



Alexandria Transit Company Board of Directors Meeting



December 13, 2023 @ 5:30pm
Meeting Held at DASH Facility, 3000 Business Center Drive, Alexandria, VA 22314 and
Held Electronically - Livestream on ZOOM and Facebook Live

ITEM	DESCRIPTION	PAGE	PRESENTER
#1	Call to Order, Welcome, and Public Comment	N/A	Mr. Kaplan
#2	Consideration of Approval Meeting Minutes a) ATC Board of Directors Meeting – November 8, 2023	2-5	All
#3	Board Member Announcements, Reports & Business Items a) Chair's Report • TransDev Contract/Transit Management RFP • Forthcoming Stockholders Meeting • Scheduling of the February Board Meeting b) T&ES Report c) Board Recruitment Update d) Others	6-7	Mr. Kaplan Ms. Orr Mr. Omay & Mr. Harris All
#4	General Manager's Report a) FY 2025 GM's Current Services Proposed Budget – <i>Board Action</i> b) GM Updates (Stuff the Bus, 40th Anniversary Planning, Bus Stop Improvements, Ridership Update)	8-14	Mr. Baker
#5	Planning Reports a) Alexandria Transit Strategic Plan (ATSP) Process Memorandum (TDP Replacement) – <i>Board Action</i> b) FY 2025 DRPT Grant Memo & Resolutions – <i>Board Action</i>	15-22	Mr. Barna & Mr. Mui
#6	Financial Reports a) Financial Report b) Balance Sheet c) Summary Income Statement d) Budget vs. Actual e) Budget Forecast	23-27	Mr. Ryder
#7	Next Meeting Date & Adjournment The next regular meeting of the Alexandria Transit Company Board of Directors is scheduled for Wednesday, January 10, 2024	28	All

ATC Board Agenda Detail

Item #: 2
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 November 8, 2023

A meeting of the Board of Directors of the Alexandria Transit Company was held at 5:30 pm on Wednesday, November 8, 2023, at City Hall in the Council Workroom 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, Kendel Taylor, Jesse O'Connell, Arthur Wicks

Board members participating electronically: N/A

Board member absent: Steve Klejst

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

Other attendees: Bob Gronenberg, Adriana Castañeda, Ross Simons

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

Chair David Kaplan welcomed everyone and called the meeting to order at 5:33 pm. A quorum was reached at that time. Murat Omay arrived at 5:36 pm.

Bob Gronenberg spoke with regards to bus stops and the challenges with making them ADA compliant. He suggested a near-term solution by prohibiting parking at all bus stops.

Chair Kaplan closed public comment as there were no speakers. He then asked Hillary Orr to introduce the new Director for Transportation and Environmental Services, Adriana Castañeda.

Agenda Item #2 – DASH Advisory Committee (DAC) Update

DAC Chair Ross Simons thanked the Board for allowing him to speak on behalf of the DAC and reviewed the following with the Board.

What is DAC?

- Established by the General Manager in 2020.
- Meets at least once per quarter with additional meetings as needed.
- Exists a communication link between DASH and its customers.
- Serves as a link to the Alexandria community collecting feedback on service-related issues.
- Serves as a principal feedback mechanism to the General Manager and his staff from the riders of DASH.
- Provides formal feedback on occasion to the DASH executive staff, Council, and other regional leaders on ridership's views on bus transportation issues.

DAC Accomplishments:

- Provided rider input to the New DASH Network implementation.

- Provided comments on the utility of bus signage including from the perspective of those with sight issues.
- Provide comments to the annual TDP and budget process with the City for DASH.
- Have written support letters for DASH grant submissions to various regional funding entities.
- Have provided comments and testimony to City Council on DASH budget requests.
- Had formal representation on the Duke Street in Motion planning process.
- Met with the Mayor and other city officials about promoting the need to consider DASH as a “vital city utility” akin to water, electricity, etc.
- Critiqued and continue to play an active role in the DASH website development.
- Have representatives to volunteer on the DASH 40th birthday celebration in the Spring.
- Promote electric buses as a cleaner and more environmentally friendly way of transportation.
- Have promoted the use of Dari and Pashto as another important language for DASH to use in communicating with its customers.
- Continue to assist in helping DASH with surveys of customers.
- Have added a student representative in the Fall of 2023 to provide better insights on the student ridership population and their needs.

Agenda Item #3 – Consideration of Approval of Meeting Minutes

#3a – ATC Board of Directors Meeting – October 11, 2023

The Chair called for a motion to approve the October minutes and asked if there were any corrections, revisions, or amendments. Arthur Wicks pointed out that his last name had been misspelled. The Chair stated that the Board Secretary would amend the minutes. A motion was made by Matt Harris to approve the amended minutes which was seconded by Jesse O’Connell. There was no further discussion, and the motion carried.

Agenda Item #4 – Board Member Announcements, Reports & Business Items

#4a – Chair’s Report

Chair Kaplan spoke about the potential recruitment for additional Board members and briefly reviewed the process.

Murat Omay mentioned that the City Academy would be a good opportunity for recruitment as the attendees are actively involved with the City.

After some discussion, the Board decided to recruit for Board members. Matt Harris and Murat Omay volunteered to sit on the recruitment committee.

Jesse O’Connell stated that it would be good to have a candidate with grant application experience. Chair Kaplan stated that it would also be good to have a candidate with public relations experience.

Chair Kaplan discussed the upcoming renovations of City Hall and that many City services will be relocating to the old health department at the far west end of Alexandria. He stated that he has had discussions with Josh Baker to consider if DASH might be able to provide shuttle service to the new location or provide some sort of assistance to ensure City residents have sufficient transit service to the temporary facility.

#4b – 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.

#4c – Letter of Support for Endorsement of Congestion Mitigation and Air Quality Improvements (CMAQ) and Regional Surface Transportation Program (RSTP) Project Funding Request for FY30— *Board Action*

Chair Kaplan called for a motion to approve the letter. A motion was made by Jesse O’Connell, and Matt Harris seconded the motion. There was no further discussion, and the motion carried.

#4d – Strategic Planning Committee Meeting Update

General Manager Josh Baker spoke on behalf of the committee and gave an update which was provided to the Board in advance of the meeting.

#4e – Others

The Chair asked if there were any other announcements from the Board. Jesse O'Connell stated he did not have an official report but mentioned that he had received positive feedback on the Sports Circulator idea.

Agenda Item #5 – General Manager's Reports

#5a – FY 2025 GM's Proposed Supplementals and Reductions—*Board Action*

General Manager Josh Baker reviewed the budget supplementals and reductions which were shared with the Board in advance of the meeting.

Jesse O'Connell moved to approve the prioritized and contractually required supplementals. Matt Harris seconded the motion. Mr. O'Connell rescinded his original motion.

Chair Kaplan called for a motion to approve the prioritized supplementals. Jesse O'Connell moved to approve the prioritized supplementals, and Matt Harris seconded the motion. Hillary Orr, Kendel Taylor, and Arthur Wicks abstained from the vote. The motion carried.

Chair Kaplan called for a motion to approve the contractually required supplementals. Jesse O'Connell moved to approve the contractually required supplementals, and Matt Harris seconded the motion. Hillary Orr, Kendel Taylor, Arthur Wicks, and David Kaplan abstained from the vote. The motion carried.

