



# Alexandria Transit Company Board of Directors Meeting



November 8, 2023 @ 5:30pm

Meeting Held at City Hall, Council Workroom, 301 King St., Alexandria, VA 22314 and  
Held Electronically - Livestream on ZOOM and Facebook Live

ITEM	DESCRIPTION	PAGE	PRESENTER
#1	Call to Order, Welcome, and Public Comment	N/A	Mr. Kaplan
#2	DASH Advisory Committee (DAC) Updates	N/A	Mr. Ross Simons
#3	Consideration of Approval Meeting Minutes a) ATC Board of Directors Meeting – October 11, 2023	2-5	All
#4	Board Member Announcements, Reports & Business Items a) Chair's Report b) T&ES Report c) Letter of Support for Endorsement of Congestion Mitigation and Air Quality Improvements (CMAQ) and Regional Surface Transportation Program (RSTP) Project Funding Request for FY30 – <i>Board Action</i> d) Strategic Planning Committee Meeting Update e) Others	6-9	Mr. Kaplan Ms. Orr Ms. Orr Committee All
#5	General Manager's Report a) FY 2025 GM's Proposed Supplementals and Reductions – Board Action FY 2025 Supplemental Request – <i>Board Action</i> Reduction Options – <i>Board Action</i> b) Ridership Update	10-14	Mr. Baker
#6	Transit Development Plan >to> Alexandria Transit Strategic Plan (ATSP) a) Concept Discussion	15-16	Mr. Barna
#7	Financial Reports a) Financial Report b) Balance Sheet c) Summary Income Statement d) Budget vs. Actual e) Budget Forecast	17-21	Mr. Ryder
#8	Next Meeting Date & Adjournment The next regular meeting of the Alexandria Transit Company Board of Directors is scheduled for Wednesday, December 13, 2023	22	All

## **ATC Board Agenda Detail**

**Item #:** 3  
**Item Title:** Meeting Minutes  
**Contact:** Beth Reveles, Secretary to the Board  
**Board Action:** Consideration of Approval



### **Alexandria Transit Company (ATC) BOARD OF DIRECTORS MEETING MINUTES October 11, 2023**

A meeting of the Board of Directors of the Alexandria Transit Company was held at 5:30 pm on Wednesday, October 11, 2023, at the DASH Facility and was also available electronically. A recording of the meeting was made and is available upon request.

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

Board members participating electronically: N/A

Board member absent: N/A

Staff members present: Josh Baker, Raymond Mui, Beth Reveles, Edward Ryder, Stephanie Salzone, Kato Carter, Joseph Quansah

Other attendees: N/A

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

Chair David Kaplan welcomed everyone and called the meeting to order at 5:30 pm. A quorum was reached at that time. Kendel Taylor arrived at 5:31 pm.

Chair Kaplan announced that Linda Bailey had submitted her resignation from the ATC Board due to a conflict of interest with regards to her new employment.

The Chair announced that Arthur Wick had been appointed by the City manager as the City designee to the ATC Board. Mr. Wick replaces Brandi Collins who has left the City's employment.

The Chair explained that with Linda Bailey's resignation, the Board now has the minimum of six citizen members. The Board can have between six and eight citizen members. The Board will need to decide if they want to begin recruitment of one or two more citizen Board members in time for the February Stockholders meeting.

Chair Kaplan closed public comment as there were no speakers.

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

##### **#2a – ATC Board of Directors Meeting – September 13, 2023**

The Chair called for a motion to approve the September 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. Matt Harris abstained.

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

### **#3a – Chair’s Report**

Chair Kaplan brought the Board chocolate chip cookies he made in celebration of the following DASH organizational achievements:

- Awarded Commuter Connections grant funding to continue Lines 35 and 36.
- Received Low- or No-Emission Grant Program funding to purchase electric buses. The first time DASH has received FTA funding.
- DASH had 4.5 million riders in FY 2023: the highest number in DASH history.
- DASH has promoted several staff to new roles within the organization.
- Renewal of ATU bargaining agreement.

The Chair announced that DASH had received a request from the City manager to provide funding priorities for FY 2025, which is due on November 3. Mr. Kaplan pointed out that the Board members had received copies of the FY25 manager’s budget letter as well as the ATC priorities response letter from last year. A discussion regarding what Operating and CIP priorities should be included in the letter to the City manager commenced.

General Manager Josh Baker led the discussion by stating that maintaining current services should continue to be the top priority. The following CIP priorities should continue to be included:

1. Maintain state of good repair of the DASH fleet.
2. Maintain progress towards our joint zero emission fleet goal, with the electrification of the entire DASH fleet by 2037.
3. Address critical infrastructural issues and maintain state of good repair of the DASH facility.

Director of Planning and Marketing Martin Barna provided his thoughts regarding service-related priorities.

1. Maintain current service levels.
2. Lines 32, 34, and 31 route improvements. Increase Line 32 service from every 60 minutes to 30 minutes during off-peak times. Increase Line 34 service from every 60 minutes to 30 minutes on Sundays. Increase Line 31 service to every 15 minutes 7 days a week.

Chair Kaplan called for a motion for the Board to authorize the Chair to submit a budget priorities letter to the City manager. Matt Harris moved to authorize the Chair’s submittal of the letter. Jesse O’Connell seconded the motion. There was no further discussion, and the motion carried. Hillary Orr and Kendel Taylor abstained.

### **#3b – T&ES Report**

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

### **#3c – Others**

The Chair asked if there were any other announcements from the Board. Hearing none, he moved on to the General Manager’s report.

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

### **#4a – Retention Period Policy for Personal Notes**

General Manager Josh Baker reviewed his report which was shared with the Board in advance of the meeting.

## **Agenda Item #5 – Financial Reports**

### **#5a – Financial Report for June**

### **#5b – Balance Sheet for June**

### **#5c – Summary Income Statement for June**

### **#5d – Budget vs. Actual for June**

### **#5e – Budget Forecast for June**

### **#5f – Financial Report for July**

### **#5g – Budget vs. Actual—July snapshot**

### **#5h – Budget Forecast—July snapshot**

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

## **Agenda Item #6 – Planning Reports**

### **#6a –Ridership Update**

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

### **#6b –FY24 ATC DRPT TRIP Grant Memorandum**

Mr. Barna provided the memorandum to the Board prior to the meeting.

### **#6c –Resolution to Support Proposed Application for TRIP Funding**

Chair Kaplan called for a motion to approve adoption of the resolution to support the application for TRIP funding. Steve Klejst moved to approve the resolution. Matt Harris seconded the motion. There was no further discussion, and the motion carried.

## **Agenda Item #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.

A motion was offered by Matt Harris and seconded by Jesse O'Connell to enter Executive Session pursuant to Section 2.2-3711 (A1) of the Code of Virginia. A vote was called, and the motion was approved unanimously.

At the conclusion of the Executive Session, a motion was offered by Matt Harris and seconded by Steve Klejst to reconvene the public meeting. A vote was called, and the motion was approved unanimously.

