



# Alexandria Transit Company Board of Directors Meeting



May 27, 2020 @ 5:30pm  
Meeting Held Electronically during COVID-19 State of Emergency  
Livestream on ZOOM and Facebook Live

ITEM	DESCRIPTION	PAGE #	PRESENTER
#1	Call to Order, Welcome and Public Comment	N/A	Mr. Kaplan
#2	Consideration of Approval Meeting Minutes a) ATC Board of Directors Meeting – May 6, 2020	2-5	All
#3	Board Member Announcements, Reports & Business Items a) Chairman of the Board b) T&ES Report c) Report & Recommendation of the Board Nomination Committee d) Others	6-7	Mr. Kaplan Ms. Orr Mr. Bennett
#4	General Manager's Report a) Special COVID-19 Briefing and DASH Restoration of Operations Playbook (DROP)	8-9	Mr. Baker
#5	Financial Report – FY 2021 Budget a) FY 2021 General Managers Proposed Budget – Consideration of Final Approval	10-14	Mr. Davis
#6	Continuity of Governance Business a) Transit Development Plan – Consideration of Final Approval b) Consideration of Extension of COVID Emergency Resolution	15-17	Mr. Barna All
#7	Next Meeting Date & Adjournment The next regular meeting of the Alexandria Transit Company Board of Directors is scheduled for Wednesday, September 9, 2020  Should a meeting be necessary prior to that date, one may be called with adequate notice in accordance with the By-Laws	18	All

## Attachments:

- 1) Transit Development Plan
- 2) Full Copy of the DASH Recovery of Operations Playbook (DROP)

## **ATC Board Agenda Detail**

**Item #:** 2  
**Item Title:** Meeting Minutes  
**Contact:** Kelly McGarey, Executive Assistant & Board Secretary  
**Board Action:** Consideration of Approval

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### **Alexandria Transit Company (ATC) BOARD OF DIRECTORS MEETING MINUTES MAY 6, 2020**

A meeting of the Board of Directors of the Alexandria Transit Company was held on Wednesday, May 6<sup>th</sup>, 2020 online via Zoom and Facebook Live.

Board Members Present: David Kaplan, Kerry Donley, Matt Harris, Ian Greaves, Steve Klejst, Richard Lawrence, Jim Kapsis, Jeffrey Bennett, Lawrence Chambers, Hillary Orr, Lisa Henty

Staff Members Attending: Josh Baker, Raymond Mui, Martin Barna, Evan Davis, John Lanocha, Stephanie Salzone, Whitney Cole, Swinda Carcamo, Joseph Quansah, Whitney Code, Kaitlyn Beisel, Diana Contreras, Kelly McGarey

Visitors Attending: Jim Durham, Casey Kane, Jim Maslanka

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

- The Chairman called the meeting to order at 5:37pm, and discussed the vital impact of the CARES Act on the continuing operations of DASH and announced that there will be a separate public comment period about the FY2021 Transit Development Plan at a later meeting.
- Jim Durham was recognized at 5:43pm to give public comment. He offered several suggestions, including establishing working groups to help with re-opening plans, working with WMATA to ensure financial commitments are met, and the acceleration the ATV Plan as part of the recovery.
- Martin Barna responded to Mr. Durham's concerns, saying that DASH was actively monitoring the COVID situation to understand how it will impact the ATV, and that DASH was looking towards FY2022 to see what funding is available at the time, and what measures are reasonable to implement.
- Public comment was closed at 5:50pm.

#### **Agenda Item #2: FY 2021 Transit Development Plan**

- Mr. Barna, Director of Scheduling and Planning, presented an overview of the current status of the FY2021 Transit Development Plan.
- He explained that the TDP is a roadmap for DASH service and fare changes through the upcoming year, and that is directly tied to the City budgeting process.
- The goal is still to implement the previously suggested plan in 2022 and there are no plans to change the proposed actions for 2021.
- The holiday schedule will now run on a Sunday schedule, in step with other regional transit agencies like WMATA.
- There will be change to the AT-4 route, to go into effect in the fall, which would eliminate some services to the Braddock Metro. The routes from Park Fairfax and Northridge to the Pentagon will not be impacted. The only change will be on the route from Old Town, which serves about 50 passengers a day, but customers can easily access the AT-8. This change will help to fill holes in the budget with a low customer impact.
- There are no plans to increase fares for FY2021, and DASH is working closely with WMATA to provide more options for transfer, in addition to the 7-day regional pass.

- Mr. Barna also pointed out that there has been community participation in the discussion. The virtual community meeting on May 1<sup>st</sup> had 10-15 participants and over 200 views on Facebook Live.
- There were no speakers for the public hearing.
- Mr. Kaplan announced that the Board would be finalizing the TDP at the next meeting.

### **Agenda Item #3: Consideration of Meeting Minutes Approval**

- A motion to approve the minutes for the March 11<sup>th</sup> meeting was offered by Matt Harris and seconded by Kerry Donely.
  - Hillary Orr abstained, as she was not at the meetings.
  - All other members voted in favor of adopting the motion.
- A motion to approve the minutes for the March 19<sup>th</sup> emergency meeting was offered by Matt Harris and seconded by Kerry Donely.
  - Hillary Orr abstained, as she was not at the meetings.
  - All other members voted in favor of adopting the motion.

