



Alexandria Transit Company Board of Directors Meeting



October 14, 2020 @ 5:30pm
Meeting Held Electronically during COVID-19 State of Emergency
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 9, 2020	2-6	All
#3	Board Member Announcements, Reports & Business Items a) Chairman of the Board b) T&ES Report c) Others		Mr. Kaplan Ms. Orr All
#4	General Manager's Reports a) Introduction – New Executive Assistant/Board Secretary b) COVID-19 Operational Status Briefing c) Real Time Bus Prediction Enhancements d) Electric Bus Launch Event e) Board Retreat Proposal (Carry-over) f) Employee Honors Program (Carry-over)	7-9	Mr. Baker
#5	Financial Reports & FY 2022 Draft Budget a) Financial Report b) YTD Budget vs. Actual c) FY 2022 Preliminary Budget & Reduction Scenarios	10-19	Mr. Davis & Mr. Barna
#6	Continuity of Governance Business a) Consideration to rescind ATC Board Resolution for COVID-19 Contingency of Operations	20	All
#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 11, 2020	22	All

ATC Board Agenda Detail

Item #: 2
Item Title: Meeting Minutes
Contact: Joseph Quansah, Office Manager
Board Action: Consideration of Approval



Alexandria Transit Company (ATC) BOARD OF DIRECTORS MEETING MINUTES September 9, 2020

A meeting of the Board of Directors of the Alexandria Transit Company was held on Wednesday, September 9, 2020 on Zoom due to the Covid-19 outbreak. The meeting was held pursuant to Virginia Code Section 2.2-3708.2(A)(3), the Continuity of Government ordinance adopted by the City Council on June 20, 2020 or Sections 4-0.00(g) in HB29 and HB30 to undertake essential business. All the members of the Board and staff participated from remote locations through the Zoom meeting. A recording of the meeting was made and is available upon request.

Board members present: David Kaplan, Ajashu Thomas, Matt Harris, Ian Greaves, Jim Kapsis, Steve Klejst, Jeffrey Bennett, Lawrence Chambers, Hillary Orr, Lisa Henty and Linda Bailey.

Staff members and visitors attending: Josh Baker, Raymond Mui, Martin Barna, Evan Davis, Joseph Quansah, Whitney Code, Kaitlyn Beisel, Diana Contreras, Stephanie Salzone, John Lanocha, Swinda Carcamo, Kevin Hernandez, Naim Mafuz, Rick Baldwin.

Other attendees: Alicia Wright, Dominic Bloomquist, John Tanner, Tricia Kobus, John Andrews, Ronald Kobus, Jim Maslanka, and Samuel Nixon Jr.

Board Meeting

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

- The chairman called the meeting to order welcoming everyone. He announced that the evening's meeting would be mostly updates and there are no major action items to discuss. He then asked if anyone registered to give a public comment. Whitney Code, Marketing and Communications Manager responded that no one had requested to make a public comment, but that a link is available for people to do so at this or any future meetings.

Agenda Item #2 – Consideration of Approval of Meeting Minutes

- The chairman then called for a motion to approve the minutes. A motion was made by Matt Harris and seconded by Lisa Henty to approve the minutes. There was no further discussion and the motion was carried unanimously.

Agenda Item #3 – Board Member Announcements & Business Items

#3A – Chairman's Report

The Chairman provided his report welcoming everyone including the new members and requested that each member introduce themselves for the new members and for those watching as it has been a while since the last meeting.

The Chairman reported having participated in the employee recognition program which was held via Zoom in June. He indicated taking the opportunity to thank staff on behalf of all the board members for all the hard work responding to COVID-19.

#3B – T&ES Report

Hillary Orr provided updates on the Potomac Yard and Metro Rail Station, noting there has been a lot of active construction and that the contractor is working towards the final plan approval with staff. She said the project had been broken down into different phases to enable them to continue the project in a timely

manner. She also mentioned debate at the City Council to rename the station to Potomac Yard/VT for the Virginia Tech campus, and that they deferred making a decision on it until the second legislative meeting in September.

In terms of WMATA updates, Hillary noted that ridership had decreased over the months, but Metro has been working to increase both their bus and rail service to pre-covid levels. Rail service is back up to about 90%, and bus service is up about 75%.

The NVTC Commuter Choice program has been heavily impacted by Covid since it is funded by toll revenue, and the fact that traffic is down due to the pandemic.

As of right now, DRPT is predicting that the Commonwealth transportation fund will decrease by approximately \$750 million over the next two years bringing with it a lot of uncertainty regarding available resources for planned projects. There are projects and grant funding applications that were submitted last year that have not moved forward due to this uncertainty. The Commonwealth Transportation Board has also not passed its 6-year plan which normally happens in June because they were unable to hold a public hearing for it, but they are planning for September 15th and 16th, 2020. Funds are currently being approved for one quarter at a time.

Jeff Bennett inquired as to whether the CDD concept was a coordination between Arlington and Alexandria or was a public partnership. Hillary explained that the CDD was fully within Alexandria and was approved by the Planning Commission and the Alexandria City Council.

Chairman Kaplan acknowledged that it was not an item under discussion however since there had been delays and questions about the King Street Metro Improvement Project, he requested if Hillary could include more information on that project in the October report.

#3C – Others

Mr. Kaplan reminded the Board that the section labelled as “Others” in intended to allow anyone working on anything related to transit to have the opportunity to present it to the board and asked if anyone had anything they wanted to share.

As there was no such report from any member, the chairman took the opportunity to offer his congratulations to members of the board who have been appointed to the Transportation Commission (TC). Larry Chambers is now the ATC Board representative on the TC and Jeff Bennett is a resident member of the TC. This is a policy board that deals with all issues relating to transportation and it is good for DASH to have good representation and a good relationship with them. This is the first time two ATC Board members are serving simultaneously on the TC.

Agenda Item #4 – General Manager’s Report – Special Covid-19 Briefing

The General Manager reports are not in order of importance, and questions are encouraged about any items when they are discussed. After recognizing the entire team at DASH for their hard work and dedication, the GM moved into his report items.

Mike Nixon, DASH’s top driver retired recently after 36 years of service. The GM thanked him for his service and reported on the events held to recognize Mr. Nixon. Board member Larry Chambers asked if there was a possibility of pursuing special recognitions for staff in a similar way that public landmarks, schools, roads, etc are often named after individuals. The GM acknowledged this idea and indicated he would return with a recommendation to the Board on this inquiry.

The GM reported that Kelly McGarey, interim Executive Assistant and Board Secretary left her position for medical reasons and DASH is now searching for a permanent placement. He expects to have this position filled and introduced by the next Board Meeting. In the interim, the Board is asked to reach out to the GM or Joseph Quansah, Office Manager with any needs or questions.

The GM provided a high-level report on DASH service changes which are slated for September 15th. He provided graphics showing our current ridership and the new proposed level of service, up to about 85% of regular DASH service. He also explained that DASH's level of service has always correlated with ridership throughout the pandemic.

Fares remain suspended and DASH is working to procure driver barriers to protect operators from particles when passengers board through the front door. Until these are procured and installed, it is not possible to resume fare collection.

The GM also touched on the CARES Act and indicated that the Finance Director will elaborate more, however it is important to point out in the absence of collecting fares the CARES funding supports lost revenues for DASH. He further cautioned that while DASH is being conservative with the use of funds, there will come a time in FY 2021 where CARES funds will run out and alternative sources of revenue will be required.

Chairman Kaplan indicated that at the October meeting the Board will need to revisit the resolution issued in the spring granting the GM authority to change routes and fare structures without Board approval. He feels it is now possible to more rapidly gather Board members for such a discussion as needed.

The GM reported that Kaitlyn Beisel, DASH Communications Specialist is working to build out the ATC Board website and will be contacting Board Members individually to do feature articles on each member.

DASH has taken delivery of the first three (out of six) electric buses, and are anticipating being the first transit system in Virginia to launch electric buses funded through the Volkswagen Mitigation Trust Program. DASH has further revised the charging strategy for these buses and now anticipates being able to support more buses per charger than previously planned. Thusly, eight (8) more buses have been ordered continuing the progression of this program. Funding for the additional eight (8) buses is provided through the Northern Virginia Transportation Authority (NVTA). The event to celebrate the first buses in revenue service will take place in October in front of City Hall with the Governor and local officials. More information regarding this event will follow.

Regarding the DASH Facility, it was reported that General Services and the City have been working with the together to upgrade the facility lighting systems. All the lights in the employee parking lot have been replaced with led bulbs, which last longer and are much more energy efficient.

The GM discussed a proposal for a strategic board retreat in late spring, to bring all the board together with a facilitator. Chairman Kaplan indicated seeing value in the two previous retreats he had been involved in, and said that if it was going to be done again, he wants to ensure it is driven by the needs and interests of all ATC Board members. He asked members to think about it and discuss in the next board meeting regarding what would be most helpful for the Board.

Agenda Item #5 – Financial Update

#5a - FY 2020

Director of Finance, Mr. Evan Davis, indicated that his report will be high-level but asked members to stop him if they had a question. The report provided consisted of two parts (1) financials for end of the Fiscal Year, June 2020, and (2) the first month for FY 21 which gives a picture of the new year.

The final bottom line for FY 2020 was about \$80,000 to the positive and DASH was also able to transfer about \$100,000 from the FEMA and CARES Act funds to cover COVID related expenses. Considering the loss of revenue and all the challenges of the year, the Mr. Davis felt things ended on solid grounds.

Of other note, DASH also received about a month and a half of passenger revenue support from the state through DRPT early in the pandemic which contributed to a sound fiscal picture.

Total revenue and expenditures for the Fiscal year came in around \$24 million, the highest it has ever been for DASH.

#5b - FY 2021

Director of Finance, Mr. Evan Davis reviewed the budget forecast for FY 2021, noting that it is important to keep in mind that this is the third consecutive year that has been abnormal from a budgetary standpoint. Fare collection remains a large unknown variable for FY 2021 and could have a significant impact on forecasts.

Regardless of when fare collection begins, it is going to take a while for things to go back to where they were. Out of the \$4 million revenue budget DASH could lose at least \$2.6 million, and at a maximum, all of it if fare collection is not restored. The good news is that thanks to the CARES act \$6.1 million allocation, no jobs or service will be in jeopardy in the current Fiscal Year.

CARES act funds will also help support other projects such as driver barriers, daily disinfection of the facility, structures to help social distancing, video conferencing for virtual meetings, and similar mitigation efforts. No matter what happens DASH has sufficient fiscal resources to maintain service at current levels and retain jobs.

Fiscal year 2022 presents many questions and uncertainties but the team is working to determine the best approach. A presentation will be made to the Board at the October meeting pertaining to this budget.

Mr. Harris posed the question as to whether the driver barriers are necessary for all buses since the system is not at full capacity and not all vehicles are on the road. Mr. Harris wants to ensure that when the pandemic is over DASH is not stuck with excess barriers. Mr. Davis responded that the barriers are permanent for the entire fleet for future needs such as pandemics, but also for driver protection from attack.

Chairman Kaplan requested that the entire (budget) process be outlined which includes resources necessary to maintain current services and to help the Board understand what the process will be with the City. Mr. Davis assured this would be the case at the October meeting.

Finally, Mr. Davis shared that the I-395 Commuter Choice Grant was currently supporting enhanced service on the AT1-Plus and the AT9. It is a significant investment totaling about \$2.5 million every year for fiscal 2020 and 2021. It is the understanding of staff that funding is fixed and not based on revenue from riders, there has been no talk of that changing however if it did that would be problematic for DASH.

Agenda Item #6 – Planning Reports

#6a - September 15 Service Change

Prior to the presentation of service change plans, Director of Planning Martin Barna revisited the DASH Recovery of Operations Plan. In this he reiterated the goal of balancing service provision with the health and safety of both employees and passengers. A second goal is to provide a flexible and proactive approach to stay ahead of the ridership demand curve. Finally, it is a key goal of the plan to restore DASH as a convenient and reliable option for customers when it is safe to do so.

Mr. Barna announced that starting September 15th, DASH will increase service to a modified weekday schedule. This schedule is roughly equivalent to approximately 80% of our regular service. Mr. Barna then presented the factors for service change decisions as follows; Public Health, Ridership, Operator Availability, Fleet Availability, and Regional Coordination. He further elaborated on how each of these played a pertinent part in deciding to elevate our service to the public.