A motion was offered by Matt Harris and seconded by Jesse O'Connell to certify what was discussed during the Executive Session was pursuant to Section 2.2-3711 (A1) of the Code of Virginia. A vote was called, and the motion was approved unanimously.

### **Agenda Item #8—Next Meeting Date & Adjournment**

A final motion to adjourn the meeting was made by Jesse O'Connell and seconded by Kendel Taylor. 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 November 8, 2023, at 5:30 pm at City Hall and via Zoom/Facebook Live.

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

## **ATC Board Agenda Detail**

**Item #:** 4b  
**Item Title:** T&ES Report  
**Contact:** Hillary Orr, Deputy Director, Transportation  
**Board Action:** FYI

---



### **WMATA Budget**

The City continues to participate with WMATA and follow the progress as the agency looks to manage the massive funding gap for FY 2025. Several scenarios have been discussed, ranging from no cuts to massive service cuts and fare increases. The City Council will discuss this topic at the budget retreat on November 4<sup>th</sup>.

### **Transportation Annual Program Plans**

The City published annual work plans, accomplishment and reports for the following programs. Staff will be prepared to discuss any questions or comments on these plans during the meeting.

- [Complete Streets FY23 Annual Report](#)
- [Complete Streets Five Year work](#)
- [Vision Zero FY23 Annual Report & FY24 Work Plan](#)
- [Safe Routes to School FY24 Annual Report](#)
- [Transit & Regional Coordination Program](#)
- [Parking & Curbside Management](#)

### **AlexWest**

Progress continues on the AlexWest Small Area Plan. A Community Meeting focused around Mobility and Transportation is scheduled for Monday, November 13 at Ferdinand T. Day School. Topics include updates to the Transportation Study, discussion of current projects in the area, and discussion of goals for connectivity and access in the plan area.

In FY 2023, City Council prioritized this planning process to update the long-term vision for the 1992 Alexandria West Small Area Plan and integrate the 2012 Beauregard Small Area Plan. Creating an updated community vision allows us to proactively plan for change and prepare for challenges and opportunities in the years to come.

An updated Plan will:

- Enable the 10- to 30- year-old land use plans to be updated comprehensively to address current community needs and incorporate current City policies and best practices;
- Address the issue of housing vulnerability and affordability by leveraging housing resources, policies, and funding opportunities to meet this challenge; and
- Develop an approach to guide and shape future development and make expectations clear for the community, City and developers.

### **FY 2030 CMAQ/RSTP Application**

The City of Alexandria must submit the FY 2030 CMAQ/RSTP funding request to the Northern Virginia Transportation Authority (NVTa) by January 2024. The City plans to submit the following projects for up to \$5 million.

## FY30 CMAQ/RSTP Proposed Program

<b>Project Name</b>	<b>FY30</b>
DASH Technology	\$1,000,000
Mt. Vernon Avenue North	\$1,000,000
Multimodal Access Study	\$500,000
Safe Routes to School	\$1,500,000
DASH Charging Equipment	\$1,000,000
<b>TOTAL</b>	<b>\$5,000,000</b>

### DASH Technology

Like most transit agencies, DASH relies on a Computer-Aided Dispatch/Automated Vehicle Location (CAD/AVL) system to manage its daily fixed-route bus operations. This system allows DASH to monitor its service, communicate with drivers, analyze operational performance metrics, and provide real-time service information to its customers. DASH implemented its current CAD/AVL system in 2015 and the system is now reaching the end of its useful 10-year life span. Since an agency's CAD/AVL system is vital to its successful daily operations, DASH is seeking to replace and upgrade to a system that incorporates the latest technologies and features.

**Proposed Funding: \$1,000,000**

### Mount Vernon Avenue North

The Arlandria Small Area Plan recommended safety improvements to the intersection of Mt. Vernon Avenue and West Glebe Road. Staff has been working with the community over the past two years to develop concept designs for this intersection, and others. Cost estimates for this particular intersection are higher than originally anticipated, and this additional funding will allow the construction of this project to move forward.

**Proposed Funding: \$1,000,000**

### Multimodal Access Study

The Landmark/Van Dorn Small Area Plan Update identified the need for a pedestrian and bicycle connections at several locations including a bridge over I-395, bridges over Cameron Run, and connections over the rail tracks and Backlick Run to the Eisenhower Metrorail. This funding will be used for feasibility studies for any or all of these projects to determine more specific locations, costs, and concept designs that can be used to apply for future grant funding.

**Proposed Funding: \$500,00**

### Safe Routes to School

The Safe Routes to School Walk Audits identified several recommendations that are capital intensive, such as curb extensions or median improvements. This funding will help implement these safety recommendations, which will be prioritized closer to the time the funding is available.

**Proposed Funding: \$1,500,000**

### DASH Charging Equipment

DASH's goal is to convert 100% of their bus fleet to zero emissions vehicles by 2037. In order to meet this goal, DASH will need to install more charging infrastructure to meet service requirements. This funding will be used for either depot or on-route charging.

**Proposed Funding: \$1,000,000**

**ATC Board Agenda Detail****Item #:** 4c**Item Title:** Letter of Support for CMAQ and RSTP Project Funding Request for FY30**Contact:** Hillary Orr, Deputy Director, Transportation**Board Action:** Consideration of Approval***DRAFT***

Honorable Mayor Wilson and Members of City Council  
City Hall  
301 King Street  
Alexandria, VA 22314

November 8, 2023

Re: Endorsement of Congestion Mitigation and Air Quality Improvements (CMAQ) and Regional Surface Transportation Program (RSTP) Project Funding Request for FY30

Dear Mayor Wilson and Members of City Council:

At its November 8 meeting, the Alexandria Transit Company Board of Directors voted to endorse the CMAQ and RSTP Project Funding Request for FY30 for up to \$5 million. We enthusiastically support funding for multi-modal transportation projects which have many goals, including reducing air pollutants in nonattainment areas such as the Washington region. The City's request for FY30 includes funding for Mt. Vernon Avenue North, DASH Technology, DASH charging infrastructure, Safe Routes to School, and a Multimodal Access Study.

FY30 CMAQ/RSTP Proposed Program

Project Name	FY30
DASH Technology	\$1,000,000
Mt. Vernon Avenue North	\$1,000,000
Multimodal Access Study	\$500,000
Safe Routes to School	\$1,500,000
DASH Charging Equipment	\$1,000,000
<b>TOTAL</b>	<b>\$4,500,000</b>

Sincerely,

David Kaplan  
Chair, Alexandria Transit Company

cc: Alexandria Transit Company Board of Directors  
James F. Parajon, City Manager  
Josh Baker, General Manager  
Adriana Castañeda, Director, T&ES  
Hillary Orr, Deputy Director, T&ES



**ATC Board Agenda Detail**

**Item #:** 4d  
**Item Title:** Strategic Planning Committee Update  
**Contact:** Committee  
**Board Action:** FYI/Discussion

---



On October 30, 2023 General Manager Josh Baker, COO Stephanie Salzone, and CIDO Raymond Mui, met with and presented a combination of draft goals and goal statements to the Strategic Plan Committee.

