



Alexandria Transit Company Board of Directors Meeting



Wednesday, February 14, 2018
5:30 p.m.
City Hall, Council Workroom, 2nd Fl.

Meeting Agenda

#1	Public Comment	
#2	Consideration of Meeting Minutes Approval January 10, 2018	All
#3	Chairman's Report a) Legal Update with City Attorney James Banks	Paul Abramson Chairman
#4	T&ES Director's Report	Yon Lambert Director, T&ES
#5	DASH General Manager's Report a) Management Report b) Performance Reports c) Operating Report d) Fiscal Report e) Fiscal Special Report by Zerrin Sayar (Interim Director of Finance) f) General Manager's Summary	Josh Baker General Manager
#6	New Business a) FY 2019 Fare Adjustments & Senior Fare Program b) Transportation Leaders Against Human Trafficking Summary	Josh Baker General Manager
#7	Old Business Update on Overtime by General Manager	Josh Baker
#8	Consideration of Convening an Executive Session for the Purpose of Discussing Legal and Personnel Matters, pursuant to Section 2.2-3711 (A1) of the Code of Virginia	Paul Abramson Chairman
#9	Next Meeting Date & Adjournment The next regular Board Meeting will be Wednesday, March 14, 2018 Consider Adjournment	All



ATC Board Agenda Detail

Agenda Item #: 2
Item Title: January 10, 2018 Minutes
Contacts: Fatima Ahmed
Attachments: None
Customer Impact: None
Board Action: Consideration of Approval



Minutes

Alexandria Transit Company (ATC)

BOARD OF DIRECTORS MEETING

January 10, 2018 – 5:30 p.m.

A meeting of the Board of Directors of the Alexandria Transit Company was held on Wednesday, January 10, 2018 at City Hall Council Workroom, 2nd Floor, 301 King Street, Alexandria, Virginia.

Board members attending were: Paul Abramson, Chieko Clarke, David Kaplan, Kerry Donley, Yon Lambert, Meredith MacNab, Richard Lawrence, Laura Triggs and Stephen Klejst.

Staff members attending were: Josh Baker, Raymond Mui, Allyson Teevan, John Lanocha, Lorenza Myers, Martin Barna, Rick Baldwin, Tristan Cunningham, Zerrin Sayar, Dale Dover, Fatima Ahmed, Allan Fye, Alicia Wright and Nicole Evans.

Visitor in attendance was Steve Banashek, City of Alexandria residents.

The board holds meetings every second Wednesday and all are welcome to attend.

Board Meeting

Agenda Item #1 – Public Comment

Mr. Abramson called the meeting to order at 5:34 p.m. and welcomed the Board members, staff and guests.

Mr. Abramson opened the public comment period and recognized one speaker, Mr. Banashek. Mr. Banashek spoke about the funding of the expansion vehicles. The Chairman thanked Mr. Banashek for his comments.

Agenda Item #2 – Consideration of Meeting Minutes Approval

Mr. Abramson asked for consideration of approval of the minutes of December 13, 2017. Mr. Klejst made a motion to accept the minutes as presented. Ms. MacNab seconded the motion and the vote was carried in approval.

Agenda Item #3 – Chairman's Report

Mr. Abramson reminded the Board that the DASH Board Retreat will take place at 10 a.m. on Thursday, January 18, 2018 at the DASH facility. Mr. Abramson thanked everyone who attended the DASH Santa Photo Event.

Agenda Item #4 – T&ES Director's Report

Mr. Lambert shared the T&ES Director's Report in advance to the Board and welcomed any questions or comments. Mr. Lambert summarized to the Board two main items from the report, the regional funding update and the WMATA Proposed FY19 Operating and Capital budgets. Mr. Lambert reported the proposed FY19 budget requests for the capital contribution amount and the operating subsidy request amount. Mr. Lambert will provide updates to the Board as the WMATA budget process advances.



Staff Reports

Agenda Item #5 – General Manager’s Report

Mr. Baker introduced Zerrin Sayar, the Interim Director of Finance and Administration. Mr. Baker stated that he is very excited to have Ms. Sayar is helping to serve the gap until the Director of Finance position is filled and also helping with the budget process. Mr. Baker provided a summary on ridership for the Month of November, with the King Street Trolley as the contributing factor of reduction. Mr. Baker summarized the performance reports and noted the continued popular use of the TC Williams pilot program.

Mr. Baker reported on the safety accident that does not reflect an incident that occurred in December, this will be reported at a later time. Mr. Baker stated that the DOT & MetroAccess programs continue to be successful with heavy usage on the DOT side. Mr. Baker summarized the financial income statement and invited the Board to provide comments on improving the report. Ms. Triggs commented looking into the costs of the trolley for consideration with budget reduction options. Ms. Clarke asked about the liability coverage and Mr. Baker stated all liabilities are submitted to the Virginia Transit Liability Pool (VTLP) by DASH's Safety & Training Department. Mr. Baker concluded the General Manager's report with a summary of the additional activities and accomplishments during the month of November.

Agenda Item #6 – New Business

Item #6a – Mr. Abramson introduced Mr. Barna, Director of Planning & Scheduling at DASH for the First Look at the Draft FY 2019 Transit Development Plan (TDP). Mr. Barna provided the Board with a presentation of the preliminary draft of the FY 2019 TDP. The Board complimented the presentation of the preliminary draft of TDP and provided comments, with no Board action required.

Item #6b – Mr. Baker presented the FY 2019 Budget Update to the Board, with no Board action required.

Item #6c – Mr. Baker introduced Ms. Teevan, Marketing & Communications Manager for the Advertising in Rider Guides and Bus Interior presentation, with no Board action required.

Item #6d – Resolution Supporting DRPT Grant Application for Board's consideration. Upon a motion by Mr. Donley and seconded by Mr. Klejst, the request was approved.

Agenda Item #7 – Old Business (No significant changes from last report)

Agenda Item #8 – Consideration of Convening an Executive Session for the Purpose of Discussing Legal and Personnel Matters, pursuant to Section 2.2-3711 (A1) of the Code of Virginia.

Consideration of convening executive session for the purpose of discussing legal and personnel matters, pursuant to Section 202-3711 (A1) of the Code of Virginia was motioned by Mr. Donley and seconded by Mr. Klejst at 7:02 p.m.

Mr. Donley made a motion to end the executive session and reconvene the regular Board of Director's Meeting with Mr. Klejst seconding the motion at 7:24 p.m.

Agenda Item #9 – Next Meeting Date & Adjournment

As there was no further business, the Chairman asked for a motion to adjourn. On a motion by Mr. Donley and seconded by Mr. Klejst the regular monthly meeting adjourned at 7:24 p.m.

The next meeting is Wednesday, February 14, 2018 at 5:30 p.m.

Minutes submitted by Fatima Ahmed, Secretary



ATC Board Agenda Detail

Agenda Item #: 3
Item Title: Chairman's Report
Contacts: Paul Abramson
Attachments: None
Customer Impact: None
Board Action: None/FYI



Report by the Chairman of the ATC Board



ATC Board Agenda Detail

Agenda Item #: 4
Item Title: T&ES Director's Report
Contacts: Yon Lambert, Director of Alexandria City T&ES
Attachments: None
Customer Impact: None
Board Action: None/FYI



