



Alexandria Transit Company Board of Directors Meeting



Wednesday, June 12th, 2019
5:30 p.m.
Alexandria City Hall, 301 King Street

Meeting Agenda

#1a	DASHing Words in Motion Presentation	Whitney Code, Marketing Manager
#1b	Public Comment	All
Consideration of Meeting Minutes Approval		
#2	• May 8, 2019	All
Board Member Announcements & Presentations		
#3	a) Chairman’s Report	Chairman & Board Members
	b) T&ES Directors Report	
	c) All Others	
General Manager’s Report		
#4	a) Management Report	Josh Baker, General Manager
	b) Performance Report	
	c) Operating Report	
	d) GM’s Summary Report	
Financial Report		
#5	a) April Financial Update	Evan Davis, Director of Finance & Administration
	b) April Balance Sheet	
	c) April Summary Income Statement	
	d) April Budget vs. Actual (BVA)	
New Business		
#6	a) FOIA Training and other Updates by ATC Legal Counsel	Lonnie Rich
	b) Final Adoption of Fiscal Year 2020 Budget	Evan Davis
	c) Consideration of Approval – FY 2020 Supplemental Budget Appropriation	Evan Davis
	d) Approval of ATV Network Design Ridership/Coverage Balance & Investment	Martin Barna
	e) First Transit Management Agreement Renewal	Josh Baker
Next Meeting Date & Adjournment		
#7	The next regular Board Meeting is Wednesday, September 11 th , 2019 at 5:30 p.m., Alexandria City Hall, Council Workroom, 2 nd Floor.	All

ATC Board Agenda Detail

Agenda Item #: 2
Item Title: Meeting Minutes
Contact: Fatima Ahmed, Secretary
Attachments: None
Customer Impact: None
Board Action: Consideration of Approval



Alexandria Transit Company (ATC) BOARD OF DIRECTORS MEETING MINUTES

A meeting of the Board of Directors of the Alexandria Transit Company was held on Wednesday, May 8, 2019 at Alexandria City Hall, Council Chambers, 301 King Street, Alexandria, VA 22314.

Board members present were David Kaplan, Kerry Donley, Ian Greaves, Matt Harris, Jim Kapsis, Yon Lambert and Meredith MacNab. Board members excused were Stephen Klejst and Richard Lawrence.

Staff members and visitors attending were: Josh Baker, Raymond Mui, Fatima Ahmed, Rick Baldwin, Martin Barna, Swinda Carcamo, Whitney Code, John Lanocho, Lorenza Myers, Alicia Wright, Jim Maslanka and Terrance Moorer. There were 46 visitors present.

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

Board Meeting

Agenda Item #1a – Public Comment

The Chairman called the meeting to order at 5:30 p.m. and recognized 4 speakers during the public comment period.

Agenda Item # 1b– Alexandria Transit Vision (ATV) Plan Presentation

Martin Barna, Director of Planning, presented regarding the ATV Plan to the Board, and answered questions. Mr. Barna welcomed feedback and comments from all. Mr. Barna will return next month for Board Guidance on the direction of the ATV Network Design Concepts.

Agenda Item # 1c– Alexandria Transit Vision (ATV) Plan Public Hearing

The Chairman opened the public hearing regarding the ATV, the Board heard from speakers regarding their feedback on the draft choices report and presentation by Mr. Barna.

Following the completion of all public speakers, hearing no further comment the Chairman offered for a motion to close the public hearing. Mr. Donley motioned to close the Alexandria Transit Vision Public Hearing with Mr. Lambert seconding the motion and the vote was passed unanimously. The Chairman then asked for Staff to comment on the partnerships with WMATA and Arlington Transit. Mr. Barna commented that the design of the network during the preliminary stages was designed by a technical advisory group that consists of members of all various transit partner agencies in including Arlington, WMATA, DRPT, NVTC and other City Departments.

Agenda Item #2 – Consideration of Meeting Minutes Approval

The Chairman asked for consideration of approval of the minutes of March 13, 2019 and April 10, 2019.

Mr. Donley motioned to accept the minutes as presented with Mr. Harris seconding the motion and the vote passed unanimously.

Agenda Item #3 – Reports, Updates and Other Business partners with Item #3a – Chairman's Report

The Chairman shared with the Board a letter by Larry Morris of First Transit relating to the one-year options that remain on the contract. Mr. Kaplan summarized the extension of the contract and what the increase in the fee would be. The Chairman stated that more discussions to come on the contract next month.



Staff Reports

Agenda Item #4 – General Manager’s Report

Mr. Baker, General Manager, provided a summary on the high-level items from the Management Report as presented to the Board. Mr. Baker welcomed comments and questions on the reports. There were no questions or further discussion.

Agenda Item #5 - Financial Report

Mr. Davis, Director of Finance & Administration provided an oral update on the financial reports as included in the Board Packet.

Agenda Item #6 – New Business

Item #6a – Mr. Barna presented the final TDP for Board consideration. Mr. Donley moved to adopt the Transit Development Plan (TDP) as final and this was seconded by Ms. MacNab, the motion was passed unanimously.

Item #6b – Mr. Davis presented the final draft of the FY 2020 Budget highlighting the key changes that are funded in the budget proposal, being the safety manager, labor manager and regular step increases on the personnel side. The Board will have a final opportunity to see this next month and will be asked to approve the final budget at that time.

Agenda Item #7 – 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. Lambert at 8:27 p.m.

The Board met in Executive Session as indicated. Upon recess from session the following:

Mr. Donley moved that the Board end the Executive session and return to public session with Mr. Harris seconding the motion and the vote was carried in approval unanimously.

Mr. Donley moved that the information discussed during the Executive Session was only to discuss legal and personnel matters pursuant to the motion to enter the session. Mr. Lambert seconding the motion, the vote was carried in approval.

Agenda Item #8 – Next Meeting Date & Adjournment

Mr. Donley moved to recess the Board meeting to be reconvened at a future date and time. Mr. Kapsis, seconding the motion, and the motion was carried unanimously.

The next regular monthly meeting is Wednesday, June 12th, 2018 at 5:30 p.m. at the City Council Workroom, City Hall, 2nd Fl., 301 King Street, Alexandria, VA 22314.

Minutes submitted by Fatima Ahmed, Secretary



ATC Board Agenda Detail

Agenda Item #: 4
Item Title: DASH General Manager's Report
Contact: Josh Baker, General Manager
Attachments: None
Customer Impact: None
Board Action: None/FYI

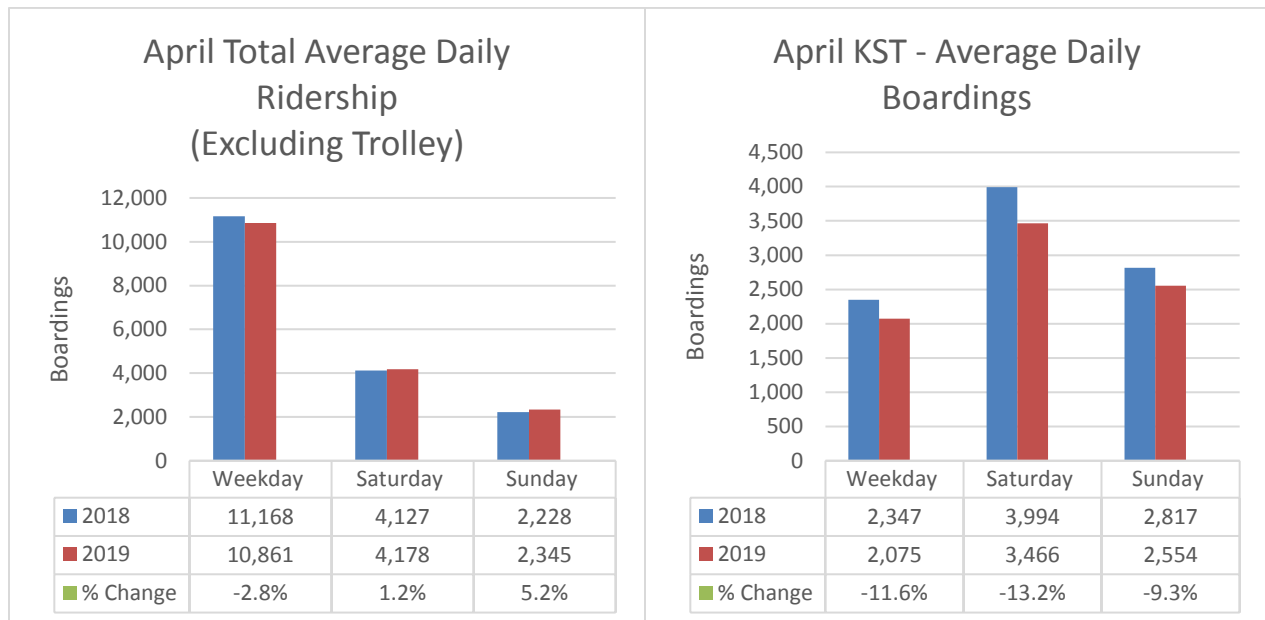


4a Summary: Management Report

FOR THE MONTH OF APRIL 2019

A. RIDERSHIP:

Total system ridership for the month decreased by 2.0% from last April, with 334,752 total passengers. Without the King Street Trolley, total ridership increased by 1.1% from last April, with 265,026 passengers.