### **Agenda Item #4 – Board Member Announcements & Business Items**

#### **#4a – Chairman’s Report**

- Mr. Kaplan gave a reminder that two additional Board positions were authorized at the last Stockholders’ Meeting to help the Board be more representative of the community.
- A Board Selection Committee was formed in March and the members are Jeff Bennett, Matt Harris, and Hillary Orr.
- A meeting has already taken place to narrow down the applicants, and interviews will be conducted shortly. The two selected candidates will be presented to the Board at the May 27<sup>th</sup> meeting.
- Jeff Bennett provided an update about the progress of the Committee, explaining that out of the nine applicants, four were chosen to be interviewed, and presented at the next meeting for approval.
- Kerry Donely agreed to remain on the Board until his replacement is seated.
- New Board members will be seated when the City Council takes up the matter, which could be as early as June or July, allowing them to be seated in September.
- Mr. Kaplan commended Mr. Baker’s staff for the employee communication and engagement to make sure information is shared with the workforce, particularly the Saturday Facebook Live and Zoom meetings.

#### **#4b– T&ES Report**

- Hillary Orr began the report by talking about the Potomac Yard Metro Project. After some COVID-related delays, Council has approved Concept #1 for zouthwest access, including a bridge that connects to the northern access via a bridge, and can be fully funded by the \$50 million grant that was part of the Amazon Package.
- CARES Act provided the Washington Metro area with about \$1 billion so, WMATA agreed to allocate \$82 million in the form of subsidies to regional partners, 6 million of which would go to DASH, intended to pay for increased cost and compensation for lost revenue.
- Other changes may be revisited in June at City budget meetings.
- The DASH board submitted a letter of support in favor of the Duke Street Transit Way, and any members who would like to participate should register by May 11<sup>th</sup> to take part in the May 14<sup>th</sup> public hearing.
- The electric charging vehicle readiness study is now available online, with the option for public comment.
- Jim Kapsis asked about the potential infrastructure requirements interacts with DASH’s work. Ms. Orr explained that City staff will continue to work with DASH to establish charging stations throughout the City.

## **Agenda Item #5 – General Manager’s Report (Special COVID-19 Briefing)**

- Mr. Baker thanked his Communications team for working to ensure that electronic meetings were able to take place, and to all participants for their flexibility.
- Since the situation is unprecedented, DASH is working with other transit organizations to brainstorm best practices, as well as with its workforce (most of whom are front-line workers).
- Stephanie Salzone had taken point on the crisis, establishing contact tracing procedures, and disinfection protocols.
- Neither of the two confirmed cases from DASH employees were traced to the facility, nor was contact made with other employees.
- Main goal is to support the workforce, educate them on our response and what processes to follow if they exhibit symptoms.
- Temperature checks have been implemented, and a series of questions has been created by Ms. Salzone and the Alexandria Health Department to help identify COVID-19 symptoms.
- The funding through the CARES act has provided us with the necessary funding through at least FY2021, but continue to plan for future.
- DASH plans on remaining fare-free through Labor Day, while we continue to monitor changes due to the pandemic and expect to be at about 50% ridership.
- DASH’s team is ready to move to enhanced service plans, if ridership increases to support the essential workforce. To maintain appropriate social distancing, more buses will be required to be in service.
- Staff remains aware of the possibility of a second wave, and mitigation planning is ongoing.
- Thanks to CARES Act funding, scenarios of reduction are no longer needed.
- Mr. Donely asked about the safety net from the CARES Act funding and advised discretion in the event that DASH continues to go fare free or other complications arise.
- Mr. Kapsis asked about how operations will change due to the CARES Act money, even though jobs are fully funded. Mr. Davis explained that the OMB suggested that the budget is revisited every quarter to see exactly where the CARES money is going. Since there is no expiration date on the CARES funding, the money can continue to be used.
- Mr. Baker gave an overview of ridership trends, as well as the need for DASH to continue to provide service for essential workers.
- Mr. Baker noted that the
- Ian Greaves ask about plans going past Labor Day and reinforced the need for fiscal responsibility.
- Mr. Baker provided details about his team’s efforts to reach out to the workforce, including virtual town halls, mass text messages, special service videos, new signage to promote physical distancing as well as community outreach, such as the Carpenter’s Shelter shuttle and the DASHing Words in Motion campaign.
- Mr. Kaplan asked about the use of the staged buses; Mr. Baker explained that they were used when buses reached capacity or for driver call-outs.

## **Agenda Item #6 – Financial Report (Special COVID-19 Briefing)**

- Mr. Davis provided a high-level overview of the financial impacts of COVID-19 and the CARES Act funding.
- The main points included the budget impact of the CARES Act funding, and the assurance that DASH is financially secure through FY2021.
- Current plans are to keep buses fare-free through Labor Day, which means that there will be no revenue until September, which would create a \$2.9 million gap that is covered through the CARES funding.
- Mr. Kaplan asked under what circumstance the Mark Center contract with DOD would be reinstated. Evan explained that we are coordinating with DOD to craft an agreement that outlines health protections for their workers and establishes a benchmark for the number of staff that are reporting to work.

- Mr. Chambers asked if WMATA could recall funding if it isn't spent right away. Mr. Davis explained that it is very unlikely to happen, as it has been passed by their Board, and that NVTC is closely monitoring our spending.
- Mr. Klejst advised caution if driver shields are installed, since it prevents ventilation to the drivers. He recommended reaching out to vendors to find out how best to circulate clean air on the bus.
- Mr. Chambers expressed hesitation at purchasing higher-grade air filters because of the expense, and potential inefficiency.