Chair Kaplan called for a motion to approve the proposed reductions. Matt Harris moved to approve scenario 1 reductions, and Ajashu Thomas seconded the motion. Hillary Orr, Kendel Taylor, and Arthur Wicks abstained from the vote. The motion carried.

#5b – Ridership Update

Mr. Baker reviewed the ridership update which was shared with the Board in advance of the meeting.

Agenda Item #6 –Transit Development Plan>to>Alexandria Transit Strategic Plan (ATSP)

#6a – Concept Discussion

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

Agenda Item #7 – Financial Reports

#7a – Financial Report

#7b – Balance Sheet

#7c – Summary Income Statement

#7d – Budget vs. Actual

#7e – Budget Forecast

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

Agenda Item #8—Next Meeting Date & Adjournment

A final motion to adjourn the meeting was made by Jesse O'Connell and seconded by Matt Harris. 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 December 13, 2023, at 5:30 pm at the DASH facility.

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

ATC Board Agenda Detail

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

**TRIP Grants**

This month, the Commonwealth Transportation Board approved the City's application for \$800,000 to provide temporary transit shelters at the former Landmark Mall site until the full transit center can be constructed.

Next month, staff will submit grants to DRPT for Capital and Operating Assistance as well as the Transportation Ridership Incentive Program (TRIP). The City will be applying for \$500,000 of funds under the Passenger Amenities Program. Over the next month, staff will prioritize locations for amenities such as shelters, benches, ADA improvements and real time transit screens.

ATC Board Agenda Detail

Item #: 3c
Item Title: Board Recruitment Update
Contact: Matt Harris & Murat Omay
Board Action: FYI/Discussion



I. Board Recruitment Sub-committee

- Murat Omay and Matt Harris

II. Timeline

- Begin Advertising—December 6
- Timeframe for Accepting Applications—will accept applications until COB Friday, December 29
- All Applications will be sent to Sub-committee—Morning of January 3, 2024
- Review Vacancy Applications—January 5-14
- Board Sub-committee Meet to Select Candidates for Interview—week of January 15
- Candidate Interviews with Sub-committee—week of January 22
- Sub-committee Announcement of Selected Candidate—February 14 Board meeting (possibly move Board meeting to February 7)
- City Council Stockholders Confirmation— Tuesday, February 13 (may need to reschedule for later date)
- New Member Seated—March 13 Board meeting

III. Advertising—Marketing team will begin advertising December 6 via the below outlets

- DASH Website Homepage
- Local News Ad – Alxnow And Gazette
- Press Release
- Social Media
- DASH Advisory Committee
- Local Civic Association Emails
- Beth will reach out to Elaine Scott for the City Academy participants

IV. Application

- **Google Forms--**<https://forms.gle/baPdJi4RL2xyXskNA>

ATC Board Agenda Detail

Item #: 4a
Item Title: FY 2025 GM's Current Services Proposed Budget
Contact: Josh Baker, General Manager
Board Action: Consideration of Approval



FY 2025 Proposed Budget Summary

The FY 2025 General Manager's Proposed Operating Budget reflects an increase of \$3,137,461 (9.9%), bringing the total to \$34,839,409. To provide context, the FY24 budget had risen by \$3,558,260, constituting a 12.5% increase from FY23. The primary factor behind the FY25 increase is the implementation of a new collective bargaining agreement (CBA) effective July 1, 2023.

It is important to note that the FY24 base budget did not include the 9.5% wage increase. The FY25 budget accommodates both the FY24 City Manager's commitment of a (5%) increase and the FY25 (4%) increase, totaling 9% from the City. This results in a combined 13.5%, with the remainder of the increase accomplished through adjustments made within the DASH budget.

Additionally, FY25 will see a full year of improved service along line 33 implemented, incorporating the additional platform mileage and associated costs. The escalation of maintenance parts and supply costs over the past two fiscal years is also acknowledged and duly addressed in the FY25 budget.

FY25 is the final year of our TRIP grant, obligating us to maintain fare-free services with no funding from TRIP, per our grant agreement. Consequently, this contributes to the increased subsidy requirements from the City of Alexandria.

The key impacts and assumptions of this budget are as follows:

1. **CBA Mandated Compensation Increases [Cost Increase: \$2,784,626]**
The CBA was renegotiated in FY24. The Current Services Budget accounts for both the adjustments in FY24 (9.5%) and FY25 (4%). Additionally, all wages in this budget follow scale and step increases based on seniority dates following FY2024 rates.
2. **Advertising Program Underperformance. [Decreased Revenue: \$96,300]**
The advertising sales program continues to underperform against projections. While staff continues to work with our advertising contractor to find ways to attract advertisers, the budget for FY25 has decreased projected revenue due to underperformance to date. Captured within this projection are catch-up payments against guaranteed minimums for past years.
3. **Return of Charter Revenue. [Revenue Increase: \$130,000]**
Charter revenue is restored in the FY25 budget after having received clarification that even with federal funding through the Low/No program, DASH will be able to continue providing limited charter services with non-FTA funded assets.
4. **Maintenance Parts and Supplies. [Cost Increase: \$536,900]**
Over the prior two fiscal years, and continuing in FY24, the cost for maintenance parts and supplies has skyrocketed. Inflationary and supply chain pressures have impacted the entire industry with costs for bus parts increasing even more than the market average. Parts replacements for newer buses, especially electric buses, cost more than those for older, less technologically advanced buses. The increase to this line item is calculated using historic actuals to determine per-mile costs and trending that out based on anticipated FY25 mileage.

Summary Tables

The following table summarizes revenue and expenditure changes from the FY 2024 Board Approved Budget to the FY 2025 Proposed Budget.

EXPENDITURES	FY 2025 Budget		FY 2024 Budget		Change
Personnel	27,203,990	78.1%	24,419,364	77.0%	2,784,626
Non-Personnel	7,435,919	21.3%	7,083,084	22.3%	352,835
Capital Outlay	199,500	0.6%	199,500	0.6%	-
TOTAL	34,839,409		31,701,948		3,137,461

REVENUES	FY 2025 Budget		FY 2024 Budget		Change
City Contribution Operating	32,935,127	94.5%	28,480,971	89.8%	4,454,156
City Contribution Trolley	1,560,582	4.5%	1,128,400	3.6%	432,182
Virginia TRIP Program	-	0.0%	1,782,577	5.6%	(1,782,577)
Passenger Revenue	-	0.0%	-	0.0%	-
Charters	130,000	0.4%	-	0.0%	130,000
Advertising	153,700	0.4%	250,000	0.8%	(96,300)
Miscellaneous Revenue	60,000	0.2%	60,000	0.2%	-
TOTAL	34,839,409		31,701,948		3,137,461

The next table analyzes all changes from the FY24 to the F25 operating budget, categorized by initiative, cost driver, or revenue source.