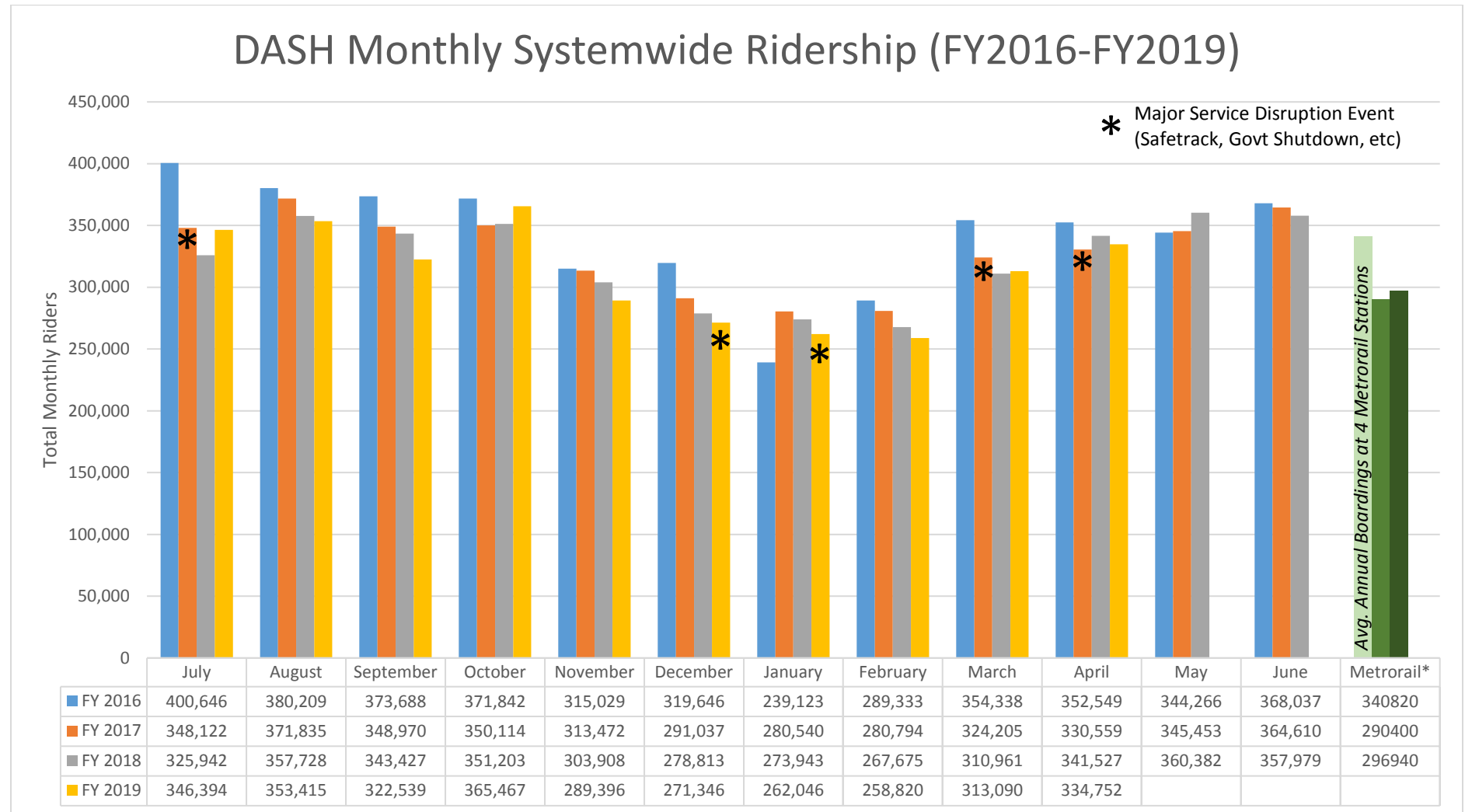
B. SAFETY:

DASH experienced two accidents during the month of April. No injuries were reported.

1. 4/12 – Vehicle made contact with rear of bus at Duke and N. Pickett Streets (*Non-Preventable*)
2. 4/12 - Vehicle made contact with rear of bus at Slaters Lane and Abington Drive (*Non-Preventable*)



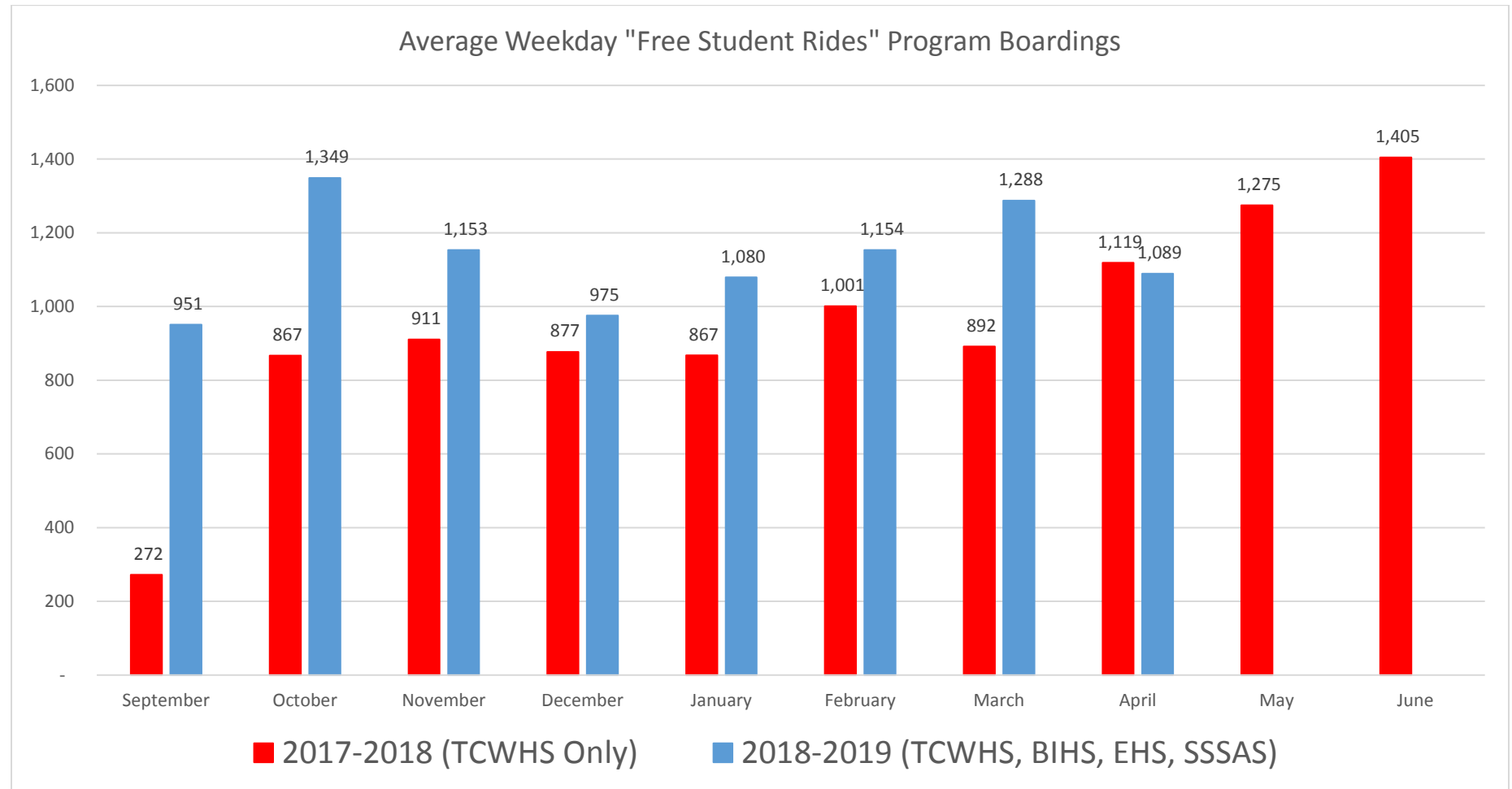
4b Summary: Performance Report
(System-Wide Ridership April 2019)



*Metrorail ridership (green columns) represents average daily total boarding's at the City's four Metrorail Stations for FY15-17.

**Totals were multiplied by 20 for comparison to DASH monthly data.

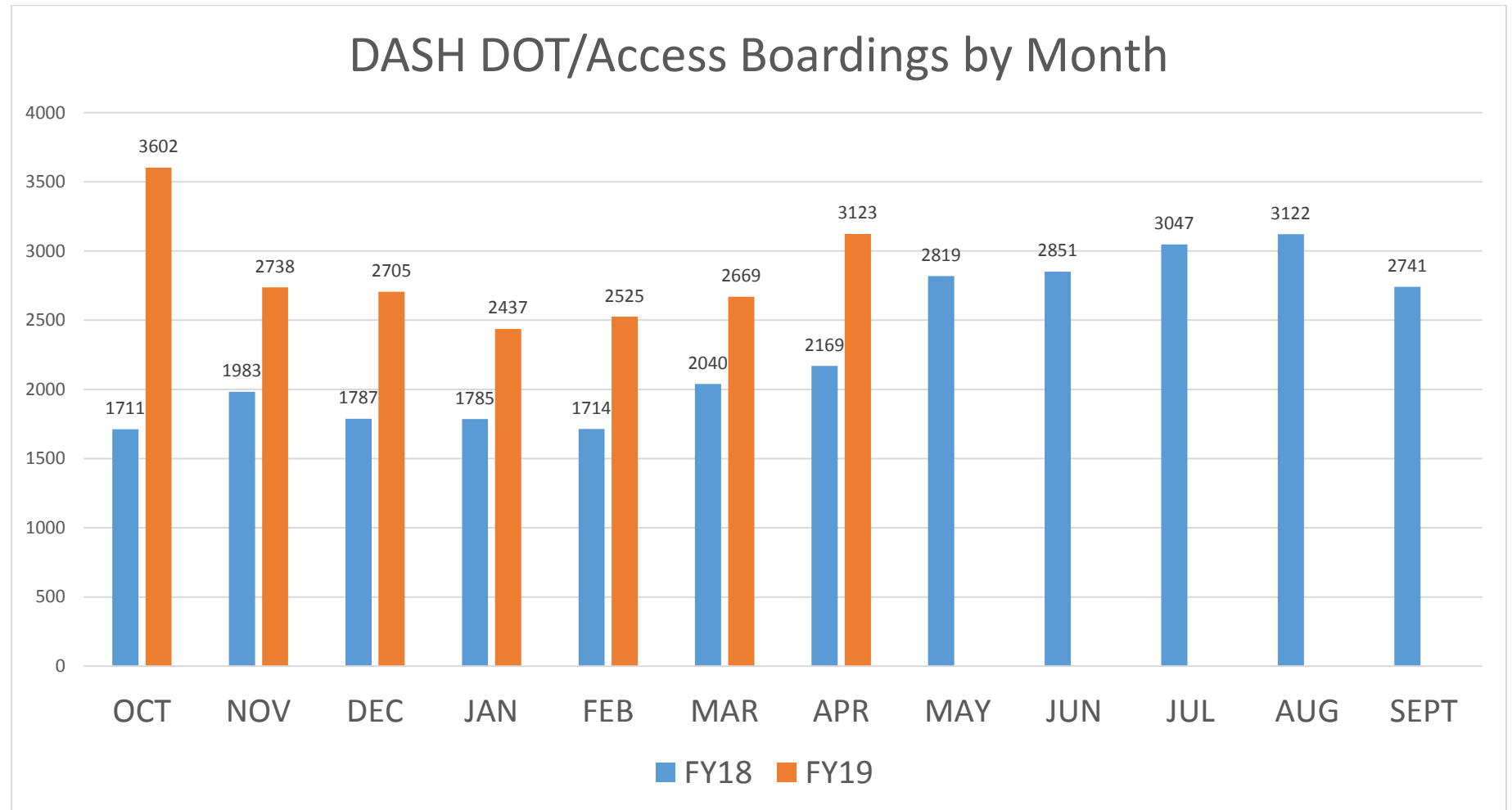
4b Summary: Performance Report
(Free Student Rides Program Ridership)