ATC Board Agenda Detail

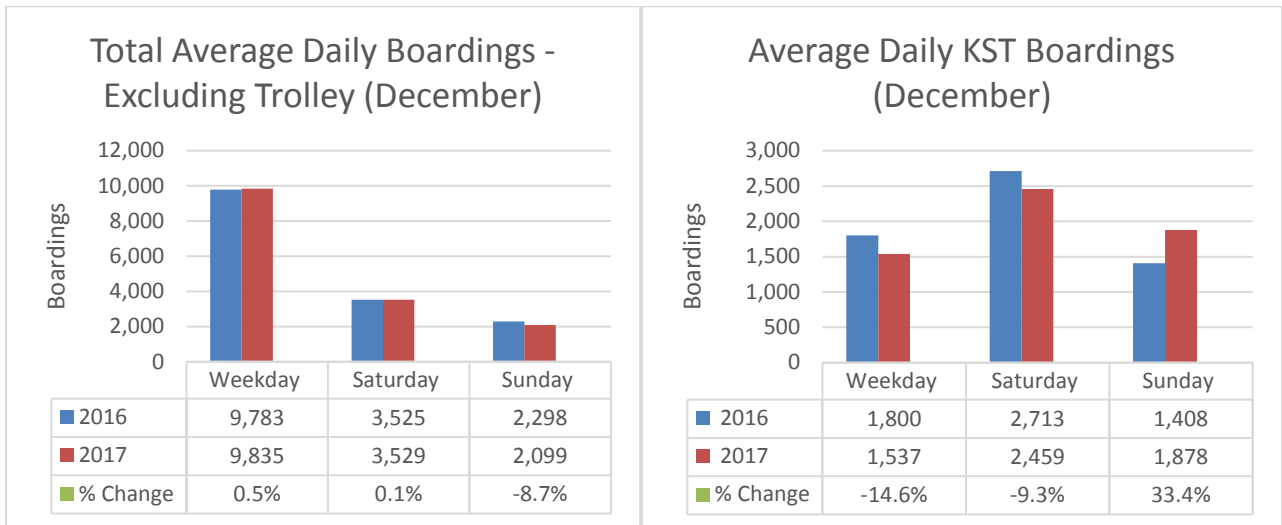
Agenda Item #: 5
Item Title: DASH General Manager's Report
Contacts: Josh Baker, General Manager
Attachments: None
Customer Impact: None
Board Action: None/FYI



5a Summary: Management Report

FOR THE MONTH OF DECEMBER 2017

A. RIDERSHIP: Total system ridership for the month decreased by 4.2% from last December, with 278,813 total passengers. Without the King Street Trolley, total ridership decreased by 3.2% from last December, with 224,839 passengers. Although overall ridership for the month decreased, average daily boarding for regular DASH routes remained steady on weekdays and Saturdays. Average trolley ridership on weekdays and Saturdays dropped by 15 percent and 9 percent, respectively. Factors that may have contributed to this include colder average temperatures, nearly twice as many days on which a measurable amount of snow was recorded, and the fact that Christmas Day fell on a Monday, which reduced the weekday average compared to 2016.



B. SAFETY: DASH experienced two preventable vehicle accidents and three non-preventable accidents during the month of December.

- 12/5 - Two vehicles made contact with bus at Menokin Drive and King Street (*Non-Preventable*).
- 12/6 - Car made contact with the front of bus at Eisenhower Ave and Van Dorn Street (*Non-Preventable*).
- 12/8 - Bus made contact with parked truck at Armistead and Beauregard Streets (*Preventable*).
- 12/18 - Bus made contact with a car at Braddock Metro (*Preventable*).
- 12/18 - Bus made contact with intoxicated passenger's foot at Van Dorn St. and Edsall Rd (*Non-Preventable*).

C. RELIABILITY & MAINTENANCE:

	November 2016	November 2017	% Change	Industry Average
On-Time Performance	96.1%	96.2%	0.1%	83.6%
Missed Trip Percent	0.02%	0.00%	-100.0%	N/A
Avg. Miles Per Road Call	19,108	14,984	-21.6%	11,439

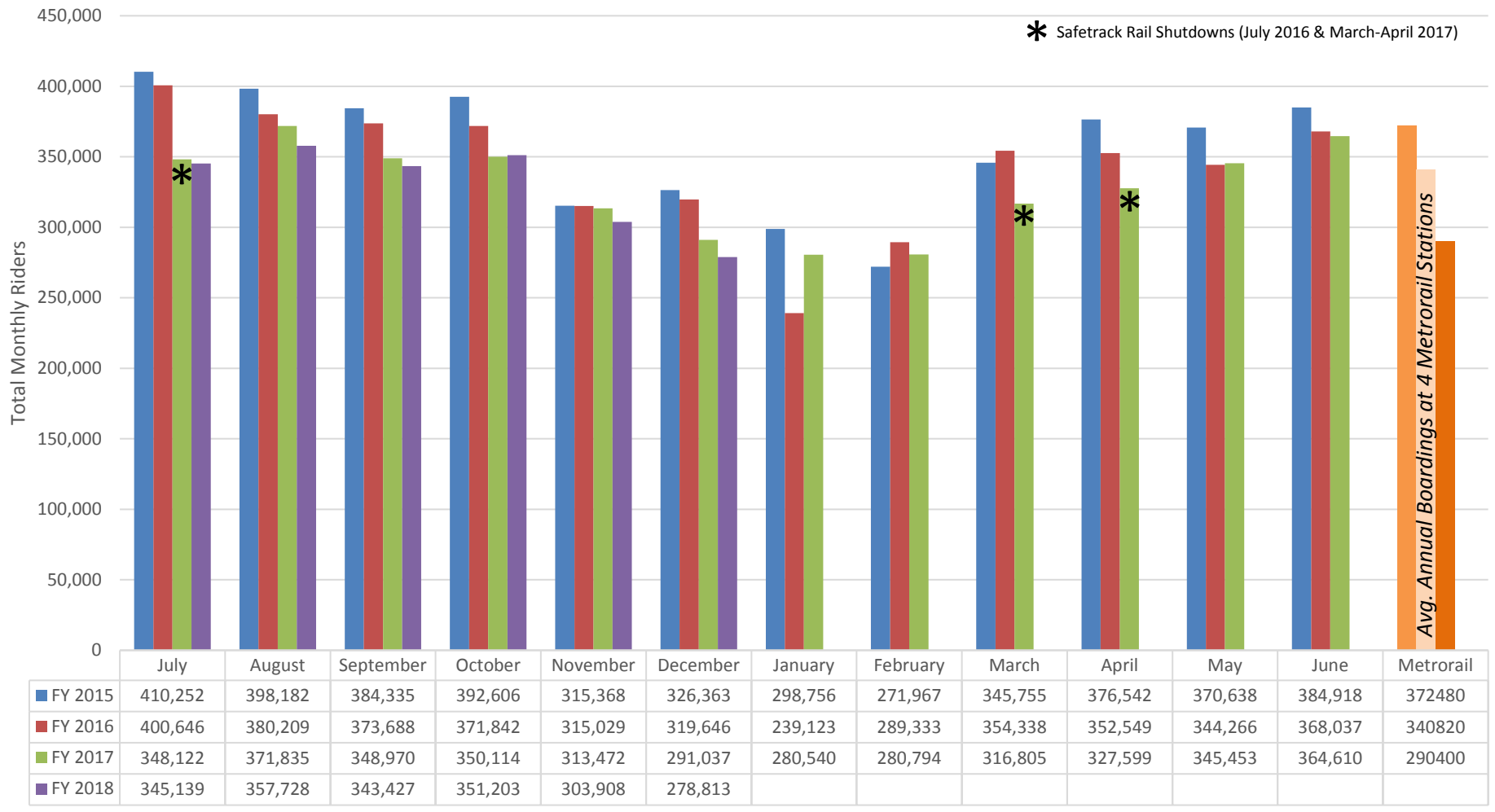
D. SPECIAL EVENTS:

Shop with a Cop: On December 21, 2017, DASH teamed up with the Alexandria Police Department to transported kids from APD headquarters to local stores to buy Christmas gifts.

First Night: On December 31, 2017, DASH provided a bus to transport passengers between the Masonic Temple and the Durant Center.

5b Summary: Performance Reports (System-Wide Ridership)