The "Modified Weekday" service plan effective September 15th, will include a full weekday service on busier routes, reduced service for low ridership routes, and no King Street Trolley. The successful staged bus program will however continue.

#6b - DASH Mobile App Pilot Report

Mr. Barna presented a report on the DASH App Pilot program which was launched last year using state grants. DASH is the first regional transit provider to offer a mobile ticketing product. Mr. Barna shared that the program has been a convenient and useful tool for customers. He highlighted that during the period from June 2019 to March 2020, there have been approximately 35,000 boardings using the app. Even though this represents only about 2% of all fares it is still encouraging as a viable option for both the company and customers.

- Based on a survey of customers who had used the app, 91% responded that they “really like it”, and that it is more convenient than the existing payment methods. Bus operators also like the program however their #1 feedback is that visual validation is not as effective as electronic validation.

#6c - WMATA SmarTrip Mobile App Update

Mr. Barna highlighted the SmarTrip Mobile App which had been in the works for about a couple of years and recently launched. DASH worked some with WMATA in its development but was generally left out of the process and discussion with WMATA stating confidentiality agreements.

This is the first time Apple has launched this type of product which is now available for Apple iPhones version 8 and later. It also works with Apple Watch, but is not currently available for Android phones. Features include the ability to add funds to your SmarTrip card on the go and use them instantaneously.

At this point Mr. Barna concluded that as we move towards March 2021 DASH staff will continue to evaluate the usefulness and effectiveness of the DASH app as compared to the now available SmarTrip app. Further, and evaluation of how it might be possible to move from visual to electronic validation in the same app.

Agenda Item #7 – Next Meeting Date & Adjournment

A motion to adjourn the meeting was made by Linda Bailey and seconded by Ian Greaves. The motion passed unanimously.

The next regular meeting of the Alexandria Transit Company Board of Directors will be held October 14, 2020 at 5:30pm via Zoom/Facebook Live.

Minutes respectfully submitted by: Joseph Quansah, Office Manager, DASH

ATC Board Agenda Detail

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



Potomac Yard Metrorail Station- Update

Active construction continues on the station headhouse (east and west), platforms (east and west), and duct bank, the knuckle pier foundation, and the North Pavilion foundation. PYC (design / build contractor) is working on the final design of the Southwest access. The southwest access (amendment to the approved DSUP) will be presented to Planning Commission and City Council in November.

King Street Metro Access Improvement Project Update

The City has been rebuilding the King Street Metro station area since August 2018 including preliminary construction of interim bus bays. Major work, including closure of the bus loop area, began in November 2018. The project will be accomplished in two phases. The first, which we are currently in, will rebuild all bus bays and shelters at the station. This phase will hopefully be finished sometimes later this year or early next year. In Phase 2, the contractor will finish the kiss-and-ride facility, the bays for private shuttles and space for taxi cabs. Construction has been significantly delayed due to a number of factors. Phase I was projected to be completed in Spring 2020 and Phase II in Summer 2020, but staff is still working with the contractor on an updated timeline for completion.

Reduced Transit Fares for Low-Income Residents of Alexandria

The City has received a \$40,000 award from MWCOG's Transportation Land Use Connection Program to analyze the feasibility and impact of a low-income fare pass program. The analysis will consider what a program in Alexandria could look like, including which providers would be included, the impact on ridership, how the program could be implemented, the costs to the City and how that impacts the City's subsidy to WMATA, and consistency with the Alexandria Transit Vision Plan and the Bus Transformation Project. This analysis will enable the City to make a more informed decision when considering any changes to the DASH fare structure. MWCOG is currently finalizing the consultant selection process and we anticipate that the study will be completed in the Spring.

WMATA News

In August, WMATA restored most pre- COVID-19 service. Unfortunately, ridership is not coming back as quickly as they previously anticipated, and the CARES Act funding WMATA is receiving is likely to run out at the end of the year. Consequently, WMATA is taking several steps to improve its financial position. The first is to accept Metrobus fares in January 2021. While the WMATA Board is encouraging the federal government to provide additional COVID-19 funds, they are also preparing for major service cuts. Recently, the WMATA board formally voted on the [October 13, 2020](#) public hearing docket for a FY 2021 budget amendment to close a \$210 million budget gap. The following bus routes serving Alexandria are targeted for elimination or reduction:

- Eliminate: 7W (but extended 7A/F), 8S, 8W, 8Z, 10E, 11Y, 21A, 21D, 22C. There would also be no NH2 weekend service. These are mostly peak-hour services.
- Reduce service: Metroway, 22A, 22F

WMATA has also begun to implement a mobile fare payment method that can be used on I-Phones and Apple Watches on Metrorail, Metrobus, and on other regional transit operators when they begin to accept fares again.

NVTC

NVTC will soon be accepting applications for the second round of I-395 Commuter Choice funding. The Commuter Choice program in the I-95 and I-395 corridors has a guarantee of \$30 million promised by the vendor over the next two years. NVTC will be conducting a webinar on October, and the formal call for projects will be in November. The deadline for the submission of projects will be January 29, 2021. The AT9 and AT1+ received funding during the first round of funding with this program.

DRPT

DRPT received approval for the Environmental Impact Statement for the Long Bridge project, an additional bridge that will connect railroads in Virginia and the District of Columbia. DRPT is continuing work on other projects which will interface with the Long Bridge, such as a \$185 million project to add a fourth track through Alexandria on the CSX railroad. This work is currently in the 30% design phase.

NVTA

Through the summer, NVTA has been reviewing the performance of transportation facilities after became COVID-19 a significant factor in determining travel patterns. This work is in preparation for NVTA's Transaction Long Range Plan update. As part of this effort they are proposing to use the following vision statement: "Northern Virginia will plan for, and invest in, a sustainable and integrated multimodal transportation system that enhances the quality of life, strengthens the economy, and builds resilience." The following goals are derived from this vision statement: improve mobility, increase accessibility, and build resiliency.

NVTA observed a number of significant trends.

- Teleworking has grown considerably since the pandemic started, with 53% of people working from home.
- Public transit ridership will need at least a year to return to pre- COVID-19 levels.
- The number of cars on the road has increased substantially since the beginning of the COVID-19.

The most recent piece of demographic information analyzed by NVTA was the Greater Washington Partnership survey administered to its members in August 2020. This survey found the following:

- This fall, about one-third of the region's workforce is expected to physically return to worksites.
- Of employers who had long-term reopening plans, on average, those employers expect to have 72% of their employees return to the office by Summer 2021.
- A third of responding employers are still unsure of their summer 2021 plans.
- Nearly half of employers indicated a high level of concern about public transit safety and a low level of confidence that public agencies can control crowding and enforce the wearing of masks.
- For employers with a plan in August, more than 20% of the workforce could be teleworking full-time. If true throughout the region, this would represent a 15% increase compared to the roughly 5% of the region's workforce that teleworked full-time before COVID-19.

ATC Board Agenda Detail

Item #: 4
Item Title: DASH General Manager's Reports
Contact: Josh Baker, General Manager
Board Action: FYI, Discussion



Executive Assistant/Board Secretary Introduction

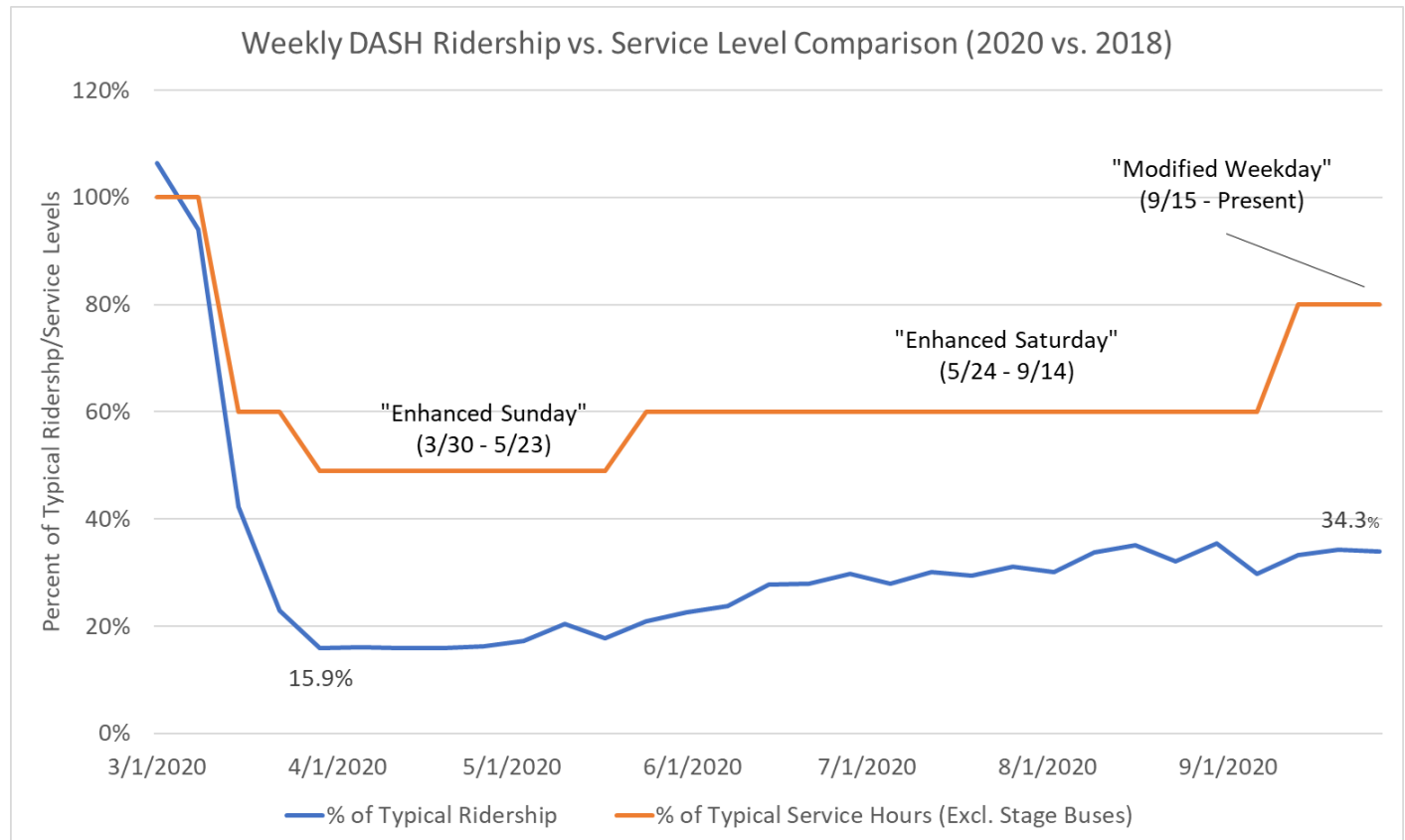
We are pleased to introduce Beth Reveles who joined DASH on October 5th, 2020 as the new Executive Assistant to the General Manager and will now serve as Secretary to the ATC Board of Directors. Beth joins DASH after most recently serving as Executive Assistant to the President & CEO of George Washington's Mount Vernon and Mount Vernon Ladies Association. This is Beth's return to the world of Transportation as she fondly remarked to the leadership team regarding her time serving in the airline industry when starting her career.