*Free Student Rides Program began as a pilot for T.C. Williams High School for the 2017 – 2018 school year.

**For the 2018 – 2019 school year, the program was expanded to three additional high schools (Bishop Ireton, Episcopal and St. Stephens & St. Agnes)

4b Summary: Performance Report
(DOT Program Boarding by Month)



4c Summary: Operating Report (April 2019)

	PREVIOUS YEAR (April 2018)	CURRENT YEAR (April 2019)	PERCENT CHANGE
<u>RIDERSHIP</u>			
Total Monthly Passengers	341,527	334,752	-2.0%
Total Monthly Passengers (Excl.Trolley)	262,173	265,026	1.1%
Passengers / Revenue Mile	2.2	2.1	-4.7%
Passengers / Revenue Hour	24.6	23.3	-5.3%
<u>SERVICE LEVELS</u>			
Total Miles	170,002	177,365	4.3%
Revenue Miles	154,033	159,648	3.6%
<u>SAFETY</u>			
Accidents - Total	4	2	-50.0%
Accidents - Preventable	1	0	-100.0%
<u>FARES</u>			
Average Fare	\$0.99	\$1.16	17.2%
ATC DASH Pass	29,244	23,023	-21.3%
TC Williams Free Fare Pilot	20,375	26,817	31.6%
Regional Bus Transfers	18,227	18,613	2.1%
Rail-Bus Transfers	35,516	34,490	-2.9%
% Paid by SmartTrip	71.8%	80.8%	9.0%
<u>OPERATING PERFORMANCE</u>			
On-Time Performance	65.50%	84.70%	29.3%
Missed Trip Percent	0.05%	0.04%	-0.01%
Avg. Miles Per Road Call	18,889	16,124	-14.6%
<u>FINANCIAL PERFORMANCE</u>			
Operating Expense / Total Mile	\$8.19	\$8.23	0.5%
Operating Expense / Total Platform Hour	\$76.61	\$72.36	-5.5%
Total Revenue / Operating Expense Ratio	28.5%	32.9%	4.4%



ATC Board Agenda Detail

Agenda Item #: 4d
Item Title: DASH General Manager's Summary
Contact: Josh Baker, General Manager
Attachments: None
Customer Impact: None
Board Action: None/FYI



4e Summary: General Manager's Report

2019 Metro Shutdown "Platform Improvement Project" (PIP) Update

Metro Platform Improvement Project Status:

All Metro Stations south of Reagan National Airport closed on May 25th. Metrorail service has been replaced by enhanced bus service and five free shuttles. Travelers should use the WMATA Trip Planner to determine the best routes available.

The following information provides an update on the first week of the WMATA Platform Improvement Project.

Traffic Information

Travel times were collected during morning and evening commute periods each day last week and compared to travel times earlier in April and May. Travel times varied greatly last week with some commute periods with lower than average travel times and some substantially higher. Traffic, as usual, was impacted by weather, crashes and power outages. The most significant delays were typically due to one of these factors. Generally, in the morning, travel times on the City's main north-south corridors (Route 1, Washington Street and North Van Dorn Street) was between 15% and 30% higher than usual. Evening travel times varied between 30% lower than normal to 30% higher than normal peak hour traffic. With the variation in traffic patterns, it was difficult to determine the impact of the WMATA PiP in the first week. The City is collecting vehicle volumes on Route 1 and Washington Street and will have that data by the beginning of next week.

Metrorail Station and Shuttles

By Commute Day 2, the Van Dorn and Eisenhower Metrorail stations were operating smoothly with moderate wait times and little to no crowding. While there was general congestion surrounding the King Street Metrorail station, by the end of the week pedestrians were finding their way to the correct bus boarding locations. City staff worked with the Alexandria Police Department to help people safely navigate the area. The Braddock Road Metrorail station had the most issues with bus bunching and long lines throughout the week, and adjustments are being made this week to improve operations at this location. At all stations, WMATA staff were reported to be extremely helpful in directing people to the appropriate locations.

Ridership Information

- Metrobus 8 – 20% increase in ridership
- Metrobus 21 – 44% increase in ridership
- Metrobus 11Y – 120% increase in ridership
- Landmark Express – 500 to 800 riders per day
- The Blue Line shuttle operated by DASH carried between 6,000 and 7,000 riders each day and over 12,000 riders on Memorial Day weekend.

By the Numbers

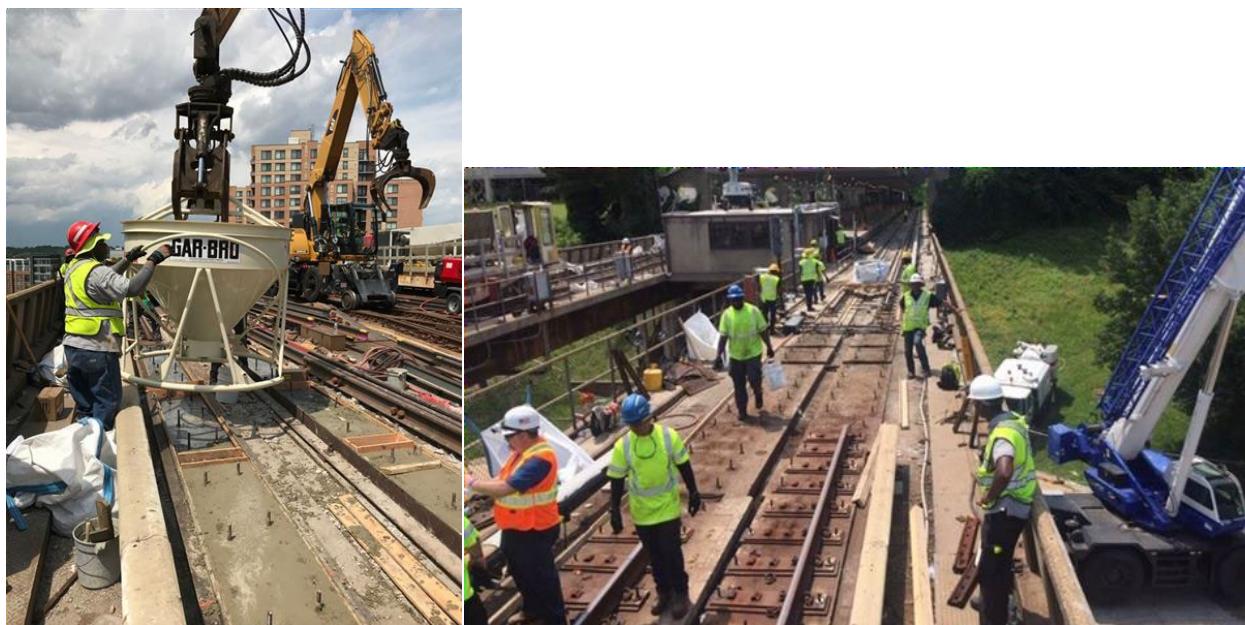
- On Tuesday afternoon, DASH had over 100 buses running in service either on the Blue Line Shuttle or regular DASH service. This is the first time in the agency's 35-year history that this milestone has been achieved.
- The stop in Old Town at the intersection of King Street/Washington Street is drawing a daily average of more than 200 boarding's per day.
- Biking on the Potomac Avenue Trail increased by more than 80% since the same time last year, and biking on the Metro Linear Trail more than doubled from the week before the WMATA PiP.



- The City secured a total of 400 parking spaces to be used for commuters and issued parking permits for all of them, of which an average of 40% have been utilized each day.
- The City's Call.Click.Connect team handled 11 informational requests and 3 complaints related to the project
- The Alexandria Police Department wrote 25 HOV parking citations to keep the lanes open for traffic, and they wrote 160 parking citations related the Metro station closures.
- During the morning and evening commute periods of the first week of the WMATA PiP, nearly 2,275 people rode the Water Taxi between Alexandria and The Wharf

First Week Construction Progress

- Construction is currently on schedule
- In the first days of the Platform Improvement Project, Metro employees and contractors have gone straight to work. With pre-construction staging completed before the shutdown started, they have been able to move in heavy equipment, begin demolition of station platforms, and immediately start to repair track infrastructure.