The committee accepted the recommendations of staff with some revisions. Staff are now revising these based on the feedback received and will share final drafts with the Committee prior to the next ATC Board Meeting.

It is anticipated the proposed Goals and Goal Statements will be presented to the Board at the December, 2023 meeting.

## **ATC Board Agenda Detail**

**Item #:** 5a  
**Item Title:** FY 2025 GM's Proposed Supplementals and Reductions  
**Contact:** Josh Baker, General Manager  
**Board Action:** Consideration of Approval



### **FY 2025 DASH Supplementals:**

DASH has reviewed its service and organizational needs for the upcoming fiscal year and prepared the following list of supplemental funding priorities which are aligned with the priorities identified by the Board of Directors at the October meeting.

### **Prioritized Supplementals (Proposed)**

1. Local Match Request for Grants Planned in FY 2025 - \$54,000  
As with past years, DASH will be pursuing several grants with the Virginia Department of Rail and Public Transportation. These grants allow DASH to invest in new technologies as well as provide work experience opportunities for public transportation interns. The local match requirement for these grants is 20%. The total cost for the grant programs DASH intends to pursue is \$270,000 with the local match being \$54,000. These must now be presented as supplementals and not included in the "Current Services" budget per the instructions provided by the City's OMB Department.
2. Enhanced Service on Line 32 - \$850,000  
DASH is requesting funding to expand service along Line 32 to include improved midday, evening, and weekend service along Line 32. This improvement would bring service from every 60 minutes during those times to every 30 minutes, leading to shorter wait times for buses along Eisenhower Avenue.
3. Alexandria Transit Vision Plan Line 34 -150,000  
DASH is requesting funding to operate additional service along Line 34 to provide improved Sunday service and enhanced connectivity to the new Potomac Yard Metro Station. This request enhances service to every 30 minutes instead of every 60 minutes on Sundays.
4. Enhanced Service on Line 31 - \$1,100,000  
This proposed improvement increased off-peak and weekend trips by enhancing Line 31 to run every 15 minutes or better, all-day, seven days per week and greatly improve the east-west connectivity between the West End, King Street Metro, and Old Town.

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

### **Contractually Required Supplemental**

Additional 1.5% Wage Increase - \$340,000

When the most recent Collective Bargaining Agreement was ratified in July of 2023, a clause was added as a part of the efforts to reach an agreement and to meet the demands of the represented workforce. Current contract language provides a 9.5% wage increase effective July 1, 2023 with subsequent increases of 4% annually July 1, 2024 and July 1, 2025.

DASH is required to submit a supplemental request for an additional 1.5% increase on top of the given 4%. This supplemental is not required to be prioritized by the Board. The cost of this additional wage increase to the DASH budget is \$340,000.

DASH FY 2025 SUPPLEMENTAL SCENARIOS						DASH Service Planning Decision Framework (1)				
						Ridership	Equity (2)		Impact/Alternatives	Cost Efficiency
Priority Order (1 = top priority)	Line #	Areas Served	Proposed Improvement	Net Annual Platform Hours	Net Annual Cost	Net Change in Annual Boardings (Projected)	Minority Residents within 1/4 mile (City Avg = 48.1%) Low Income Residents within 1/4 mile (City Avg = 10.3%)		Description of Benefit / Cost of Not Improving	Annual Cost Per Add'l Boarding (Lower = Greater Rider Impact)
FY 2025 DASH Supplemental Requests										
1	Line 32	Eisenhower Valley, Landmark Mall, Van Dorn Metro, Carlyle	Improve midday, evening and weekend service from every 60 minutes to every 30 minutes.	6,005	\$850,000	67,000	9%	54%	Shorter waits for buses on Eisenhower Avenue during middays, evenings and weekends. Improved connections to new Landmark development.	\$12.69
2	Line 34	Potomac Yard, Old Town North, City Hall, Lee Center	Sunday service improved to run every 30 minutes instead of every 60 minutes to provide better connectivity to new Potomac Yard Metro	1,044	\$150,000	9,000	9%	31%	Shorter waits for buses on Sundays in Old Town; better Sunday service to new Potomac Yard Metro	\$16.67
3	Line 31	NVCC, King Street, Old Town	Extend offpeak/weekend short trips from King Street Metro to Braddock Road Metro for 15 minute service in Old Town; extend weekday evening hours.	7,196	\$1,100,000	83,000	7%	39%	More one-seat trips from King St to Old Town; better connections to West End; more frequent OTC	\$13.25

## **FY 2025 DASH Budget Reductions**

The Alexandria City Manager has issued Department and Partner budget reduction targets and instructions for Fiscal Year 2025.

The ***DASH FY2025 reduction target is \$313,412***, which is 1% of the FY 2024 approved General Fund budget.

The following budget reductions cannot be submitted for the FY 2025 budget reduction:

- One-time service reductions, hiring freezes, increases in vacancy savings, or early retirement savings.
- Department chargebacks or transferring costs from one department or agency to another that do not result in City-wide savings.
- Savings resulting from rent adjustments captured in the base budget.
- Deferring vehicle purchases.

Reduction submittals are requested by November 8<sup>th</sup>, 2023. However, OMB will allow DASH to submit their reductions within the days following the November 8<sup>th</sup> board meeting.

## **DASH Budget Reduction Scenarios:**

Staff have developed three (3) reduction scenarios for consideration by the ATC Board of Directors:

- **Scenario 1: (Recommended)** A balanced approach that includes both administrative and service cuts:
  - Service reduction on Line 104; reducing weekday service to every 60 minutes.
  - Elimination of various software subscriptions.
  - Reducing telecommunication costs by consolidating and eliminating some services.
  - A slight reduction to the printing quantity of Ride Guides.
  - Reducing outsourced maintenance costs by bringing more work in-house.
  - Reducing legal costs based on increased staff competencies with Labor management.
  - Pulling DASH out of the WMATA OFA Agreement ("SmarTrip").
- **Scenario 2: Service Cuts ONLY:**
  - Service reduction on Line 104; reducing weekday service to every 60 minutes.
  - Service Reduction on Line 102; reducing weekday peak service to every 60 minutes.
- **Scenario 3: Administrative heavy reductions:**
  - Minor Trip Reductions to either lines 32, 33, 34, (or) 103.
  - *ALL Administrative cuts identified in Scenario 1, (and);*
  - Eliminating admin training, travel, and conference registration budgets.
  - Elimination of all employee recognition programs that are not contractually mandated by collective bargaining. This includes the elimination of all staff events such as annual picnic, customer service incentives, annual holiday cards, and other miscellaneous related programs.
    - \*At current, staff events are funded at a total of \$34.28 per employee per year.
  - Fully eliminating printed Ride Guides.