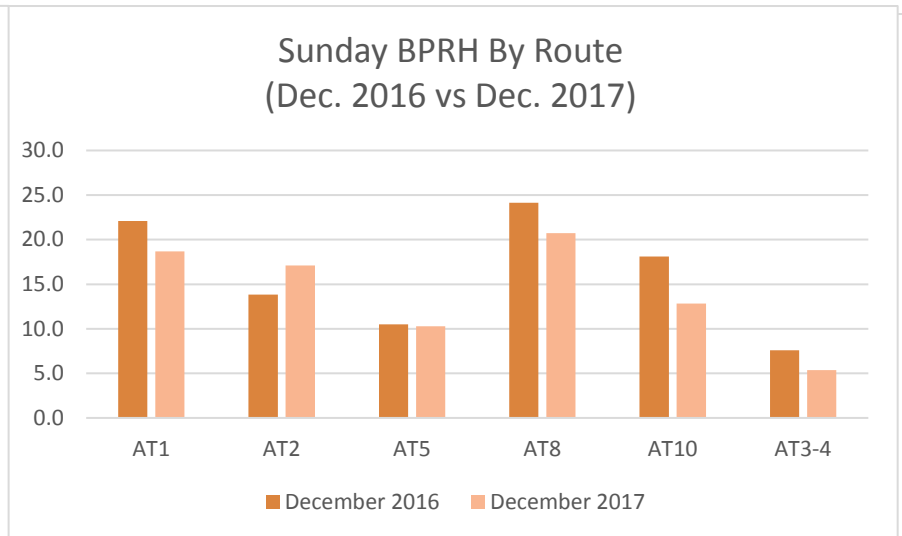
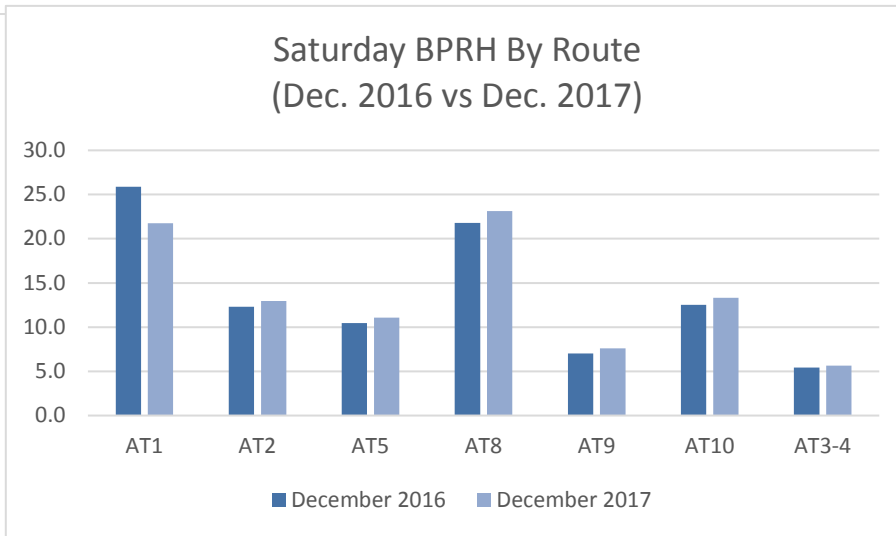
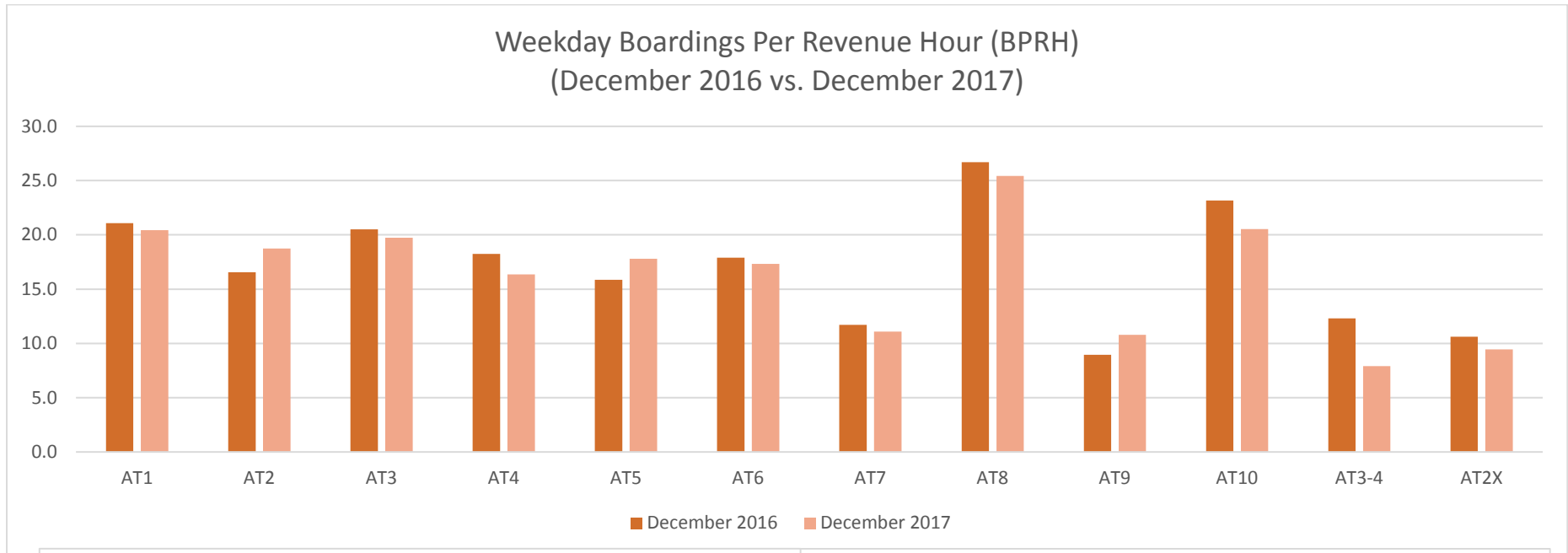
DASH Monthly Systemwide Ridership (FY2015-FY2018)



* Metrorail ridership (orange columns) represents average daily total boarding at the city's four Metrorail Stations for FY15-17.
 ** Totals were multiplied by 20 for comparison to DASH monthly data.



5b Summary: Performance Reports (System-Wide Route Productivity)



5b Summary: Performance Reports (DASH Year-to-Date Ridership Trends FY2015 – FY2018)