#### **Agenda Item #7 – Continuity of Governance Business**

- In accordance with the by-laws, a two-member Board Nominating Committee was created in March, consisting of Ian Greaves and Steve Klejst to recommend the officers to serve until the stockholder's meeting next year.
  - The primary changes in the slate were Hillary Orr, who replaced Yon Lambert as the City's T&ES designee and Steve Klejst, who took Kerry Donely's place as Vice Chairman.
- Lisa Henty made a motion to approve the slate, which was seconded by Mr. Greaves. The motion carried unanimously.

#### **Agenda Item #8 - Consideration of Meeting Schedules and Guidance Issued by City Council**

- Due to ongoing safety issues and questions about accessibility, the June meeting will be cancelled, but may be rescheduled in the event of an emergency.
- The May 27<sup>th</sup> meeting will consist of adopting the TDP Budget and getting the recommendations of the Board Nominating Committee to pass to City Council.

A motion to adjourn was made by Mr. Kaplan and seconded by Kerry Donely. The motion passed unanimously. The meeting was adjourned at 7:29pm.

## **Board Member Announcements, Reports & Business Items**

**Item #:** 3  
**Item Title:** T&ES Report  
**Contact:** Hillary Orr,  
**Board Action:** FYI, Discussion

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### **Potomac Yard Metrorail Station**

Active construction on the station headhouse, A/C Switchgear Building, and knuckle pier continue. City Council also supported staff's recommendation (pedestrian bridge and pavilion) for the southwest access enhancement. WMATA is in the process of adding this work to the construction contract.

Early this summer, City Council will be considering changing the name to "Potomac Yard-VT" as the official name of what is now known as the Potomac Yard Metro station.

### **WMATA**

As of May 18<sup>th</sup>, WMATA is now requiring passengers to wear face coverings. WMATA will also be taking several measures to modify the budget that the was recently adopted. These include:

- Deferring all fare and service changes for six months because of sharp decreases in revenue. WMATA has experienced decreases in ridership of 94% and 78% respectively for Metrorail and Metrobus operations since the Covid-19 crisis began.
- Right-sizing its services to accommodate the lack of demand, saving \$20 million.
- Advancing additional management actions through the implementation of a vacancy reduction program and optimizing materials and supplies usage, resulting in an additional \$25 million expense reduction. Combined, these initiatives should reduce the subsidy requirement by \$45 million for FY 2021.
- Reducing the subsidy required by jurisdictions by \$45 million.
- Providing \$135 million from the CARES act as a credit to jurisdictional subsidy payments in FY 2021.

WMATA is currently planning to provide more service from August to October 2020, and is hoping to increase its services to pre Covid-19 levels in the Spring of 2021.

### **AlexMoves Mobility Survey**

AlexMoves is the City's initiative to collect more data on how Alexandrians travel in order to better inform progress on strategic goals and plans, target transportation demand management programs, and inform long-range planning. The first iteration of AlexMoves was conducted in 2016. The full report includes a comprehensive breakdown of the data by zip code and other factors. The appendices provide detailed information on the methodology and respondent characteristics. The presentation, a detailed report with an executive summary, and appendices can be found on the Transportation Long Range Planning webpage.

Some key takeaways include:

- 32% of all trips are non-commute trips
- Across all trips, the drive-alone mode share was 78%, which includes 41% as drive alone, 34% as carpool, 2% in an Uber/Lyft, and 1% in carshare. Transit mode share was 9%, walk share was 14%, and bike share was 1%.
- These compare to commute data available from the 2017 American Community Survey (ACS) that indicate that 62% of Alexandrians drive alone, 23% take transit, 4% walk, and 1% bike.
- Men and women reported very different travel behavior with women reporting more driving along and more men reporting greater transit usage and biking.
- In 2019, more respondents indicated that a range of factors related to facilities and amenities would make them more likely to bike or walk.
- In both surveys, travel time was the biggest factor limiting transit usage.

## **Electric Vehicle Charging Strategy**

The City launched its process to develop an *Electric Vehicle Charging Infrastructure Readiness Strategy* in February 2020. This Strategy will provide a roadmap to anticipate the electric vehicle (EV) charging infrastructure needs of City residents, workers and visitors as EVs become more mainstream. The Strategy development process includes:

- Evaluating projections for current and future electric vehicle charging infrastructure needs;
- Recommending locations for publicly-accessible charging infrastructure;
- Recommending charging infrastructure options (i.e. hardware, business ownership, operation models, interoperability, and operations and maintenance);
- Reviewing the City's zoning, permitting, inspection codes and development processes and requirements to recommend language to promote EV charging needs; and
- Recommending policies, approaches, and synergies for locating EV charging infrastructure at businesses, residences, in public right-of-way, and other locations.

Synergies with the City's electric vehicle initiatives, DASH zero emission bus projects, and other forms of mobility will also be evaluated. This program is identified as a key program to advance smart mobility and Environmental Action Plan 2040 goals. Future dates for this additional community engagement will be posted on the project's webpage. A final report will be delivered in Fall 2020.



## **ATC Board Agenda Detail**

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

### **Safety Plan Update - DASH Restoration of Operations Playbook (DROP) Summary**

The DASH COVID-19 team has developed a restoration and recovery plan that consists of two components, one dedicated to restoring office functionality and the other to restoring fixed-route bus service levels to the community. The facility restoration plan contains three phases and follows Governor Ralph Northam's timeline, including the extension of the Phase 1 start date in northern Virginia.