## FY 2025 DASH Reductions - Scenario 1

### Service & Administrative Cuts

Reduction Type	Description	(Reduction) or Revenue Amount	Details/Impacts
Service Reduction - Line 104	Braddock Metro, Cameron Mills Rd, Parkfairfax, Pentagon. Reduce weekday peak service from every 30 minutes to every 60 minutes.	\$ (180,000.00)	Line 104 has some of the lowest ridership in the system, it is a weekday/peak driven service which has not seen a return to use because of the ongoing pandemic. This reduction results in much longer waits for Line 104 passengers in Parkfairfax; Service becomes much less useful.
Administrative Budget Reduction		\$ (185,400.00)	
<b>Total Reductions</b>		<b>\$ (365,400.00)</b>	

## FY 2025 DASH Reductions - Scenario 2

### Majority Service Cuts

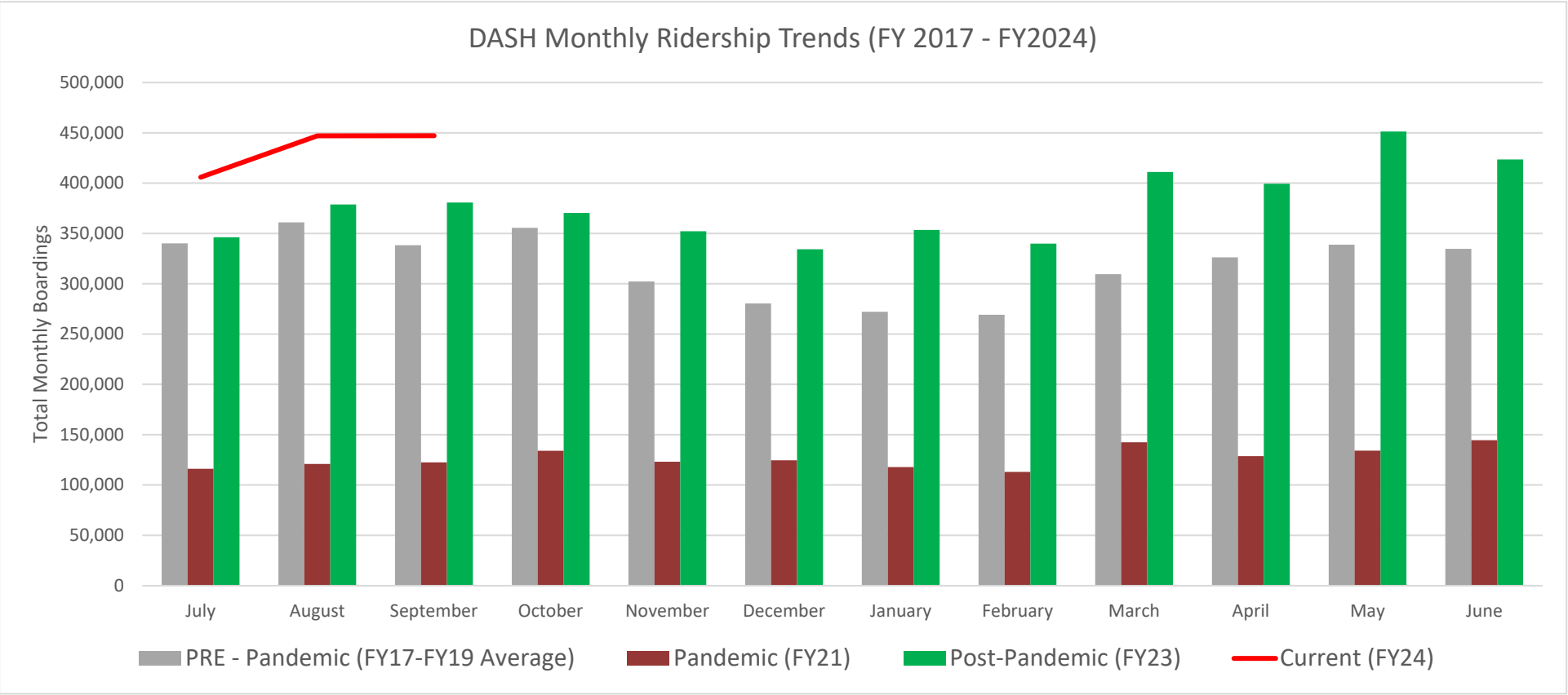
Reduction Type	Description	(Reduction) or Revenue Amount	Details/Impacts
Service Reduction - Line 104	Braddock Metro, Cameron Mills Rd, Parkfairfax, Pentagon. Reduce weekday peak service from every 30 minutes to every 60 minutes.	\$ (180,000.00)	Line 104 has some of the lowest ridership in the system, it is a weekday/peak driven service which has not seen a return to use because of the ongoing pandemic. This reduction results in much longer waits for Line 104 passengers in Parkfairfax; Service becomes much less useful.
Service Reduction - Line 102	King St. Metro, Janneys Lane, Seminary Road, Southern Towers, Mark Center. Reduce weekday peak service from every 30 minutes to every 60 minutes.	\$ (190,000.00)	Line 102 has continued to see low usage as was the case pre-pandemic. This reduction results in much longer waits for Line 102 passengers on Seminary Road during weekday peaks; Service becomes much less useful.
<b>Reduction Target:</b>		<b>\$ 313,412.00</b>	
<b>Total Reductions</b>		<b>\$ (370,000.00)</b>	

## FY 2025 DASH Reductions - Scenario 3

### Majority Administrative Cuts

Reduction Type	Description	(Reduction) or Revenue Amount	Details/Impacts
Minor Trip Reductions - Lines 32, 33, 34 or 103	Various Areas. DASH to shorten to selected low-ridership trips on Lines 32, 33, 34 and/or 103 on both weekdays and weekends.	\$ (59,172.00)	Reductions would mostly occur during off-peak periods such as evenings and weekends and would result in longer wait times for passengers that are impacted.
Administrative Budget Reduction		\$ (254,240.00)	
<b>Reduction Target:</b>		<b>\$ 313,412.00</b>	
<b>Total Reductions</b>		<b>\$ (313,412.00)</b>	

**DASH Ridership Fiscal Year-to-Date**



## **ATC Board Agenda Detail**

**Item #:** 6  
**Item Title:** Transit Development Plan to Alexandria Transit Strategic Plan (ATSP) Proposal  
**Contact:** Martin Barna, Director of Planning  
**Board Action:** FYI/Discussion



### **Alexandria Transit Strategic Plan (ATSP)**

DASH is proposing to modify the annual service plan that the ATC Board of Directors reviews, adjusts, and approves each year to better align with state planning requirements.

- The Alexandria Transit Strategic Plan (ATSP) is a new requirement for large agencies to receive state funding from DRPT. It outlines service, capital, and finance plans on a 10-year horizon.
- The first ATSP is being created for FY 2025 – FY 2034 with major updates every five years.
- Annual updates for Years 2-5 will be provided as an addendum to ATSP document.
- ATSP is proposed to replace the previous annual ATC Transit Development Plan (TDP) process since it has the same basic purpose, structure, and contents. The ATSP would also follow similar timeline for outreach and approval process each spring as the previous TDP.
- ATC Board authority to make decisions on any service or fare changes will be maintained.
- ATC Board Policies & Procedures document will need to be updated to remove references to previous TDP approval process.