FY25 Categoized Current Services Budget Changes			
	FY25	FY24	
Labor	27,203,990	24,419,364	2,784,626
Fuel	2,221,830	2,428,146	(206,316)
Maitenance Parts & Supplies	1,429,500	892,600	536,900
Insurance	1,004,400	990,800	13,600
Utilities	444,889	345,298	99,591
All Other	2,534,800	2,625,740	(90,940)
TOTAL	34,839,409	31,701,948	3,137,461
<i>Revenue Source Changes</i>			
TRIP	-	1,782,577	(1,782,577)
Charter Services	130,000	-	130,000
Advertising	153,700	250,000	(96,300)
Misc	60,000	60,000	-
TOTAL	343,700	2,092,577	(1,748,877)
<i>Total Change in City Subsidy</i>			
DASH Bus Operating Budget	32,935,127	28,480,971	4,454,156
King Street Trolley	1,560,582	1,128,400	432,182
TOTAL	34,495,709	29,609,371	4,886,338

Budget Comparison

Presented a means of benchmarking, as done in prior budget cycles, the table below analyzes DASH and Metrobus budgeted operating costs per platform hour. The term “platform hour” refers to all hours buses are in service, which is the most relevant measure of true cost.

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

Given Metrobus’ vastly larger size and complexity, a higher operating cost rate per hour is to be expected. Nevertheless, this budget maintains DASH’s highly competitive cost efficiency vs. Metrobus service.

[Source: [WMATA FY24 Approved Operating Budget](https://www.wmata.com/about/records/upload/FY2024-Proposed-Budget-1-6-23-FINAL.pdf), p. 35 (budget) p. 294 (platform hours)]
<https://www.wmata.com/about/records/upload/FY2024-Proposed-Budget-1-6-23-FINAL.pdf>

Alexandria Transit Company			
Fiscal Year 2025 General Manager's Current Services Draft Budget			
	FY25 Current Services	FY24 Board Approved Budget	FY24 OMB Budget
REVENUE			
City Contribution - DASH Operating	32,935,127	28,480,971	28,480,971
City Contribution - King Street Trolley	1,560,582	1,128,400	1,128,400
Virginia TRIP Program	-	1,782,577	1,782,577
Passenger Revenue	-	-	-
Charters	130,000	-	-
Advertising	153,700	250,000	250,000
Miscellaneous Revenue	60,000	60,000	60,000
TOTAL REVENUE	\$ 34,839,409	\$ 31,701,948	\$ 31,701,948
YoY Difference	\$ 3,137,461		\$ 3,137,461
% YoY Difference	9.9%		9.9%
EXPENSES			
	FY25 Current Services	FY24 Board Approved Budget	FY24 OMB Budget
Administration			
Wages	2,869,600	2,462,300	2,423,495
Fringe Benefits	392,890	349,954	340,155
Payroll Taxes	219,600	194,000	192,400
Retirement Costs	230,000	203,100	193,412
Insurance	1,004,400	990,800	990,800
Professional Services	1,082,500	1,106,900	1,117,920
Utilities	444,889	345,298	345,298
Telecommunications	116,000	122,000	116,000
Printing & Advertising	65,500	76,500	74,500
Training, Travel, Events	53,000	53,000	27,320
Office Equipment & Supplies	126,400	126,400	95,870
Employee Recognition	14,700	14,700	9,300
Dues and Subscriptions	23,000	23,000	23,000
Grant Local Match (DRPT Grants)	15,000	74,000	15,000
Total Administration Expenses	\$ 6,657,479	\$ 6,141,952	\$ 5,964,470
	FY25 Current Services	FY24 Board Approved Budget	FY24 OMB Budget
Maintenance			
Wages	3,190,200	2,685,270	2,685,269
Fringe Benefits	529,600	406,980	406,980
Payroll Taxes	239,700	202,860	202,860
Retirement Costs	250,600	211,300	211,300
Fuel and Lubricants	2,221,830	2,428,146	2,669,340
Repair Parts & Supplies	1,429,500	892,600	892,600
Maintenance Services	273,900	345,540	345,540
Facilities Maintenance	415,300	334,200	319,901
Training and Travel	20,000	20,000	20,000
Total Maintenance Expenses	\$ 8,570,630	\$ 7,526,896	\$ 7,753,790
	FY25 Current Services	FY24 Board Approved Budget	FY24 OMB Budget
Operations			
Wages	14,419,800	13,382,500	13,336,287
Fringe Benefits	2,653,900	2,274,700	2,274,700
Payroll Taxes	1,079,400	1,000,300	1,000,900
Retirement Costs	1,128,700	1,046,100	1,046,801
Operating Materials and Supplies	45,000	45,000	43,500
Operator Training	40,000	40,000	38,000
Training and Travel	45,000	45,000	44,500
Total Operations Expenses	\$ 19,411,800	\$ 17,833,600	\$ 17,784,688
Capital Outlay	\$ 199,500	\$ 199,500	\$ 199,000
TOTAL	\$ 34,839,409	\$ 31,701,948	\$ 31,701,948
Surplus/(Deficit)	\$ -	\$ -	\$ -
YoY Difference	\$ 3,137,461		\$ 3,137,461
% YoY Difference	9.9%		9.9%

ATC Board Agenda Detail

Item #: 4b
Item Title: GM Updates
Contact: Josh Baker, General Manager
Board Action: FYI



DASH "Stuff the Bus" Holiday Campaign

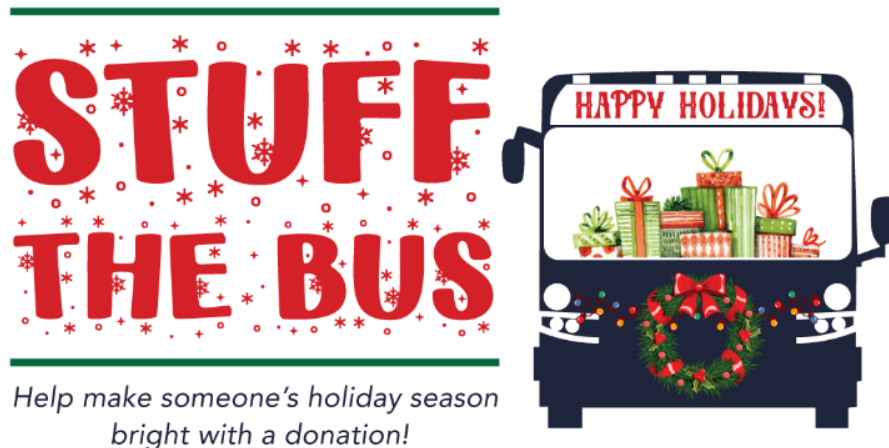
DASH is bringing Stuff the Bus back to Alexandria to support our neighbors in need over at Carpenter's Shelter. Carpenter's Shelter is a local non-profit that supports individuals and families experiencing homelessness in the Alexandria community. Stuff the Bus is a holiday donation drive where we call on our Alexandria community to stuff the bus – or in this case a trolley – with clothing, essential toiletries, and pantry-stable foods.

DASH is hosting a series of donation drop-off events around the community during the week of December 11-15. Though not shown on the calendar, DASH staff will also be bringing the "Stuff the Bus" trolley to the ATC Board of Directors meeting on Wednesday, December 13th for any attendees who would like to help the cause. All donations must be received by Friday, December 15th.