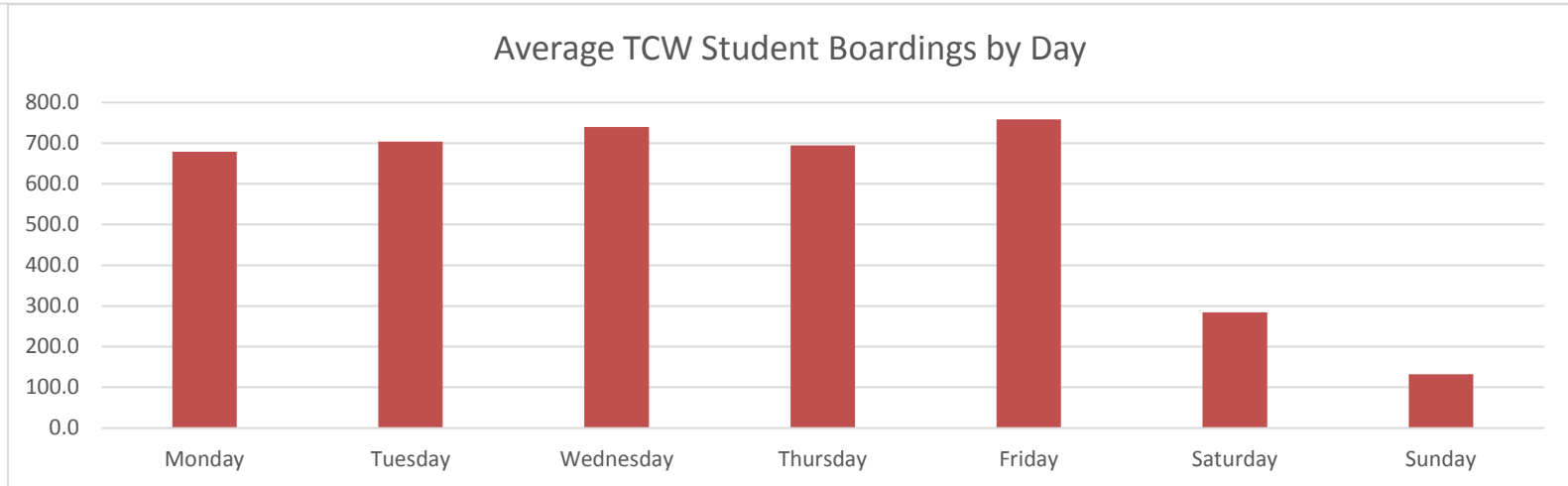
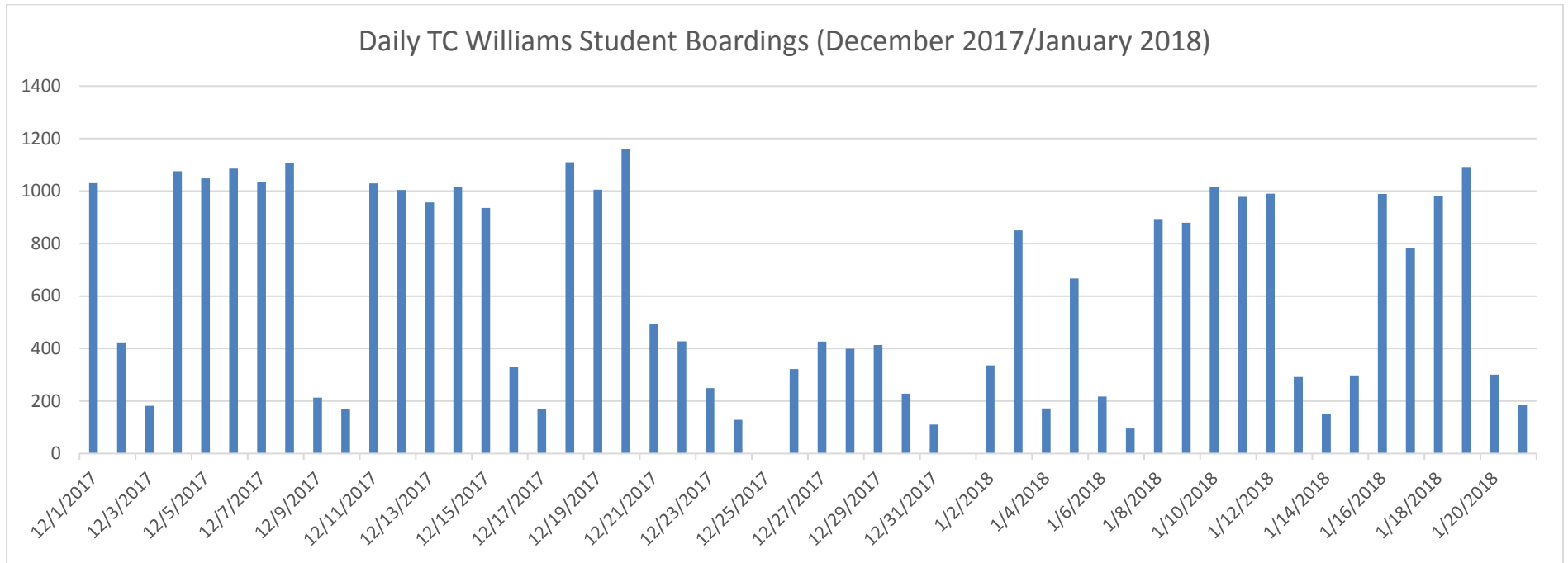
Average Daily WEEKDAY Boardings (Q2 FYTD)							
Route	FY15	FY16	FY17	FY18*	% Change (FY17-18)	% Change (FY15-18)	Trend (FY15-18)
AT-1	1,565	1,406	1,509	1,573	4.2%	0.5%	
AT-2	1,697	1,561	1,425	1,425	0.0%	-16.1%	
AT-3	741	691	712	659	-7.5%	-11.0%	
AT-4	692	645	585	524	-10.5%	-24.3%	
AT-5	1,615	1,593	1,290	1,300	0.7%	-19.5%	
AT-6	942	887	742	711	-4.2%	-24.5%	
AT-7	650	630	586	571	-2.6%	-12.2%	
AT-8	3,036	2,836	2,715	2,570	-5.4%	-15.4%	
AT-9	259	383	402	445	10.7%	71.9%	
AT-10	630	543	524	469	-10.5%	-25.5%	
AT-3/4	73	48	48	47	-2.8%	-35.2%	
AT-2X	236	202	176	148	-15.6%	-37.2%	
KST	2,462	2,571	2,501	2,352	-5.9%	-4.5%	
TOTAL	14,597	13,997	13,216	12,793	-3.2%	-12.4%	
TOT (NO KST)	12,135	11,426	10,715	10,441	-2.6%	-14.0%	

Average Daily SATURDAY Boardings (Q2 FYTD)							
Route	FY15	FY16	FY17	FY18*	% Change (FY17-18)	% Change (FY15-18)	Trend (FY15-18)
AT-1	1,135	852	882	871	-1.2%	-23.3%	
AT-2	533	523	416	405	-2.5%	-23.9%	
AT-5	1,126	1,194	946	844	-10.8%	-25.0%	
AT-8	1,514	1,423	1,254	1,188	-5.2%	-21.5%	
AT-9	97	133	165	186	12.6%	91.3%	
AT-10	398	320	294	298	1.2%	-25.1%	
AT-3/4	59	65	57	53	-6.7%	-10.3%	
KST	3,302	3,635	3,620	3,640	0.6%	10.2%	
TOTAL	8,164	8,146	7,634	7,486	-1.9%	-8.3%	
TOT (NO KST)	4,862	4,511	4,014	3,846	-4.2%	-20.9%	

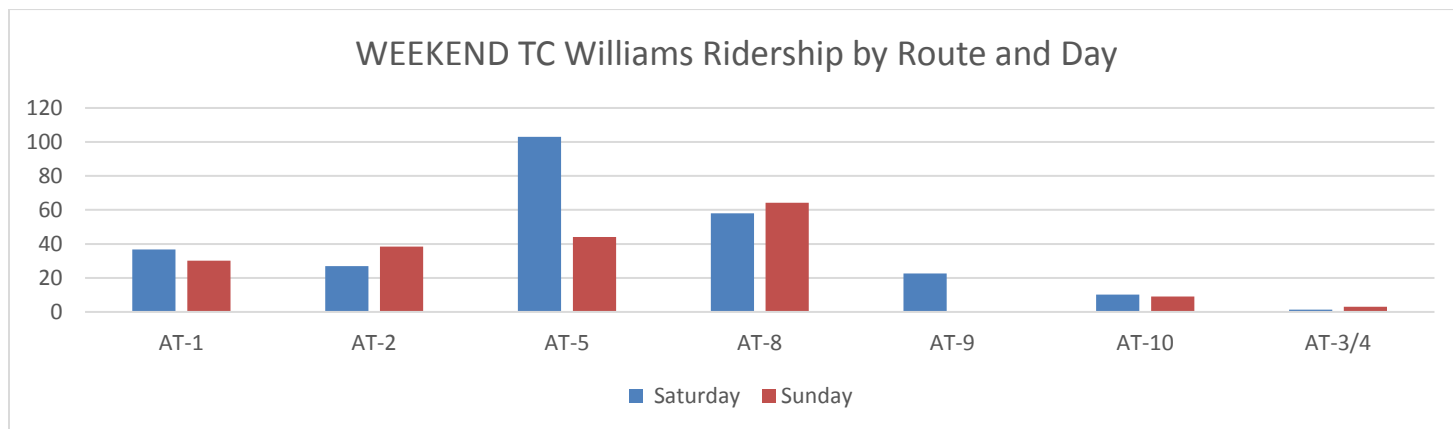
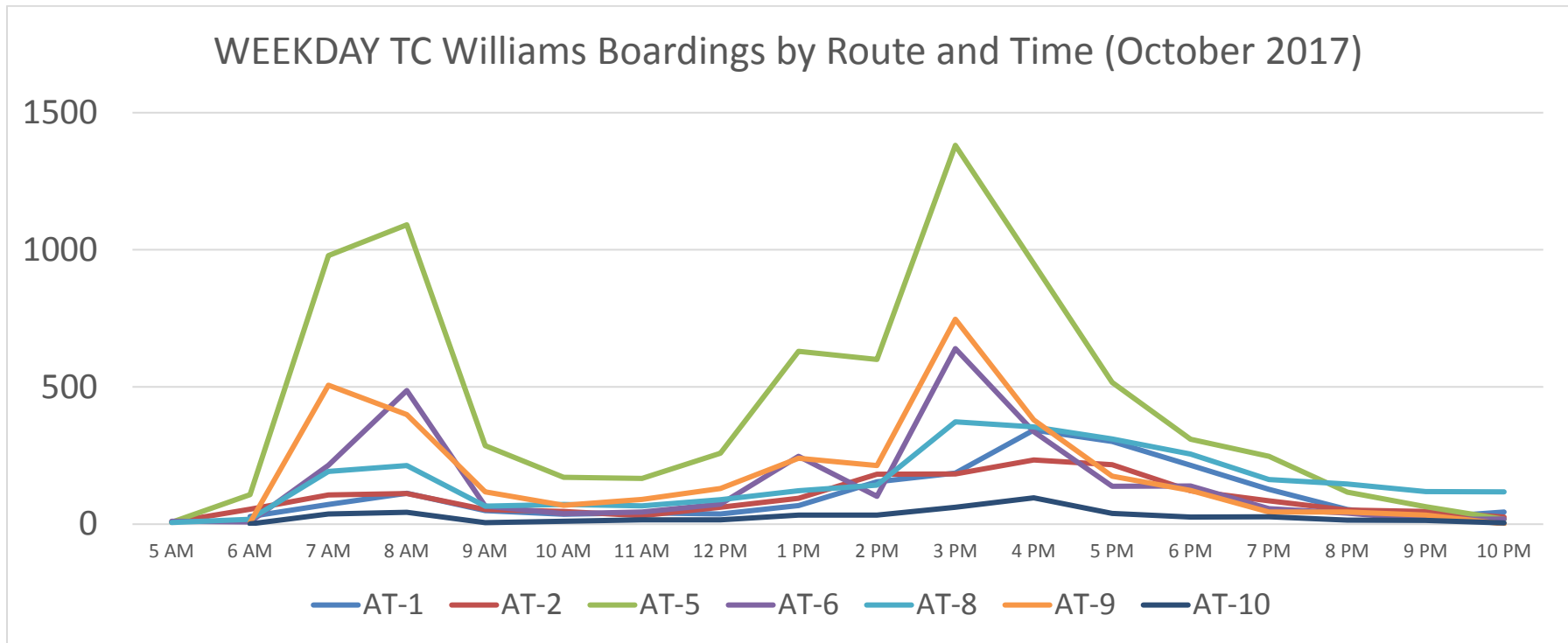
Average Daily SUNDAY Boardings (Q2 FYTD)							
Route	FY15	FY16	FY17	FY18*	% Change (FY17-18)	% Change (FY15-18)	Trend (FY15-18)
AT-1	529	437	458	399	-12.7%	-24.6%	
AT-2	428	403	372	400	7.5%	-6.5%	
AT-5	416	518	401	363	-9.5%	-12.7%	
AT-8	1,158	1,043	859	816	-5.0%	-29.5%	
AT-10	182	157	149	122	-18.0%	-32.9%	
AT-3/4	59	50	54	49	-9.6%	-17.1%	
KST	2,529	2,763	2,499	2,899	16.0%	14.6%	
TOTAL	5,301	5,373	4,791	5,048	5.4%	-4.8%	
TOT (NO KST)	2,772	2,610	2,292	2,149	-6.3%	-22.5%	