The Alexandria Transit Strategic Plan (ATSP) will include the following chapters:

1. **Overview & Strategic Vision.** Describe services provided, areas served, current/recent initiatives as well as the Strategic Vision, goals, objectives, and service standards. The work that is currently being done by the ATC Board would heavily inform this section, as well as the service standards identified by the "DASH Title VI Service Standards and Policies" that were adopted by the ATC Board in March 2022.
2. **System Performance & Operations Analysis.** This section will outline current performance data, passenger survey data, and demographics. System performance evaluation should be based on performance standards identified in first chapter.
3. **Planned Improvements & Modifications.** This chapter outlines the planned improvements or modifications to existing service that DASH is planning for the next ten years. A discussion of capital projects that are necessary to support existing/planned service should also be included.
4. **Implementation Plan.** This section describes the steps required for DASH to maintain current services and implement the improvements and modifications identified in the previous chapter. This includes a summary of the Transit Asset Management (TAM) Plan, and the Capital Improvement Program (CIP) with particular focus on fleet replacement/expansion plans that will maintain State of Good Repair (SOGR).
5. **Financial Plan.** The last chapter will identify projected service and capital costs as well as financial resources that will be available to sustain current services and implement future improvements or expansions. A summary of the next year's ATC budget should be included.

Additional appendices should be included to provide details about agency history, governance, organizational structure, services provided, fares, asset inventory, security programs, ITS programs, performance data collection methods, regional coordination efforts, and current initiatives.

Full TSP Guidelines:

<https://drpt.virginia.gov/wp-content/uploads/2023/07/tsp-guidelines-october-2022.pdf>

**Proposed Timeline for New Alexandria Transit Strategic Plan (ATSP)**

FY	ATSP Document to Prepare	ATSP Elements Requiring Update, Public Input, Board Approval					Public Input Period	Board Approval
		1	2	3	4	5		
		Vision/Standards	Perf. Analysis	Serv/Fare Chgs	Capital Proj	Finance Plan		
FY25	New ATSP	YES	YES	YES	YES	YES	February - April	May*
FY26	Annual Addendum to ATSP	NO	NO	YES	YES	NO**	March - April	May/June
FY27	Annual Addendum to ATSP	NO	NO	YES	YES	NO**	March - April	May/June
FY28	Annual Addendum to ATSP	NO	NO	YES	YES	NO**	March - April	May/June
FY29	Annual Addendum to ATSP	NO	NO	YES	YES	NO**	March - April	May/June
FY30	Updated ATSP	NO	YES	YES	YES	YES	February - April	May*
FY31	Annual Addendum to ATSP	NO	NO	YES	YES	NO**	March - April	May/June
FY32	Annual Addendum to ATSP	NO	NO	YES	YES	NO**	March - April	May/June
FY33	Annual Addendum to ATSP	NO	NO	YES	YES	NO**	March - April	May/June
FY34	Annual Addendum to ATSP	NO	NO	YES	YES	NO**	March - April	May/June
FY35	New ATSP	YES	YES	YES	YES	YES	February - April	May*

\*Board approval will be required in May for full ATSP updates to allow time for regional MPO approval

\*\* Finance plan does not need to be updated as part of the annual addendums, however, the finance tables will need to be updated based on the new ten-year plan range.



## **ATC Board Agenda Detail**

**Item #:** 7a  
**Item Title:** Financial Report  
**Contact:** Edward Ryder, Director of Finance & Administration  
**Board Action:** FYI



### **Financial Results Through the Month Ending September 30, 2023**

Through September 2023, ATC experienced a year-to-date deficit of (\$348,280) but is projecting a year-end surplus of \$3,535. We are now tracking against the full budget figure including the funds requested on the Fall Supplemental Appropriations Ordinance (SAO) that was requested to cover funding needs associated with the CBA negotiations.

### **Significant budget items of note through September include:**

- ATC is tracking against the FY24 Board Approved Budget plus the SAO request. The City has not loaded our Board Budget into their accounting system (Munis). Munis continues to reflect the CMO proposed budget that was presented before changes made by the ATC Board. While the overall top and bottom line remain the same, line items between these two budgets vary. This will likely cause line-item issues as we approach FY 2025 current services, as OMB will not look at comparisons to the Board's Budget, but rather the City's budget they have for ATC.
- Travel costs early in FY2024 were high primarily due to the timing of conferences. This will appear as year-to-date overages, as these line items are evenly distributed across the year in the budget. However, this should not lead to year-end overages.
- Fuel costs fluctuate throughout the year and are typically higher in the summer months, our budget takes the anticipated averages throughout the year based on EIA.gov estimates and spreads that evenly across the year. Despite year-to-date overages due to summer months, we are still forecasting to be close to our budget number for fuel and anticipate future savings. Indeed, in late September and throughout October we saw per gallon prices below our budget target.
- Operations Overtime has reemerged as a significant pressure on our budget. Staff are working on determining the underlying cause of the increase to operations overtime to address it and mitigate future overtime issues. This is a common issue in transit, especially post-pandemic. Overtime costs are further inflated due to CBA requirements in the assignment of Overtime work.
- Inflationary and supply chain issues on maintenance parts and supplies remains a significant issue in FY2024. While ATC's budget for this line item increased for FY2024 compared to FY2023, we are continuing to see even higher costs in this area. Staff are meeting regularly with the maintenance department to work on solutions to address the continuing impact this has on our budget.

**ATC Board Agenda Detail**

**Item #:** 7b  
**Item Title:** Balance Sheet  
**Contact:** Edward Ryder, Director of Finance & Administration  
**Board Action:** FYI

---



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

**ASSETS**

Cash - City of Alexandria Pooled	\$ (3,531,556)
Cash - Payroll Account	119,109
Due from Other Governments	-
Receivables	2,079,936
Prepaid Expenditures	464,716
Parts and Supplies Inventory	1,050,814
Capital Assets	67,446,679
Less: Accumulated Depreciation	(35,789,449)
<b>TOTAL ASSETS</b>	<b><u>\$ 31,840,249</u></b>

**LIABILITIES**

Accounts Payable	\$ 402,449
Payroll Liabilities	29,416
Accrued Vacation	-
Deferred Revenue (CARES Act)	158,594
<b>Total Liabilities</b>	<b><u>\$ 590,459</u></b>

**NET POSITION**

Net Investment in Capital Assets	\$ 31,657,230
Unrestricted	(407,440)
<b>Total Net Position</b>	<b><u>\$ 31,249,790</u></b>

<b>TOTAL LIABILITIES AND NET POSITION</b>	<b><u>\$ 31,840,249</u></b>
---	-----------------------------

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

**ATC Board Agenda Detail****Item #:** 7c**Item Title:** Summary Income Statement**Contact:** Edward Ryder, Director of Finance & Administration**Board Action:** FYI