Requested Donation Items:

- New or lightly used clothing for adults or children, including coats, gloves, hats, underwear, and socks.
- Canned Food, Cereals, Pasta, Boxed Mac & Cheese, Oatmeal, Individually-Packaged Snacks (e.g. Granola Bars, Applesauce, etc).
- Toiletries, including toothbrushes, toothpaste, body wash, soap, deodorant, baby shampoo, feminine hygiene products, baby wipes, and toilet paper.

For more information, please visit: dashbus.com/stuff-the-bus-2023.



Location, Dates, and Times:

December 11, 11:00 a.m. - 2:00 p.m. | Potomac Yard Center
December 12, 3:00 p.m. - 7:00 p.m. | King Street Metro
December 13, 9:00 a.m. - 12:00 p.m. | Van Dorn Metro Station
December 14, 11:00 a.m. - 2:00 p.m. | Bradlee Shopping Center
December 15, 3:00 p.m. - 7:00 p.m. | City Hall/Market Square



SCAN QR CODE FOR
MORE INFORMATION

ACCEPTING CLOTHING ITEMS IN YOUTH AND ADULT SIZES, SHELF-STABLE FOOD, & ESSENTIAL TOILETRIES.



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703.746.DASH
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DASH 40th Anniversary Celebration

This coming March, DASH will be celebrating 40 years of service to the Alexandria community. To commemorate this milestone, DASH will be holding several employee- and customer-focused events over a week-long period.

The biggest of these events will be the DASH 40th Anniversary Celebration, which will be held on **Saturday, March 9, 2024 at the George Washington Masonic National Memorial**. The event will feature a cocktail hour with tours of the observation deck, banquet dinner, music, and an awards program.

All DASH employees will be invited, along with the ATC Board of Directors, DAC, City Council and many important persons from past and present that have helped to build DASH up over the last four decades. Staff will be e-mailing out a "Save the Date" invitation over the next week. Please let Beth know if you do not receive one.

Bus Stop Accessibility Improvements

Over the last three months, DASH has worked with T&ES staff to make improvements at a series of nine bus stops in Old Town North and Arlandria to help bring those stops up to ADA accessibility standards.

Two of the stops – WB Reed @ Commonwealth and EB King @ Menokin - were identified due to their proximity to local "Head Start" pre-school centers for low-income families. These improvements were the result of a partnership between DASH and the SHS Foundation's Civic Mapping Initiative (<https://www.shs.foundation/>) to improve transit access to these centers and were highlighted in an article that appeared in the Virginia Mercury newspaper on October 26, 2023. (<https://www.virginiamercury.com/2023/10/26/nearly-two-thirds-of-virginia-head-start-centers-beyond-walking-distance-for-toddlers/>).

Photos of several of the new passenger pads are included below:



EB King St. & Menokin Dr. (Fairlington United Methodist Head Start Center)

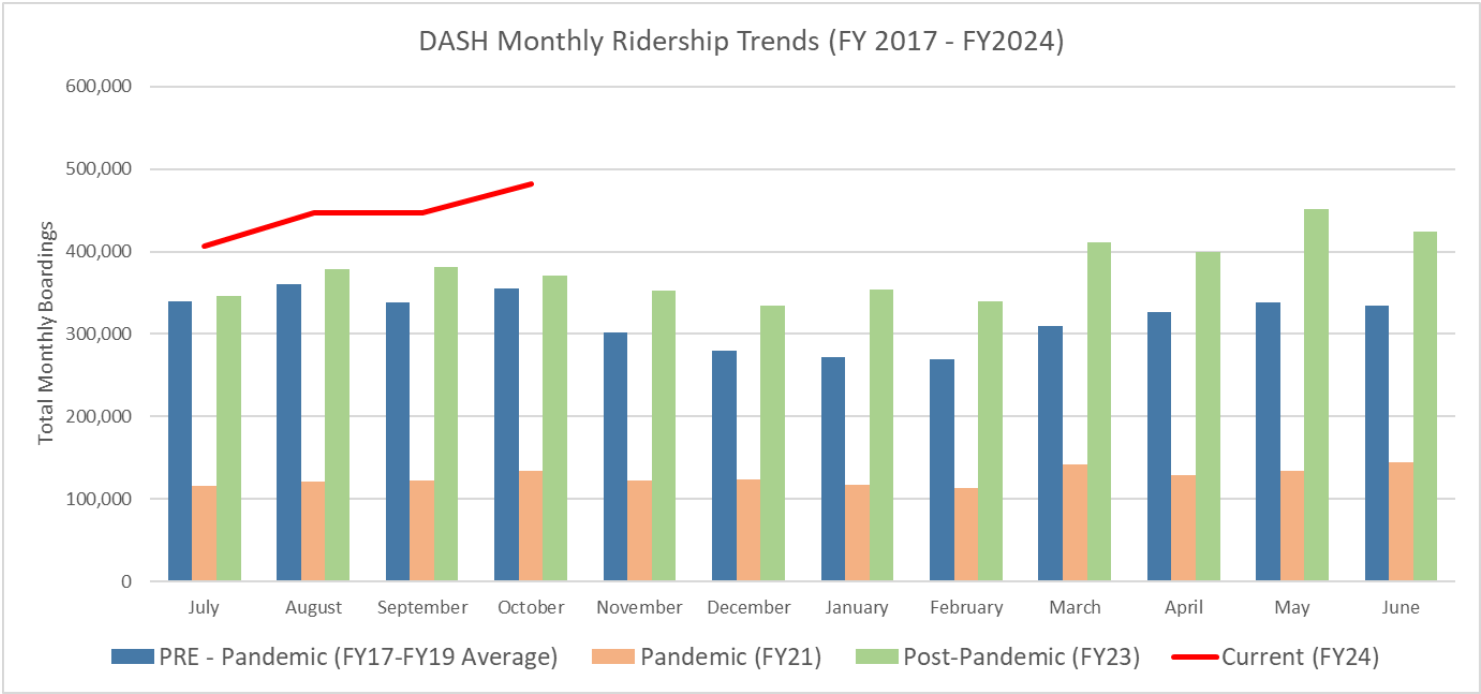


EB Glebe Rd. @ Mount Vernon Ave. (Food Star Grocery Store)



SB Park Center Dr. @ Ford Ave. (Park Center)

Ridership Update



ATC Board Agenda Detail

Item #: 5a
Item Title: Alexandria Transit Strategic Plan (ATSP) Process Memorandum
Contact: Martin Barna, Director of Planning & Marketing
Board Action: Consideration of Approval



MEMORANDUM

DATE: December 9, 2023
TO: ATC Board of Directors
FROM: Martin Barna, Director of Planning & Marketing
SUBJECT: **Proposed Changes to Annual Transit Development Plan (TDP) Process**

Item Summary:

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 new state Transit Strategic Plan (TSP) requirements that have been introduced by the Virginia Department of Rail and Public Transportation (DRPT). The Alexandria Transit Strategic Plan (ATSP) would effectively replace the current ATC Transit Development Plan (TDP) with a similar annual process for plan development, public outreach and board review, revision, and adoption. The Board Policies & Procedures document that includes many references to the Transit Development Plan (TDP) will be updated to reflect the changes at a later date.

