	23,407	15,605	15,605	23,407	202,713	202,860	147
Retirement Contributions - M	8,134	16,254	24,381	16,254	16,254	16,254	16,254	16,254	24,381	16,254	16,254	24,381	211,307	211,300	(7)
Total Maintenance Personnel	149,559	272,333	391,542	272,333	272,333	272,333	272,333	272,333	391,542	272,333	272,333	391,542	3,502,845	3,506,410	3,565
Fuel & Lubricants	175,247	202,346	202,346	202,346	202,346	202,346	202,346	202,346	202,346	202,346	202,346	202,346	2,401,048	2,428,146	27,098
Repair Parts & Supplies	75,635	74,383	74,383	74,383	74,383	74,383	74,383	74,383	74,383	74,383	74,383	74,383	893,851	892,600	(1,251)
Maintenance Services	16,868	28,795	28,795	28,795	28,795	28,795	28,795	28,795	28,795	28,795	28,795	28,795	333,613	345,540	11,927
Building Maintenance	19,942	25,708	38,562	25,708	25,708	25,708	25,708	25,708	38,562	25,708	25,708	25,708	328,434	334,200	5,766
Training and Travel - M	1,035	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	19,368	20,000	632
TOTAL MAINTENANCE EXPENDITURES	438,286	605,231	737,294	605,231	605,231	605,231	605,231	605,231	737,294	605,231	605,231	724,440	7,479,161	7,526,896	47,736
ADMINISTRATION															
Wages - A	110,922	189,408	284,112	189,408	189,408	189,408	189,408	189,408	284,112	189,408	189,408	284,112	2,478,518	2,462,300	(16,218)
Fringe Benefits - A	26,536	29,163	29,163	29,163	29,163	29,163	29,163	29,163	29,163	29,163	29,163	29,163	347,327	349,954	2,627
Payroll Taxes - A	8,332	14,923	22,385	14,923	14,923	14,923	14,923	14,923	22,385	14,923	14,923	22,385	194,871	194,000	(871)
Retirement Contributions - A	9,375	15,623	23,435	15,623	15,623	15,623	15,623	15,623	23,435	15,623	15,623	23,435	204,663	203,100	(1,563)
Total Administrative Personnel	155,164	249,117	359,094	249,117	249,117	249,117	249,117	249,117	359,094	249,117	249,117	359,094	3,225,379	3,209,354	(16,025)
Insurance	72,441	82,567	82,567	82,567	82,567	82,567	82,567	82,567	82,567	82,567	82,567	82,567	980,674	990,800	10,126
Professional Services	41,637	92,242	92,242	92,242	92,242	92,242	92,242	92,242	92,242	92,242	92,242	92,242	1,056,295	1,106,900	50,605
Utilities	23,900	28,775	28,775	28,775	28,775	28,775	28,775	28,775	28,775	28,775	28,775	28,775	340,423	345,298	4,875
Telecommunications	6,400	10,167	10,167	10,167	10,167	10,167	10,167	10,167	10,167	10,167	10,167	10,167	118,234	122,000	3,766
Printing & Advertising	1,813	6,375	6,375	6,375	6,375	6,375	6,375	6,375	6,375	6,375	6,375	6,375	71,938	76,500	4,562
Training, Travel, Events	8,019	4,417	4,417	4,417	4,417	4,417	4,417	4,417	4,417	4,417	4,417	4,417	56,602	53,000	(3,602)
Office Equipment and Supplies	8,103	10,533	10,533	10,533	10,533	10,533	10,533	10,533	10,533	10,533	10,533	10,533	123,970	126,400	2,430
Employee Recognition	-	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	13,475	14,700	1,225
Dues and Subscriptions	1,423	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	22,507	23,000	493
Grant Local Match	-	-	-	18,500	-	-	18,500	-	-	18,500	-	18,500	74,000	74,000	-
TOTAL ADMIN EXPENDITURES	318,901	487,333	597,310	505,833	487,333	487,333	505,833	487,333	597,310	505,833	487,333	615,810	6,083,496	6,141,952	58,455
CAPITAL OUTLAYS (non-CIP)															
Computer and Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance Equipment	-	-	-	-	-	-	-	-	-	-	-	-	63,000	63,000	-
Other Equipment Investments	-	-	-	-	-	-	-	-	-	-	-	-	136,500	136,500	-
TOTAL CAPITAL OUTLAYS (non-CIP)	-	-	-	-	-	-	-	-	-	-	-	199,500	199,500	199,500	-
TOTAL OPERATING EXPENDITURES	1,539,700	2,474,256	3,306,945	2,492,756	2,474,256	2,474,256	2,492,756	2,474,256	3,306,945	2,492,756	2,474,256	3,584,092	31,587,228	31,701,948	114,720
NET SURPLUS (DEFICIT)	935,332	59,615	(834,498)	(20,308)	(1,808)	60,692	(20,308)	60,692	(834,498)	603,594	60,692	47,031	116,228	-	116,228