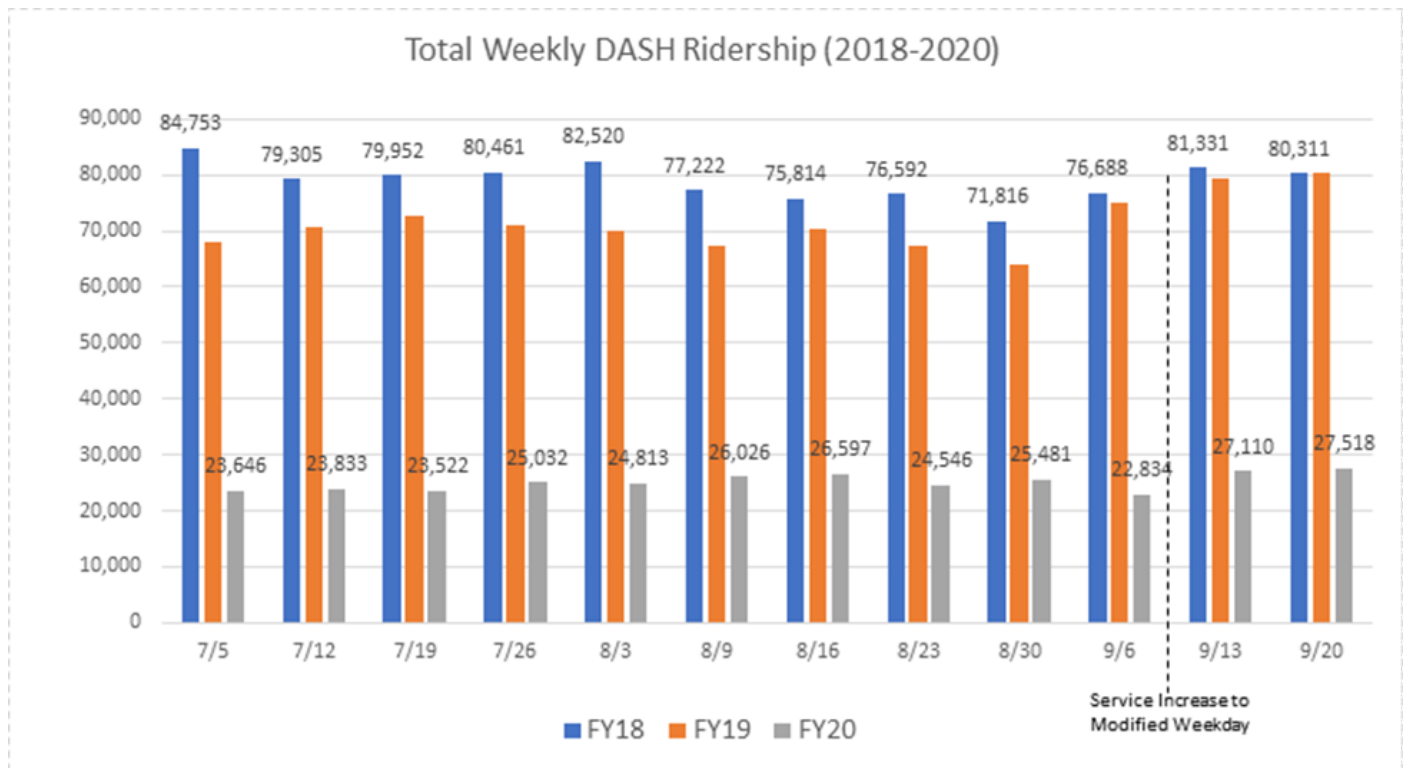
Beth can be reached at the following e-mail: Beth.Reveles@alexandriava.gov for all Board and General Manager related inquiries and needs. Further, to reach Beth directly via phone please call 703-746-5637.

COVID-19 Operational Status Briefing and Updates

DASH continues to operate with all COVID-19 precautions in place in accordance with our DROP (DASH Recovery of Operations Plan). There have been no new cases identified within the workforce and service has continued to run smoothly with slightly increased ridership in the system. We remain fare free with rear door boarding and alighting. DASH has awarded notice to proceed with a vendor for driver partition doors which will enable the resumption of fare collection. The delivery date of this equipment is not yet known and will be dependent upon supplier availability. If fully equipped in time, fare collection may resume January 1, 2021 if approved by the ATC Board and in alignment with other regional providers.

A ridership snapshot is provided below:





Real Time Bus Prediction Enhancements

DASH was recently informed by Department of Rail and Public Transportation (DRPT) that its FY 2021 grant application for \$48,000 to be used towards “Real-Time Prediction Enhancements” has been approved by the CTB for the current fiscal year. With this funding, DASH will be able to team up with Cambridge Systematics to improve the accuracy and reliability of the real-time bus arrival prediction times that are provided to customers by incorporating data from the city’s new network of live traffic sensors, and by pulling live data from other buses that are following the same route. The current industry-standard for real-time predictions uses weighted averages of historic travel time data, which can be very unreliable during abnormal traffic conditions and service disruptions. DASH will be the first transit agency in the region to test out these new real-time prediction techniques.

The benefits of this project are further multiplied by the grant-supported investments that DASH has made in providing real-time information to customers over the last two years. DASH has recently launched a new Bus Tracker platform that was developed based on customer input, has installed over 60 real-time transit screens at high-ridership transit centers and stops across the City of Alexandria, and is in the process of launching a real-time text and telephone system that can be more easily accessed by individuals with disabilities. The “Real-Time Prediction Enhancement” project will be led by DASH Intelligent Transportation Systems (ITS) Coordinator, Gabriel Morey, who has led each of the projects noted above.

Electric Bus Launch Event

We are excited to announce that on Monday, October 19th, 2020 DASH and the City of Alexandria will celebrate the launch of the first ever 100% electric buses to enter permanent revenue service in Alexandria. There will be remarks by the General Manager, ATC Board Chairman, Mayor of Alexandria, Secretary of Transportation and Governor of Virginia. The program will begin at 12:30pm and will take place in Market Square in front of City Hall. COVID precautions will be applied with social distancing and only invited guests permitted in the open air tent. The event will also be livestreamed on DASH’s Zoom account. A PDF of the talking points regarding the buses and the event is provided at the end of this packet. (Please reference the PDF talking points document provided with this packet, provided for use as needed)

Board Retreat Proposal Follow-Up

At the September 9 meeting of the ATC Board of Directors the General Manager proposed the board consider scheduling a retreat for late spring 2021. The retreat is intended to focus on strategic planning, Board roles and responsibilities, and Board teambuilding. The General Manager recommends using a facilitator familiar with DASH whom has provided management training, executive coaching and strategic planning within the organization.

The Board is requested to provide follow-up feedback on this proposal so that staff may work to begin planning the event and evaluating scheduling possibilities.

Employee Honors Program

At the September 9 meeting of the ATC Board of Directors the General Manager spoke of the retirement of DASH's top driver, Mike Nixon. In the discussion Board members spoke of a desire to setup a more robust method of recognizing individuals who have served DASH for an extended time and left a meaningful impact on the organization.

Staff have evaluated this request and are providing the following actions:

1. Continue recognitions of staff as current, inclusive of longevity gifts, recognitions and special retirement celebrations.
2. Consider dedicating buses to individuals who have gone above and beyond in their service through a plaque which is inscribed and permanently installed in the bus (if possible, of their choice) for staff and riders to see. Such inscriptions to include the name of the individual, years of service, any special accomplishment(s) or a quote from the individual pertaining to their years of public service.
3. Continue the informal process of the ATC Board recognizing retiree's through the presentation of a resolution at a regularly scheduled Board meeting. (to resume after the COVID-19 Pandemic is over)

Staff do not recommend dedicating spaces (i.e Conference Rooms/Lounges) or parts of the DASH facility to such recognitions due to the inconsistencies of the spaces and the limited number of options.

Staff are working to develop a "leadership wall of fame" within the facility to join the existing walls of fame within the organization. The project will date back to the very first General Manager David Van Fossen who worked to establish the system. This project was in the works prior to the pandemic and is intended to be completed in the coming year.

ATC Board Agenda Detail

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



Alexandria Transit Company (DASH) Financial Update

Results for the Two Months Ended August 31, 2020

August 2020 Results

ATC ended August, two months into fiscal year 2021, with a monthly deficit of (\$380,447) and a year-to-date deficit of (\$200,548). However, no CARES Act transfers to cover lost revenue nor any I-395 Commuter Choice grant reimbursements have yet been processed. These will both be significant positive adjustments to the books which will bring ATC into a year-to-date surplus. Expenditure activity has been right on track thus far into FY21.

Significant budget variances and notable accounts in August include:

- As expected, **passenger revenue** is near zero with only a few transactions occurring for various reasons. We are collecting a reduced amount of the contract revenue for the **AT2X Mark Center Express** service, corresponding to the reduced service level.
- The negative **Operations personnel** variance is present only because I-395 Commuter Choice grant reimbursements have yet to be processed. There is typically a two-month lag on this.
- **Building Maintenance** costs include enhanced cleaning expenses which will be transferred for CARES Act reimbursement at a later date.

FY21 Forecast and CARES Act Funding

As discussed at the September Board meeting, DASH will remain whole through the end of FY21 due to the availability of CARES Act transit-specific funding. The extent to which DASH will use this \$6.1 million in relief funding in FY21 is largely a function of when fare collection resumes and how quickly ridership rebounds.

Bus operator safety barriers will be installed throughout the fleet over the next several months. We are now projecting that the majority of the fleet will have barriers installed by the end of December. Looking across the region, WMATA has indicated its intention to resume fare collection on January 1, 2021. **Given the fiscal constraints and current environment, and that the additional protection afforded by the safety barriers will tentatively be in place, the General Manager recommends a plan to join the region in resuming fare collection on January 1.**

The current FY21 passenger revenue projection assumes six months of fare collection, however at greatly reduced ridership levels (30-50% of pre-COVID). As a result, we are projecting collecting only 17% of FY21 budgeted passenger revenue (~ \$680,000). Nevertheless, this preserves additional CARES Act funding to offset passenger revenue losses in FY22, as you will see in the GM's Draft FY22 Proposed Budget.

The following table outlines the planned uses of the CARES Act transit funding.

Potential Use for CARES Transit Funding	FY21 Amount
DASH Passenger Revenue Losses	Approximately \$3.76 million
Enhanced Cleaning and PPE	~ \$250,000
Bus Operator Safety Barriers – Fleet Retrofit	Contract pending – cost varies widely by type; up to \$600,000
Facility Modifications for Social Distancing	Up to \$250,000
Paratransit Uses (City Determined)	Cost Unknown – No indication of use at this time
Other Transit-Related Contingencies	Cost Unknown

Considering known factors and making conservative estimates, we currently project a FY 2021 year-end surplus of \$55,087. In actuality, the final FY21 CARES Act transfer will likely be adjusted to bring the bottom line for the year to zero. This will maximize CARES Act funds available for FY 2022. All efforts will be made to preserve as much CARES funding as possible for FY22.

Looking further ahead, while we hope for a return to “normal” in FY22 (begins July 2021), long-term changes in travel patterns, ongoing virus concerns, City revenue challenges, and the implementation of the Alexandria Transit Vision (ATV) short-term network all must be considered for FY22. As you will see in the Draft FY 2022 General Manager’s Proposed Budget, remaining CARES Act funds can make a large difference in what DASH service can be provided.

ATC Board Agenda Detail**Item #:** 5b**Item Title:** Budget vs. Actual**Contact:** Evan Davis, Director of Finance & Administration**Board Action:** FYI/Discussion

Alexandria Transit Company (DASH)
Budget vs. Actual Report for the Two Months Ended August 31, 2020

