



Alexandria Transit Company Board of Directors Meeting



Wednesday, September 11th, 2019
5:30 p.m.
Alexandria City Hall, 301 King Street

Meeting Agenda

#1 Public Comment	All
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#2 Consideration of Meeting Minutes Approval <ul style="list-style-type: none">June 12, 2019	All
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#3 Board Member Announcements & Presentations <ul style="list-style-type: none">a) Chairman's Reportb) T&ES Directors Reportc) All Others	Chairman & Board Members
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#4 General Manager's Reports <ul style="list-style-type: none">a) Management Reportb) Performance Reportc) Operating Reportd) GM's Summary Report (incl. Summer Shutdown Project Remarks)	Josh Baker, <i>General Manager</i>
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#5 Financial Reports <ul style="list-style-type: none">a) June Report (FY 2019 Year End Report)b) July Reportc) Fiscal Year 2020 Budget Calendar	Evan Davis, <i>Director of Finance & Administration</i>
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#6 New Business <ul style="list-style-type: none">a) Planning Updates (ATV, 395 Funds, Mobile App, Fare Increase)b) NVTA 70% Funding Letterc) City Manager Budget Priorities Request Letterd) Advisory Committees	Martin Barna Martin Barna Chairman Kaplan Josh Baker
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#7 Executive Session <p>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</p>	All
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#8 Next Meeting Date & Adjournment <p>The next regular Board Meeting is Wednesday, October 9th, 2019 at 5:30 p.m., Alexandria City Hall, Council Workroom, 2nd Floor.</p>	All
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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, June 12, 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 Lanocha, Amaha Legesse, Alicia Wright, Jim Maslanka and Terrance Moorer.

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

Board Meeting

Agenda Item #1– 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 #2 – Consideration of Meeting Minutes Approval

The Chairman asked for consideration of approval of the minutes of May 8, 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 the services DASH has been providing with the blue line shuttle services.



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.

Agenda Item #5 - Financial Report

Mr. Davis, Director of Finance & Administration provided an oral update on the financial reports.

Agenda Item #6 – New Business

Item #6a – ATC’s Legal Counsel provided an update to the board.

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 final budget was approved by the board unanimously, with a motion by Mr. Donley and seconded by Ms. MacNab.

Item #6c – Mr. Baker presented the Fiscal Year 2020 Supplemental Budget Appropriation for Board consideration. On a motion by Mr. Donley and seconded by Mr. Harris, this was unanimously approved by the Board.

Item #6d – Mr. Barna presented the Alexandria Transit Vision (ATV) Network design for Ridership/Coverage Balance & Investment for Board approval. The Board was asked to provide final guidance on the appropriate 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 the long term (FY2030) implementation scenarios. Mr. Barna presented to the board the attached memorandum summarizing the staff recommendations.

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.

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

As there was no further business to discuss, Mr. Donley moved to adjourn the regular monthly meeting with Mr. Harris seconding the motion and the vote was carried unanimously.

The next regular monthly meeting is Wednesday, September 11th, 2019 at 5:30 p.m. at the City Council Workroom, City Hall, 2nd Fl., 301 King Street, Alexandria, VA 22314.