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

	Actual	Budget	Variance	FY2024 Annual		
				FY2024 Projected	Budget	Variance
<b>REVENUES:</b>						
Passenger Revenue	-	-	-	-	-	-
Charter Revenue	18,482	-	18,482	18,482	-	18,482
Advertising Revenue	22,671	62,500	(39,829)	210,171	250,000	(39,829)
Miscellaneous Revenue	13,145	15,000	(1,855)	58,145	60,000	(1,855)
<b>Total Operating Revenue</b>	<b>54,298</b>	<b>77,500</b>	<b>(23,202)</b>	<b>286,798</b>	<b>310,000</b>	<b>(23,202)</b>
Virginia TRIP Program	-	-	-	1,782,577	1,782,577	-
City Contribution - King Street Trolley	282,099	282,100	(1)	1,128,400	1,128,400	-
City Contribution - Regular Subsidy	7,120,242	7,120,243	(1)	28,480,971	28,480,971	0
Fall SAO for CBA	-	-	-	639,223	639,223	-
<b>Total Revenue</b>	<b>7,456,639</b>	<b>7,479,843</b>	<b>(23,204)</b>	<b>32,317,969</b>	<b>32,341,171</b>	<b>(23,202)</b>
<b>EXPENDITURES:</b>						
Operations	4,355,357	4,339,550	(15,807)	18,625,136	18,611,500	(13,636)
Maintenance	1,928,791	1,739,202	(189,588)	7,230,461	7,169,519	(60,942)
Administration	1,520,771	1,535,174	14,404	6,259,337	6,360,652	101,315
Capital Outlay	-	-	-	199,500	199,500	-
<b>Total Expenditures</b>	<b>7,804,918</b>	<b>7,613,927</b>	<b>(190,992)</b>	<b>32,314,434</b>	<b>32,341,171</b>	<b>26,737</b>
<b>Net Surplus (Deficit)</b>	<b>(348,280)</b>	<b>(134,084)</b>	<b>(214,196)</b>	<b>3,535</b>	<b>-</b>	<b>3,535</b>

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

# ATC Board Agenda Detail

Item #: 7d

Item Title: Budget vs. Actual

Contact: Edward Ryder, Director of Finance & Administration

Board Action: FYI



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

Budget vs Actual									
Description	Sep Actuals	Sep Forecast	Variance	YTD Actuals	YTD Forecast	Variance	FY 24 Projected	FY 24 Budget	Variance
<b>REVENUE</b>									
Passenger Revenue	-	-	-	-	-	-	-	-	-
Other Charter Revenue	18,107	-	18,107	18,482	-	18,482	18,482	-	18,482
Advertising Revenue	1,727	-	1,727	22,671	62,500	(39,829)	210,171	250,000	(39,829)
Miscellaneous Revenue	2,407	5,000	(2,593)	13,145	15,000	(1,855)	58,145	60,000	(1,855)
<b>TOTAL OPERATING REVENUE</b>	<b>22,241</b>	<b>5,000</b>	<b>17,241</b>	<b>54,298</b>	<b>77,500</b>	<b>(23,202)</b>	<b>286,798</b>	<b>310,000</b>	<b>(23,202)</b>
Virginia TRIP Program	-	-	-	-	-	-	1,782,577	1,782,577	-
City Contribution - Regular Subsidy	2,373,414	2,373,414	(0)	7,120,242	7,120,243	(1)	28,480,971	28,480,971	0
City Contribution - King Street Trolley	94,033	94,033	(0)	282,099	282,100	(1)	1,128,400	1,128,400	-
Fall SAO for CBA	-	-	-	-	-	-	639,223	639,223	-
<b>TOTAL REVENUE</b>	<b>2,489,688</b>	<b>2,472,448</b>	<b>17,240</b>	<b>7,456,639</b>	<b>7,479,843</b>	<b>(23,204)</b>	<b>32,317,969</b>	<b>32,341,171</b>	<b>(23,202)</b>
<b>OPERATING EXPENDITURES</b>									
<b>OPERATIONS</b>									
Wages - O	1,367,717	1,440,938	73,220	2,811,346	2,929,417	118,071	12,600,529	12,718,600	118,071
Overtime - O	256,782	148,272	(108,510)	517,017	302,387	(214,631)	1,519,131	1,304,500	(214,631)
Fringe Benefits - O	132,937	191,083	58,146	491,838	573,250	81,412	2,211,588	2,293,000	81,412
Payroll Taxes - O	122,952	121,944	(1,008)	252,113	250,413	(1,700)	1,080,300	1,078,600	(1,700)
Retirement Contributions - O	125,146	124,096	(1,051)	259,016	251,583	(7,433)	1,094,233	1,086,800	(7,433)
<b>Total Operations Personnel</b>	<b>2,005,535</b>	<b>2,026,333</b>	<b>20,799</b>	<b>4,331,331</b>	<b>4,307,050</b>	<b>(24,281)</b>	<b>18,505,781</b>	<b>18,481,500</b>	<b>(24,281)</b>
Operating Materials and Supplies	1,006	3,750	2,744	1,673	11,250	9,577	35,423	45,000	9,577
Operator Training	2,814	3,333	519	8,932	10,000	1,068	38,932	40,000	1,068
Training and Travel - O	5,773	3,750	(2,023)	13,421	11,250	(2,171)	45,000	45,000	-
<b>TOTAL OPERATIONS EXPENDITURES</b>	<b>2,015,128</b>	<b>2,037,167</b>	<b>22,039</b>	<b>4,355,357</b>	<b>4,339,550</b>	<b>(15,807)</b>	<b>18,625,136</b>	<b>18,611,500</b>	<b>(13,636)</b>
<b>MAINTENANCE</b>									
Wages - M	272,362	302,807	30,445	537,744	613,225	75,482	2,574,218	2,649,699	75,482
Overtime - M	14,285	14,992	707	32,250	30,335	(1,915)	133,015	131,100	(1,915)
Fringe Benefits - M	29,751	33,915	4,164	90,577	101,745	11,168	395,812	406,980	11,168
Payroll Taxes - M	21,566	23,894	2,328	42,890	48,274	5,383	203,317	208,700	5,383
Retirement Contributions - M	21,279	24,964	3,685	43,648	50,512	6,864	211,436	218,300	6,864
<b>Total Maintenance Personnel</b>	<b>359,243</b>	<b>400,572</b>	<b>41,329</b>	<b>747,108</b>	<b>844,090</b>	<b>96,982</b>	<b>3,517,797</b>	<b>3,614,779</b>	<b>96,982</b>
Fuel & Lubricants	217,444	162,700	(54,744)	609,720	488,100	(121,620)	1,979,970	1,952,400	(27,570)
Repair Parts & Supplies	141,282	74,383	(66,899)	347,173	223,150	(124,023)	1,016,623	892,600	(124,023)
Maintenance Services	48,500	28,795	(19,705)	122,195	86,385	(35,810)	354,350	345,540	(8,810)
Building Maintenance	39,503	39,395	(108)	100,073	92,477	(7,596)	344,200	344,200	-
Training and Travel - M	502	1,667	1,165	2,521	5,000	2,479	17,521	20,000	2,479
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>806,475</b>	<b>707,512</b>	<b>(98,963)</b>	<b>1,928,791</b>	<b>1,739,202</b>	<b>(189,588)</b>	<b>7,230,461</b>	<b>7,169,519</b>	<b>(60,942)</b>
<b>ADMINISTRATION</b>									
Wages - A	333,484	300,695	(32,790)	636,852	617,973	(18,879)	2,661,300	2,661,300	-
Fringe Benefits - A	29,832	29,163	(669)	84,866	87,489	2,622	347,332	349,954	2,622
Payroll Taxes - A	25,120	23,185	(1,935)	47,925	47,169	(756)	204,356	203,600	(756)
Retirement Contributions - A	24,862	24,276	(586)	51,363	49,394	(1,969)	215,169	213,200	(1,969)
<b>Total Administrative Personnel</b>	<b>413,298</b>	<b>377,319</b>	<b>(35,980)</b>	<b>821,007</b>	<b>802,025</b>	<b>(18,982)</b>	<b>3,428,157</b>	<b>3,428,054</b>	<b>(103)</b>
Insurance	77,372	82,567	5,195	227,185	247,700	20,515	970,285	990,800	20,515
Professional Services	106,411	92,242	(14,169)	238,280	276,725	38,445	1,068,455	1,106,900	38,445
Utilities	29,316	28,775	(541)	79,935	86,324	6,389	319,740	345,298	25,558
Telecommunications	4,822	10,167	5,344	19,903	30,500	10,597	111,403	122,000	10,597
Printing & Advertising	1,572	6,375	4,803	11,762	19,125	7,363	69,137	76,500	7,363
Training, Travel, Events	9,753	4,417	(5,336)	27,118	13,250	(13,868)	53,000	53,000	-
Office Equipment and Supplies	30,338	10,533	(19,804)	44,451	31,600	(12,851)	126,400	126,400	-
Employee Recognition	4,039	1,225	(2,814)	15,757	3,675	(12,082)	15,757	14,700	(1,057)
Dues and Subscriptions	3,698	1,917	(1,782)	5,752	5,750	(2)	23,002	23,000	(2)
Grant Local Match	-	6,167	6,167	29,621	18,500	(11,121)	74,000	74,000	-
<b>TOTAL ADMIN EXPENDITURES</b>	<b>680,619</b>	<b>621,702</b>	<b>(58,918)</b>	<b>1,520,771</b>	<b>1,535,174</b>	<b>14,404</b>	<b>6,259,337</b>	<b>6,360,652</b>	<b>101,315</b>
<b>CAPITAL OUTLAYS (non-CIP)</b>									
Computer and Office Equipment	-	-	-	-	-	-	-	-	-
Maintenance Equipment	-	-	-	-	-	-	63,000	63,000	-
Other Equipment Investments	-	-	-	-	-	-	136,500	136,500	-
<b>TOTAL CAPITAL OUTLAYS (non-CIP)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>199,500</b>	<b>199,500</b>	<b>-</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>3,502,222</b>	<b>3,366,381</b>	<b>(135,842)</b>	<b>7,804,918</b>	<b>7,613,927</b>	<b>(190,992)</b>	<b>32,314,434</b>	<b>32,341,171</b>	<b>26,737</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>(1,012,534)</b>	<b>(893,933)</b>	<b>(118,601)</b>	<b>(348,280)</b>	<b>(134,084)</b>	<b>(214,196)</b>	<b>3,535</b>	<b>-</b>	<b>3,535</b>