DASH Phase 1, as of this date, begins on Monday, June 1, 2020.

- Temperature/Wellness Checkpoint continue for all persons entering facility.
- No visitors (*except for those essential to continued operations*).
- Masks required inside the facility at all times.
- Maximum telework policy continues with added precautions for those who need to return.
- Current disinfection methods for the facility and the fleet to continue

Phase 2 begins in conjunction with the state's shift to Phase 2, approximately two to four weeks later.

- Temperature/Wellness Checkpoint discontinued; masks no longer required inside DASH Facility
- Telework strongly encouraged for those employees who are able.
- Some facility visitors permitted in limited areas (Lost & Found, Non-essential vendors, etc).
- Current disinfection methods for the facility and the fleet will continue.
- No Large gatherings, meetings or events.

Phase 3 will begin in conjunction with the state's shift to Phase 3. This will complete the restoration of DASH facility operations with permanent risk mitigation techniques maintained.

- Telework permitted at Director's discretion in accordance with company policy and job role.
- Large gatherings and meetings may resume.

### **DASH Service Addendum**

Staff have also developed a separate, flexible phased plan for the restoration of bus service that will allow DASH to increase service levels while protecting the health and safety of frontline employees and customers. This "Service Addendum" is included as an addendum to the main DROP document:

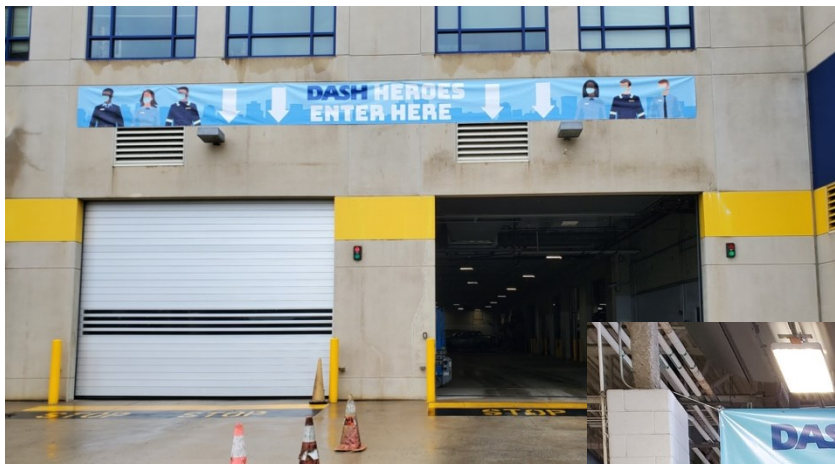
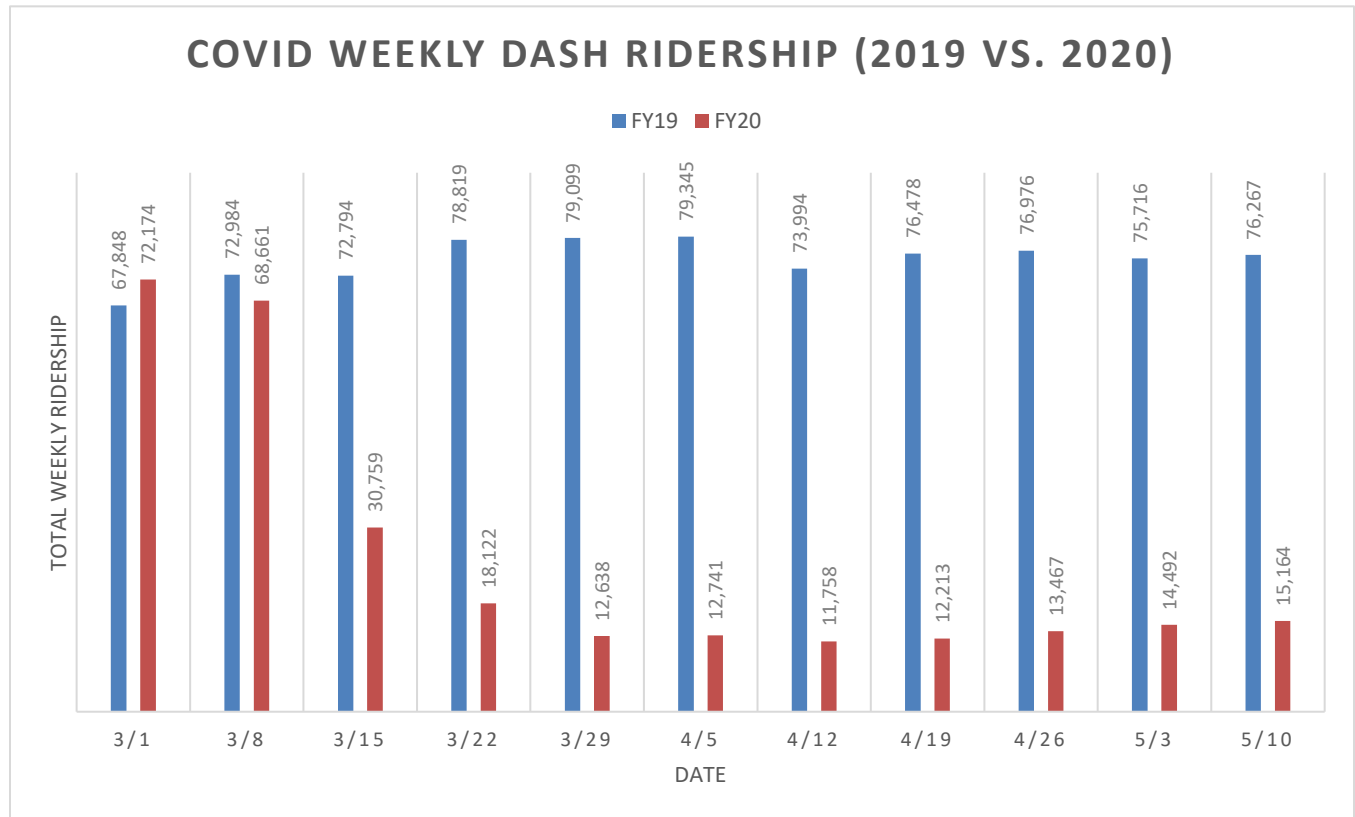
- Service plan was developed in coordination with regional transit partners, including WMATA.
- Identifies key factors that will influence service restoration decisions, including ridership, passenger loads, staff/fleet requirements, service changes by WMATA and other regional transit partners, and guidance from federal, state or local officials.
- Includes three phases of service restoration over 6-12 months:
  1. **"Stabilization"** phase begins next week with increase to "Enhanced Saturday" service; plan can be maintained for several months as we continue to monitor key indicators.
  2. **"Managed Restoration"** phase includes service increases to weekday levels on some routes, but likely with reduced service on peak-oriented routes like AT-3 and AT-4. Plan could be implemented over the summer or in early fall, as needed.
  3. **"Recovery"** phase represents a return to regular weekday service levels and would be expected to occur in early 2021, as dictated by ridership and passenger loads.