Recorded by Fatima Ahmed, Clerk to the Board



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

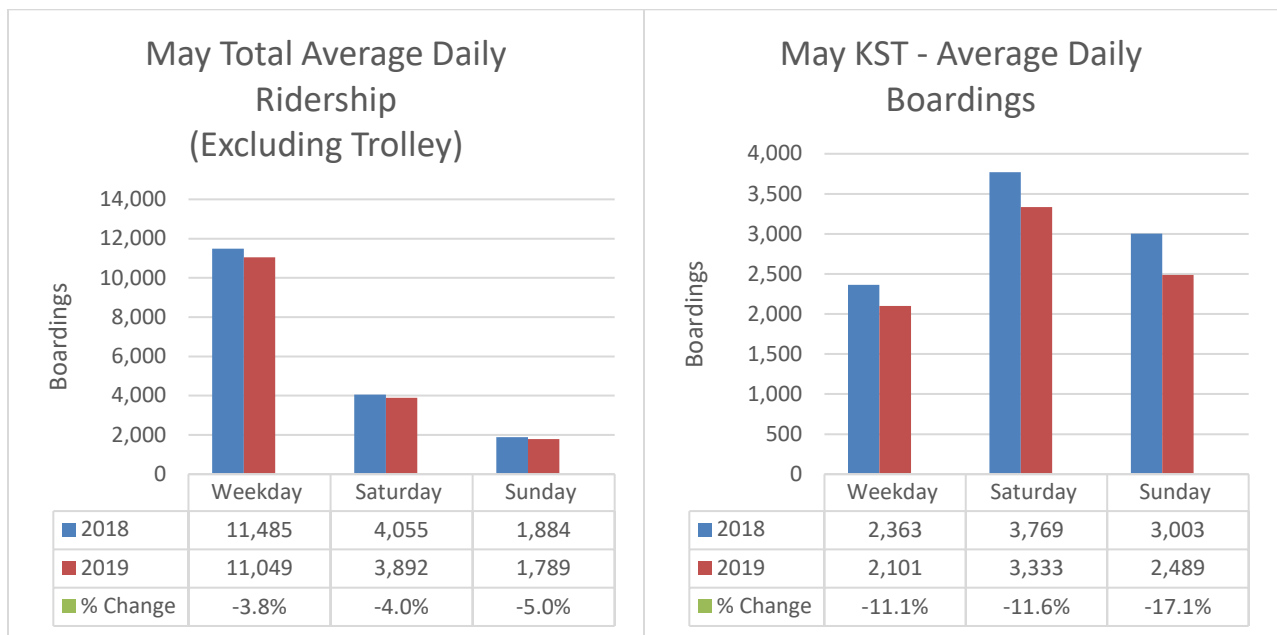


4a Summary: Management Report

FOR THE MONTH OF MAY 2019

A. RIDERSHIP:

Total system ridership for the month decreased by 5.8% from last May, with 339,569 total passengers. Without the King Street Trolley, total ridership decreased by 3.8% from last May, with 267,580 passengers.



B. SAFETY: DASH experienced three accidents during the month of May. No injuries reported.

1. 5/15 – Metrobus made contact with front of bus at King Street Metro (*Non-Preventable*)
2. 5/22 - Vehicle made contact with rear of bus at Beauregard Street and Braddock Road (*Non-Preventable*)
3. 5/23 – Bus made contact with vehicle at Cameron Street and Commonwealth Avenue (*Non-Preventable*)