DASH Bus Mobile App Launch

DASH has officially launched the “DASH Bus” mobile ticketing app, making us the first bus agency in the region to allow its customers to pay bus fares on their mobile devices.

The DASH Bus app gives transit riders another convenient option to plan their trip, pay for tickets, view real-time bus information, and reach their destination as easily and quickly as possible, especially, while SmarTrip ticket vending machines (TVMs) in Metrorail stations are not available during this summer’s WMATA Platform Improvement Project.

Customers are be able to purchase fares for a single excursion (4-Hour Pass), or a monthly DASH Pass (31-Day Pass) on their phones without having to wait for funds to be loaded, as they currently do with SmarTrip cards. Unlike the DASH Pass which is only available within a single calendar month, the 31-day pass will be valid for a rolling 31-day period after it is activated. Note that these fares are only valid on DASH buses, so customers that transfer to Metrobus, Fairfax Connector, or other agencies will not be able to receive a free transfer.

To encourage app usage and assist DASH passengers during the Metrorail Shutdown, the DASH Bus app is offering customers a \$1 introductory fare for 4-Hour Passes, which will be available until September 8, 2019; however, the funding for this program is a fixed amount, so the discount may not be available for the entire summer.



DASH in the Community

Pre-Construction Metrorail Closure Ambassadors

DASH Ambassadors were onsite at Metrorail locations during the May 4-5 pre-construction closures to provide information to those impacted by the upcoming summer Metrorail closures beginning May 25.

WMATA Platform Improvement Project Awareness Pop-Up

Representatives from various regional jurisdictions, including DASH, were present at the Van Dorn Metro station on May 14 to provide information and guidance to those impacted by the upcoming summer Metrorail closures beginning May 25.

Alexandria Transit Vision Plan

DASH hosted a community meeting May 8, prior to the regularly scheduled board meeting, to receive feedback on proposed changes that intend to reflect the needs and priorities of city residents, workers and visitors.

National Science Foundation Commuter Fair

Representatives from various regional jurisdictions, including DASH, were present at National Science Foundation headquarters on May 16 to provide information and guidance to those impacted by the upcoming summer Metrorail closures beginning May 25.



Bike to Work Day

DASH participated in the City of Alexandria Bike to Work Day event held at Market Square on May 17. The initiative focuses on encouraging commuters to try bicycling to work as a healthy and safe alternative to driving alone. Participants were shown how to safely and efficiently load and unload bikes from a displayed DASH bus.



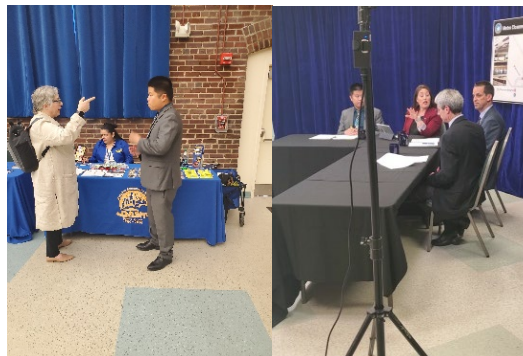
WMATA Platform Improvement Project Press Conference

DASH provided a display articulated bus at a WMATA hosted press conference on May 22 at Braddock Road Metrorail station to discuss the summer Metrorail closures. These buses will be used on the Blue Line shuttle route during the summer project.



City of Alexandria Open House and Virtual Session

DASH participated in a City of Alexandria open house and virtual session held at the Durant Center on May 22. Representatives from various regional jurisdictions were present to provide information and guidance to those impacted by the upcoming summer Metrorail closures beginning May 25.



ATC Board Agenda Detail

Agenda Item #: 5a
Item Title: Financial Update
Contact: Evan Davis, Director of Finance & Administration
Attachments: None
Customer Impact: None
Board Action: None/FYI



Alexandria Transit Company (DASH) Financial Update For the Ten Months Ended April 30, 2019

April Results – Budget vs. Actual Report

ATC experienced a **current month deficit of (\$69,427) in April**. This would have been a surplus except for the payment of the fourth quarter insurance installment. After ten months of operations, there is a **year-to-date budget deficit of (\$588,358)**. The YTD deficit increases to (\$598,164) when grant activity is included.

The current YTD deficit is artificially large due to the inclusion of the budget for DASH's operation of WMATA's Blue Line Shuttle which only began in May. As explained previously, this has increased the ATC budget by approximately \$1.4 million in FY19. There are large Shuttle-related deficits because Shuttle revenues will not be recognized until May and June, whereas expenditures have already begun and will ramp up when the operation begins in May.

Significant budget variances and notable accounts in April include:

- We had positive variances in **fringe benefits** in all departments as we concluded our relationship with our former benefits broker (we paid April in March). We now pay our benefit carriers directly and payments will be regular going forward.
- In the Maintenance department, there continue to be negative variances in **repair parts** and **vehicle maintenance service**. This is due to the Shuttle and a larger hybrid repair, respectively. Our Maintenance Department is working diligently to be able to repair more issues on the hybrids in house, which will save considerably on outside repair work. As noted previously, hybrid powertrain repairs and replacements will be funded through the CIP in FY20.
- In April we paid the fourth quarter vehicle liability insurance installment. There will be no further significant insurance expenditures in FY19.

FY 2019 Forecast

April continued the March trend of a seasonal rebound in revenue ridership and passenger revenue:

April 2019	Apr Expectation	Apr Actual	Variance
Revenue Ridership	237,280	233,187	(4,093)
Passenger Revenue	\$316,852	\$301,683	(\$15,169)

Revenue ridership year-to-date continues to very slightly trail the prior year, while passenger revenue remains higher due to the July 2018 fare increase.

YTD Comparison	FY18 – Apr YTD	FY19 – Apr YTD	Change
Revenue Ridership	2,270,566	2,260,206	(10,360)
Passenger Revenue	\$2,730,792	\$2,907,878	\$177,086
Average Fare	\$1.20	\$1.29	\$0.09

With two months remaining in FY19, we project passenger revenue of \$3.44 million, which will fall 9.7% short of budget (\$369,228). The regular passenger revenue deficit is somewhat offset by projected surpluses in Shuttle and miscellaneous revenue for the year. With expenditures (including the Shuttle) expected to come in under the expanded FY19 budget by \$5,313, **the FY19 overall deficit is projected at (\$213,192), a positive change of \$63,610 from the March projection.**

ATC Board Agenda Detail

Agenda Item #: 5b
Item Title: Balance Sheet
Contact: Evan Davis, Director of Finance & Administration
Attachments: None
Customer Impact: None
Board Action: None/FYI



ALEXANDRIA TRANSIT COMPANY
Balance Sheet as of April 30, 2019

ASSETS

Cash - City of Alexandria Pooled	\$ -
Cash - Payroll Account	2,728
Receivables	484,057
Parts and Supplies Inventory	693,531
Capital Assets	43,586,652
Less: Accumulated Depreciation	(22,452,236)
TOTAL ASSETS	<u>\$ 22,314,732</u>

LIABILITIES

Accounts Payable	\$ 188,809
Payroll Liabilities	29,945
Accrued Vacation	682,630
Due to Other Funds (Negative Cash Position)	650,787
Total Liabilities	<u>\$ 1,552,171</u>

NET POSITION

Net Investment in Capital Assets	\$ 21,134,416
Unrestricted	(371,855)
Total Net Position	<u>\$ 20,762,561</u>

TOTAL LIABILITIES AND NET POSITION

\$ 22,314,732

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



ATC Board Agenda Detail

Agenda Item #: 5c
Item Title: Summary Income Statement
Contact: Evan Davis, Director of Finance & Administration
Attachments: None
Customer Impact: None
Board Action: None/FYI



ALEXANDRIA TRANSIT COMPANY
Summary Income Statement for the Ten Months Ended April 30, 2019

	Actual	Budget	Variance
REVENUES:			
City Contribution - King Street Trolley	799,110	799,110	-
DASH Passenger Revenue	2,907,878	3,176,960	(269,082)
DASH AT2X Mark Center Charter	654,730	654,730	-
DASH Other Charter Revenue	66,053	1,288,990	(1,222,937)
Miscellaneous Revenue	73,069	45,830	27,239
Total Operating Revenue	4,500,840	5,965,620	(1,464,780)
City Contribution - Regular Subsidy	9,462,210	9,462,210	-
Total Revenue	13,963,050	15,427,830	(1,464,780)
EXPENDITURES:			
Operations	8,003,203	8,524,040	520,837
Maintenance	3,448,137	3,585,860	137,723
Administration	2,829,997	2,990,300	160,303
Capital Outlay	270,071	327,630	57,559
Total Expenditures	14,551,408	15,427,830	876,422
GRANT ACTIVITY:			
State Grants	344,319	-	-
Local Match on State Grants	56,785	-	-
Grant Expenditures	(410,910)	-	-
Total Grant Activity	(9,806)	-	-
Net Surplus (Deficit)	(598,164)	-	(588,358)

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ATC Board Agenda Detail

Agenda Item #: 5d
Item Title: Budget vs. Actual Report
Contact: Evan Davis, Director of Finance & Administration
Attachments: None
Customer Impact: None
Board Action: None/FYI



Alexandria Transit Company (DASH)
Budget vs. Actual Report for the Ten Months Ended April 30, 2019