Decisions pertaining to restoration of fare collection, continuance of rear-door boarding, mask requirements, and other rider policies will be made by the General Manager based on guidance from the DASH COVID-19 response team, and Senior Management Team in the coming months.



### **RIDERSHIP:**

Regular Ridership Reports are temporarily suspended, the following ridership data pertains specifically to DASH service and ridership levels during the COVID-19 Pandemic.



## **ATC Board Agenda Detail**

**Item #:** 5  
**Item Title:** FY 2021 Budget  
**Contact:** Evan Davis, Director of Finance & Administration  
**Board Action:** Consideration of Approval



### **Alexandria Transit Company (DASH) Fiscal Year 2021 Final Budget**

#### **Effects of COVID-19 and CARES Act Funding**

We all know by now that the effects of COVID-19 on the riding public will be long-lasting. Until there is a widely available and effective vaccine, we do not expect ridership to return to pre-COVID levels. This will have a dramatic impact on ATC's passenger revenue in FY21. In preparing FY21 revenue estimates, staff have made the following assumptions.

- **Fare-free through Labor Day:** To incentivize a return to transit when stay-at-home orders are lifted and to provide relief during this economic crisis, staff propose remaining fare-free through Labor Day. Fares would return as children go back to school and the pace of travel around the region increases, hopefully along with improvement in the public health situation.
- **Slow Return to pre-COVID Ridership:** Our assumption is that we will see ridership at 50% of pre-COVID levels by September, gradually and slowly rising to 85% by June 2021. While very little can be known with certainty, these assumptions are consistent with timelines provided by public health officials.

#### ***Revenue Gap***

Following these assumptions, **we forecast a total FY21 revenue gap of \$2,892,759**, composed of three distinct losses:

1. **Subsidy Reduction: \$400,000**  
The City Manager has proposed a \$400,000 cut to the regular subsidy as part of overall adjustments to the City's budget to close the Citywide gap opened by COVID-19.
2. **Passenger Revenue: \$2,076,000**  
The FY21 passenger revenue forecast based upon the assumptions above comes to \$1,948,000, which is \$2,076,000 lower than the original forecast of \$4,024,000 in the previously proposed budget.
3. **AT2X Mark Center Express Contract Revenue: \$416,759**  
Contract revenue from the Department of Defense is reduced proportionally with the amount of service being operated. While we are still anticipating a final number, the amount above is a 50% reduction of the expected FY21 contract value. Given the degree of uncertainty regarding a potential return of the virus this fall and winter, staff believe this forecast is appropriately conservative.

#### ***Potential Service Cuts***

The only way to accommodate a revenue loss of nearly \$3 million would be through extensive service cuts impacting most riders. Fortunately, due to the CARES Act funding, these service cuts will not be necessary.

#### ***CARES Act Funding***

As you know, the federal CARES Act relief bill includes \$25 billion for transit, of which about \$877 million has been allocated to WMATA using existing formulas.

Due to the WMATA Compact, regional transit agencies including DASH, ART, Fairfax Connector, and Ride On are not formula recipients and therefore are technically not eligible to receive any of this funding. It is important to note that **even if Alexandria/ATC were federalized, we still would not be eligible for formula funding.** WMATA, by agreement in the Compact, receives all FTA 5307 funding for the Washington, DC urbanized area.

Understanding that the intent of the legislation is to prevent transit service cuts and job losses, WMATA has developed a way to share \$109 million of its portion with local jurisdictions. **Alexandria will receive \$6,103,404 as a credit to its FY21 first quarter WMATA subsidy payment, which is due July 1.**

**By providing this funding as a subsidy credit, WMATA has shielded local jurisdictions and transit providers from formal FTA requirements and enabled a rapid solution to the significant revenue deficits projected.** NVTC has been designated as the responsible entity to ensure that Virginia funds are being used consistently with the intent of the law, which is to maintain transit service and jobs which otherwise would have been lost. While at this time there is no formal grant reporting required, we will be prepared to demonstrate how the funding has prevented such cuts.