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	FY2021 Projected	FY2021 Annual Budget	Projected Year End Variance
REVENUE									
City Contribution - King Street Trolley	86,432	86,432	-	172,864	172,864	-	1,037,185	1,037,185	-
DASH Passenger Revenue	363	335,333	(334,970)	367	670,666	(670,299)	678,383	4,024,000	(3,345,617)
DASH AT2X Mark Center Charter	25,840	69,460	(43,620)	51,680	138,920	(87,240)	414,275	833,518	(419,243)
DASH Other Charter Revenue	-	5,000	(5,000)	193	10,000	(9,807)	18,098	60,000	(41,902)
Miscellaneous Revenue	18,159	4,583	13,576	21,464	9,166	12,298	47,064	55,000	(7,936)
TOTAL OPERATING REVENUE	130,794	500,808	(370,014)	246,568	1,001,616	(755,048)	2,195,005	6,009,703	(3,814,698)
CARES Transit Funds	-	-	-	-	-	-	3,764,860	-	3,764,860
City Contribution - Regular Subsidy	1,390,541	1,390,541	-	2,781,082	2,781,082	-	16,686,497	16,686,497	-
TOTAL REVENUE	1,521,335	1,891,349	(370,014)	3,027,650	3,782,698	(755,048)	22,646,362	22,696,200	(49,838)
OPERATING EXPENDITURES									
OPERATIONS									
Wages - O	852,846	801,348	(51,498)	1,402,823	1,602,696	199,873	9,714,460	9,616,200	(98,260)
Fringe Benefits - O	175,709	140,650	(35,059)	311,102	281,300	(29,802)	1,863,478	1,687,800	(175,678)
Payroll Taxes - O	64,006	64,583	577	106,378	129,166	22,788	704,334	775,000	70,666
Retirement Contributions - O	65,058	67,534	2,476	107,797	135,068	27,271	719,866	810,400	90,534
Total Operations Labor	1,157,619	1,074,115	(83,504)	1,928,100	2,148,230	220,130	13,002,138	12,889,400	(112,738)
Operator Recruitment and Training	7,146	4,332	(2,814)	4,668	8,664	3,996	47,000	52,000	5,000
Operating Materials and Supplies	166	1,959	1,793	659	3,918	3,259	23,500	23,500	-
Training and Travel - O	472	1,933	1,461	(1,507)	3,866	5,373	23,200	23,200	-
TOTAL OPERATIONS EXPENDITURES	1,165,403	1,082,339	(83,064)	1,931,920	2,164,678	232,758	13,095,838	12,988,100	(107,738)
MAINTENANCE									
Wages - M	176,384	183,509	7,125	287,201	367,018	79,817	2,155,399	2,202,100	46,701
Fringe Benefits - M	28,680	27,542	(1,138)	49,513	55,084	5,571	297,163	330,500	33,337
Payroll Taxes - M	13,304	14,000	696	21,887	28,000	6,113	168,988	168,000	(988)
Retirement Contributions - M	12,874	14,833	1,959	21,030	29,666	8,636	168,329	178,000	9,671
Total Maintenance Labor	231,242	239,884	8,642	379,631	479,768	100,137	2,789,879	2,878,600	88,721
Fuel & Lubricants	61,930	93,625	31,695	119,005	187,250	68,245	1,010,965	1,123,500	112,535
Repair Parts	37,546	43,583	6,037	61,034	87,166	26,132	506,034	523,000	16,966
Tires	5,477	11,583	6,106	7,341	23,166	15,825	111,341	139,000	27,659
Vehicle Maintenance Service	20,577	10,834	(9,743)	44,147	21,668	(22,479)	154,147	130,000	(24,147)
Laundry	4,096	2,792	(1,304)	7,330	5,584	(1,746)	38,830	33,500	(5,330)
Tools and Equipment	3,523	1,250	(2,273)	7,145	2,500	(4,645)	17,143	15,000	(2,143)
Building Maintenance	54,269	21,498	(32,771)	91,676	42,996	(48,680)	271,245	258,000	(13,245)
Training and Travel - M	324	1,042	718	324	2,084	1,760	12,500	12,500	-
TOTAL MAINTENANCE EXPENDITURES	418,984	426,091	7,107	717,633	852,182	134,549	4,912,084	5,113,100	201,016
ADMINISTRATION									
Wages - A	127,455	139,232	11,777	209,339	278,464	69,125	1,690,694	1,670,800	(19,894)
Fringe Benefits - A	17,911	20,280	2,369	26,067	40,560	14,493	190,098	243,350	53,252
Payroll Taxes - A	9,588	10,709	1,121	15,758	21,418	5,660	125,301	128,500	3,199
Retirement Contributions - A	9,452	10,125	673	15,778	20,250	4,472	123,527	121,500	(2,027)
Total Administrative Labor	164,406	180,346	15,940	266,942	360,692	93,750	2,129,620	2,164,150	34,530
Insurance	69,155	69,167	12	138,311	138,334	23	892,668	830,000	(62,668)
Professional Services	55,717	68,416	12,699	117,613	136,832	19,219	805,515	821,000	15,485
Utilities	15,528	21,166	5,638	29,164	42,332	13,168	241,401	254,000	12,599
Printing & Advertising	341	5,416	5,075	506	10,326	9,820	65,000	65,000	-
Telecommunications	8,563	5,833	(2,730)	17,517	11,666	(5,851)	107,518	70,000	(37,518)
Training, Travel, Events - A	62	4,335	4,273	64	8,670	8,606	52,000	52,000	-
Office Equipment and Supplies	2,087	3,865	1,778	6,252	7,730	1,478	47,631	46,350	(1,281)
Employee Recognition	1,050	2,083	1,033	1,050	4,166	3,116	25,000	25,000	-
Dues and Subscriptions	486	1,250	764	1,226	2,500	1,274	15,000	15,000	-
Grant Local Match	-	5,208	5,208	-	10,416	10,416	12,000	62,500	50,500
TOTAL ADMINISTRATIVE EXPENDITURES	317,395	367,085	49,690	578,645	734,170	155,525	4,393,353	4,405,000	11,647
TOTAL OPERATING EXPENDITURES	1,901,782	1,875,515	(26,267)	3,228,198	3,751,030	522,832	22,401,275	22,506,200	104,925

ATC Board Agenda Detail

Item #: 5c
Item Title: FY 2022 Preliminary Budget & Reduction Scenarios
Contact: Evan Davis, Director of Finance & Administration
Board Action: FYI/Discussion

**FY 2022 General Manager's Draft Proposed Budget****FY 2022 Draft Budget Summary**

As we look ahead to fiscal year 2022, it goes without saying that there is much uncertainty about the extent to which riders will return to public transit by next July. That being said, the questions for DASH's budget are limited to the revenue side. Expenditures are largely predictable based on the level of service we will provide.

At this time, during the initial phase of the budget process, we are planning for twelve months of full service, implementing a cost-neutral version of the Recommended 2022 Alexandria Transit Vision (ATV) network. This is what is referred to as the "Current Services" budget stage by the City.

Overall, the FY 2022 ATC budget at this "Current Services" level increases by \$1,146,770 (5.1%). Significantly, \$400,000 of this budget increase is simply restoring the subsidy cut in the final version of the FY21 budget due to COVID-related revenue losses incurred by the City. We have not actually reduced \$400,000 worth of service to absorb this cut due to the availability of CARES Act funding. In FY22, either this amount of service must be cut or the subsidy must be restored. Adjusting for the \$400,000 subsidy restoration, the actual year over year cost increase to maintain current services is \$746,770 (3.3%).

Current Services Total Budget Increase Breakdown		
Factor	Amount	% of FY21
Personnel Budget Increase	989,050	5.5%
Non-Personnel Budget Increase	157,720	3.4%
Less: Restoring FY21 \$400,000 Subsidy Cut due to COVID	(400,000)	n/a
ADJUSTED TOTAL FY22 CURRENT SERVICES BUDGET INCREASE	746,770	3.3%

The following table summarizes revenue and expenditure changes overall:

EXPENDITURES	FY 2022 Budget		FY 2021 Budget		Change	% Change
Personnel	18,921,200	79.4%	17,932,150	79.0%	989,050	5.5%
Non-Personnel	4,731,770	19.8%	4,574,050	20.2%	157,720	3.4%
Capital Outlay	190,000	0.8%	190,000	0.8%	-	0.0%
TOTAL	23,842,970		22,696,200		1,146,770	5.1%

REVENUES	FY 2022 Budget		FY 2021 Budget		Change	% Change
City Contribution Operating	17,978,774	75.4%	16,686,497	73.5%	1,292,277	7.7%
City Contribution Trolley	1,078,672	4.5%	1,037,185	4.6%	41,487	4.0%
CARES Transit Funds	1,600,000	6.7%	-	0.0%	1,600,000	
Passenger Revenue	2,032,000	8.5%	4,024,000	17.7%	(1,992,000)	-49.5%
AT2X Mark Center Express	858,524	3.6%	833,518	3.7%	25,006	3.0%
Charters	60,000	0.3%	60,000	0.3%	-	0.0%
Advertising	180,000	0.8%	-	0.0%	180,000	
Miscellaneous Revenue	55,000	0.2%	55,000	0.2%	-	0.0%
TOTAL	23,842,970		22,696,200		1,146,770	5.1%

Key Assumptions

1. **50% pre-COVID Ridership Return:** At first glance, this may seem overly conservative for *next* fiscal year, however WMATA is currently projecting somewhere between 20-50% ridership return for FY22. We believe 50% is a reasonable, conservative assumption for the entire fiscal year. This corresponds to a \$2 million revenue reduction from the FY21 to FY22 budgets, which must be made up through the subsidy and remaining CARES Act funds. Should ridership rebound to higher levels, subsidy transfers can be reduced mid-year.
2. **Restoration of \$400,000 FY21 Subsidy Cut:** As discussed above, this budget assumes we will restore the \$400,000 FY21 subsidy cut rather than permanently cutting service to accommodate it.
3. **Use of Remaining CARES Act Transit Funds:** Based on the resumption of fare collection on January 1, 2021, there will be approximately \$1.6 million in remaining CARES Act transit funding available for use in FY22. This budget assumes it will all be used to absorb FY22 passenger revenue losses.
4. **No New Federal Relief Funds:** While it is possible a new federal relief package will be appropriated in the coming year; it is obviously uncertain, and this budget does not assume it.
5. **Exterior Bus Advertising:** Given the size of the subsidy increase, the General Manager is moving forward with the introduction of exterior bus advertising as a new revenue source. Staff believe \$180,000 is a reasonable estimate of first-year potential revenue. If this action is approved by the Board, staff will initiate the advertising process in FY21 so that it is up and running by July 1, 2021.
6. **Wage and Fringe Increases per CBA:** The personnel increase is driven by a mandatory 1.5% across-the-board wage increase, regular step increases, corresponding pay changes for non-union personnel, and projected benefit cost increases.
7. **Non-Personnel:** The roughly \$150,000 non-personnel increase is driven mostly by ongoing investments in technology and increasing building maintenance costs.

Subsidy Impact

Given all assumptions and factors above, **the net result to the subsidy is an increase of \$1,333,764 (8%)** for both regular DASH service and the King Street Trolley.

As a hypothetical, to understand the size of the subsidy increase if the COVID-19 pandemic had not occurred, we would remove the impact of passenger revenue losses, the FY21 subsidy cut, but also the benefit of remaining CARES Act funds. In this case, the subsidy increase drops to \$541,764 (3.2%). **This is simply to illustrate that the large subsidy increase for FY22 is mostly due to the effect of COVID-19.**

Current Services Subsidy Increase Removing COVID Impact		
Factor	Amount	% of FY21
FY22 Draft Subsidy Increase for Current Services (Regular + Trolley)	1,333,764	8.0%
Less: Passenger Revenue Losses	(1,992,000)	-11.9%
Less: \$400,000 FY21 Subsidy Cut	(400,000)	-2.4%
Plus: Remaining CARES Act Funds	1,600,000	9.6%
ADJUSTED TOTAL FY22 SUBSIDY INCREASE (NO-COVID SCENARIO)	541,764	3.2%

FY 2022 Major Service Reduction Scenario (10% Subsidy Cut)

Nevertheless, it is quite possible the FY22 City budget will not be able to accommodate this subsidy increase. As with DASH passenger revenue, City tax revenues into FY22 are highly uncertain at this time. **Like all City partner agencies, the City Manager has asked ATC to prepare a 10% budget (subsidy) reduction option for FY22. Our exact reduction target is \$1,671,529.**

However, we have also received instruction that any new revenues or cost reductions identified in the current services process will count toward this target. **As such, the introduction of \$180,000 in new bus advertising revenue reduces this target to \$1,491,529.** This is the amount we may potentially have to cover through service reductions.

The 10% Major Reduction Scenario includes roughly \$1.5 million in cost savings resulting from a series of significant service cuts to the proposed FY22 “Current Services” ATV Network that will negatively affect several areas of the City. The following list provides a summary of the major reductions from the “Current Services” ATV Network to the 10% Major Reduction Scenario:

- **Duke Street to Old Town:** Weekday peak frequency for “N3” (former AT-8) trips from Duke Street corridor into Old Town reduced from every 10 minutes to every 20 minutes. The “N3” would still operate every 10 minutes during peaks from Landmark Mall to King Street Metro, but not all the way to Braddock Road Metro via Old Town. As a result, the “Old Town Circulator”, which is a combination of the N1, N3, and N4 routes, would be reduced from running every 5 minutes during the peaks to every 9-10 minutes.
- **Midday Frequency:** Weekday midday service in the Eisenhower Valley, Del Ray, Old Town North, and South Old Town reduced from every 30 minutes to every 60 minutes.
- **Weekend Service:** Weekend DASH service eliminated in Del Ray and parts of Old Town North and South Old Town (Del Ray still served by Metrobus 10A/10B).
- **Mark Center – Potomac Yard:** Weekday peak frequency for “N11” (former AT-9) serving Mark Center, Shirlington, Arlandria, and Potomac Yard reduced from every 20 minutes to every 30 minutes.
- **Parkfairfax / North Ridge / Arlandria:** Weekday peak frequency for “N23” (former AT-3) and “N24” (former AT-4) serving Parkfairfax, North Ridge, and Arlandria reduced from every 30 minutes to every 60 minutes.