Board Action Requested:

Staff is requesting board adoption of the proposed changes whereby the annual ATC Transit Development Plan (TDP) would be replaced by the new Alexandria Transit Strategic Plan (ATSP) as the primary process through which annual service and fare changes are reviewed, modified, and adopted by the ATC Board of Directors.

Background:

The proposed transition to the Alexandria Transit Strategic Plan (ATSP) will satisfy a new requirement from DRPT for large and mid-size transit agencies like DASH to receive state funding from DRPT. Similar to the previous TDP, 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, as shown in the attached Table.

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 a similar timeline for public outreach and board review as the previous TDP. The plan would be introduced to the ATC Board in February or March to allow for ample public outreach and board review before a final version is considered for board adoption in May or June.

The proposed changes will have no impact on the ATC Board of Director's authority to make decisions on any potential service or fare changes.

If approved, staff will need to make a series of changes to the ATC Board Policies & Procedures document to remove references to the Transit Development Plan (TDP) process. These revisions will be made at a later date as part of a more comprehensive update to that document.

Alexandria Transit Strategic Plan:

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 the 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 Annual Update Schedule for 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 #: 5b
Item Title: FY 2025 DRPT Grant Memo & Applications
Contact: Martin Barna, Director of Planning & Marketing
Board Action: Consideration of Approval



MEMORANDUM

DATE: December 9, 2023
TO: ATC Board of Directors
FROM: Martin Barna, Director of Planning & Marketing
SUBJECT: **Board Resolutions for FY 2025 DRPT MERIT Grant Program Applications**

Item Summary

DASH is planning to apply for grant funding for three (3) projects through the Virginia Department of Rail and Public Transportation (DRPT)'s FY 2025 MERIT grant program. The proposed applications include: (1) Onboard Passenger Information Screen Pilot; (2) Thru Vision Blindspot Camera Pilot; and (3) Public Transit Intern.

Board Action Requested:

Staff is requesting board adoption of the three (3) attached resolutions in support of the FY 2025 DRPT grant applications.

Project Description:

The three proposed applications are outlined below. The first two applications would fall under the "Demonstration Project Assistance" grant program, while the internship position would be considered as part of the "Public Transportation Workforce Development Program." Per the DRPT grant program guidelines, all three projects would be funded for up to 80 percent of all eligible project costs so local matching funds (20 percent) would also be required.

1. Resolution #24-02 / Onboard Passenger Information Screen Pilot (Project Cost = Up to \$200,000)

DASH is requesting this funding for an Onboard Passenger Information Screen Pilot project that would allow DASH to install and test information screens on up to 10 buses. Each bus would be equipped with two infotainment screens that would display information including stop names for the next 3-5 stops, route transfer information for passengers connecting to other routes, service alerts, and real-time information for upcoming transfer points. The screens could also be used for advertising and other DASH promotional efforts. Customers will be able to use these screens for better information on when they need to get off the bus, transfers, and service disruptions. DASH installed infotainment screens on one of its buses (#703) last month and has received positive customer feedback so far. If the pilot is successful, DASH would consider installing similar screens on all future bus orders.

Based on the overall project cost of up to \$200,000, a 20% local match of up to \$40,000 would be required.

2. Resolution #24-03 / Thru Vision Blindspot Camera Pilot
(Project Cost = Up to \$100,000)

DASH is requesting this funding to install and test new “Thru Vision” blind spot cameras on up to five DASH buses. Each bus would be equipped with two exterior cameras on the front of the bus and two screens inside the bus on the two front pillars. The screens will provide bus operators with a view of the areas that would normally be obscured by the two front pillars and would effectively remove the driver’s two biggest blind spots. These cameras are expected to improve safety and reduce the likelihood of pedestrian strikes, which are most often caused by pedestrians crossing the street in the driver’s blind spots. If this pilot is successful, DASH would potentially begin ordering this system on future bus orders.

Based on the overall project cost of \$100,000, a 20% local match of \$20,000 would be required.

3. Resolution #24-04 / Public Transit Internship
(Project Cost = Up to \$110,000)

DASH is requesting funding to continue its public transit intern program, which allows college students and young professionals to gain valuable experience in the public transportation industry. This grant will allow DASH to hire up to two intern positions in FY 2025 and requires a 20 percent local match (Up to \$22,000). Per program guidelines, this funding would allow DASH to offer the internship as a full-time position with benefits, including medical coverage.

Grant Funding Request:

For these three project applications, DASH is requesting up to \$410,000 in state grant funding based with combined overall project costs of up to \$410,000. The total local match required to support all three project is \$74,000, as shown below. If DASH receives any funding, the local matching funds would be included as a Supplemental Request in the City of Alexandria’s FY 2024 budget approval process.

Project	Grant Award (80%)	Local Match (20%)	Project Cost
Onboard Passenger Information Screen Pilot	\$160,000	\$40,000	\$200,000
Thru Vision Blindspot Camera Pilot	\$80,000	\$20,000	\$100,000
<u>Public Transit Internship</u>	<u>\$88,000</u>	<u>\$22,000</u>	<u>\$110,000</u>
Total Project Costs/Funding	\$328,000	\$82,000	\$410,000

Note: Above amounts represent maximum funding amounts. Actual amounts for applications may be lower.

Local matching funds for DRPT grant awards will be included as supplemental requests that must be approved through the City of Alexandria's FY 2025 budget approval process. The Final Proposed FY 2025 General Manager’s Operating Budget that will be presented to the ATC Board by June 2024 will reflect any local matching funds that have been approved by City Council.



**Resolution Authorizing the Application for
State Aid to Public Transportation**

***RESOLUTION # 24-02
DASH Onboard Information Screen Pilot***

BE IT RESOLVED by the Alexandria Transit Company Board of Directors that Joshua Baker, General Manager/CEO is authorized, for and on behalf of the Alexandria Transit Company, hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance in the amount of up to \$200,000 to defray the costs borne by the **PUBLIC BODY** for public transportation purposes and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize Joshua Baker, General Manager/CEO to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The Alexandria Transit Company certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the **PUBLIC BODY** will provide funds in the amount of up to \$40,000, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Chair of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Alexandria Transit Company held on the Thirteenth day of December 2023.

David Kaplan, Chair
Alexandria Transit Company

ATTEST:

Beth Reveles, Secretary of the Board
Alexandria Transit Company
12/13/2023



**Resolution Authorizing the Application for
State Aid to Public Transportation**

***RESOLUTION # 24-03
DASH Thru Vision Blindspot Camera Pilot***

BE IT RESOLVED by the Alexandria Transit Company Board of Directors that Joshua Baker, General Manager/CEO is authorized, for and on behalf of the Alexandria Transit Company, hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance in the amount of up to \$100,000 to defray the costs borne by the **PUBLIC BODY** for public transportation purposes and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize Joshua Baker, General Manager/CEO to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The Alexandria Transit Company certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the **PUBLIC BODY** will provide funds in the amount of up to \$20,000, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Chair of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Alexandria Transit Company held on the Thirteenth day of December 2023.