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	FY2019 Projected	FY2019 Annual Budget	Projected Year End Variance
REVENUE									
City Contribution - King Street Trolley	79,911	79,911	-	799,110	799,110	-	958,936	958,936	-
DASH Passenger Revenue	301,683	317,696	(16,013)	2,907,878	3,176,960	(269,082)	3,443,129	3,812,357	(369,228)
DASH AT2X Mark Center Charter	65,473	65,473	-	654,730	654,730	-	785,671	785,671	-
DASH Other Charter Revenue	28,636	128,899	(100,263)	66,053	1,288,990	(1,222,937)	1,673,040	1,546,792	126,248
Miscellaneous Revenue	4,085	4,583	(498)	73,069	45,830	27,239	79,475	55,000	24,475
TOTAL OPERATING REVENUE	479,788	596,562	(116,774)	4,500,840	5,965,620	(1,464,780)	6,940,251	7,158,756	(218,505)
City Contribution - Regular Subsidy	946,221	946,221	-	9,462,210	9,462,210	-	11,354,656	11,354,656	-
TOTAL REVENUE	1,426,009	1,542,783	(116,774)	13,963,050	15,427,830	(1,464,780)	18,294,907	18,513,412	(218,505)
OPERATING EXPENDITURES									
OPERATIONS									
Wages - O	646,732	667,224	20,492	6,144,681	6,672,240	527,559	8,095,520	8,006,690	(88,830)
Fringe Benefits - O	8,811	115,834	107,023	1,152,512	1,158,340	5,828	1,379,907	1,390,000	10,093
Payroll Taxes - O	47,841	46,925	(916)	490,168	469,250	(20,918)	621,676	563,100	(58,576)
Retirement Contributions - O	17,255	16,158	(1,097)	162,676	161,580	(1,096)	206,320	193,900	(12,420)
Total Operations Labor	720,639	846,141	125,502	7,950,037	8,461,410	511,373	10,303,423	10,153,690	(149,733)
Operating Materials and Supplies	5,298	4,875	(423)	38,837	48,750	9,913	49,723	58,500	8,777
Training and Travel - O	3,709	1,388	(2,321)	14,329	13,880	(449)	15,765	16,650	885
TOTAL OPERATIONS EXPENDITURES	729,646	852,404	122,758	8,003,203	8,524,040	520,837	10,368,911	10,228,840	(140,071)
MAINTENANCE									
Wages - M	137,041	133,527	(3,514)	1,220,746	1,335,270	114,524	1,533,003	1,602,300	69,297
Fringe Benefits - M	10,982	23,496	12,514	172,966	234,960	61,994	207,348	281,950	74,602
Payroll Taxes - M	10,168	10,813	645	93,529	108,130	14,601	118,622	129,750	11,128
Retirement Contributions - M	5,089	4,375	(714)	42,159	43,750	1,591	53,470	52,500	(970)
Total Maintenance Labor	163,280	172,211	8,931	1,529,400	1,722,110	192,710	1,912,443	2,066,500	154,057
Fuel & Lubricants	101,722	104,542	2,820	1,023,300	1,045,420	22,120	1,287,960	1,254,500	(33,460)
Repair Parts	47,244	38,217	(9,027)	420,562	382,170	(38,392)	504,674	458,600	(46,074)
Tires	14,452	14,500	48	133,258	145,000	11,742	149,673	174,000	24,327
Vehicle Maintenance Service	34,202	5,833	(28,369)	150,956	58,330	(92,626)	186,457	70,000	(116,457)
Laundry	2,545	2,500	(45)	22,471	25,000	2,529	26,793	30,000	3,207
Tools and Equipment	1,056	1,250	194	8,949	12,500	3,551	10,739	15,000	4,261
Building Maintenance	13,588	18,950	5,362	157,557	189,500	31,943	193,842	227,400	33,558
Training and Travel - M	306	583	277	1,684	5,830	4,146	2,180	7,000	4,820
TOTAL MAINTENANCE EXPENDITURES	378,395	358,586	(19,809)	3,448,137	3,585,860	137,723	4,274,761	4,303,000	28,239
ADMINISTRATION									
Wages - A	105,930	112,235	6,305	1,014,426	1,122,350	107,924	1,289,776	1,346,800	57,025
Fringe Benefits - A	6,894	11,898	5,004	114,640	118,980	4,340	134,355	142,800	8,445
Payroll Taxes - A	8,194	10,520	2,326	97,580	105,200	7,620	123,761	126,250	2,489
Retirement Contributions - A	3,044	4,267	1,223	33,405	42,670	9,265	42,368	51,200	8,832
Total Administrative Labor	124,062	138,920	14,858	1,260,051	1,389,200	129,149	1,590,260	1,667,050	76,791
Insurance	123,668	57,667	(66,001)	661,657	576,670	(84,987)	661,657	692,000	30,343
Professional Services	42,501	51,469	8,968	439,352	514,690	75,338	555,948	617,633	61,685
Utilities	26,773	26,792	19	217,229	267,920	50,691	260,675	321,500	60,825
Printing & Advertising	1,542	6,334	4,792	46,387	63,340	16,953	55,864	76,000	20,136
Telecommunications	6,432	5,417	(1,015)	56,162	54,170	(1,992)	67,394	65,000	(2,394)
Training and Travel - A	1,991	2,708	717	58,678	27,080	(31,598)	64,864	32,500	(32,364)
Postage and Office Supplies	2,799	1,665	(1,134)	24,691	16,650	(8,041)	29,629	20,000	(9,629)
Dues and Subscriptions	109	1,246	1,137	9,005	12,460	3,455	11,056	14,950	3,894
Grant Local Match	21,492	6,812	(14,680)	56,785	68,120	11,335	81,739	81,739	-
TOTAL ADMINISTRATIVE EXPENDITURES	351,369	299,030	(52,339)	2,829,997	2,990,300	160,303	3,379,086	3,588,372	209,287
TOTAL OPERATING EXPENDITURES	1,459,410	1,510,020	50,610	14,281,337	15,100,200	818,863	18,022,757	18,120,212	97,455
CAPITAL OUTLAYS (non-CIP)									
Computer and Office Equipment	-	1,542	1,542	10,689	15,420	4,731	10,689	18,500	7,811
Maintenance Equipment	36,026	31,221	(4,805)	259,382	312,210	52,828	474,653	374,700	(99,953)
TOTAL CAPITAL OUTLAYS (non-CIP)	36,026	32,763	(3,263)	270,071	327,630	57,559	485,342	393,200	(92,142)
NET SURPLUS (DEFICIT)	(69,427)	-	(69,427)	(588,358)	-	(588,358)	(213,192)	-	(213,192)

(see next page for further analysis)

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

Feb Projection
Change

(276,802)
63,610



Budget Comparison	FY2019 Projected	FY2019 Budget	Variance	% Variance
City Contributions	12,313,592	12,313,592	-	0.0%
DASH Operating Revenue	5,981,315	6,199,820	(218,505)	-3.5%
Total Revenue	18,294,907	18,513,412	(218,505)	-1.2%
Total Personnel	13,806,126	13,887,240	81,115	0.6%
Total Non-Personnel	4,216,632	4,232,972	16,340	0.4%
Total Capital Outlay (non-CIP)	485,342	393,200	(92,142)	-23.4%
Total Expenditures	18,508,099	18,513,412	5,313	0.0%

Year over Year Comparison	FY2019 Projected	FY2018 Actual	Variance	% Variance
City Contributions	12,313,592	12,340,890	(27,298)	-0.2%
DASH Operating Revenue	5,981,315	4,515,143	1,466,172	32.5%
Total Revenue	18,294,907	16,856,033	1,438,874	8.5%
Total Personnel	13,806,126	13,227,349	(578,777)	-4.4%
Total Non-Personnel	4,216,632	3,763,878	(452,754)	-12.0%
Total Capital Outlay (non-CIP)	485,342	119,420	(365,922)	-306.4%
Total Expenditures	18,508,099	17,110,647	(1,397,452)	-8.2%

DASH Operating Grant Summary as of April 30, 2019

Grantor	Grant	End Date	Amount Awarded	State Portion	Local (DASH) Portion	Funds Expended	Remaining
DRPT	Transit Signal Prioritization	6/30/2019	120,000	96,000	24,000	-	120,000
DRPT	Pedestrian Collision Avoidance Program	5/31/2019	190,000	182,400	7,600	17,807	172,193
DRPT	FY19 Intern Grant	6/30/2019	40,000	32,000	8,000	21,482	18,518



ATC Board Agenda Detail

Agenda Item #: 6

Item Title: New Business

Contacts: Josh Baker, General Manager

Attachments:

Customer Impact: 6a) Minor ● 6b) Moderate ● 6c) Moderate ● 6d) Important ● 6e) Minor ●

Board Action:



6a) FOIA Training and Other Updates by ATC Legal Counsel

ATC's Legal Counsel, Mr. Lonnie Rich, will provide a brief FOIA training and answer questions.

Board Action: Discussion, Q&A

Next Steps: None

6b) Final Adoption of Fiscal Year 2020 Budget

The Final Draft of the Fiscal Year 2020 Budget is provided for final Board Review, Approval and Adoption.

Board Action: Resolution to Adopt Budget

Next Steps: None

6c) Consideration of Approval – Fiscal Year 2020 Supplemental Budget Appropriation

The Fiscal Year 2020 Supplemental Budget Appropriation will be provided to the Board for Approval and Adoption. This appropriation is to cover the expenses associated with the newly ratified Collective Bargaining Agreement.

Board Action: Resolution to Adopt Supplemental

Next Steps: None

6d) Alexandria Transit Vision (ATV) Network Design Ridership/Coverage Balance & Investment

The Board is be asked to provide final guidance on the desired balance between Ridership and Coverage services for the ATV Final Draft network, and the appropriate level of investment for the short-term (FY21-22) and long-term (FY2030) implementation scenarios.

A memorandum summarizing the staff recommendations on these questions is included in the Board Packet and will be presented to the Board by staff for additional discussion.

The ATV Network Design will be presented to the Board for Approval and Adoption.