**Alexandria's CARES Act apportionment will prevent any service cuts in FY21 due to COVID-19 ridership losses and subsidy reductions.** The planned AT-4 route segment reduction will remain in effect as this was part of the City Manager's original proposed budget.

This funding has no expiration date, therefore any amounts remaining may be used if actual revenue comes in lower than this forecast or if the effects of the pandemic last into FY22 (beyond June 2021). It may also support needs related to the City's DOT paratransit service. Any funding which Alexandria cannot use to maintain transit service may be re-allocated to meet needs in other jurisdictions, however no timeline has been set for such a determination.

**In summary, barring changes to these arrangements, DASH will be able to:**

1. Avert any non-planned service cuts or reductions in workforce
2. Maintain the proposed budget for FY21, which includes the previously planned AT-4 route segment reduction
3. If necessary, sustain reduced or no fares for a significant portion of FY21
4. Maintain enhanced cleaning and sanitizing procedures through FY21

**Operating Budget Summary**

**With CARES Act funding in place, the FY21 ATC General Manager's Proposed Budget remains essentially the same.** The primary difference is that passenger revenue is replaced by additional transfers from the City made possible by CARES Act savings to the City's WMATA contribution. Staff are still working out the mechanics of those changes with OMB, Finance, and other City staff. **Therefore, the budget presented below is nearly the same as presented to the Board in March, with the CARES Act revenue identified in place of other forecasted revenue losses.** Small adjustments have been made between line items to reflect revised cost estimates.

The FY21 operating budget rises roughly \$1.3 million (5.8%) over the FY20 operating budget. This budget accounts for regular wage increases in keeping with the collective bargaining agreement and other pay scales as well as cost increases for fuel, repair parts, technology, and equipment.

EXPENDITURES	FY 2021 Budget		FY 2020 Budget		Change	% Change
Personnel	18,326,150	79.3%	17,342,168	79.5%	983,982	5.7%
Non-Personnel	4,580,050	19.8%	4,314,512	19.8%	265,538	6.2%
Capital Outlay	190,000	0.8%	165,000	0.8%	25,000	15.2%
<b>TOTAL</b>	<b>23,096,200</b>		<b>21,821,680</b>		<b>1,274,520</b>	<b>5.8%</b>

REVENUES	FY 2021 Budget		FY 2020 Budget		Change	% Change
City Contribution Operating	16,686,497	72.2%	15,994,985	73.3%	691,512	4.3%
City Contribution Trolley	1,037,185	4.5%	997,293	4.6%	39,892	4.0%
CARES Act Funding	2,892,759	12.5%	-	0.0%	2,892,759	n/a
Passenger Revenue	1,948,000	8.4%	3,812,832	17.5%	(1,864,832)	-48.9%
Supported Routes & Charters	476,759	2.1%	961,570	4.4%	(484,811)	-50.4%
Miscellaneous Revenue	55,000	0.2%	55,000	0.3%	-	0.0%
<b>TOTAL</b>	<b>23,096,200</b>		<b>21,821,680</b>		<b>1,274,520</b>	<b>5.8%</b>

As in FY20, roughly 80% of budgeted expenditures are for personnel. With the CARES Act funding, nearly 90% of revenue consists of support from the City of Alexandria operating budget.

**I-395 Commuter Choice Grant Not Included in Operating Budget:** This increase does **not** reflect grant revenues and project costs for service improvements on the AT-1 Plus and AT-9 funded by the I-395 Commuter Choice Program, as this is considered a separate grant project. The grant budget is just under \$5 million in total over 20 months from October 2019 through June 2021.

**Highlights of the FY 2021 Operating Budget include:**

- 5.7% overall personnel increase, including:
  - Regular step increases for all personnel, with an additional 1.5% increase in the entire scale for union personnel (Bus Operators) per the CBA
  - Expected benefit rate increases averaging about 5% across providers
- 6.2% increase in non-personnel, reflecting forecast for diesel fuel, repair parts, technology, and services
- \$25,000 increase in capital outlay to maintain regular heavy-duty maintenance equipment replacement schedule
- Note that decreases from FY20 projected actual spending to the FY21 proposed budget are due to the one-time Blue Line Shuttle operation from July-September 2019, which supported WMATA's Platform Improvement Project

**AT-4 Route Segment Elimination**

The City Manager did exercise ATC's proposed \$170,000 reduction option to eliminate the AT-4 route segment between Braddock Road Metro Station and City Hall. Staff estimate that only 15 daily riders on average currently travel from Central Alexandria through Braddock Road Metro Station to Old Town on the AT-4. These riders will be able to transfer to the AT-2, AT-3, or AT-8 to continue their trips. This route change is proposed to be implemented by October 2020. More detailed discussion is presented in Section 5.1 of the FY 2021 – FY 2026 Transit Development Plan (TDP).