More detailed information on the route-by-route reductions and assumptions can be found in the **summary table** on the following page.

FY 2022 Service Plan Scenarios
10% Reduction Scenario (with Modified 2022 ATV Network)

ATV Route	Corresponding Route(s) in Current Network	Route Description	Areas Served	Proposed Service Reduction ("Current Services" vs. 10% Reduction Scenario)	Adverse Impact to Route Usability	Net Annual Platform Hours	Net Annual Cost	Net Positions
N1	AT7	Landmark - King St Metro via Eisenhower Ave	Landmark Mall, Van Dorn Metro, Eisenhower Valley, Carlyle	Weekday midday service reverts from every 30 minutes to hourly <i>(Note: For both "Current Services" and 10% Reduction scenarios; N1 only runs from Landmark to King St Metro; Eisenhower - Old Town trips require transfer)</i>	Moderate	-1,629	\$ (114,048.78)	-1
N3	AT8	Van Dorn - Braddock Metro via Duke St & Old Town	Van Dorn Metro, Landmark Mall, Duke Street, Old Town	Fewer peak trips from Duke St into Old Town; Old Town Circulator (OTC) only runs every ~9-10 minutes instead of every 5 minutes, resulting in more transfers at at King St. Metro and potential crowding on King St. routes in Old Town.	High	-4,090	\$ (286,317.07)	-2
N4	AT5 & AT6	NVCC-Braddock Metro via King St and Old Town	NVCC, Bradlee Shopping Center, King Street, Old Town	No changes.	N/A	0	\$ -	
N5	AT10	King St Metro - Potomac Yard via Del Ray & Arlandria	King St Metro, Del Ray, Arlandria, Potomac Yard	No DASH service to Del Ray on weekends; no direct DASH route from Arlandria to Old Town on weekends (WMATA 10A/B only); reduced weekday midday and evening service.	High	-3,244	\$ (227,073.17)	-1.5
N6	N/A	Braddock Metro - Lee Center via Old Town	Braddock Metro, Old Town North, City Hall, Lee Center	No service to Slaters Lane, Bashford Lane and other parts of Old Town during weekends; hourly service to these areas during weekday middays and evenings.	High	-4,286	\$ (300,009.76)	-2
N7	AT1 Plus	Van Dorn - Pentagon via Beauregard	Van Dorn Metro, West End, Pentagon	No changes.	N/A	0	\$ -	
N10/N11	AT9	Mark Center - Potomac Yard via Shirlington and Arlandria	Mark Center, Shirlington, Arlandria, Potomac Yard	Weekday peak service reduced from every 20 minutes to every 30 minutes <i>(Note: For both "Current Services" and 10% reduction scenarios, N10 and N11 are consolidated into one route)</i>	Moderate	-3,133	\$ (219,304.88)	-1.5
N12	AT2	Mark Center - King St Metro via Seminary & Janneys	Mark Center, Seminary Hill, King St. Metro	No changes <i>(Note: For both "Current Services" and 10% reduction scenarios, N12 provides peak-only service to Seminary-Janneys corridor; Recommended 2022 ATV Network included midday N12 service on weekdays)</i>	N/A	0	\$ -	
N22	AT2X	Mark Center Express (Mark Center-King St Metro)	Mark Center, King St Metro	No changes (Contracted Service)	N/A	0	\$ -	
N23	AT3	Braddock Metro - Pentagon via Arlandria	Arlandria, North Ridge, Parkfairfax	Reduced to hourly service during weekday peaks, as compared to running every 30 minutes under "Current Services" scenario.	Moderate	-2,505	\$ (175,341.46)	-1.25
N24	AT4	Braddock Metro - Pentagon via Arlandria & Parkfairfax	Parkfairfax, Cameron Mills	Reduced to hourly service during weekday peaks, as compared to running every 30 minutes under "Current Services" scenario.	Moderate	-2,517	\$ (176,195.12)	-1.25
King St. Trolley	King St. Trolley	Waterfront - King St Metro	Old Town	No changes <i>(Note: For both "Current Services" and 10% reduction scenarios, Trolley schedule adjusted to run every 15 minutes from 11:00am to 11:00pm, 365 days per year.)</i>	N/A	0	\$ -	
FY2022 Totals with 10% Service Reduction						-21,404	\$ (1,498,290.24)	-11

Supplemental Request: Alexandria Transit Vision (ATV) Recommended 2022 Network

In addition to the 10% Major Reduction Scenario we are required to submit to the City, ATC may also submit Supplemental Requests. Staff have prepared only one supplemental, the implementation of the full ATV Recommended 2022 Network, as originally planned prior to the COVID-19 pandemic.

Several adjustments have been made to the network based on further operational discussions with WMATA, Arlington, and Alexandria staff, however the structure remains largely the same as what was approved by the Board in late 2019. As previously noted, **this redesigned 2022 ATV Network would provide substantial improvements in access to frequent, all-day transit for large portions of the Alexandria community, particularly those in low income neighborhoods and communities of color who have been disproportionately affected by the pandemic and resulting economic downturn.**

Additional highlights of the full 2022 Alexandria Transit Vision Plan network include:

- The start of a transition to a citywide high frequency bus network with buses running every 15 minutes or better, all day, seven days a week in the West End, Arlandria, Potomac Yard, and Old Town;
- Access to useful, frequent, all-day transit for nearly 100,000 residents (vs. 40,000 today);
- 73% of low-income residents will have access to frequent, all-day transit (vs. 29% today);
- 70% of minority residents will have access to frequent, all -day transit (vs. 22% today);
- Maintains existing bus service in most areas so that 99% of existing bus boardings are still within 1/8 mile of a stop in the planned 2022 ATV Network; and
- Significantly expands off-peak service, including a major increase in weekend service. Most core DASH routes will operate all day on Saturdays and Sundays with buses coming every 15 - 30 minutes.

If DASH were to implement the full 2022 ATV Network in FY 2022, it would require a \$3.7 million increase in the overall budget (15.6%). Based on the projection of overall passenger revenue in FY22, we can forecast that roughly \$315,000 in passenger revenue would be collected via this additional service. **The net subsidy increase of the Full Recommended 2022 ATV Network is therefore \$3.4 million (17.8% increase over FY22 “Current Services”).**

Recognizing the current fiscal climate, staff have prepared a list of the route-by-route improvements that represent the difference between the “Current Services” ATV Network and the Full 2022 ATV Network that was approved by the Board last December (see following page).

FY 2022 Service Plan Scenarios
Adopted 2022 Alexandria Transit Vision (ATV) Network Plan

ATV Route	Corresponding Route(s) in Current Network	Route Description	Areas Served	2022 ATV Improvements ("Current Services" vs. Recommended ATV Plan)	Net Annual Platform Hours	Net Annual Cost	Priority Level (1=Highest)
N1	AT7	Landmark - Braddock Metro via Eisenhower Ave & King St Metro	Landmark Mall, Van Dorn Metro, Eisenhower Valley, Carlyle	Extend route from King St. Metro to Braddock Rd. Metro to create one seat ride into Old Town on weekdays and improve Old Town Circulator (OTC) frequencies; route runs every 30 min. on weekends instead of every 60 min.	9,407	\$ 645,552.03	3
N3	AT8	Van Dorn - Braddock Metro via Duke St & Old Town	Van Dorn Metro, Landmark Mall, Duke Street, Old Town	-	0	\$ -	-
N4	AT5 & AT6	NVCC-Braddock Metro via King St and Old Town	NVCC, Bradlee Shopping Center, King Street, Old Town	-	0	\$ -	-
N5	AT10	King St Metro - Potomac Yard via Del Ray & Arlandria	King St Metro, Del Ray, Arlandria, Potomac Yard	Improve Sunday service to run every 30 minutes instead of every 60 minutes improve evening service after 9pm	1,109	\$ 76,090.06	4
N6	N/A	Braddock Metro - Lee Center via Old Town	Braddock Metro, Old Town North, City Hall, Lee Center	Improve Sunday service to run every 30 minutes instead of every 60 minutes improve evening service after 9pm	1,555	\$ 106,720.24	5
N7	AT1 Plus	Van Dorn - Pentagon via Beauregard	Van Dorn Metro, West End, Pentagon	Improve weekday midday service to run every 10 minutes instead of every 15 minutes; remove weekend short trips to Landmark so that all trips follow the full routing down to Van Dorn Metro.	9,705	\$ 666,013.99	1
N10/N11	AT9	Mark Center - Potomac Yard via Shirlington and Arlandria	Mark Center, Shirlington, Arlandria, Potomac Yard	Reintroduce N10 routing and increase combined N10/N11 service frequency to run every 15 minutes all day, 7 days per week.	20,769	\$ 1,425,257.56	2
N12	AT2	Mark Center - King St Metro via Seminary & Janneys	Mark Center, Seminary Hill, King St. Metro	Add midday service every 30 minutes along Seminary & Janneys.	1,889	\$ 129,617.56	8
N22	AT2X	Mark Center Express (Mark Center- King St Metro)	Mark Center, King St Metro	-	0	\$ -	-
N23	AT3	Braddock Metro - Pentagon via Arlandria	Arlandria, North Ridge, Parkfairfax	Increase weekday peak frequency from every 30 minutes to every 20	2,653	\$ 182,073.84	6
N24	AT4	Braddock Metro - Pentagon via Arlandria & Parkfairfax	Parkfairfax, Cameron Mills	Increase weekday peak frequency from every 30 minutes to every 20	2,394	\$ 164,298.29	7
King St. Trolley	King St. Trolley	Waterfront - King St Metro	Old Town	-	0	\$ -	-
FY2022 Totals with Full 2022 ATV Network					49,481	\$ 3,395,623.58	-



Alexandria Transit Company

Fiscal Year 2022 General Manager's Draft Proposed Budget

	FY22 PROPOSED BUDGET	FY21 BUDGET	FY22 vs. FY21 BUDGET	FY21 PROJECTED ACTUAL	FY22 vs. FY21 PROJ
SERVICE CALCULATIONS & ASSUMPTIONS					
Miles	2,025,000	2,027,446	-0.1%	2,027,446	-0.1%
Hours	240,720	240,982	-0.1%	240,982	-0.1%
Revenue Ridership	1,417,127	1,551,930	-8.7%	1,551,930	-8.7%
REVENUE					
City Contribution - DASH Operating	17,978,774	16,686,497	7.7%	16,686,497	7.7%
City Contribution - King Street Trolley	1,078,672	1,037,185	4.0%	1,037,185	4.0%
CARES Transit Funds	1,600,000	-	n/a	3,764,860	-57.5%
Passenger Revenue	2,032,000	4,024,000	-49.5%	678,383	199.5%
AT2X Mark Center Express	858,524	833,518	3.0%	414,275	107.2%
Charters	60,000	60,000	0.0%	18,098	231.5%
Advertising	180,000	-	n/a	-	n/a
Miscellaneous Revenue	55,000	55,000	0.0%	47,064	16.9%
TOTAL REVENUE	\$ 23,842,970	\$ 22,696,200	5.1%	\$ 22,646,362	5.3%
EXPENSES					
	FY22 PROPOSED BUDGET	FY21 BUDGET	FY22 vs. FY21 BUDGET	FY21 PROJECTED ACTUAL	FY22 vs. FY21 PROJ
Administration					
Wages	1,753,700	1,670,800	5.0%	1,690,694	3.7%
Fringe Benefits	222,900	243,350	-8.4%	190,098	17.3%
Payroll Taxes	134,300	128,500	4.5%	125,301	7.2%
Retirement Costs	127,200	121,500	4.7%	123,527	3.0%
Insurance	855,000	830,000	3.0%	892,668	-4.2%
Professional Services	871,200	821,000	6.1%	805,515	8.2%
Utilities	243,500	254,000	-4.1%	241,401	0.9%
Telecommunications	107,520	70,000	53.6%	107,518	0.0%
Printing & Advertising	70,500	65,000	8.5%	65,000	8.5%
Training, Travel, Events	58,000	52,000	11.5%	52,000	11.5%
Office Equipment & Supplies	48,900	46,350	5.5%	47,631	2.7%
Employee Recognition	20,000	25,000	-20.0%	25,000	-20.0%
Dues and Subscriptions	17,900	15,000	19.3%	15,000	19.3%
Grant Local Match (DRPT Grants)	50,000	62,500	-20.0%	12,000	316.7%
Total Administration Expenses	\$ 4,580,620	\$ 4,405,000	4.0%	\$ 4,393,353	4.3%
Maintenance					
Wages	2,261,600	2,202,100	2.7%	2,155,399	4.9%
Fringe Benefits	317,900	330,500	-3.8%	297,163	7.0%
Payroll Taxes	170,900	168,000	1.7%	168,988	1.1%
Retirement Costs	178,700	178,000	0.4%	168,329	6.2%
Fuel and Lubricants	1,122,000	1,122,000	0.0%	1,010,965	11.0%
Repair Parts	540,000	523,000	3.3%	506,034	6.7%
Tires	135,000	135,000	0.0%	111,341	21.2%
Vehicle Maintenance Service	130,000	130,000	0.0%	154,147	-15.7%
Tools and Equipment	15,000	15,000	0.0%	17,143	-12.5%
Laundry	33,500	33,500	0.0%	38,830	-13.7%
Building Maintenance (incl. personnel)	281,500	258,000	9.1%	271,245	3.8%
Training and Travel	13,000	12,500	4.0%	12,500	4.0%
Total Maintenance Expenses	\$ 5,199,100	\$ 5,107,600	1.8%	\$ 4,912,084	5.8%
Operations					
Wages	10,333,500	9,616,200	7.5%	9,714,460	6.4%
Fringe Benefits	1,897,100	1,687,800	12.4%	1,863,478	1.8%
Payroll Taxes	756,000	775,000	-2.5%	704,334	7.3%
Retirement Costs	767,400	810,400	-5.3%	719,866	6.6%
Operator Training	35,000	52,000	-32.7%	47,000	-25.5%
Operating Materials and Supplies	38,000	29,000	31.0%	23,500	61.7%
Training and Travel	46,250	23,200	99.4%	23,200	99.4%
Total Operations Expenses	\$ 13,873,250	\$ 12,993,600	6.8%	\$ 13,095,838	5.9%
Capital Outlay	\$ 190,000	\$ 190,000	0.0%	\$ 190,000	0.0%
TOTAL	\$ 23,842,970	\$ 22,696,200	5.1%	\$ 22,591,275	5.5%
Grand Total Surplus/(Deficit)	\$ -	\$ -		\$ 55,087	
Operating Ratio	17.9%	26.5%		9.7%	