## ATC Board Agenda Detail

**Item #:** 7e

**Item Title:** Budget Forecast

**Contact:** Edward Ryder, Director of Finance & Administration

**Board Action:** FYI



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

Description	Jul	Aug	Sep*	Oct	Nov	Dec	Jan	Feb	Mar*	Apr	May	Jun*	FY 24 Projected	FY 24 Budget	Variance
<b>REVENUE</b>															
Passenger Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Charter Revenue	374	-	18,107	-	-	-	-	-	-	-	-	-	18,482	-	18,482
Advertising Revenue	1,727	19,218	1,727	-	-	62,500	-	62,500	-	-	62,500	-	210,171	250,000	(39,829)
Miscellaneous Revenue	5,485	5,253	2,407	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	58,145	60,000	(1,855)
<b>TOTAL OPERATING REVENUE</b>	<b>7,586</b>	<b>24,471</b>	<b>22,241</b>	<b>5,000</b>	<b>5,000</b>	<b>67,500</b>	<b>5,000</b>	<b>67,500</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>286,798</b>	<b>310,000</b>	<b>(23,202)</b>
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	-
Fall SAO for CBA	-	-	-	-	-	639,223	-	-	-	-	-	-	639,223	639,223	-
<b>TOTAL REVENUE</b>	<b>2,475,033</b>	<b>2,491,918</b>	<b>2,489,688</b>	<b>2,472,448</b>	<b>2,472,448</b>	<b>3,174,171</b>	<b>2,472,448</b>	<b>2,534,948</b>	<b>2,472,448</b>	<b>3,096,350</b>	<b>2,534,948</b>	<b>3,631,125</b>	<b>32,317,969</b>	<b>32,341,171</b>	<b>(23,202)</b>
<b>OPERATING EXPENDITURES</b>															
<b>OPERATIONS</b>															
Wages - O	468,212	975,416	1,367,717	976,472	976,472	976,472	976,472	976,472	1,440,938	976,472	976,472	1,512,938	12,600,529	12,718,600	118,071
Overtime - O	80,286	179,950	256,782	100,796	100,796	100,796	100,796	100,796	148,272	100,796	100,796	148,272	1,519,131	1,304,500	(214,631)
Fringe Benefits - O	183,862	175,400	132,937	191,083	191,083	191,083	191,083	191,083	191,083	191,083	191,083	191,083	2,211,588	2,293,000	81,412
Payroll Taxes - O	41,648	87,513	122,952	83,471	83,471	83,471	83,471	83,471	121,944	83,471	83,471	121,944	1,080,300	1,078,600	(1,700)
Retirement Contributions - O	42,017	91,853	125,146	83,861	83,861	83,861	83,861	83,861	124,096	83,861	83,861	124,096	1,094,233	1,086,800	(7,433)
<b>Total Operations Personnel</b>	<b>816,025</b>	<b>1,509,772</b>	<b>2,005,535</b>	<b>1,435,683</b>	<b>1,435,683</b>	<b>1,435,683</b>	<b>1,435,683</b>	<b>1,435,683</b>	<b>2,026,333</b>	<b>1,435,683</b>	<b>1,435,683</b>	<b>2,098,333</b>	<b>18,505,781</b>	<b>18,481,500</b>	<b>(24,281)</b>
Operating Materials and Supplies	230	437	1,006	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	35,423	45,000	9,577
Operator Training	2,303	3,814	2,814	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	38,932	40,000	1,068
Training and Travel - O	2,547	5,101	5,773	3,509	3,509	3,509	3,509	3,509	3,509	3,509	3,509	3,509	45,000	45,000	-
<b>TOTAL OPERATIONS EXPENDITURES</b>	<b>821,105</b>	<b>1,519,124</b>	<b>2,015,128</b>	<b>1,446,275</b>	<b>1,446,275</b>	<b>1,446,275</b>	<b>1,446,275</b>	<b>1,446,275</b>	<b>2,036,925</b>	<b>1,446,275</b>	<b>1,446,275</b>	<b>2,108,925</b>	<b>18,625,136</b>	<b>18,611,500</b>	<b>(13,636)</b>
<b>MAINTENANCE</b>															
Wages - M	97,294	168,088	272,362	204,408	204,408	204,408	204,408	204,408	302,807	204,408	204,408	302,807	2,574,218	2,649,699	75,482
Overtime - M	4,380	13,584	14,285	10,112	10,112	10,112	10,112	10,112	14,992	10,112	10,112	14,992	133,015	131,100	(1,915)
Fringe Benefits - M	32,096	28,730	29,751	33,915	33,915	33,915	33,915	33,915	33,915	33,915	33,915	33,915	395,812	406,980	11,168
Payroll Taxes - M	7,655	13,669	21,566	16,091	16,091	16,091	16,091	16,091	23,894	16,091	16,091	23,894	203,317	208,700	5,383
Retirement Contributions - M	8,134	14,235	21,279	16,837	16,837	16,837	16,837	16,837	24,964	16,837	16,837	24,964	211,436	218,300	6,864
<b>Total Maintenance Personnel</b>	<b>149,559</b>	<b>238,306</b>	<b>359,243</b>	<b>281,363</b>	<b>281,363</b>	<b>281,363</b>	<b>281,363</b>	<b>281,363</b>	<b>400,572</b>	<b>281,363</b>	<b>281,363</b>	<b>400,572</b>	<b>3,517,797</b>	<b>3,614,779</b>	<b>96,982</b>
Fuel & Lubricants	175,247	217,029	217,444	152,250	152,250	152,250	152,250	152,250	152,250	152,250	152,250	152,250	1,979,970	1,952,400	(27,570)