-- Final Budget for approval on next page --

# FINAL BUDGET FOR APPROVAL

## Alexandria Transit Company

Fiscal Year 2021 General Manager's Final Proposed Budget

(revised due to COVID-19)

	FY21 PROPOSED BUDGET	FY20 BUDGET	FY21 vs. FY20 BUDGET	FY20 PROJECTED ACTUAL*	FY 21 vs. FY20 PROJ
<b>SERVICE CALCULATIONS &amp; ASSUMPTIONS</b>					
Miles	2,027,446	2,081,749	-2.6%	2,553,032	-20.6%
Hours	240,982	244,433	-1.4%	294,567	-18.2%
Revenue Ridership	1,551,930	2,664,164	-41.7%	2,672,093	-41.9%
*FY20 Projected Actual numbers include the Blue Line Shuttle operation from July-September 2019. Projection as of March 31, 2020.					
<b>REVENUE</b>					
City Contribution - DASH Operating	16,686,497	15,994,985	4.3%	15,994,985	4.3%
City Contribution - King Street Trolley	1,037,185	997,293	4.0%	997,293	4.0%
CARES Act Funding - through City	2,892,759	-	n/a	-	n/a
Passenger Revenue	1,948,000	3,812,832	-48.9%	2,550,524	-23.6%
Supported Routes & Charters	476,759	961,570	-50.4%	3,997,865	-88.1%
Miscellaneous Revenue	55,000	55,000	0.0%	649,027	-91.5%
<b>TOTAL REVENUE</b>	<b>\$ 23,096,200</b>	<b>\$ 21,821,680</b>	<b>5.8%</b>	<b>\$ 24,189,694</b>	<b>-4.5%</b>
<b>EXPENSES</b>					
<b>Administration</b>	<b>FY21 PROPOSED BUDGET</b>	<b>FY20 BUDGET</b>	<b>FY21 vs. FY20 BUDGET</b>	<b>FY20 PROJECTED ACTUAL</b>	<b>FY 21 vs. FY20 PROJ</b>
Wages	1,650,800	1,571,600	5.0%	1,468,238	12.4%
Fringe Benefits	245,850	186,745	31.7%	199,209	23.4%
Payroll Taxes	126,700	122,000	3.9%	110,469	14.7%
Retirement Costs	119,800	113,500	5.6%	105,580	13.5%
Insurance	830,000	692,000	19.9%	721,414	15.1%
Professional Services	822,000	762,740	7.8%	940,299	-12.6%
Utilities	254,000	296,900	-14.4%	242,752	4.6%
Telecommunications	70,000	70,000	0.0%	101,574	-31.1%
Printing & Advertising	65,000	68,000	-4.4%	71,092	-8.6%
Training, Travel, Events	52,000	42,000	23.8%	26,815	93.9%
Office Equipment & Supplies	46,350	21,620	114.4%	75,116	-38.3%
Employee Recognition	25,000	-	0.0%	24,465	2.2%
Dues and Subscriptions	15,000	14,950	0.3%	8,767	71.1%
Grant Local Match (DRPT Grants)	62,500	72,252	-13.5%	70,544	-11.4%
<b>Total Administration Expenses</b>	<b>\$ 4,385,000</b>	<b>\$ 4,034,307</b>	<b>8.7%</b>	<b>\$ 4,166,334</b>	<b>5.2%</b>
<b>Maintenance</b>	<b>FY21 PROPOSED BUDGET</b>	<b>FY20 BUDGET</b>	<b>FY21 vs. FY20 BUDGET</b>	<b>FY20 PROJECTED ACTUAL</b>	<b>FY 21 vs. FY20 PROJ</b>
Wages	2,202,100	2,068,000	6.5%	2,135,493	3.1%
Fringe Benefits	358,800	322,000	11.4%	288,779	24.2%
Payroll Taxes	168,000	159,000	5.7%	162,949	3.1%
Retirement Costs	178,000	165,000	7.9%	163,672	8.8%
Fuel and Lubricants	1,242,000	1,227,000	1.2%	1,148,263	8.2%
Repair Parts	525,000	435,000	20.7%	654,405	-19.8%
Tires	135,000	101,000	33.7%	114,258	18.2%
Vehicle Maintenance Service	130,000	105,000	23.8%	233,840	-44.4%
Tools and Equipment	15,000	15,000	0.0%	10,720	39.9%
Laundry	33,500	30,000	11.7%	36,278	-7.7%
Building Maintenance (incl. personnel)	258,000	253,400	1.8%	425,780	-39.4%
Training and Travel	12,500	7,000	78.6%	6,105	104.8%
<b>Total Maintenance Expenses</b>	<b>\$ 5,257,900</b>	<b>\$ 4,887,400</b>	<b>7.6%</b>	<b>\$ 5,380,542</b>	<b>-2.3%</b>
<b>Operations</b>	<b>FY21 PROPOSED BUDGET</b>	<b>FY20 BUDGET</b>	<b>FY21 vs. FY20 BUDGET</b>	<b>FY20 PROJECTED ACTUAL</b>	<b>FY 21 vs. FY20 PROJ</b>
Wages	9,930,600	9,552,473	4.0%	10,886,601	-8.8%
Fringe Benefits	1,656,000	1,531,850	8.1%	1,781,288	-7.0%
Payroll Taxes	768,700	758,000	1.4%	863,049	-10.9%
Retirement Costs	803,800	792,000	1.5%	772,812	4.0%
Operator Recruitment & Training	52,000	58,000	-10.3%	34,601	50.3%
Operating Materials and Supplies	29,000	26,000	11.5%	120,695	-76.0%
Training and Travel	23,200	16,650	39.3%	6,205	273.9%
<b>Total Operations Expenses</b>	<b>\$ 13,263,300</b>	<b>\$ 12,734,973</b>	<b>4.1%</b>	<b>\$ 14,465,251</b>	<b>-8.3%</b>
<b>Capital Outlay</b>	<b>\$ 190,000</b>	<b>\$ 165,000</b>	<b>15.2%</b>	<b>\$ 167,546</b>	<b>13.4%</b>
<b>TOTAL</b>	<b>\$ 23,096,200</b>	<b>\$ 21,821,680</b>	<b>5.8%</b>	<b>\$ 24,179,673</b>	<b>-4.5%</b>
<b>Grand Total Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 10,021</b>	
<b>Operating Ratio</b>	<b>15.2%</b>	<b>26.7%</b>		<b>33.9%</b>	