Board Action: Approval and Adoption

Next Steps: Staff will utilize Board Direction to develop the ATV Network Design

6e) First Transit Management Agreement Renewal

The agreement with First Transit for Management Services expires on June 30, 2019. The General Manager recommends the Board authorize exercising the additional year renewal option as provided at the May Board Meeting.

Board Action: Approval for General Manager to Authorize Extension

Next Steps: None



Alexandria Transit Company (DASH)

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ATC Board Agenda Detail

Agenda Item #: 7
Item Title: Next Meeting and Adjournment
Contact: All
Attachments: None
Customer Impact: None
Board Action: Motion and Approval of Adjournment

**NEXT ATC BOARD MEETING**

Wednesday, September 11th, 2019 at 5:30 p.m.
Alexandria City Hall, Council Workroom, 2nd Floor

Consider Adjournment

-- Board Attendance Log on Next Page --



Alexandria Transit Company Board of Directors

ATTENDANCE LOG

2018 - 2019 REGULAR (*and special*) BOARD MEETINGS

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

Meeting Date	David Kaplan	Kerry Donley	Ian Greaves	Matt Harris	Jim Kapsis	Stephen Klejst	Yon Lambert	Richard Lawrence	Meredith MacNab
09/12/2018	P	P	P	P	P	E	P	P	P
10/10/2018	P	E	P	P	P	P	P	P	P
11/14/2018	P	P	P	P	P	P	P	P	P
*11/27/2018	P	P	P	P	P	P	P	P	P
12/12/2018	P	P	E	P	P	E	P	E	P
01/09/2019	P	P	E	P	P	P	P	P	P
02/13/2019	P	P	P	P	P	E	P	P	P
03/13/2019	P	P	P	P	P	P	P	P	P
04/10/2019	P	P	P	P	E	P	E	P	P
05/08/2019	P	P	P	P	P	E	P	E	P
06/12/2019									

**Special Meeting*





Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #6b Attachments:

Final Adoption of Fiscal Year 2020 Budget

Alexandria Transit Company
Fiscal Year 2020 General Manager's Final Proposed Operating Budget

After a collaborative process that began last September, we are pleased to present a FY 2020 Operating Budget that well positions the Company to meet the opportunities and challenges of the coming year. This year's budget development process involved significant input from ATC departments and the City's Office of Management and Budget (OMB). The resulting budget increases by 5.1% from FY 2019, providing for two much-needed new positions, ATC's first budgeted general counsel, and accurate amounts for fuel, repair parts, equipment, and intelligent transportation systems (ITS) software. It does so by right-sizing the passenger revenue budget and calling for a reasonable subsidy increase of 7.2%.

FY 2020 GM's Final Proposed Budget Summary

EXPENDITURES	FY 2020 Budget		FY 2019 Budget		Change	% Change
Personnel	13,641,800	75.8%	13,213,940	77.2%	427,860	3.2%
Non-Personnel	4,192,169	23.3%	3,820,009	22.3%	372,160	9.7%
Capital Outlay	165,000	0.9%	85,000	0.5%	80,000	94.1%
TOTAL	17,998,969		17,118,949		880,020	5.1%

REVENUES	FY 2020 Budget		FY 2019 Budget		Change	% Change
City Contribution Operating Revenue	12,172,274	67.6%	11,354,656	66.3%	817,618	7.2%
City Contribution Trolley Revenue	997,293	5.5%	958,936	5.6%	38,357	4.0%
DASH Passenger Revenue	3,812,832	21.2%	3,812,357	22.3%	475	0.0%
DASH Transit Charter Fares	961,570	5.3%	938,000	5.5%	23,570	2.5%
Miscellaneous Revenue	55,000	0.3%	55,000	0.3%	-	0.0%
TOTAL	17,998,969		17,118,949		880,020	5.1%

Base Fare Increase

This budget assumes a decision by the Board of Directors to raise the base fare from \$1.75 to \$2.00 per ride, maintaining a four-hour transfer window using the SmarTrip card, effective September 15, 2019 (after the shutdown). As noted previously, this brings DASH fares level with other regional systems including Metrobus, Fairfax Connector, and Arlington Transit. It assumes the off-peak reduced fare of \$1.00 per ride available to senior citizens using the Senior SmarTrip card remains unchanged.

For at least the last two fiscal years, the ATC passenger revenue budget has overestimated actual farebox collections due to slightly inflated expectations of both revenue ridership and average fare. You will notice that the passenger revenue budget is essentially flat year over year despite a fare increase. This is because of the corrections made in the revenue budgeting process. The proposed passenger revenue target of \$3.8 million will be an accurate measure of ATC performance in FY20.

Maintain DASH Pass at \$45

WMATA has recently announced plans to lower the cost of its seven-day regional bus pass from \$17.50 to \$15.00. This means that customers can effectively purchase a WMATA pass that will be valid on all regional providers for \$60 per month. This makes a \$50 monthly DASH Pass, which is valid only on DASH and Fairfax Connector, comparatively less attractive. The DASH Pass also requires a monthly commitment as opposed to one week. The options from the customer's perspective are as follows:

	DASH Pass - \$45	DASH Pass - \$50	WMATA Regional Bus Pass
Validity	Unlimited rides on DASH and Fairfax Connector.	Unlimited rides on DASH and Fairfax Connector.	Unlimited rides on Metrobus, DASH, and all other regional bus systems.
Monthly Price	45.00	50.00	60.00
Price of 40 Single Trips on DASH (\$2 base fare)	80.00	80.00	80.00
Pass Savings	35.00	30.00	20.00
Avg. Cost per Pass Ride (assuming 40 rides)	1.13	1.25	1.50

For these reasons, we recommend maintaining the DASH Pass price at \$45.00, even as the base fare increases to \$2.00. We estimate this will result in about \$27,000 in lost revenue, however it will increase DASH Pass boardings by over 17,000 and pass sales by about 550 passes as the DASH Pass becomes comparatively more valuable against a \$2 base fare.

	DASH Pass - \$45	DASH Pass - \$50	Variance if DP Stays at \$45
FY20 Projected Avg. Cost per Pass Ride (based on actual sales and boardings)	1.44	1.60	(0.16)
Percentage DASH Pass Savings over \$2 Base Fare	28%	20%	8.0%
Projected Chg in DASH Pass Boardings	12,286.00	(4,914.00)	17,200.00
Projected Chg in DASH Pass Sales	393.00	(157.00)	550.00
Projected DASH Pass Revenue	577,914.00	604,721.00	(26,807.00)

Personnel Expenditure Increases

1. Restores the Safety Manager position (\$108,500)

- Restores the Safety Manager position which had been cut in recent years, moving the workload of incident reporting and legal support off the Training Officers, freeing them to focus on bus operator training.
- Increases Training Officer pay to parity within the region.

2. Creates a new Labor Relations Manager position (\$95,500)

- Given our new relationship with the Amalgamated Transit Union Local 689 (ATU), this position is needed to handle the detailed work of interacting with union requests, grievances, and documentation on a daily basis.
- Salary and benefits similar to other managers at DASH.

3. Regular Step Increases and Adjustments (\$223,860)

- a. Total of all regular increases across the Company.
- b. More accurate estimate of 401(k) plan company contributions.

Non-Personnel and Capital Outlay Expenditure Increases

1. Legal Counsel – Both Labor Relations and General Counsel (\$175,000)

- a. Provides for essential legal counsel to support DASH management during collective bargaining to reach a first agreement with the ATU.
- b. Further provides for DASH to retain a general counsel, as requested by the Board.

2. ITS Software, Fuel, Repair Parts (\$197,160)

- a. Software licenses and service agreements for ITS systems, supporting real-time bus location, efficient fleet management, pedestrian safety, and route planning.
- b. Fuel cost increase per Energy Information Administration forecast.
- c. Repair parts increase reflecting FY19 experience.

3. Capital Outlay - Equipment Replacement (\$80,000)

- a. Restores funding to historic baseline level after deep cut in FY19.
- b. Funds purchase of needed maintenance equipment such as scaffolding to work on roof-mounted hybrid bus components, more efficient and energy-saving garage doors, and scheduled IT hardware replacement.

Items Not Currently Included

Two significant items have not been included in this budget as they cannot be accurately measured at this time. The first is the FY20 impact of ATC's operation of WMATA's Blue Line Shuttle during the Summer 2019 Metrorail Platform Improvement Project. The contract revenues and additional expenditures will be added to the FY20 budget through the supplemental appropriations process. Secondly, the additional costs needed to support the first collective bargaining agreement (CBA) with the ATU will not be determined until the CBA is finalized. Once the agreement is ratified, ATC will request the required additional funds from the City via the supplemental appropriations process.



Alexandria Transit Company

Fiscal Year 2020 General Manager's Final Proposed Operating Budget

	FY20 FINAL BUDGET	FY19 BUDGET	FY20 vs. FY19 BUDGET	FY19 PROJECTED ACTUAL	FY 20 vs. FY19 PROJ
SERVICE CALCULATIONS & ASSUMPTIONS					
Miles	2,060,000	2,044,000	0.8%	2,055,000	0.2%
Hours	235,000	237,000	-0.8%	227,000	3.5%
Revenue Ridership	2,664,164	2,740,012	-2.8%	2,681,191	-0.6%

REVENUE					
City Contribution - Operating Revenue	12,172,274	11,354,656	7.2%	11,354,656	7.2%
City Contribution - Trolley Revenue	997,293	958,936	4.0%	958,936	4.0%
DASH Passenger Revenue	3,812,832	3,812,357	0.0%	3,449,092	10.5%
DASH Transit Charter Fares	961,570	938,000	2.5%	2,340,671	-58.9%
Miscellaneous Revenue	55,000	55,000	0.0%	70,200	-21.7%
TOTAL REVENUE	\$ 17,998,969	\$ 17,118,949	5.1%	\$ 18,173,555	-1.0%

FY19 projection lines in red are inflated due to the Blue Line Shuttle operation.