ATC Board Agenda Detail

Item #: 6a
Item Title: Continuity of Governance Business
Sub-Item: COVID Emergency Resolution
Contact: Josh Baker, General Manager
Board Action: Consideration of Action



**RESOLUTION FOR PREVENTION, MITIGATION AND RESPONSE ACTIONS TO THE
CORONAVIRUS (COVID-19) NATIONAL EMERGENCY – EXTENSION MODIFICATION**

Originally adopted March 19, 2020
Amended & Extended May 27, 2020



WHEREAS, the Alexandria Transit Company Board of Directors issued a resolution in response to the Coronavirus (COVID-19) outbreak, intended to preserve the continuity of operations of the Alexandria Transit Company (DASH) Bus System on March 19, 2020; and

WHEREAS, the original resolution expired on June 10, 2020 or upon the cancellation of the National, State and Local Emergencies; and

WHEREAS, the Alexandria Transit Company Board of Directors recognized the ongoing pandemic as likely to last well into the summer and fall of 2020; and

WHEREAS, there were are no scheduled regular Board Meetings of the body until September 9, 2020 unless specially called by the Chairman or President of the Corporation; and

WHEREAS, the Alexandria Transit Company Board of Directors extended the original resolution as above on May 27, 2020; therefore

IT IS HEREBY RESOLVED, that the Alexandria Transit Company Board of Directors rescinds the emergency resolution and restores the authority of the Board as defined in the By-Laws and Articles of Incorporation of the Alexandria Transit Company.

David Kaplan, Chairman
Alexandria Transit Company

ATTEST:

Secretary of the Board
Alexandria Transit Company

10/14/2020

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 (A1) of the Code of Virginia

ATC Board Agenda Detail

Item #: 8
Item Title: Next Meetings, Meeting Schedule and Adjournment
Board Action: Discussion/Approval



**The next regular meeting of the Alexandria Transit Company Board of Directors
is scheduled for Wednesday, November 11, 2020**

**Should a meeting be necessary prior to that date, one may be called
with adequate notice in accordance with the By-Laws**

Consider Adjournment

Alexandria Transit Company Board of Directors Meeting

Zoom Webinar/Facebook Live
October 14, 2020

Those wishing to give public comment must join via Zoom and may submit a chat request through the Zoom System.



Call to Order Welcome and Public Comment

PUBLIC SPEAKERS

- 3 minutes per speaker
- Must connect via Zoom
- You may use the Q&A Feature to request to speak

Review and Consideration of Approval: Meeting Minutes

September 9, 2020 Minutes

Board Member Announcements Reports & Business Items

- Chairman
- T&ES Report
- Others

General Manager's Reports

Josh Baker, General Manager

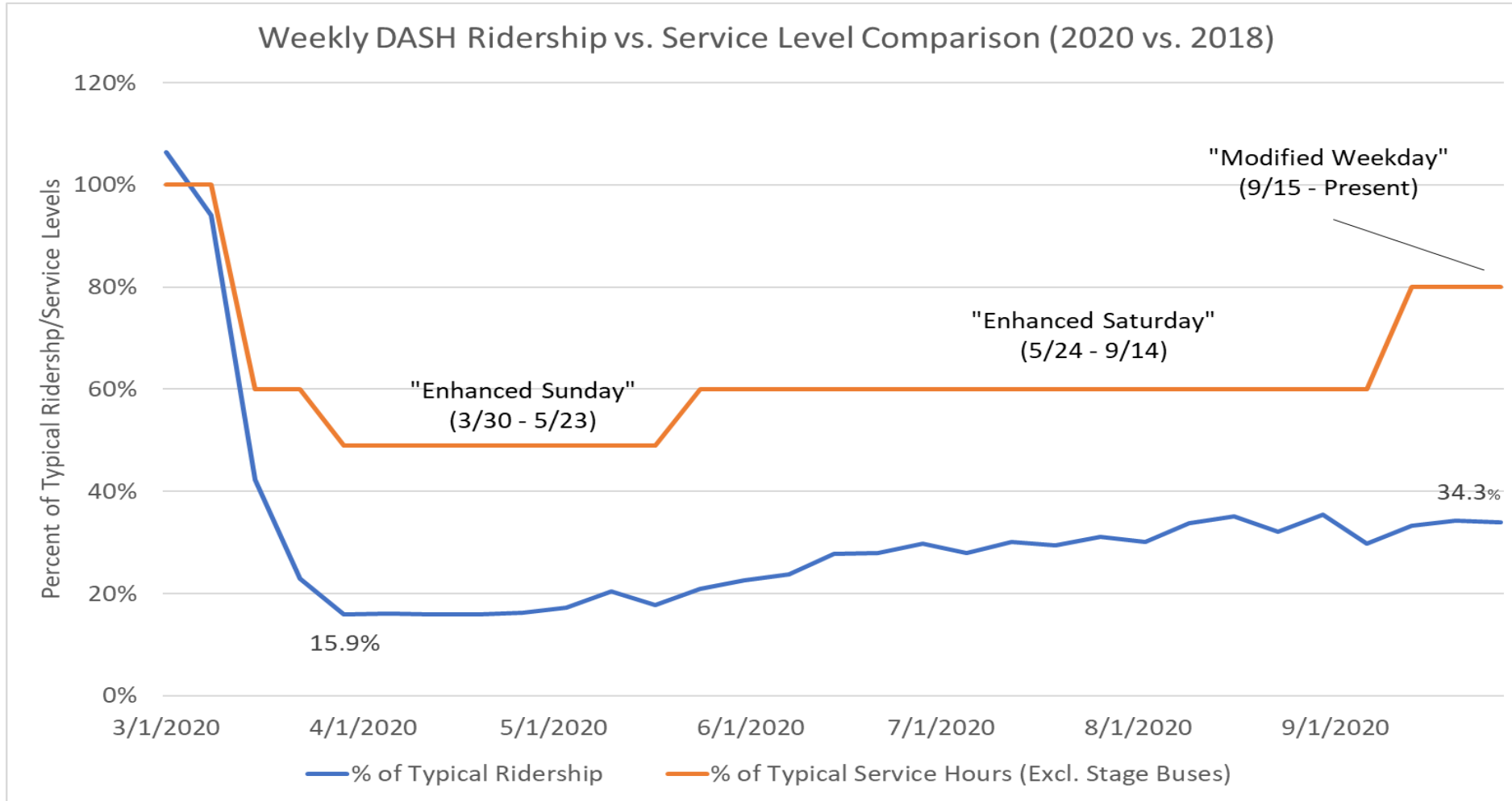
General Manager's Reports

- Executive Assistant/Board Secretary Update

We are pleased to introduce Beth Reveles who joined DASH on October 5th, 2020 as the new Executive Assistant to the General Manager and will now serve as Secretary to the ATC Board of Directors. Beth joins DASH after most recently serving as Executive Assistant to the President & CEO of George Washington's Mount Vernon and Mount Vernon Ladies Association. This is Beth's return to the world of Transportation as she fondly remarked to the leadership team regarding her time serving in the airline industry when starting her career.

General Manager's Reports

- COVID-19 Service Update



General Manager's Reports

Real Time Bus Prediction Enhancements

DASH was recently informed by Department of Rail and Public Transportation (DRPT) that its FY 2021 grant application for \$48,000 to be used towards “Real-Time Prediction Enhancements” has been approved by the CTB for the current fiscal year. With this funding, DASH will be able to team up with Cambridge Systematics to improve the accuracy and reliability of the real-time bus arrival prediction times that are provided to customers by incorporating data from the city’s new network of live traffic sensors, and by pulling live data from other buses that are following the same route.

General Manager's Reports

Electric Bus Launch Event

We are excited to announce that on Monday, October 19th, 2020 DASH and the City of Alexandria will celebrate the launch of the first ever 100% electric buses to enter permanent revenue service in Alexandria. There will be remarks by the General Manager, ATC Board Chairman, Mayor of Alexandria, Secretary of Transportation and Governor of Virginia. The program will begin at 12:30pm and will take place in Market Square in front of City Hall. COVID precautions will be applied with social distancing and only invited guests permitted in the open air tent. The event will also be livestreamed on DASH's Zoom account. A PDF of the talking points regarding the buses and the event is provided at the end of this packet.

General Manager's Reports

Electric Bus Program Updates

We are excited to announce that our first set of 100% electric buses have been delivered. Built by New Flyer of America, three (3) 40-foot buses are now going through the delivery/acceptance process. As the first transit system in Virginia to be launching buses secured through the Volkswagen Mitigation Trust we are planning a launch event in October. Currently we are awaiting possible dates for the Governor to come to Alexandria and join us for this event in front of City Hall. The (socially distant) outdoor event will feature an unveiling of the buses, remarks by the Governor, Mayor, Secretary of Transportation, Director of DRPT, Director of the Virginia Department of Environmental Quality, ATC Board Chairman, and ATC General Manager. (all speakers are yet to be confirmed and the list is subject to change and additions)

General Manager's Reports

Board Retreat Follow-up

At the September 9 meeting of the ATC Board of Directors the General Manager proposed the board consider scheduling a retreat for late spring 2021. The retreat is intended to focus on strategic planning, Board roles and responsibilities, and Board teambuilding. The General Manager recommends using a facilitator familiar with DASH whom has provided management training, executive coaching and strategic planning within the organization.

The Board is requested to provide follow-up feedback on this proposal so that staff may work to begin planning the event and evaluating scheduling possibilities.