David Kaplan, Chair
Alexandria Transit Company

ATTEST:

Beth Reveles, Secretary of the Board
Alexandria Transit Company
12/13/2023



**Resolution Authorizing the Application for
State Aid to Public Transportation**

***RESOLUTION # 24-04
Public Transit Internship Program***

BE IT RESOLVED by the Alexandria Transit Company Board of Directors that Joshua Baker, General Manager/CEO is authorized, for and on behalf of the Alexandria Transit Company, hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance in the amount of up to \$110,000 to defray the costs borne by the **PUBLIC BODY** for public transportation purposes and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize Joshua Baker, General Manager/CEO to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The Alexandria Transit Company certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the **PUBLIC BODY** will provide funds in the amount of up to \$22,000, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Chair of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Alexandria Transit Company held on the Thirteenth day of December 2023.

David Kaplan, Chair
Alexandria Transit Company

ATTEST:

Beth Reveles, Secretary of the Board
Alexandria Transit Company
12/13/2023

ATC Board Agenda Detail

Item #: 6a
Item Title: Financial Report
Contact: Edward Ryder, Director of Finance & Administration
Board Action: FYI



Financial Results Through the Month Ending October 31, 2023

Through October 2023 ATC experienced a year-to-date deficit of \$559,278 and is projecting a year end deficit of \$34,261. 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:

- 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. Additionally, having several of our electric buses out of service has resulted in more reliance on diesel vehicles and significantly higher than anticipated fuel consumption, increasing pressures on fuel costs.
 - Staff are taking steps to explore fuel hedging options to help protect against any price swings and to better lock in price stability.
- Operations Overtime has reemerged as a significant pressure on our budget. This is being driven by continued bus operator vacancies as well as higher than usual vacancies in Operations Supervisor positions. Staff are working diligently to address this.
 - Staff have taken several steps to address overtime in the Operations Department. ATC can provide additional information on these steps once they have been implemented.
- Inflationary and supply chain issues on maintenance parts and supplies remain an issue in FY2024. While ATC's budget for this line item increased for FY2024 compared to FY2023, we are continuing to see rising 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.
- In an effort to address the potential year-end deficit, staff are taking all measures available to control all discretionary spending.
 - An immediate freeze on all non-essential and discretionary spending has been implemented.
 - Non-critical projects have been deferred until late spring in order to ensure a balanced budget.
 - Outside of operations, policies have been put in place to minimize all non-essential overtime.

ATC Board Agenda Detail

Item #: 6b
Item Title: Balance Sheet
Contact: Edward Ryder, Director of Finance & Administration
Board Action: FYI



ALEXANDRIA TRANSIT COMPANY
Balance Sheet as of October 31, 2023

ASSETS

Cash - City of Alexandria Pooled	\$ (3,490,439)
Cash - Payroll Account	118,232
Due from Other Governments	-
Receivables	1,193,019
Prepaid Expenditures	498,570
Parts and Supplies Inventory	1,050,814
Capital Assets	67,446,679
Less: Accumulated Depreciation	(35,789,449)
TOTAL ASSETS	<u>\$ 31,027,426</u>

LIABILITIES

Accounts Payable	\$ 290,209
Payroll Liabilities	26,213
Accrued Vacation	-
Deferred Revenue (CARES Act)	144,426
Total Liabilities	<u>\$ 460,848</u>

NET POSITION

Net Investment in Capital Assets	\$ 31,657,230
Unrestricted	(1,090,652)
Total Net Position	<u>\$ 30,566,578</u>

TOTAL LIABILITIES AND NET POSITION	<u>\$ 31,027,426</u>
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This statement is unaudited and prepared for the sole use of management and the Board of Directors of ATC.

ATC Board Agenda Detail**Item #:** 6c**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 October 31, 2023

	Actual	Budget	Variance	FY2024 Annual		
				FY2024 Projected	Budget	Variance
REVENUES:						
Passenger Revenue	-	-	-	-	-	-
Charter Revenue	21,182	-	21,182	33,795	-	33,795
Advertising Revenue	22,671	62,500	(39,829)	89,484	250,000	(160,516)
Miscellaneous Revenue	13,145	20,000	(6,855)	53,145	60,000	(6,855)
Total Operating Revenue	56,998	82,500	(25,502)	176,423	310,000	(133,577)
Virginia TRIP Program	-	-	-	1,782,577	1,782,577	-
City Contribution - King Street Trolley	376,132	376,133	(1)	1,128,400	1,128,400	(0)
City Contribution - Regular Subsidy	9,493,656	9,493,657	(1)	28,480,971	28,480,971	-
Fall SAO for CBA	-	-	-	639,223	639,223	-
Total Revenue	9,926,786	9,952,290	(25,504)	32,207,594	32,341,171	(133,577)
EXPENDITURES:						
Operations	5,814,626	5,796,067	(18,559)	18,608,413	18,611,500	3,087
Maintenance	2,619,591	2,425,852	(193,739)	7,370,570	7,169,519	(201,050)
Administration	2,013,520	2,057,270	43,750	6,222,745	6,360,652	137,907
Capital Outlay	38,327	36,500	(1,827)	38,327	199,500	161,173
Total Expenditures	10,486,064	10,315,688	(170,376)	32,240,055	32,341,171	101,116
Net Surplus (Deficit)	(559,278)	(363,398)	(195,880)	(32,461)	-	(32,461)