Note: FY18 data shown above is lower than actual ridership numbers by 2-4 percent due to farebox configuration error that resulted in underreported ridership data from March - July 2017.

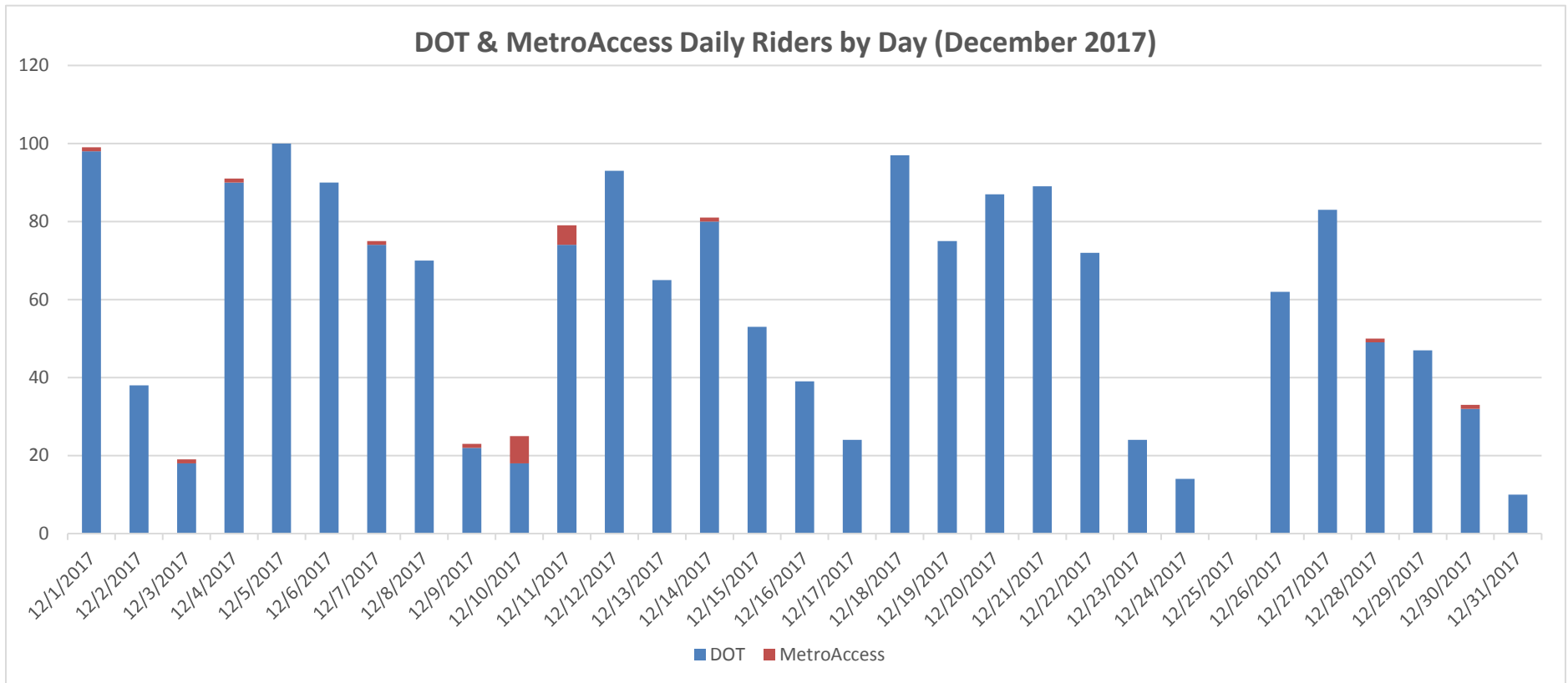
5b Summary: Performance Reports (TC Williams Daily Ridership)



5b Summary: Performance Reports (TC Williams Ridership by Day, Time and Route)



5b Summary: Performance Reports
 (DOT & MetroAccess Ridership)



5c Summary: Operating Report

FOR THE MONTH OF DECEMBER 2017

	PREVIOUS YEAR (DECEMBER 2016)	CURRENT YEAR (DECEMBER 2017)	PERCENT CHANGE
<u>RIDERSHIP</u>			
Total Monthly Passengers	291,037	278,813	-4.2%
Total Monthly Passengers (Excl.Trolley)	232,249	224,839	-3.2%
Passengers / Revenue Mile	1.9	1.9	0.0%
Passengers / Revenue Hour	21.0	20.8	-0.7%
<u>SERVICE LEVELS</u>			
Total Miles	171,973	164,820	-4.2%
Revenue Miles	155,637	149,516	-3.9%
<u>SAFETY</u>			
Accidents - Total	3	5	66.7%
Accidents - Preventable	1	2	100.0%
<u>FARES</u>			
Average Fare*	\$1.23	\$1.04	-15.3%
ATC DASH Pass	19,013	19,618	3.2%
TC Williams Free Fare Pilot	0	19,357	100.0%
Regional Bus Transfers	20,037	16,932	-15.5%
Rail-Bus Transfers	34,897	30,023	-14.0%
% Paid by Smarttrip	79.3%	72.7%	-6.6%
<u>FINANCIAL PERFORMANCE*</u>			
Operating Expense / Total Mile	\$7.95	\$8.41	5.8%
Operating Expense / Total Platform Hour	\$74.37	\$73.37	-1.3%
Total Revenue / Operating Expense Ratio	32.1%	27.2%	-4.9%



5d Summary: Fiscal Reports (Summary Income Statement)