## **ATC Board Agenda Detail**

<b>Item #:</b>	<b>6a</b>
<b>Item Title:</b>	Continuity of Governance Business
<b>Sub-Item:</b>	FY 2021 TDP Final Approval (Outreach Summary)
<b>Contact:</b>	Martin Barna, Director of Planning
<b>Board Action:</b>	Consideration of Approval

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### ***TDP Outreach Summary***

In support of the FY 2021 Transit Development Plan, DASH staff conducted an extensive public outreach campaign to raise community awareness about the plan and to solicit feedback. While the original outreach plan included a significant amount of in-person meetings and pop-up events, the COVID-19 public health emergency forced the cancellation of these activities. Staff also made the decision to extend the public outreach period by one month to provide additional time for virtual outreach and feedback.

A summary of the public outreach performed over the last three months is included below:

- Virtual Community Meetings via Zoom/Facebook Live (April 30)
  - 23 live viewers
  - 8 comments/questions
  - 212 total views
- Virtual Public Hearing via Zoom/Facebook Live (May 6)
  - 52 live viewers
  - 2 written comments
  - 1 oral comment
  - 150 total views
- Flyers Posted at AT-4 Bus Stops on section of route proposed for discontinuation
- Onboard posters/flyers (English/Spanish)
- Onboard announcements.
- Website Information (News/Events)
- Multiple e-mail blasts to DASH E-mail List
- Social Media Engagement
- Zebra Press Online/Print Ads
- Information Distributed to Ops Supervisors + Drivers

DASH's TDP-related social media posts received a total of 65 engagements, 21 comments, 16 shares and 173 clicks. These posts include the livestreams of a community meeting and virtual board meeting, which have been viewed 212 and 150 times to date, respectively.

### ***TDP Feedback Summary***

Based on the outreach activities summarized above, DASH received a total of 14 public comments and questions regarding the FY 2021 Transit Development Plan, including those that were submitted or made during the virtual outreach events. A list of all comments that were received is included as Attachment 1.

As shown in Table 7-1, the public comments addressed a wide range of topics. Four of the commenters provided specific input on the proposed AT-4 service change. One commenter was in favor of the proposed change, one opposed it, and two were relatively neutral. One letter was also submitted to the ATC Board of Directors on behalf of the North Old Town Civic Association (NOTICe) identifying concerns from several of their residents about the AT-4 reduction. The letter is included as Attachment 2. Though the letter ultimately classified the service cut as "unfortunate, but necessary" in light of subsidy reduction, it did underscore the importance of frequent transit in Old Town North and expressed optimism for the planned implementation of the Old Town Circulator as part of the 2022 Alexandria Transit Vision Network. A full copy of the notice letter is included in the Board Packet distributed to the ATC Board of Directors in advance of their May 27, 2020 meeting.

### ***TDP Updates***

Based on the feedback received through the outreach process, DASH is not proposing any changes to the proposed service or fare changes included in this document. Although several residents did express concerns about the proposal to discontinue the AT-4 route segment in Old Town, staff is not planning to amend its original proposal. This decision has been made based upon the annual cost reduction which allows DASH to meet the city's subsidy reduction target, the availability of alternate routes such as the AT-8 for current AT-4 passengers affected by the change, and consistency with planned 2022 Alexandria Transit Vision network.

Lastly, although the impact to the DASH subsidy and passenger revenues is expected to be dramatic, the availability of federal funding from the CARES Act has allowed DASH to avoid any significant budget cuts or additional service reductions. The most notable change is that the WMATA Board of Directors' decided to delay by at least six months the planned introduction of additional regional fare products, and the \$0.50 increase in DASH-Metrorail transfer discount. DASH is still planning to accept these new fare products and to reciprocate the transfer discount when they are approved by the WMATA Board of Directors, potentially as early as January 2021. This timeline may align with the reinstatement of fares on DASH buses and could provide extra incentive for riders who are considering a post-pandemic return to public transit.



**ATC Board Agenda Detail**

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



Consideration of extension of:

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

Originally adopted March 19, 2020



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

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

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

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

IT IS HEREBY RESOLVED, that the Alexandria Transit Company Board of Directors extends the authorities issued in the previous resolution indefinitely until otherwise rescinded by this body, in order to ensure that the services provided by the DASH bus system continue to be operated in the best interest of the safety and health of the ridership, and the Alexandria community as a whole.

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David Kaplan, Chairman  
Alexandria Transit Company

ATTEST:

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Secretary of the Board  
Alexandria Transit Company

5/27/2020

**ATC Board Agenda Detail**

**Item #:** 7  
**Item Title:** Next Meetings, Meeting Schedule and Adjournment  
**Board Action:** Discussion/Approval

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**The next regular meeting of the Alexandria Transit Company Board of Directors  
is scheduled for Wednesday, September 9, 2020**

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

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***Consider Adjournment***