EXPENSES					
	FY20 FINAL BUDGET	FY19 BUDGET	FY20 vs. FY19 BUDGET	FY19 PROJECTED ACTUAL	FY 20 vs. FY19 PROJ
Administration					
Wages	1,454,600	1,346,800	8%	1,282,611	13.4%
Fringe Benefits	138,200	122,800	13%	120,911	14.3%
Payroll Taxes	111,000	126,250	-12%	125,626	-11.6%
Retirement Costs	55,000	51,200	7%	42,667	28.9%
Insurance	692,000	692,000	0%	661,597	4.6%
Professional Services	642,490	427,670	50%	554,466	15.9%
Utilities	296,900	321,500	-8%	259,849	14.3%
Telecommunications	70,000	65,000	8%	66,152	5.8%
Printing & Advertising	68,000	66,000	3%	61,676	10.3%
Training and Travel	42,000	32,500	29%	61,500	-31.7%
Postage & Office Supplies	21,620	20,000	8%	29,481	-26.7%
Dues and Subscriptions	14,950	14,950	0%	11,500	30.0%
Grant Local Match (DRPT Grants)	72,252	81,739	-12%	81,739	-11.6%
Total Administration Expenses	\$ 3,679,012	\$ 3,368,409	9%	\$ 3,359,775	9.5%

	FY20 FINAL BUDGET	FY19 BUDGET	FY20 vs. FY19 BUDGET	FY19 PROJECTED ACTUAL	FY 20 vs. FY19 PROJ
Maintenance					
Wages	1,761,000	1,520,500	16%	1,530,639	15.0%
Fringe Benefits	268,000	273,950	-2%	213,264	25.7%
Payroll Taxes	130,000	123,500	5%	117,156	11.0%
Retirement Costs	59,000	50,500	17%	52,098	13.2%
Fuel and Lubricants	1,230,107	1,144,500	7%	1,288,775	-4.6%
Repair Parts	435,000	430,600	1%	492,399	-11.7%
Tires	101,000	99,000	2%	137,812	-26.7%
Vehicle Maintenance Service	135,000	70,000	93%	165,742	-18.5%
Tools and Equipment	15,000	15,000	0%	10,522	42.6%
Laundry	30,000	30,000	0%	26,412	13.6%
Building Maintenance (incl. personnel)	218,200	227,400	-4%	196,621	11.0%
Training and Travel	7,000	7,000	0%	2,200	218.2%
Total Maintenance Expenses	\$ 4,389,307	\$ 3,991,950	10%	\$ 4,233,640	3.7%

	FY20 FINAL BUDGET	FY19 BUDGET	FY20 vs. FY19 BUDGET	FY19 PROJECTED ACTUAL	FY 20 vs. FY19 PROJ
Operations					
Wages	7,500,000	7,500,440	0%	8,086,135	-7.2%
Fringe Benefits	1,400,000	1,381,000	1%	1,385,589	1.0%
Payroll Taxes	540,000	518,100	4%	621,648	-13.1%
Retirement Costs	225,000	178,900	26%	204,376	10.1%
Operator Recruitment & Training	58,000	58,000	0%	46,315	25.2%
Operating Materials and Supplies	26,000	20,500	27%	13,594	91.3%
Training and Travel	16,650	16,650	0%	13,705	21.5%
Total Operations Expenses	\$ 9,765,650	\$ 9,673,590	1.0%	\$ 10,371,362	-5.8%

Capital Outlay	\$ 165,000	\$ 85,000	94.1%	\$ 485,463	-66.0%
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TOTAL	\$ 17,998,969	\$ 17,118,949	5.1%	\$ 18,450,240	-2.4%
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Grand Total Surplus/(Deficit)	\$ -	\$ -		\$ (276,685)	
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Operating Ratio	32.4%	33.7%		37.0%	
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	FY20 FINAL BUDGET	FY19 BUDGET	FY20 vs. FY19 BUDGET	FY19 PROJECTED ACTUAL	FY 20 vs. FY19 PROJ
GRANTS					
DRPT State Grant Funding	187,008	\$ 430,403	-57%	\$ 430,403	-56.6%
Local Match on DRPT State Grants	72,252	81,739	-12%	81,739	-11.6%
Grant Project Expenditures	(259,260)	\$ (512,142)	-49%	\$ (512,142)	-49.4%
	-	-		-	

Notes:

- FY19 Projection is as of March 31, 2019, and **includes Summer 2019 Blue Line Shuttle Revenues and Expenditures**.
- FY19 Budget amounts include internal reclassifications made since budget adoption.



Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #6c Attachments:

Fiscal Year 2020 Supplemental Budget Appropriation



General Manager's Report
Cost Impact of Collective Bargaining Agreement
between Transit Management of Alexandria, Inc. and
Amalgamated Transit Union Local 689
Effective July 1, 2019



The following are the cost impacts of the collective bargaining agreement (CBA) between Transit Management of Alexandria, Inc. (TMA) and the Amalgamated Transit Union Local 689 (ATU), which is effective July 1, 2019. It is estimated based upon the terms of the CBA including changes to wage rates and company benefit contributions.

These cost increases have been submitted to the Alexandria City Manager's Office to fund as a supplemental appropriation to the ATC budget for FY 2020. **We are also presenting them to you for your approval as the ATC Board of Directors.** If approved, these additional costs will be folded into the FY 2020 budget.

Cost Summary

FY 2020 CBA Cost Increases	
Wages (including overtime)	2,522,176.00
Fringe Benefits	188,153.00
Payroll Taxes	227,750.00
Retirement Costs	715,902.00
Vacation Accrual	168,730.00
TOTAL FY20 IMPACT	<u>3,822,711.00</u>

Wages

- Operator pay scale reduced from twenty (20) to seven (7) years (*six years of service to reach top rate*).
- Operator top rate increased from \$29.00 to \$32.80, starting pay from \$17.00 to \$21.32.

Fringe Benefits

- TMA will now pay 90% of Dental Insurance and 100% of Vision Insurance.
- No change to Company's health insurance contribution (90%).

Retirement Costs

- TMA will now make a non-matching (automatic) contribution of 8% of the employee's earnings each pay period to the existing Employee 401K plan. There is no additional match offered (replaces old plan).

Vacation Accrual

- TMA's vacation accrual structure is accelerated in the new agreement. The above estimate is the increase in accrued vacation liability expected in FY20 with an average increase of 30 hours in each employee's vacation bank.

Future Retiree Healthcare Liability

While not a cash cost in FY20, the CBA gives union employees the right, upon retirement at age 62 or with 30 years of service, to convert unused sick leave into months of company-paid health insurance coverage at the following rates: one month of individual coverage per 20 hours of unused sick leave or one month of employee + spouse coverage per 40 hours. This will apply only to fully insured health insurance plans offered by TMA at the time of conversion. A liability for this future conversion may need to be recognized by the Company during FY20. This plan is less costly to TMA and employees than a sick leave payout as it avoids income and payroll taxes for both parties.



Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #6d Attachments:

Alexandria Transit Vision (ATV) Network Design for Ridership/Coverage
Balance & Investment

MEMORANDUM

DATE: JUNE 12, 2019

TO: ATC BOARD OF DIRECTORS

FROM: MARTIN BARNA, DIRECTOR OF PLANNING & SCHEDULING

SUBJECT: AGENDA ITEM # 6D – ALEXANDRIA TRANSIT VISION (ATV) PLAN

ISSUE: Consideration of network design policy questions for the final draft ATV network, which will be developed over the summer and presented to the public for additional feedback in fall 2019.

RECOMMENDATION: That the ATC Board of Directors adopt recommendations for each of the following policy questions:

1. What is the appropriate balance between “Ridership”-oriented service and “Coverage”-oriented service that should be targeted for the future Alexandria bus network?
2. What is the appropriate level of service growth that the ATV should target between now and 2030?
3. What is the appropriate level of service growth that should be targeted for FY 2021 and FY 2022 in the ATV’s Short-Term Implementation Plan?

City and DASH staff provide the following policy recommendations to the ATC Board of Directors for the final draft ATV network based on feedback from stakeholders and staff evaluation:

1. **The final draft ATV network should be designed with approximately 85 percent of the service hours dedicated to ridership-oriented goals, and approximately 15 percent of service hours allocated for Coverage-type services.** Staff recommends that the 15 percent of service that is devoted to Coverage-oriented routes or services should focus on maintaining transit access for areas with large numbers of seniors and individuals with limited mobility. Implementation may include a future pilot program with flexible demand-response-style platforms that are operated with smaller, Americans with Disability Act (ADA) accessible service vehicles. The project team should also seek to expand all-day and off-peak service levels, while maintaining productive peak-oriented commuter routes to the greatest extent possible.
 2. **The long-term Alexandria Transit Vision Plan network should target a 25 percent increase over current service hours by FY 2030, or an average increase of 2.5 percent per year.** By comparison, the two draft network concepts were developed based on a 20 percent increase over existing service levels. Staff believes that with this additional five percent increase, many of the community concerns relating to reductions to existing peak service and service in areas with high populations of senior and disabled persons can be addressed.
 3. **The short-term ATV implementation plan should target an eight (8) percent increase over current service levels by FY 2022.** This recommended increase will allow the city to realize some of the immediate benefits from the new ATV network changes, while minimizing the negative impact on routes or services that may need to be reduced or reallocated.
-

BACKGROUND: The ATV Plan is a joint effort by the City of Alexandria and DASH to redesign the Alexandria bus network from scratch based on current and future transit demand and community transit priorities. DASH and City staff have just conducted the second round of ATV public engagement, which focused on two distinct draft bus network concepts that illustrate two different approaches for future network design. The two draft network concepts represent different points on the transit network design spectrum between “Ridership” and “Coverage” goals. The ATV project team will use the feedback received from the public, stakeholders and city officials to develop a final draft ATV bus network, which will be presented for public comment in fall 2019. The project website can be found at www.dashbus.com/transitvision/.