Transit Management of Alexandria

For the Six Periods Ending December 31, 2017

Account Description	Actual	Month Budget	Variance	Actual	Year to Date Budget	Variance	Annual Budget
OPERATING REVENUE							
PASSENGER REVENUE	\$227,759	\$302,667	(\$74,908)	\$1,693,823	\$1,816,002	(\$122,179)	\$3,632,000
KING STREET TROLLEY REVENUE	79,412	79,412		476,469	476,472	(3)	952,938
CHARTER REVENUE	65,162	70,583	(5,421)	383,831	423,498	(39,667)	847,000
MISCELLANEOUS REVENUE	4,541		4,541	30,396		30,396	
TOTAL OPERATING REVENUE	376,874	452,662	(75,788)	2,584,519	2,715,972	(131,453)	5,431,938
OPERATING EXPENSE							
TRANSPORTATION LABOR							
WAGES	645,382	623,882	(21,500)	3,944,095	3,743,292	(200,803)	7,486,575
FRINGE BENEFITS	189,073	142,417	(46,656)	1,147,219	854,502	(292,717)	1,709,000
TOTAL TRANSPORTATION LABOR	834,455	766,299	(68,156)	5,091,314	4,597,794	(493,520)	9,195,575
MAINTENANCE LABOR							
WAGES	123,931	140,475	16,544	747,109	842,850	95,741	1,685,700
FRINGE BENEFITS	39,376	36,525	(2,851)	244,659	219,150	(25,509)	438,300
TOTAL MAINTENANCE LABOR	163,307	177,000	13,693	991,768	1,062,000	70,232	2,124,000
ADMINISTRATIVE LABOR							
WAGES	86,440	95,849	9,409	447,611	575,094	127,483	1,150,200
FRINGE BENEFITS	19,964	19,317	(647)	128,910	115,902	(13,008)	231,800
TOTAL ADMINISTRATIVE LABOR	106,404	115,166	8,762	576,521	690,996	114,475	1,382,000
MARKETING LABOR							
WAGES AND FRINGE BENEFITS	7,704	9,585	1,881	45,676	57,510	11,834	115,000
SERVICES							
PROFESSIONAL & TECHNICAL	20,940	21,334	394	163,465	128,004	(35,461)	256,000
EMPLOYEE PHYSICALS	1,770	1,917	147	14,725	11,502	(3,223)	23,000
REPAIRS - BLDG. & EQUIP.	13,182	11,084	(2,098)	78,557	66,504	(12,053)	133,000
REPAIRS - VEHICLES	8,885	12,083	3,198	41,313	72,498	31,185	145,000
PRINTING	31	6,667	6,636	16,871	40,002	23,131	80,000
LAUNDRY SERVICES	2,450	1,500	(950)	11,639	9,000	(2,639)	18,000
COPYING & REPRODUCTION	231	500	269	408	3,000	2,592	6,000
TOTAL SERVICES	47,489	55,085	7,596	326,978	330,510	3,532	661,000



5d Summary: Fiscal Reports (Summary Income Statement)

Transit Management of Alexandria

For the Six Periods Ending December 31, 2017

Account Description	Actual	Month Budget	Variance	Actual	Year to Date Budget	Variance	Annual Budget
MATERIALS & SUPPLIES							
OFFICE SUPPLIES	\$786	\$1,167	\$381	\$2,060	\$7,002	\$4,942	\$14,000
REPAIR PARTS	40,052	31,667	(8,385)	147,946	190,002	42,056	380,000
FUEL & LUBRICANTS	83,244	89,917	6,673	548,539	539,502	(9,037)	1,079,000
OPERATING SUPPLIES	6,576	7,750	1,174	46,166	46,500	334	93,000
TOOLS		3,750	3,750	9,772	22,500	12,728	45,000
TIRES & TUBES	7,120	10,584	3,464	57,590	63,504	5,914	127,000
TOTAL MATERIALS & SUPPLIES	137,778	144,835	7,057	812,073	869,010	56,937	1,738,000
INSURANCE	47,191	41,859	(5,332)	261,950	251,154	(10,796)	502,304
MISCELLANEOUS EXPENSES							
TRAVEL		2,666	2,666	15,639	15,996	357	32,000
POSTAGE	119	333	214	1,407	1,998	591	4,000
TELEPHONE	4,784	6,250	1,466	30,094	37,500	7,406	75,000
UTILITIES	27,884	26,417	(1,467)	107,031	158,502	51,471	317,000
DUES & SUBSCRIPTIONS	452	1,666	1,214	36,695	9,996	(26,699)	20,000
EDUCATION & TRAINING	4,100	4,500	400	13,969	27,000	13,031	54,000
MISCELLANEOUS	2,814	3,416	602	8,726	20,496	11,770	41,000
CONTINGENCY		8,333	8,333		49,998	49,998	100,000
MARKETING & ADVERTISEMENT	1,101	1,667	566	14,395	10,002	(4,393)	20,000
TOTAL MISCELLANEOUS EXPENSES	41,254	55,248	13,994	227,956	331,488	103,532	663,000
TOTAL OPERATING EXPENSES	1,385,582	1,365,077	(20,505)	8,334,236	8,190,462	(143,774)	16,380,879
NET OPERATING EXPENSES	1,008,708	912,415	(96,293)	5,749,717	5,474,490	(275,227)	10,948,941
DEPARTMENTAL EXPENSE BREAKDOWN							
ADMINISTRATION	157,868	174,541	16,673	862,334	1,047,246	184,912	2,094,500
TRANSPORTATION	851,386	777,240	(74,146)	5,192,943	4,663,440	(529,503)	9,326,875
MAINTENANCE	316,712	343,434	26,722	1,917,394	2,060,604	143,210	4,121,200
MARKETING	12,421	19,920	7,499	99,613	119,520	19,907	239,000
INSURANCE	47,191	41,859	(5,332)	261,950	251,154	(10,796)	502,304
CONTINGENCY		8,333	8,333		49,998	49,998	100,000
TOTAL OPERATING EXPENSES	1,385,578	1,365,327	(20,251)	8,334,234	8,191,962	(142,272)	16,383,879



5d Summary: Fiscal Reports (Variance Report)

FOR THE MONTH OF DECEMBER 2017

Net operating expenses were \$96,293 (10.6%) over budget in December. Revenues for the month were \$75,788 (16.7%) under budget. Total expenses were \$20,251 (1.48%) over budget. The operating ratio for the month was 27.2%.

REVENUES:

Passenger Revenue: Revenues were \$74,908 (24.7%) under budget due to lower than projected ridership during the holiday season and periods of severe cold. Also, please note that the revenue projections entered in the budget did not appropriately reflect seasonal variations in ridership (they are flat budgeted month over month).

Charter Revenue: Revenues were \$5,421 (7.7%) under budget due to lower than projected charter requests.

PERSONNEL:

Transportation Labor (Wages) & (Fringe Benefits): Expenses were \$68,156 (8.9%) over budget due primarily to costs associated with overtime and an on-going operator training class.

However, Maintenance, Administrative, and Marketing Labor, especially Wages, were under budget \$16,544 (11.8%), \$9,409 (9.8%), and \$1,881 (19.6%) respectively due to vacant positions in Administration that helped to offset the high Transportation Labor expenses.

NON-PERSONNEL EXPENSES:

Repairs - Building & Equipment: Expenses were \$2,098 (18.9%) over budget due to an annual contract payment to our building security firm.

Repair Parts: Expenses were \$8,385 (26.5%) over budget due to timing of reordering stock parts for brake drums and destination signs.

Insurance: Expenses were \$5,332 (12.7%) over budget due to a premium adjustment after the year-end mileage audit. The additional expenses were to cover the difference between the estimated revenue miles and fleet total insured value to the audited values at year-end.

Utilities: Expenses were \$1,467 (5.6%) over budget due to the high natural gas usage during the extraordinary cold weather conditions during the month.



5e Summary: Fiscal Special Report (Pension, Payroll and Health Insurance)

The following summary will be presented with a short oral discussion by Zerrin Sayar, Interim Director of Finance & Administration. This information is as requested by Board Member Triggs specifically to detail the following information:

- Payroll – Year of Year changes (Average salary increase)
- Deferred Compensation Projections
- Health Insurance Projections

PENSION					
	Total Matching Contributions	Up to 2% Discretionary Contributions	Total Retirement Contributions	Budget	Year to Year Comparison
FY15 Actuals	268,001.42	148,306.56	416,307.98	404,000.00	
FY16 Actuals	281,500.93	170,495.98	451,996.91	327,304.00	9%
FY17 Actuals	312,678.73	-	312,678.73	290,448.20	-31%
FY18 Budget	277,100.00		277,100.00	277,100.00	-11.4%
FY18 Actual thru 1/31/18	179,989.61	196,163.30	376,152.91		35.7%
FY18 Year-end Projections	308,553.62	196,163.30	504,716.92		82.1%
FY19 Preliminary Budget	364,000.00	191,130.00	555,130.00	555,130.00	100.3%

Note:

- There was no additional 2% discretionary contribution made in FY17.
- In FY18, a discretionary contribution in the amount of \$196,163.30 was made in August 2017. The amount was not accrued in FY17.
- FY18 Actuals through 1/31/18 were already 35.7% above the budget.
- The FY18 Year-End Projections are estimated to be 82% above the budget. Currently, there are no funds in the FY18 Budget to allow ATC to make a discretionary contribution to its employees' pension.