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

ATC Board Agenda Detail

Item #: 6d

Item Title: Budget vs. Actual

Contact: Edward Ryder, Director of Finance & Administration

Board Action: FYI



Summary Income Statement for the Month Ended October 31, 2023

Budget vs Actual

Description	Oct Actuals	Oct Forecast	Variance	YTD Actuals	YTD Forecast	Variance	FY 24 Projected	FY 24 Budget	Variance
REVENUE									
Passenger Revenue	-	-	-	-	-	-	-	-	-
Other Charter Revenue	2,701	-	2,701	21,182	-	21,182	33,795	-	33,795
Advertising Revenue	-	-	-	22,671	62,500	(39,829)	89,484	250,000	(160,516)
Miscellaneous Revenue	-	5,000	(5,000)	13,145	20,000	(6,855)	53,145	60,000	(6,855)
TOTAL OPERATING REVENUE	2,701	5,000	(2,299)	56,998	82,500	(25,502)	176,423	310,000	(133,577)
Virginia TRIP Program	-	-	-	-	-	-	1,782,577	1,782,577	-
City Contribution - Regular Subsidy	2,373,414	2,373,414	(0)	9,493,656	9,493,657	(1)	28,480,971	28,480,971	-
City Contribution - King Street Trolley	94,033	94,033	(0)	376,132	376,133	(1)	1,128,400	1,128,400	(0)
Fall SAO for CBA	-	-	-	-	-	-	639,223	639,223	-
TOTAL REVENUE	2,470,148	2,472,448	(2,300)	9,926,786	9,952,290	(25,504)	32,207,594	32,341,171	(133,577)
OPERATING EXPENDITURES									
OPERATIONS									
Wages - O	947,821	976,472	28,651	3,756,531	3,905,890	149,359	12,569,241	12,718,600	149,359
Overtime - O	170,068	100,796	(69,272)	687,085	403,182	(283,903)	1,588,403	1,304,500	(283,903)
Fringe Benefits - O	164,440	191,083	26,643	656,279	764,333	108,054	2,184,946	2,293,000	108,054
Payroll Taxes - O	85,041	83,471	(1,570)	337,155	333,885	(3,270)	1,081,870	1,078,600	(3,270)
Retirement Contributions - O	85,441	83,861	(1,580)	344,456	335,444	(9,013)	1,095,813	1,086,800	(9,013)
Total Operations Personnel	1,452,812	1,435,683	(17,128)	5,781,506	5,742,733	(38,772)	18,520,272	18,481,500	(38,772)
Operating Materials and Supplies	3,830	3,750	(80)	5,503	15,000	9,497	35,503	45,000	9,497
Operator Training	1,586	3,333	1,748	10,518	13,333	2,816	32,051	40,000	7,949
Training and Travel - O	3,679	5,000	1,321	17,099	25,000	7,901	20,587	45,000	24,413
TOTAL OPERATIONS EXPENDITURES	1,461,906	1,447,767	(14,139)	5,814,626	5,796,067	(18,559)	18,608,413	18,611,500	3,087
MAINTENANCE									
Wages - M	188,875	204,408	15,533	726,619	817,634	91,015	2,558,684	2,649,699	91,015
Overtime - M	8,802	10,112	1,310	41,051	40,446	(605)	131,705	131,100	(605)
Fringe Benefits - M	28,322	33,915	5,593	118,899	135,660	16,761	390,219	406,980	16,761
Payroll Taxes - M	14,881	16,091	1,211	57,771	64,365	6,594	202,106	208,700	6,594
Retirement Contributions - M	14,588	16,837	2,249	58,236	67,349	9,113	209,187	218,300	9,113
Total Maintenance Personnel	255,468	281,363	25,895	1,002,577	1,125,454	122,877	3,491,902	3,614,779	122,877
Fuel & Lubricants	177,696	152,000	(25,696)	787,416	762,000	(25,416)	2,028,975	1,952,400	(76,574)
Repair Parts & Supplies	152,535	74,383	(78,152)	499,783	297,533	(202,250)	1,094,850	892,600	(202,250)
Maintenance Services	45,349	28,795	(16,554)	167,544	115,180	(52,364)	373,904	345,540	(28,364)
Building Maintenance	55,514	26,541	(28,973)	158,109	119,018	(39,091)	375,110	344,200	(30,910)
Training and Travel - M	1,577	1,667	90	4,163	6,667	2,504	5,830	20,000	14,170
TOTAL MAINTENANCE EXPENDITURES	688,140	564,749	(123,391)	2,619,591	2,425,852	(193,739)	7,370,570	7,169,519	(201,050)
ADMINISTRATION									
Wages - A	196,761	205,991	9,230	833,613	823,964	(9,649)	2,655,616	2,661,300	5,684
Fringe Benefits - A	29,718	29,163	(555)	114,585	116,651	2,067	347,887	349,954	2,067
Payroll Taxes - A	14,928	15,723	795	62,853	62,892	39	203,561	203,600	39
Retirement Contributions - A	16,372	16,465	93	67,735	65,859	(1,876)	215,076	213,200	(1,876)
Total Administrative Personnel	257,779	267,342	9,562	1,078,787	1,069,367	(9,420)	3,422,141	3,428,054	5,913
Insurance	70,682	82,567	11,885	297,867	330,267	32,400	958,400	990,800	32,400
Professional Services	74,078	92,242	18,163	313,001	368,967	55,965	1,050,935	1,106,900	55,965
Utilities	31,033	28,775	(2,258)	110,968	115,099	4,131	324,128	345,298	21,170
Telecommunications	9,843	10,167	324	29,746	40,667	10,920	111,080	122,000	10,920
Printing & Advertising	19,110	6,375	(12,735)	30,872	25,500	(5,372)	73,005	76,500	3,495
Training, Travel, Events	10,874	3,111	(7,763)	37,991	28,111	(9,880)	39,867	53,000	13,133
Office Equipment and Supplies	2,787	10,533	7,747	47,237	42,133	(5,104)	120,081	126,400	6,319
Employee Recognition	5,589	5,700	111	21,346	14,700	(6,646)	21,346	14,700	(6,646)
Dues and Subscriptions	6,676	1,917	(4,760)	12,428	7,667	(4,762)	27,762	23,000	(4,762)
Grant Local Match	3,655	14,793	11,138	33,276	14,793	(18,483)	74,000	74,000	-
TOTAL ADMIN EXPENDITURES	492,106	523,521	31,415	2,013,520	2,057,270	43,750	6,222,745	6,360,652	137,907
CAPITAL OUTLAYS (non-CIP)									
Computer and Office Equipment	17	-	(17)	690	-	(690)	690	-	(690)
Maintenance Equipment	-	-	-	-	-	-	-	63,000	63,000
Other Equipment Investments	37,637	36,500	(1,137)	37,637	36,500	(1,137)	37,637	136,500	98,863
TOTAL CAPITAL OUTLAYS (non-CIP)	37,654	36,500	(1,154)	38,327	36,500	(1,827)	38,327	199,500	161,173
TOTAL OPERATING EXPENDITURES	2,679,806	2,572,537	(107,269)	10,486,064	10,315,688	(170,376)	32,240,055	32,341,171	101,116
NET SURPLUS (DEFICIT)	(209,658)	(100,089)	(109,569)	(559,278)	(363,398)	(195,880)	(32,461)	-	(32,461)

ATC Board Agenda Detail

Item #: 6e
Item Title: Budget Forecast
Contact: Edward Ryder, Director of Finance & Administration
Board Action: FYI



Summary Income Statement for the Month Ended October 31, 2023
 With Application of I-395 Reimbursements