ATC Board Agenda Detail

Item #: 6a
Item Title: Ridership Update
Contact: Martin Barna, Director of Planning & Marketing
Board Action: FYI



DASH Total Monthly Ridership (FY2019-FY2024)



ATC Board Agenda Detail

Item #: 6b
Item Title: FY24 ATC DRPT TRIP Grant Memorandum
Contact: Martin Barna, Director of Planning & Marketing
Board Action: Discussion



MEMORANDUM

DATE: October 7, 2023
TO: ATC Board of Directors
FROM: Martin Barna, Director of Planning & Marketing
SUBJECT: **Board Resolution of Support for DRPT Mid-Cycle TRIP Grant**

SUMMARY:

The City of Alexandria is applying to the Virginia Department of Rail and Public Transportation (DRPT) for an FY 2024 mid-cycle grant through the Transit Ridership Incentive Program (TRIP). This grant would fund shelters, benches, and real-time signage at the planned West End (formerly Landmark Mall) Transit Center.

BOARD ACTION REQUESTED:

Staff is requesting board adoption of the attached resolution in support of the city's FY 2024 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.

DISCUSSION:

The City requests authority to apply for the new category of Passenger Amenities to provide shelters, benches, and real-time signage at the planned transit center in the West End development until a permanent structure is built. Currently, this is a high ridership location and key transfer point with approximately 500 boardings per day.

The City has was awarded nearly \$13 million of SMART SCALE funding for the transit center; however, construction funding will not be available until FY26 and construction will likely not be complete until 2028. The developer is planning to complete the infrastructure at the Transit Center site in 2024 and bus operations are to begin there as soon as possible thereafter. This funding would allow for proper amenities at a major transfer facility serving multiple local bus routes and two future bus rapid transit corridors until a permanent structure is constructed.

Once the SMART SCALE project is complete, the 12 shelters (two for each bus bay) and real-time signage funded through this grant will be relocated to high priority locations based on ridership, bus frequency, and equity considerations. The standard City shelters being proposed for this purpose are designed to be moveable.

FISCAL IMPACT:

The total project capital cost is estimated at up to \$800,000. DRPT will fund up to 68% of costs for projects under \$3 million, or \$544,000. The City will therefore need a match of \$256,000 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 #: 6c

Item Title: Resolution to Support 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 # 24-0001

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 of \$544,000 through the TRIP program, the City of Alexandria commits \$256,000 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 \$550,000 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
10/11/2023

ATC Board Agenda Detail

Item #: 7
Item Title: Executive Session
Board Action: Discussion/Approval



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

ATC Board Agenda Detail

Item #: 8
Item Title: Next Meeting Date & Adjournment
Board Action: Discussion/Consideration of Approval



**The next regular meeting of the Alexandria Transit Company Board of Directors
is scheduled for Wednesday, November 8, 2023, at 5:30pm**

Consider Adjournment