Repair Parts & Supplies	75,635	130,256	141,282	74,383	74,383	74,383	74,383	74,383	74,383	74,383	74,383	74,383	1,016,623	892,600	(124,023)
Maintenance Services	16,868	56,826	48,500	25,795	25,795	25,795	25,795	25,795	25,795	25,795	25,795	25,795	354,350	345,540	(8,810)
Building Maintenance	19,942	40,628	39,503	27,125	27,125	27,125	27,125	27,125	27,125	27,125	27,125	27,125	344,200	344,200	-
Training and Travel - M	1,035	984	502	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	17,521	20,000	2,479
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>438,286</b>	<b>684,029</b>	<b>806,475</b>	<b>562,584</b>	<b>562,584</b>	<b>562,584</b>	<b>562,584</b>	<b>562,584</b>	<b>681,792</b>	<b>562,584</b>	<b>562,584</b>	<b>681,792</b>	<b>7,230,461</b>	<b>7,169,519</b>	<b>(60,942)</b>
<b>ADMINISTRATION</b>															
Wages - A	110,922	192,446	333,484	202,445	202,445	202,445	202,445	202,445	303,667	202,445	202,445	303,667	2,661,300	2,661,300	-
Fringe Benefits - A	26,536	28,499	29,832	29,163	29,163	29,163	29,163	29,163	29,163	29,163	29,163	29,163	347,332	349,954	2,622
Payroll Taxes - A	8,332	14,473	25,120	15,723	15,723	15,723	15,723	15,723	23,185	15,723	15,723	23,185	204,356	203,600	(756)
Retirement Contributions - A	9,375	17,127	24,862	16,465	16,465	16,465	16,465	16,465	24,276	16,465	16,465	24,276	215,169	213,200	(1,969)
<b>Total Administrative Personnel</b>	<b>155,164</b>	<b>252,544</b>	<b>413,298</b>	<b>263,795</b>	<b>263,795</b>	<b>263,795</b>	<b>263,795</b>	<b>263,795</b>	<b>380,291</b>	<b>263,795</b>	<b>263,795</b>	<b>380,291</b>	<b>3,428,157</b>	<b>3,428,054</b>	<b>(103)</b>
Insurance	72,441	77,372	77,372	82,567	82,567	82,567	82,567	82,567	82,567	82,567	82,567	82,567	970,285	990,800	20,515
Professional Services	56,087	75,782	106,411	92,242	92,242	92,242	92,242	92,242	92,242	92,242	92,242	92,242	1,068,455	1,106,900	38,445
Utilities	25,636	24,983	29,316	26,645	26,645	26,645	26,645	26,645	26,645	26,645	26,645	26,645	319,740	345,298	25,558
Telecommunications	6,400	8,681	4,822	10,167	10,167	10,167	10,167	10,167	10,167	10,167	10,167	10,167	111,403	122,000	10,597
Printing & Advertising	1,813	8,376	1,572	6,375	6,375	6,375	6,375	6,375	6,375	6,375	6,375	6,375	69,137	76,500	7,363
Training, Travel, Events	8,019	9,346	9,753	2,876	2,876	2,876	2,876	2,876	2,876	2,876	2,876	2,876	53,000	53,000	-
Office Equipment and Supplies	8,103	6,010	30,338	9,105	9,105	9,105	9,105	9,105	9,105	9,105	9,105	9,105	126,400	126,400	-
Employee Recognition	-	11,718	4,039	-	-	-	-	-	-	-	-	-	15,757	14,700	(1,057)
Dues and Subscriptions	1,423	630	3,698	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	23,002	23,000	(2)
Grant Local Match	-	29,621	-	-	-	14,793	-	-	14,793	-	-	-	74,000	74,000	-
<b>TOTAL ADMIN EXPENDITURES</b>	<b>335,087</b>	<b>505,064</b>	<b>680,619</b>	<b>495,688</b>	<b>495,688</b>	<b>510,481</b>	<b>495,688</b>	<b>495,688</b>	<b>626,977</b>	<b>495,688</b>	<b>495,688</b>	<b>626,977</b>	<b>6,259,337</b>	<b>6,360,652</b>	<b>101,315</b>
<b>CAPITAL OUTLAYS (non-CIP)</b>															
Computer and Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance Equipment	-	-	-	-	-	-	-	-	-	-	-	63,000	63,000	63,000	-
Other Equipment Investments	-	-	-	-	-	-	-	-	-	-	-	136,500	136,500	136,500	-
<b>TOTAL CAPITAL OUTLAYS (non-CIP)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>199,500</b>	<b>199,500</b>	<b>199,500</b>	<b>-</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,594,479</b>	<b>2,708,217</b>	<b>3,502,222</b>	<b>2,504,548</b>	<b>2,504,548</b>	<b>2,519,341</b>	<b>2,504,548</b>	<b>2,504,548</b>	<b>3,345,695</b>	<b>2,504,548</b>	<b>2,504,548</b>	<b>3,617,195</b>	<b>32,314,434</b>	<b>32,341,171</b>	<b>26,737</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>880,554</b>	<b>(216,299)</b>	<b>(1,012,534)</b>	<b>(32,100)</b>	<b>(32,100)</b>	<b>654,830</b>	<b>(32,100)</b>	<b>30,400</b>	<b>(873,247)</b>	<b>591,802</b>	<b>30,400</b>	<b>13,930</b>	<b>3,535</b>	<b>-</b>	<b>3,535</b>

**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, December 13, 2023, at 5:30pm**

---

***Consider Adjournment***