PAYROLL (LABOR + OVERTIME)			HEALTH INSURANCE PROJECTIONS		
Thru 1/31/18	Total Payroll	Year to Year Comparison		Health Insurance Coverage	Year to Year Comparison
Y15 Actuals	7,872,742.19		FY15 Actuals	1,340,857.81	
FY16 Actuals	8,536,875.33	8.4%	FY16 Actuals	1,329,037.31	-0.9%
FY17 Actuals	9,092,819.59	6.5%	FY17 Actuals	1,378,794.02	3.7%
FY18 Budget	9,740,499.00	7.1%	FY18 Budget	1,144,845.00	-17.0%
FY18 Actual thru 1/31/18	5,215,355.04		FY18 Actual thru 1/31/18	863,955.39	
FY18 Year-end Projections	8,940,608.64		FY18 Year-end Projections	1,481,066.38	
FY19 Preliminary Budget	10,461,787.28	7.4%	FY19 Preliminary Budget	1,635,864.40	42.9%



ATC Board Agenda Detail

Agenda Item #: 5
Item Title: DASH General Manager's Report
Contacts: Josh Baker, General Manager
Attachments: None
Customer Impact: None
Board Action: None/FYI



5f Summary: General Manager's Summary

January kicked off the General Assembly session, on the 22nd and the 29th the General Manager visited Richmond to meet with our elected officials as they consider critical bills affecting Transit Funding. In addition to scheduled meetings, he attended the Virginia Transit Association's Legislative Reception which included a visit from Governor Northam and Transportation Secretary Shannon Valentine.

As the General Assembly gets deeper into the hard decisions of the session, the "money committees", House Appropriations and Senate Finance are now negotiating how to fund Metro. Regretfully, the House bill that is now the vehicle, HB 1539 (Hugo) and the substitute Senate bill, SB 856 (Saslaw) do nothing for any statewide transit capital funding.

Without action, the Commonwealth's Transit Capital Program will shrink by 44% next year. These funds are for core functions like replacing buses and railcars as well as updating maintenance facilities. Smaller transit systems will be hardest hit by these cuts as they are more reliant on state funds than larger systems.

The good news is that both chambers appear to agree that Metro funding must be approved this session. While the Senate bill contains more funding, the fact that both bills have provisions for Metro and VRE funding is promising. Critical federal funding for Metro is set to expire next year resulting in a net loss of \$300 million a year. It has identified capital needs of \$15.5 billion over 10 years for critical safety and state of good repair projects. VRE needs dedicated funding similar to existing dedicated state funding that currently supports statewide Amtrak services.

The General Manager has been actively working to support Senate Bill 856 and House Bill 1539 as they are so critical to the continued funding of capital programs for transit, and of course because continued investment in Metro is vital to the success of our community.



DASH General Manager (Center Back) attends the 2018 Transit Bus Exchange in Scottsdale, AZ this event which is free of charge to attendees focuses on innovations in Transit and how to support the future of Public Transit



ATC Board Agenda Detail

Agenda Item #:	6
Item Title:	New Business
Contacts:	Josh Baker, General Manager
Attachments:	Stop Human Trafficking Pledge
Customer Impact:	a) Major ● b) Minimal ●
Board Action:	a) Approval to draft TDP with new Fares; b) Adoption of Pledge



6a Summary – FY 2019 Fare Adjustments & Senior Fare Program

Based on preliminary budget guidance received from the City Manager's Office, the General Manager is proposing the following fare adjustments in FY 2019:

1. **Increase base fare from \$1.60 to \$1.75.** This represents a nine percent fare increase, but keeps DASH well below the \$2.00 fares that are currently charged by neighboring transit providers (Metrobus, ART, Fairfax Connector and PRTC). For DASH passengers transferring to or from Metrobus, there will be no change in total trip cost since they already pay the difference between the two fares upon transferring.
2. **Increase monthly DASH Pass cost from \$40 to \$45.** This 12.5 percent increase in DASH Pass cost will decrease the estimated monthly DASH Pass savings from 21 percent to 14 percent as compared to paying the \$1.75 base fare throughout the month.
3. **Provide new \$1.00 off-peak senior fare for Senior Smartrip users.** Consistent with the DASH commitment to providing affordable transportation options for seniors, DASH will offer a sharply reduced senior Smartrip fare of \$1.00 on weekdays before 6:00 AM, between 9:00 AM and 3:00 PM, and after 6:00 PM, and all day on Saturday and Sunday. This represents a 38 percent decrease from current base fares and a 43 percent discount from the proposed \$1.75 base fare. The time constraint on the discounted fare is intended to encourage off-peak ridership when buses are currently less utilized. A graph showing the current and future diurnal distributions of senior Smartrip ridership on DASH is included on the next page.
NOTE: a \$1.00 fare for seniors is in line with all other regional providers.
4. **Reduce transfer window from four hours.** This change will promote consistency with other regional transit providers and help to partially offset the cost of a senior fare discount.

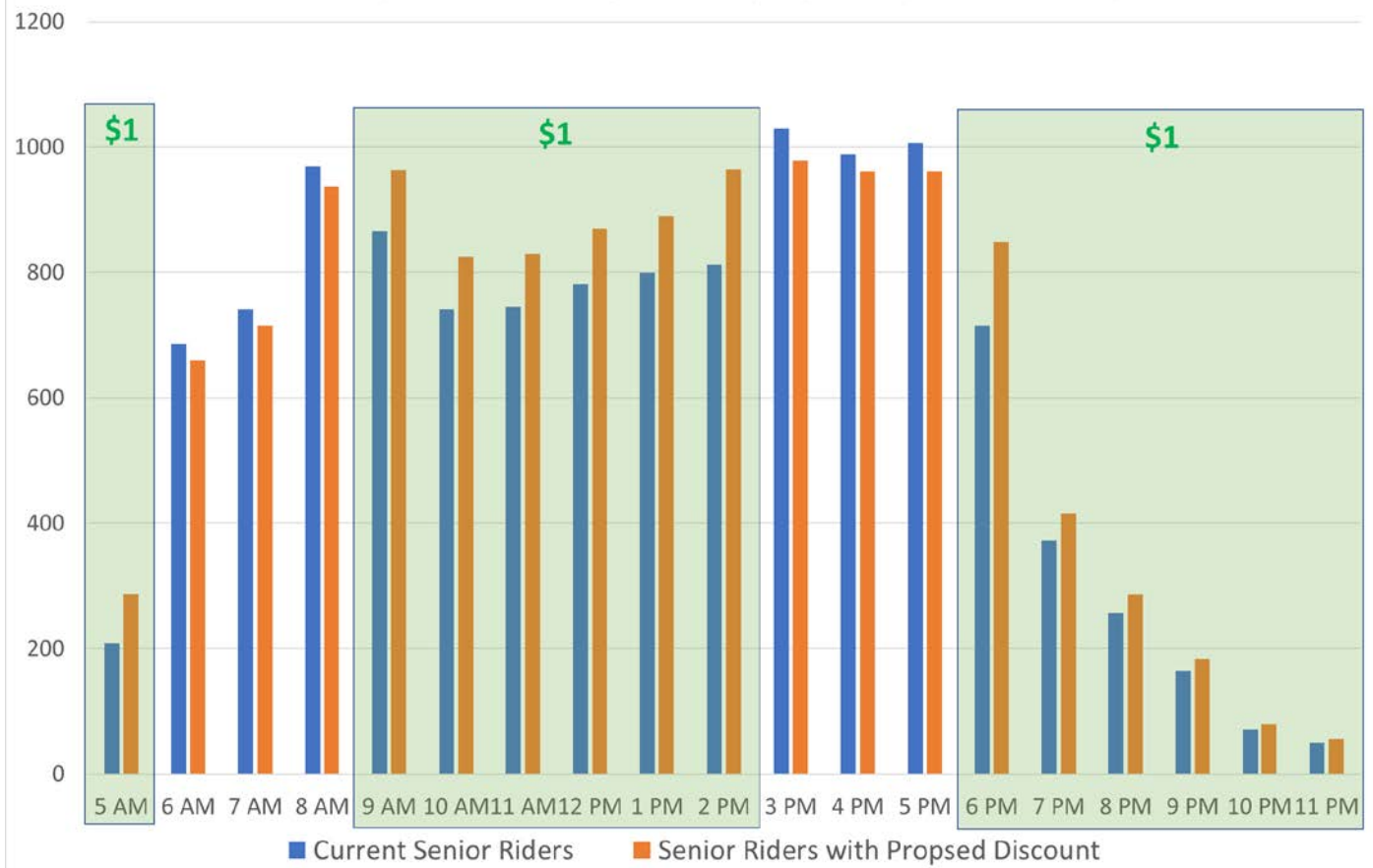
It is projected that these changes will result in a 3% decrease in ridership with a new total annual ridership of about 3.7 million. The overall changes to the base fare, DASH Pass and reduction of the transfer window are projected to fully offset the revenue decreases resulting from the senior fare discount, they do not however alter the subsidy amount due from the City.