General Manager's Reports

Employee Honors Program

Staff have evaluated this request and are providing the following actions:

1. Continue recognitions of staff as current, inclusive of longevity gifts, recognitions and special retirement celebrations.
2. Consider dedicating buses to individuals who have gone above and beyond in their service through a plaque which is inscribed and permanently installed in the bus (if possible, of their choice) for staff and riders to see. Such inscriptions to include the name of the individual, years of service, any special accomplishment(s) or a quote from the individual pertaining to their years of public service.
3. Continue the informal process of the ATC Board recognizing retiree's through the presentation of a resolution at a regularly scheduled Board meeting. (to resume after the COVID-19 Pandemic is over)

Financial Reports

Evan Davis, Director of Finance

FY 2021 Projection

- **ATC is on track two months into FY21. The deficit on the books will become a surplus once CARES Act transfers and I-395 Commuter Choice grant reimbursements are processed.**
- **Projection assumes return to fare collection on January 1, 2021, along with WMATA and the region.**
- **CARES Act will ensure we end the year even at our current reduced service pattern.**

FY 2022 GM's Draft Budget

Key Assumptions

- 50% pre-COVID Ridership Return
 - (WMATA Estimate)
- Restoration of \$400,000 FY21 Subsidy Cut
- Use of Remaining \$1.6M in CARES Transit funds
- No New Federal Relief Funds
- Exterior Bus Advertising (\$180K)
- Wage and Fringe Increases per CBA
- Non-Personnel: Small Tech & Building Increase
- **Implement Cost-Neutral Version of 2022 Alexandria Transit Vision (ATV) Network**

FY 2022 GM's Draft Budget

Budget Overview and Summary

EXPENDITURES	FY 2022 Budget		FY 2021 Budget		Change	% Change
Personnel	18,921,200	79.4%	17,932,150	79.0%	989,050	5.5%
Non-Personnel	4,731,770	19.8%	4,574,050	20.2%	157,720	3.4%
Capital Outlay	190,000	0.8%	190,000	0.8%	-	0.0%
TOTAL	23,842,970		22,696,200		1,146,770	5.1%

REVENUES	FY 2022 Budget		FY 2021 Budget		Change	% Change
City Contribution Operating	17,978,774	75.4%	16,686,497	73.5%	1,292,277	7.7%
City Contribution Trolley	1,078,672	4.5%	1,037,185	4.6%	41,487	4.0%
CARES Transit Funds	1,600,000	6.7%	-	0.0%	1,600,000	
Passenger Revenue	2,032,000	8.5%	4,024,000	17.7%	(1,992,000)	-49.5%
AT2X Mark Center Express	858,524	3.6%	833,518	3.7%	25,006	3.0%
Charters	60,000	0.3%	60,000	0.3%	-	0.0%
Advertising	180,000	0.8%	-	0.0%	180,000	
Miscellaneous Revenue	55,000	0.2%	55,000	0.2%	-	0.0%
TOTAL	23,842,970		22,696,200		1,146,770	5.1%

FY22 Reduction Option

- 10% Reduction Option requested by the City for all partner agencies and departments
 - ATC 10% Target: \$1,671,529
 - After \$180k in Advertising: \$1,491,529
- Remaining target can only be met via service cuts

FY22 Reduction Option

10% Major Reduction Scenario

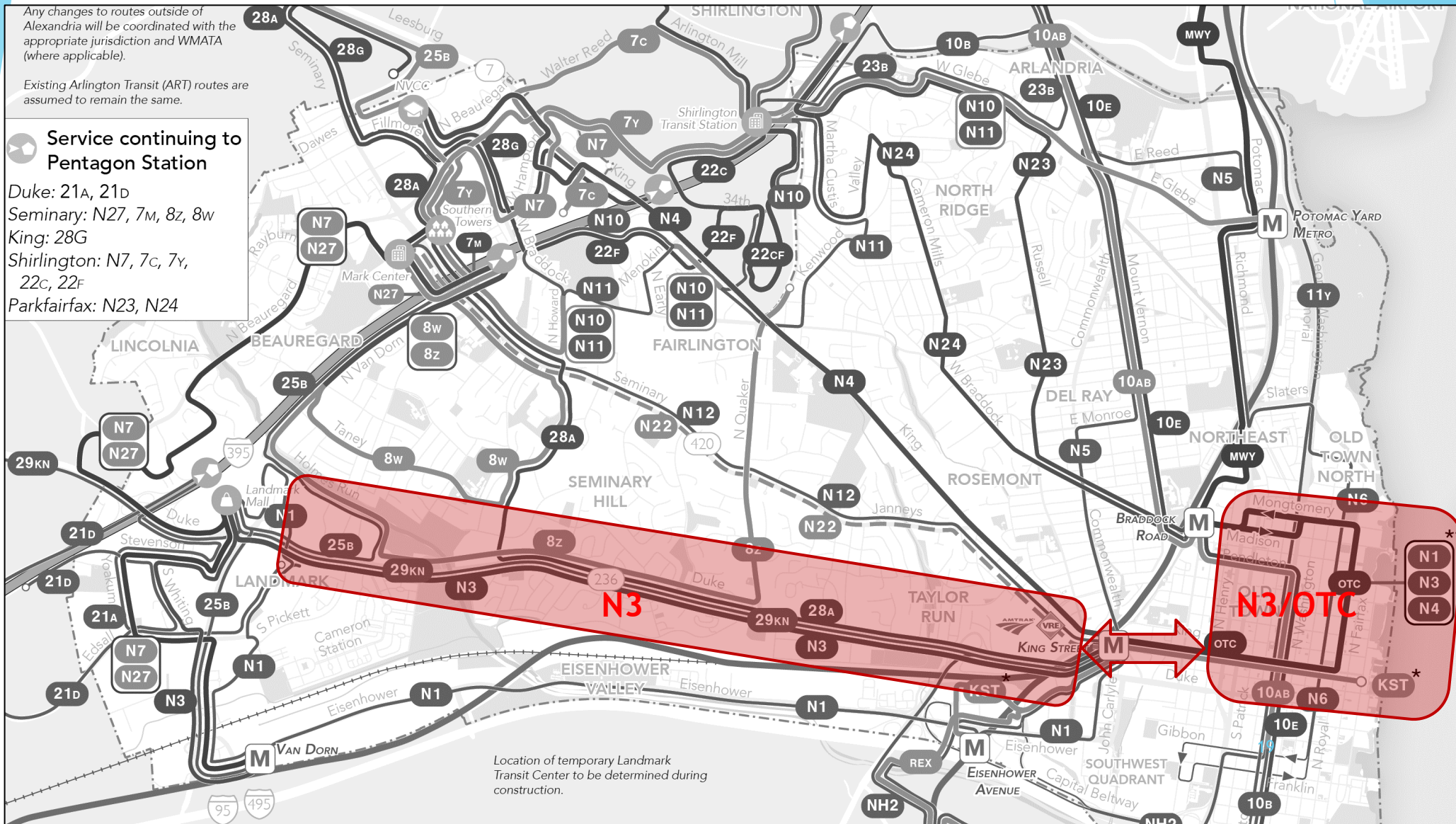
2022 ATV Network with reductions to:

- Duke Street to Old Town (*frequency reduced*)
- Midday Frequency (*reduced in several corridors*)
- Weekend Service (*eliminated in Del Ray, Old Town North and South*)
- Mark Center - Potomac Yard (*frequency reduced*)
- Parkfairfax/North Ridge/Arlandria (*frequency reduced*)

10% Reduction Scenario for FY22

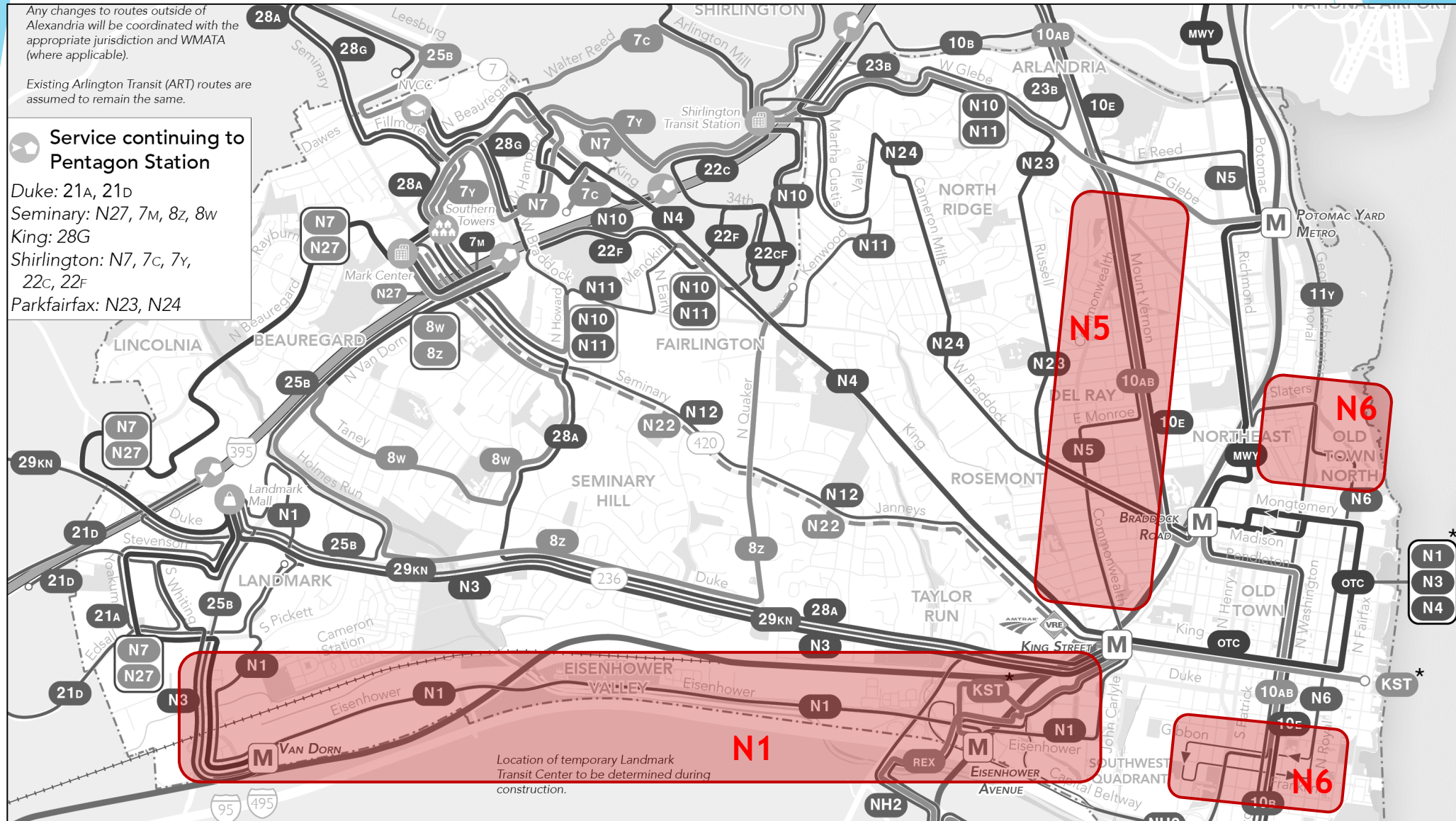
Duke St. to Old Town (Reduced Weekday Peak Frequency in Old Town)