A second round of ATV public engagement was held during spring 2019 to receive input on the two concepts. At the April and May ATC Board meetings, staff provided a summary of the public engagement that has been conducted to date for the ATV Plan and an overview on the decision-making process moving forward. Board members provided feedback to staff on potential areas of concern, which have been documented, by staff for consideration as part of the final network design process. Both the Transportation Commission and the ATC Board of Directors held a public hearing on the two network concepts at their respective April and May meetings.

The Transportation Commission is asked to provide recommendations to the ATC Board on the following three questions:

1. Ridership-Coverage Balance. *What is the appropriate balance between Ridership-oriented service and Coverage-oriented service that should be targeted for the future Alexandria bus network?*

The ATC Board of Directors is asked to provide two percentage values – one representing the proportion of bus service that should be allocated towards “Ridership” objectives, the other representing the proportion of service that is intended to provide “Coverage”. These percentages do not represent an endorsement of any specific bus network or routes, but rather a policy recommendation for how these two competing objectives should be balanced. In addition to providing these percentages, the Board is encouraged to provide additional policy guidance on specific areas of need or concern that should be addressed. Examples could include maintaining productive peak services to the greatest extent possible, or exploring flexible demand-response options for low-density residential areas that do not generate sufficient ridership to support fixed-route bus service.

2. Long-Term ATV Investment. *What is the appropriate level of service growth that should be assumed for the final Alexandria Transit Vision Plan in 2030?*

The Board is asked to recommend a percentage by which the current amount of bus service hours provided in Alexandria should increase between now and 2030. For context, the two draft ATV network concepts both assumed that service would grow by 20 percent during that time period, or about two percent per year over the next decade.

3. Short-Term ATV Implementation Plan Investment. *What is the appropriate level of service growth that should be assumed for the short-term implementation plan for the ATV in FY 2021 and FY 2022?*

The ATV scope includes a short-term implementation scenario, which is intended to represent a first step towards the final Alexandria Transit Vision plan. The short-term scenario should be designed so that it may be realistically implemented within the next two years. The Commission is asked to recommend a percentage by which the current amount of bus service hours provided to Alexandria should increase between FY 2020, FY 2021 and FY 2022.

Based on the recommendation from the Transportation Commission at its April meeting and guidance from the ATC Board, the project team will prepare a draft transit network later this summer. The ATV Plan will involve one more round of civic engagement in the fall of 2019 to ensure that concerns and ideas from the Alexandria community are heard, recognized and incorporated into the development of a future transit network. Ultimately, the short and long-term investment amounts will need to be coordinated and balanced with other likely transit investments, including increased labor costs, and the acquisition of electric vehicles.

DISCUSSION: The staff recommendations provided above will allow for the development of a modern Alexandria bus network that aligns with travel demands and community goals while improving overall mobility and quality of life for residents, workers and visitors. The recommendations have been developed based on community feedback, stakeholder input, staff judgment, and guidance from DASH and City leadership.

Staff has received a great deal of specific route- and stop-level feedback from concerned residents and has been carefully reviewing the feedback so that these community needs will be incorporated into the final draft ATV network to the greatest extent possible.

Considering Ridership vs. Coverage.

“Ridership”-oriented service seeks to maximize ridership, increase farebox revenues, reduce city subsidies, reduce congestion and promote sustainability by allocating more service to high-density, transit-friendly corridors with high demand for bus service. “Coverage”-oriented service provides geographic coverage to wider areas so that people in more areas have access to at least some bus service, but the service is often infrequent and less productive.

Staff is recommending that the future Alexandria bus network should be designed with approximately 85 percent of its service hours dedicated to ridership goals, and the remaining 15 percent allocated for Coverage-style services. The two draft network concepts that were presented to the public – “Ridership” and “Coverage” – represent two different points on the Ridership-Coverage spectrum. The “Ridership” concept was designed such that 90 percent of service was oriented towards ridership goals, while the “Coverage” concept commits 70 percent of service towards increasing ridership. By comparison, the current Alexandria bus network is estimated to have only 50 percent of service dedicated to “Ridership”-oriented goals. A full discussion of these two draft networks and the expected outcomes of each is provided in the [“Concepts Report”](#), which can be found in the “Reports and Plans” section of the project website (www.dashbus.com/transitvision).

The two draft network concepts that were presented to the public elicited a wide range of reactions. The ATV stakeholder group – a group of community leaders intended to represent their respective organizations – supported the “Ridership” concept approach by a margin of 73 percent to 14 percent with 50 percent “strongly preferring” the “Ridership” concept. In terms of the general public, the 1,200 individuals who completed the most recent survey were asked to rate the two networks were somewhat split between the two concepts. The “Ridership” and “Coverage” concepts received average ratings of 3.7 and 3.5 (out of 5), respectively. A significant number of residents expressed concerns about the impact that the “Ridership” concept would have on seniors and individuals with limited mobility. Others were concerned by service reductions or eliminations that would result from the “Ridership” concept for

residents of Central Alexandria, most notably Parkfairfax and North Ridge. The project team will be using these comments to inform some of the more granular design decisions for the final draft ATV network.

The staff recommendation of dedicating 85 percent of service hours to the “Ridership” goal is intended to provide a compromise between the two draft network concepts, while also recognizing that bus service must be productive in order to meet the city’s current and future needs. By increasing ridership to the extent possible, the City can efficiently accommodate the significant growth in population and jobs that is expected to occur over the next decade while mitigating traffic congestion, encouraging economic growth, promoting environmental sustainability and improving overall mobility and quality of life. These benefits are most fully realized with a bus network that seeks to maximize ridership, and are closely aligned with the goals of the FY2017-22 Alexandria Strategic Plan, the City’s 2008 Transportation Master Plan, the 2008 Eco-City Alexandria Charter, and the actions within the draft version of the Environmental Action Plan 2040.

The benefits of a “Ridership” concept also underscore the transformative impact that such a high-frequency network could have on the mobility of Alexandria’s minority and low-income populations, which have been under-represented during the outreach process to date. For example, the “Ridership” concept increases the percentage of the city’s low-income residents that have access to frequent, all-day transit service from its current level of just over 60 percent to nearly 90 percent. Likewise, access to frequent all-day transit service could increase from 60 percent of existing minority residents for the existing network, to 85 percent of minority residents under the “Ridership” concept. Staff expects that a future bus network developed based on the 85 percent “Ridership” recommendation would be able to achieve similar results for these protected communities.

Lastly, the ATV project team does not take the concerns about the impact of the “Ridership” concept lightly and will seek to provide accommodations in the final draft network that will address many of the issues that have been raised. Staff will continue to meet with community representatives over the next few months to understand their needs and how they might be impacted by the forthcoming final draft network plan.

Level of ATV Investment. Staff is recommending that the future ATV bus network should be designed with a target increase of eight percent in service hours over the next two years, and an optimal long-term increase of 25 percent by 2030 in order to serve demand and successfully balance the “Coverage” and “Ridership” goals. This recommendation equates to an average increase in service hours of four percent per year over the next two years, and 2.5 percent per year over the next decade. For reference, the city-adopted DASH service levels have increased by an average of 1.3 percent per year over the last three years.

The eight percent service growth that would be assumed for short-term ATV implementation in FY 2021-FY2022 would allow DASH and the City of Alexandria to implement near-term service change recommendations to maximize short-term benefits for the City and minimize the need for corresponding service reductions or reallocations. These short-term changes could help stem the ridership losses of the last five years and allow buses to gain a foothold in key development areas like Potomac Yard, the Van Dorn/Landmark Mall Corridor and the Eisenhower Corridor before the development and travel behaviors in those areas have fully matured.

For the long-term ATV investment, increasing service levels by 25 percent by 2030 will allow Alexandria to develop an extensive high-frequency bus network with buses running every 15 minutes or better, all-day, seven days per week. With a 25 percent increase in service hours (or five percent more than was assumed in each of the two draft network concepts), the project team can better address specific needs that are identified by the Transportation Commission or ATC Board of Directors such as peak service improvements and additional mobility options for seniors and individuals with limited mobility.

It is important to note that while the ATC Board will make a recommendation to the Alexandria City Council on the level of ATV investment, the Council will ultimately be responsible for approving the city budget as part of the annual budget process. Furthermore, the cost impact of the ongoing labor negotiations with DASH operators will also impact the ultimate service costs that will be included in future annual operating budgets.



Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #6e Attachments:

First Transit Management Agreement Renewal

May 6, 2019

Mr. Joshua Baker
CEO & General Manager
Alexandria Transit Company (DASH)
3000 Business Center Dr.
Alexandria, VA 22314

Dear Mr. Baker:

As you are aware, the Management Agreement between Alexandria Transit Company (DASH) and First Transit will expire on June 30, 2019. Section 4 of the Agreement, as amended, allows for the continuation of our partnership for three additional one-year periods. Likewise, Section 7 of the Agreement, as amended, provides for an annual 2% increase in the monthly fee.

First Transit would like to continue our partnership with DASH and will agree to an extension of the Agreement through June 30, 2019 for a monthly fee of \$6,242. All other terms and conditions of the current Management Agreement, as amended, will remain the same.

Further, it is herein proposed as a part of this agreement that both parties commit to a review of services provided, contract language, and consideration of identifying ways in which First Transit can maintain a closer relationship and presence on site in the coming months.

Please contact me with any questions. I look forward to working with you during the coming year.

Sincerely,

Larry J. Morris
Region Vice President

cc: Nick Promponas, Senior Vice President, First Transit