Board action is requested to endorse this proposal by the General Manager, upon that endorsement and following the release of the City Manager's Proposed Budget in the coming weeks the following actions will occur:

- The General Manager will update the FY 2019 Budget to reflect these changes and the final subsidy amounts.
- The TDP will be updated to reflect this plan and the public comment period will open with public hearing at the March 2018 ATC Board Meeting.
- Initial public outreach and education on the change initiates in May so that there is plenty of time for riders to plan for a July 1st, 2018 implementation.
- Final Budget presented in May with adoption in June.



Weekday Senior Smartrip Ridership by Hour (October 2017)



Proposed T.C. Williams Free Student Fare Programs

Based on the results of the current pilot program and the guidance of the City Manager’s office, DASH is proposing to make the T.C. Williams Free Student Fare Pilot a permanent DASH program beginning at the start of the 2018-2019 school year. DASH is also planning to evaluate a program expansion to include all private high schools within the City of Alexandria contingent upon Board Approval. Expansion of the program to other schools is proposed upon negotiations by the General Manager with the leaders of these organizations.

As an update, last week DASH staff met with ACPS staff for a mid-year debrief on successes, challenges, lessons learned and next steps for the T.C. Williams pilot program. As part of the discussion, DASH identified several steps for program improvement, including a student survey to assess program impact and Smartrip-enabled student ID cards as mandatory for the upcoming year.

ACPS requested expansion of the program to include the summer months and 7th & 8th grade students. This request was presented at the meeting, no action has been taken as the General Manager will need to review impacts and assess options for this type of addition to the program.

6b Summary – Transportation Leaders Against Human Trafficking Program

Human trafficking is one of the greatest atrocities of the 21st century. With as many as 27 million men, women and children sold into prostitution, domestic servitude or other forced labor in dark corners around the globe, it may seem like a problem beyond our borders. But the truth is, it's happening right here in our communities across America.

Those committing this awful crime are using America's roadways, transit systems, railways, waterways and skies to traffic victims. We cannot allow our transportation system to be an enabler in such awful acts.

The General Manager is proposing that DASH join with other transit agencies across the transportation industry and the US Department of Transportation to stop the flow of human trafficking. By committing DASH to not only to preparing our own employees to recognize and report suspected instances, but also to raising awareness among the public we send a clear message that human trafficking will not be tolerated on our system.

In addition to joining the transportation sector effort, with the support of the ATC Board of Directors, DASH will take the following measures:

- Awareness is critical. Knowing what to look for and how to respond is essential. Flyers/Ads to be placed on all buses throughout the system.
- Employee training and education to be conducted in an effort to bring awareness and recognition to help stop the flow of human trafficking.

In consideration of this effort a pledge is included as an attachment to this packet, this pledge will align DASH with the US Department of Transportation to join in the fight to end modern slavery. Learning the basic indicators of human trafficking and enabling us to be alert when traveling. The simple act of calling in a tip could save lives and help us move closer to a world without this modern form of slavery.

Board Action: Consideration of motion and approval by the Board for the Chairman to sign the included pledge.



ATC Board Agenda Detail

Agenda Item #: 7
Item Title: Old Business
Contacts: Josh Baker, General Manager
Attachments: None
Customer Impact: Moderate ●
Board Action: None/FYI



7a Summary – OT Report and Analysis by General Manager

DASH overtime continues to trend down; however, it has increased slightly since the last reports. This is due to ongoing training classes and gaps in the revenue service release of trainee's. Such trainee's come out of the training program on a staggered basis, we anticipate another training class to take place starting this month.

Provided below are overtime per payroll totals through the most recent data available, as one will note – we **average 13.4% overtime** which is very high, but continues to trend down.

Payroll	Total Overtime	Total Payroll	Percentage of total Payroll
Saturday, August 19, 2017	\$71,664.61	\$408,414.06	18%
Saturday, September 02, 2017	\$74,229.84	\$403,594.18	18%
Saturday, September 16, 2017	\$63,230.67	\$412,254.72	15%
Saturday, September 30, 2017	\$81,997.50	\$410,807.76	20%
Saturday, October 14, 2017	\$54,715.75	\$427,246.10	13%
Saturday, October 28, 2017	\$57,655.13	\$380,255.11	15%
Saturday, November 11, 2017	\$50,896.19	\$389,255.25	13%
Saturday, November 25, 2017	\$36,272.41	\$387,958.33	9%
Saturday, December 09, 2017	\$49,904.15	\$392,784.00	13%
Saturday, December 23, 2017	\$51,063.96	\$402,512.59	13%
Saturday, January 6, 2018	\$22,315.86	\$386,088.71	6%
Saturday, January 20, 2018	\$43,452.38	\$426,697.51	10%
Saturday, February 3, 2018	\$42,003.15	\$377,846.05	11%



ATC Board Agenda Detail

Agenda Item #: 8
Item Title: Next Meeting and Adjournment
Contacts: All
Attachments: None
Customer Impact: None
Board Action: Motion and Approval of Adjournment



Opportunity for any final Board Member Comments or Remarks.

The next ATC Board of Directors Meeting will take place on
Wednesday, March 14th, 2018 at 5:30 p.m.
in the Council Workroom, 2nd Floor Alexandria City Hall.

Consider Adjournment

-- Board Attendance Log on Next Page --



Alexandria Transit Company Board of Directors

ATTENDANCE LOG

2017 - 2018 REGULAR (and special) BOARD MEETINGS

("P" present - "A" absent - "E" excused)

Meeting Date	Paul Abramson	Chieko Clarke	David Kaplan	Kerry Donley	Stephen Klejst	Yon Lambert	Richard Lawrence	Meredith MacNab	Laura Triggs
07/2017	<i>No Meeting</i>								
08/2017	<i>No Meeting</i>								
09/13/2017	P	P	P	P	E	E	P	P	E
10/18/2017	P	E	P	P	P	P	E	P	P
11/08/2017	P	P	P	P	P	P	E	P	P
12/13/2017	P	E	P	P	P	P	E	P	P
01/10/2018	P	P	P	P	P	P	P	P	P
02/14/2018									
03/14/2018									
04/11/2018									
05/09/2018									
06/13/2018									





Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #6b Attachments:

Transportation Leaders Against Human Trafficking



PUT THE BRAKES ON HUMAN TRAFFICKING®

PLEDGE

The U.S. Department of Transportation’s Transportation Leaders Against Human Trafficking initiative calls on all transportation industry leaders to join us in our commitment to employee education, raising public awareness, and measuring our collective impact by signing this voluntary pledge.

We pledge with one voice as national leaders to join with partners across the transportation industry to work together and end human trafficking by:

- * Educating our employees and organizational members on how to recognize and report signs of human trafficking
- * Raising awareness among the traveling public on human trafficking issues by utilizing common messaging in targeted outreach campaigns
- * Measuring our collective impact on human trafficking by tracking and sharing key data points

By uniting our efforts across the transportation sector, we will see greater progress in reaching our ultimate goal of eliminating human trafficking.

Signature, Date

Name, Title, Organization

By signing this Pledge, you affirm that you are authorized to make this voluntary commitment on behalf of your organization, and you acknowledge and agree to grant USDOT permission to publicly reference that your organization is a signatory to the TLAHT Pledge.

trafficking@dot.gov

transportation.gov/TLAHT