Description	Jul	Aug	Sep*	Oct	Nov	Dec	Jan	Feb	Mar*	Apr	May	Jun*	FY 24 Projected	FY 24 Budget	Variance
REVENUE															
Passenger Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Charter Revenue	374	-	18,107	2,701	7,393	5,219	-	-	-	-	-	-	33,795	-	33,795
Advertising Revenue	1,727	19,218	1,727	-	26,880	1,727	1,727	15,650	1,727	1,727	15,650	1,727	89,484	250,000	(160,516)
Miscellaneous Revenue	5,485	5,253	2,407	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	53,145	60,000	(6,855)
TOTAL OPERATING REVENUE	7,586	24,471	22,241	2,701	39,273	11,946	6,727	20,650	6,727	6,727	20,650	6,727	176,423	310,000	(133,577)
OPERATING EXPENDITURES															
OPERATIONS															
Wages - O	468,212	975,416	1,365,080	947,821	976,472	976,472	976,472	976,472	1,440,938	976,472	976,472	1,512,938	12,569,241	12,718,600	149,359
Overtime - M	80,286	179,950	256,782	170,068	100,796	100,796	100,796	100,796	148,272	100,796	100,796	148,272	1,588,403	1,304,500	(283,903)
Fringe Benefits - O	183,862	175,040	132,937	164,440	191,083	191,083	191,083	191,083	191,083	191,083	191,083	191,083	2,184,946	2,293,000	108,054
Payroll Taxes - O	41,648	87,513	122,952	85,041	83,471	83,471	83,471	83,471	121,944	83,471	83,471	121,944	1,081,870	1,078,600	(3,270)
Retirement Contributions - O	42,017	91,853	125,146	85,441	83,861	83,861	83,861	83,861	124,096	83,861	83,861	124,096	1,095,813	1,086,800	(9,013)
Total Operations Personnel	816,025	1,509,772	2,002,898	1,452,812	1,435,683	1,435,683	1,435,683	1,435,683	2,026,333	1,435,683	1,435,683	2,098,333	18,520,272	18,481,500	(38,772)
Operating Materials and Supplies	230	437	1,006	3,830	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	35,503	45,000	9,497
Operator Training	2,303	3,814	2,814	1,586	3,333	2,600	2,600	2,600	2,600	2,600	2,600	2,600	32,051	40,000	7,949
Training and Travel - O	2,547	5,101	5,773	3,679	3,488	-	-	-	-	-	-	-	20,587	45,000	24,413
TOTAL OPERATIONS EXPENDITURES	821,105	1,519,124	2,012,491	1,461,906	1,446,254	1,442,033	1,442,033	1,442,033	2,032,683	1,442,033	1,442,033	2,104,683	18,608,413	18,611,500	3,087
MAINTENANCE															
Wages - M	97,294	168,088	272,362	188,875	204,408	204,408	204,408	204,408	302,807	204,408	204,408	302,807	2,558,684	2,649,699	91,015
Overtime - M	4,380	13,584	14,285	8,802	10,112	10,112	10,112	10,112	14,992	10,112	10,112	14,992	131,705	131,100	(605)
Fringe Benefits - M	32,096	28,730	29,751	28,322	33,915	33,915	33,915	33,915	33,915	33,915	33,915	33,915	390,219	406,980	16,761
Payroll Taxes - M	7,655	13,669	21,566	14,881	16,091	16,091	16,091	16,091	23,894	16,091	16,091	23,894	202,106	208,700	6,594
Retirement Contributions - M	8,134	14,235	21,279	14,588	16,837	16,837	16,837	16,837	24,964	16,837	16,837	24,964	209,187	218,300	9,113
Total Maintenance Personnel	149,559	238,306	359,243	255,468	281,363	281,363	281,363	281,363	400,572	281,363	281,363	400,572	3,491,902	3,614,779	122,877
Fuel & Lubricants	175,247	217,029	217,444	177,696	174,000	152,508	152,508	152,508	152,508	152,508	152,508	152,508	2,028,975	1,952,400	(76,574)
Repair Parts & Supplies	75,635	130,256	141,357	152,535	74,383	74,383	74,383	74,383	74,383	74,383	74,383	74,383	1,094,850	892,600	(202,250)
Maintenance Services	16,868	56,826	48,500	45,349	25,795	25,795	25,795	25,795	25,795	25,795	25,795	25,795	373,904	345,540	(28,364)
Building Maintenance	19,942	40,628	42,025	55,514	27,125	27,125	27,125	27,125	27,125	27,125	27,125	27,125	375,110	344,200	(30,910)
Training and Travel - M	1,035	984	567	1,577	1,667	-	-	-	-	-	-	-	5,830	20,000	14,170
TOTAL MAINTENANCE EXPENDITURES	438,286	684,029	809,136	688,140	584,334	561,175	561,175	561,175	680,384	561,175	561,175	680,384	7,370,570	7,169,519	(201,050)
ADMINISTRATION															
Wages - A	110,922	192,446	333,484	196,761	202,445	202,445	202,445	202,445	303,667	202,445	202,445	303,667	2,655,616	2,661,300	5,684
Fringe Benefits - A	26,536	28,499	29,832	29,718	29,163	29,163	29,163	29,163	29,163	29,163	29,163	29,163	347,887	349,954	2,067
Payroll Taxes - A	8,332	14,473	25,120	14,928	15,723	15,723	15,723	15,723	23,185	15,723	15,723	23,185	203,561	203,600	39
Retirement Contributions - A	9,375	17,127	24,862	16,372	16,465	16,465	16,465	16,465	24,276	16,465	16,465	24,276	215,076	213,200	(1,876)
Total Administrative Personnel	155,164	252,544	413,298	257,779	263,795	263,795	263,795	263,795	380,291	263,795	263,795	380,291	3,422,141	3,428,054	5,913
Insurance	72,441	77,372	77,372	70,682	82,567	82,567	82,567	82,567	82,567	82,567	82,567	82,567	958,400	990,800	32,400
Professional Services	56,587	75,782	107,054	74,748	92,242	92,242	92,242	92,242	1,050,935	92,242	92,242	92,242	1,050,935	1,106,900	55,965
Utilities	25,636	24,983	29,316	31,033	26,645	26,645	26,645	26,645	26,645	26,645	26,645	26,645	324,128	345,298	21,170
Telecommunications	6,400	8,681	4,822	9,843	10,167	10,167	10,167	10,167	10,167	10,167	10,167	10,167	111,080	122,000	10,920
Printing & Advertising	1,813	8,376	1,572	19,110	(2,492)	6,375	6,375	6,375	6,375	6,375	6,375	6,375	73,005	76,500	3,495
Training, Travel, Events	8,019	9,346	9,753	10,874	1,876	-	-	-	-	-	-	-	39,867	53,000	13,133
Office Equipment and Supplies	8,103	6,010	30,338	2,787	9,105	9,105	9,105	9,105	9,105	9,105	9,105	9,105	120,081	126,400	6,319
Employee Recognition	-	11,718	4,039	5,589	-	-	-	-	-	-	-	-	21,346	14,700	(6,646)
Dues and Subscriptions	1,423	630	3,698	6,676	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	27,762	23,000	(4,762)
Grant Local Match	-	29,621	-	3,655	-	14,793	-	-	14,793	-	-	-	74,000	74,000	-
TOTAL ADMIN EXPENDITURES	335,087	505,064	681,263	492,106	485,822	507,606	492,813	492,813	624,101	492,813	492,813	620,446	6,222,745	6,360,652	137,907
CAPITAL OUTLAYS (non-CIP)															
Computer and Office Equipment	-	-	673	17	-	-	-	-	-	-	-	-	690	-	(690)
Maintenance Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	63,000	63,000
Other Equipment Investments	-	-	-	37,637	-	-	-	-	-	-	-	-	37,637	136,500	98,863
TOTAL CAPITAL OUTLAYS (non-CIP)	-	-	673	37,654	-	-	-	-	-	-	-	-	38,327	199,500	161,173
TOTAL OPERATING EXPENDITURES	1,594,479	2,708,217	3,503,562	2,679,806	2,516,410	2,510,814	2,496,021	2,496,021	3,337,169	2,496,021	2,496,021	3,405,514	32,240,055	32,341,171	101,116
NET SURPLUS (DEFICIT)	880,554	(216,299)	(1,013,874)	(209,658)	(9,689)	223,233	872,030	246,730	(608,340)	232,807	246,730	(676,683)	(32,461)	-	(32,461)

ATC Board Agenda Detail

Item #: 7
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, January 10, 2024, at 5:30pm**

Consider Adjournment