Agenda Item: 5
Board Packet Page: 10-19
Board Action: Feedback/Comments



10% Reduction Scenario for FY22

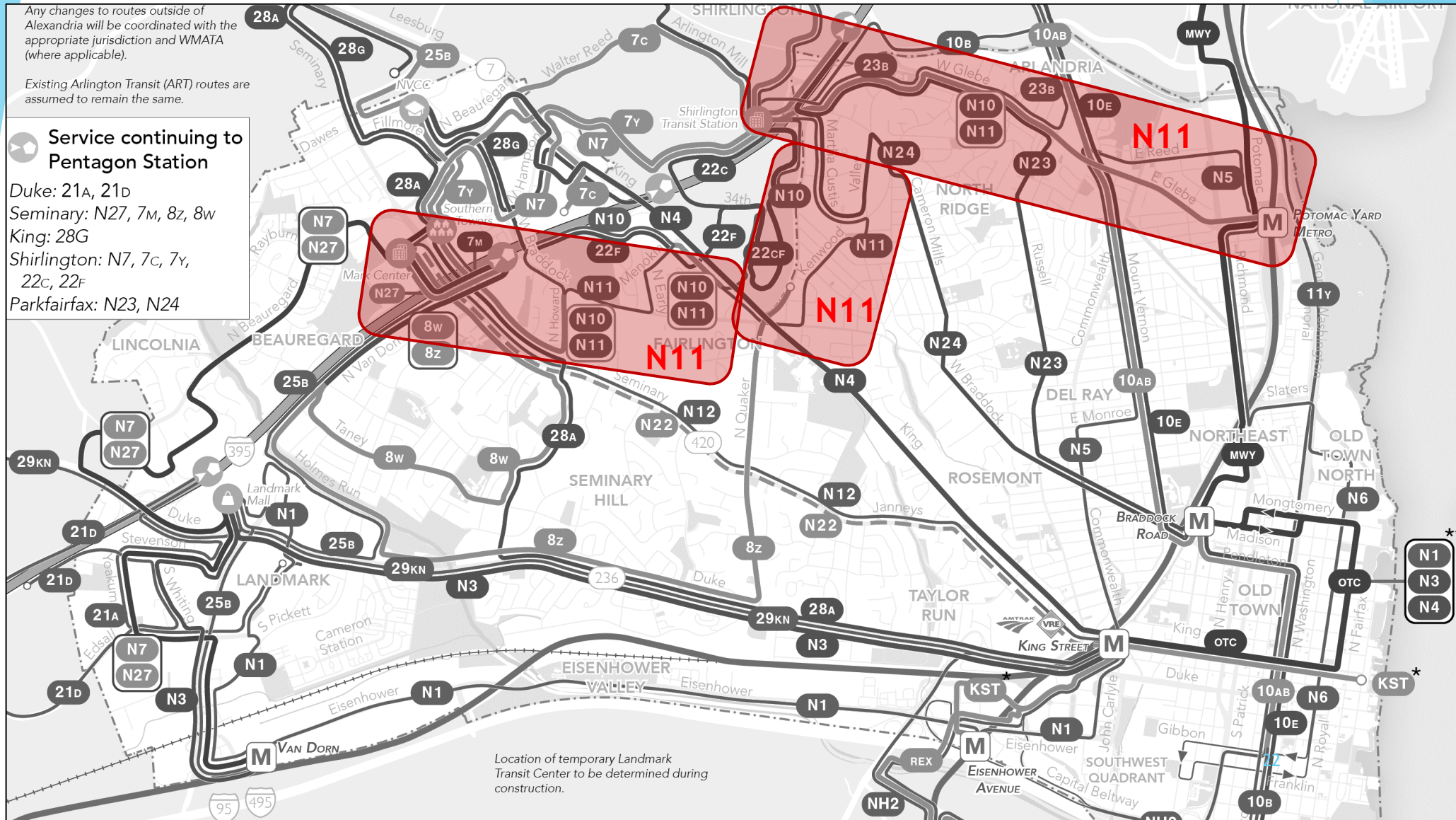
Weekday Midday Service Reduced from every 30 min. to every 60 min





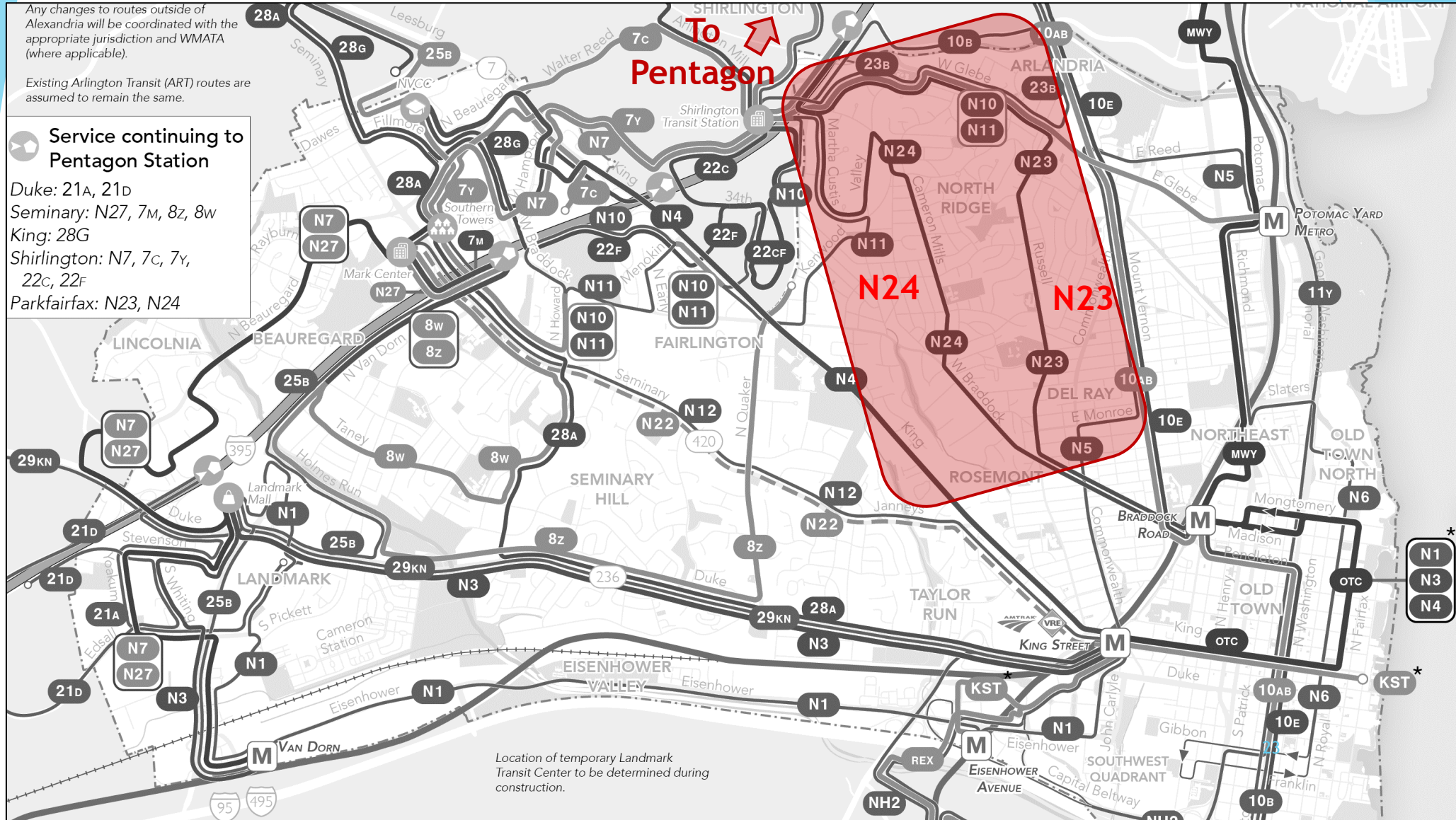
10% Reduction Scenario for FY22

Weekday Peak Service Reduced from every 20 min. to every 30 min.



10% Reduction Scenario for FY22

Weekday Peak Service Reduced from every 30 min. to every 60 min.

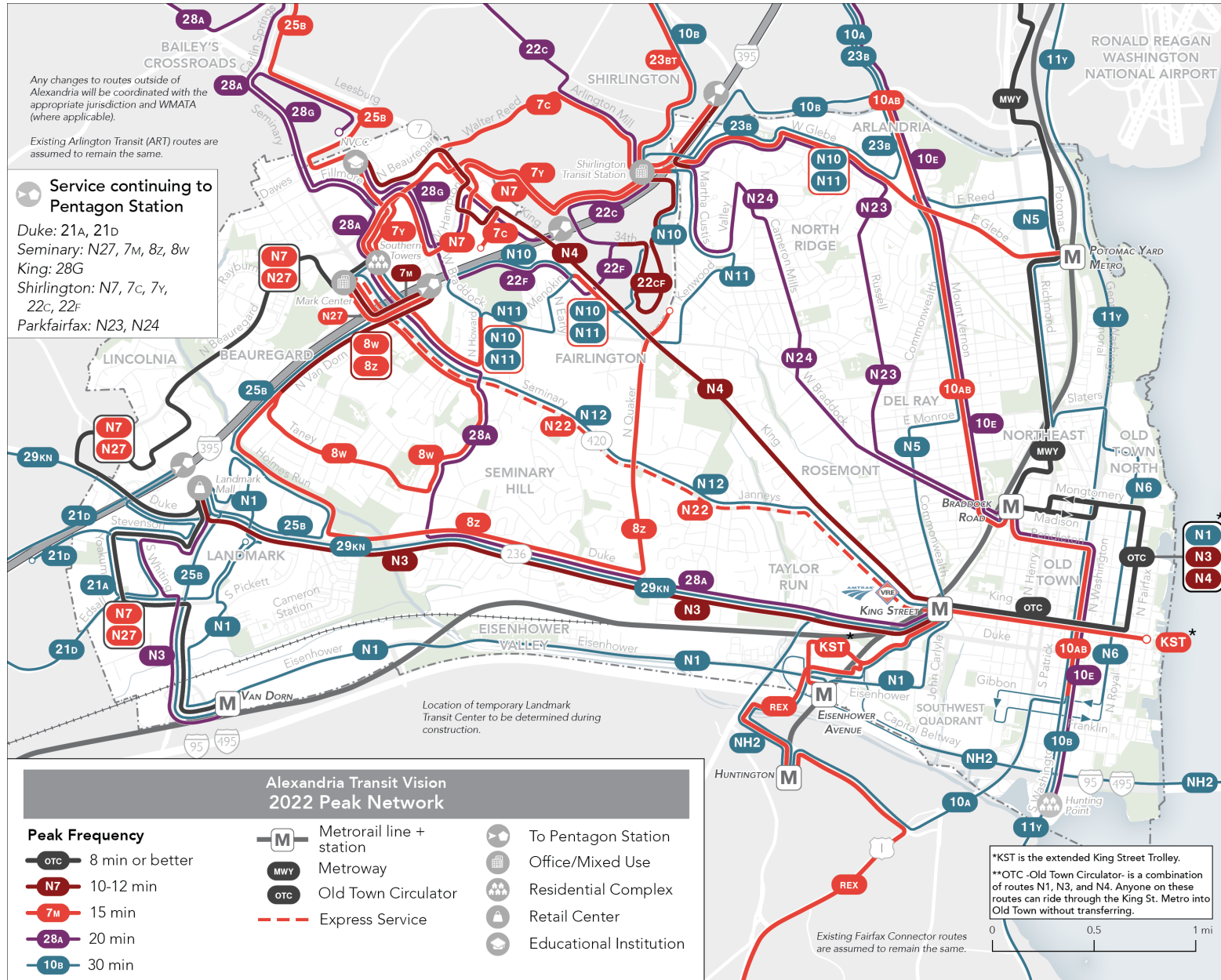


Supplemental: 2022 ATV Network

- Start of a transition to a citywide bus network with frequent, all-day transit, 7 days a week.
- Increases in Access to Frequent, All-Day Transit:
 - 100,000 total residents (40,000 today)
 - 73% of low-income residents (29% today)
 - 70% of minority residents (22% today)
- 99% of existing bus boardings still within 1/8 mile of a stop
- Significant expansion of off-peak service with most DASH routes running all day Saturday and Sunday with buses coming every 15-30 minutes.

Supplemental: 2022 ATV Network

Agenda Item: 5
Board Packet Page: 10-19
Board Action: Feedback/Comments



Supplemental: 2022 ATV Network

- Net Subsidy Impact for Full 2022 ATV Network:
\$3.4 million (*17.8% increase over FY22 Current Services*)
- Service Expansions are mostly modular - can be implemented separately (see table in packet)
 - Staff have prioritized based on customer impact
- Highest Priority:
 - West End - “N7” - Van Dorn to Pentagon
 - Mark Center - Potomac Yard - “N10/N11” - via Shirlington and Arlandria

Consideration of Rescinding Emergency Resolution

David Kaplan, Chairman



RESOLUTION FOR PREVENTION, MITIGATION AND RESPONSE ACTIONS TO THE CORONAVIRUS (COVID-19) NATIONAL EMERGENCY - EXTENSION MODIFICATION

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Consideration of Executive Session to discuss Legal and Personnel Matters

David Kaplan, Chairman

- 1. Motion Required: "I _____ (name) hereby move that the Alexandria Transit Company Board of Directors convene an Executive Session for the Purpose of Discussing Legal and Personnel Matters, pursuant to Section 2.2-3711 (A1) of the Code of Virginia."*

Reconvene Public Session, Wrap-Up & Consideration of Adjournment

1. *Motion Required: "I _____ (name) hereby move to reconvene the October 14th, 2020 public meeting of the Alexandria Transit Company Board of Directors."*
2. *Motion Required: "I _____ (name) hereby move to certify that during the Executive Session of the Alexandria Transit Company Board of Directors, only those matters specified in convening the session were discussed, pursuant to Section 2.2-3711 (A1) of the Code of Virginia."*

Next ATC Board of Directors Meeting: **Wednesday, November 11, 2020 @ 5:30pm**

3. *Motion Required: "I _____ (name) make a motion to adjourn the October 14th 2020 meeting of the Alexandria Transit Company Board of Directors."*