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

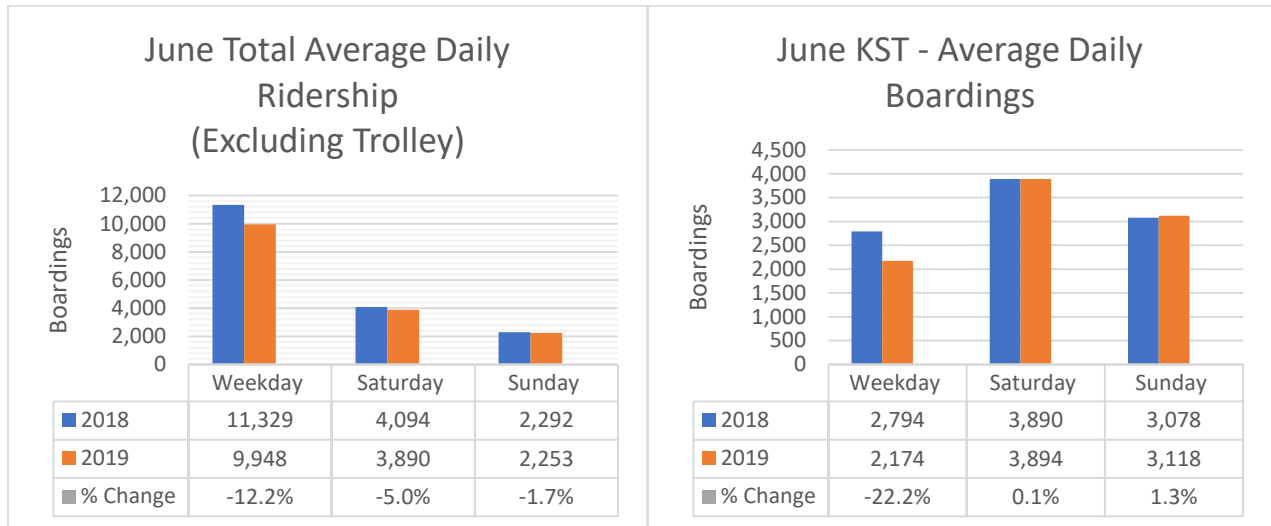


4a Summary: Management Report

FOR THE MONTH OF JUNE 2019

A. RIDERSHIP:

Total system ridership for the month decreased by 13.9% from last June, with 308,225 total passengers. Without the King Street Trolley, total ridership decreased by 14.2% from last June, with 229,677 passengers.



B. SAFETY: DASH experienced two accidents during the month of June. No injuries reported.

- 6/16 – Relief van made contact with supervisor vehicle at DASH parking lot (*Preventable*)
- 6/24 – Bus made contact with garage door at DASH garage (*Non-Preventable*)



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

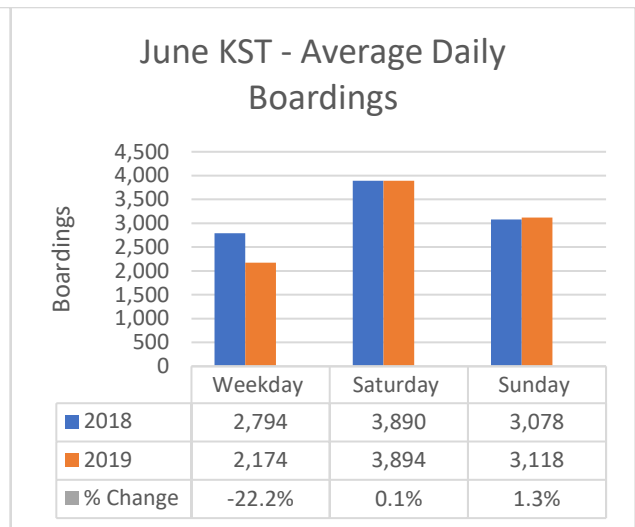
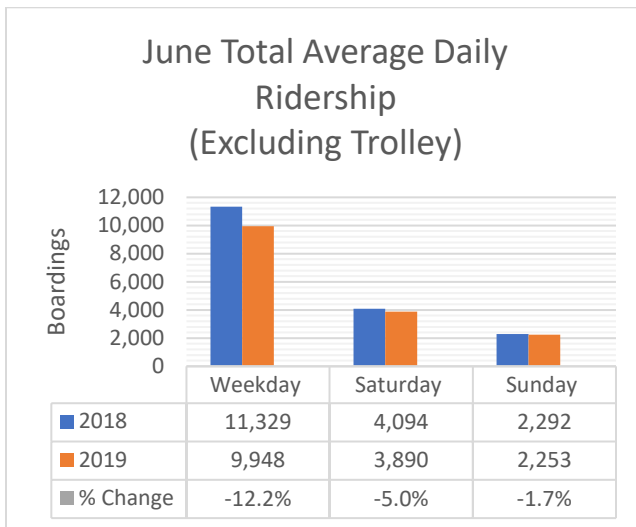


4a Summary: Management Report

FOR THE MONTH OF JULY 2019

A. RIDERSHIP:

Total system ridership for the month decreased by 10.9% from last July, with 308,774 total passengers. Without the King Street Trolley, total ridership decreased by 10.4% from last July, with 220,797 passengers.



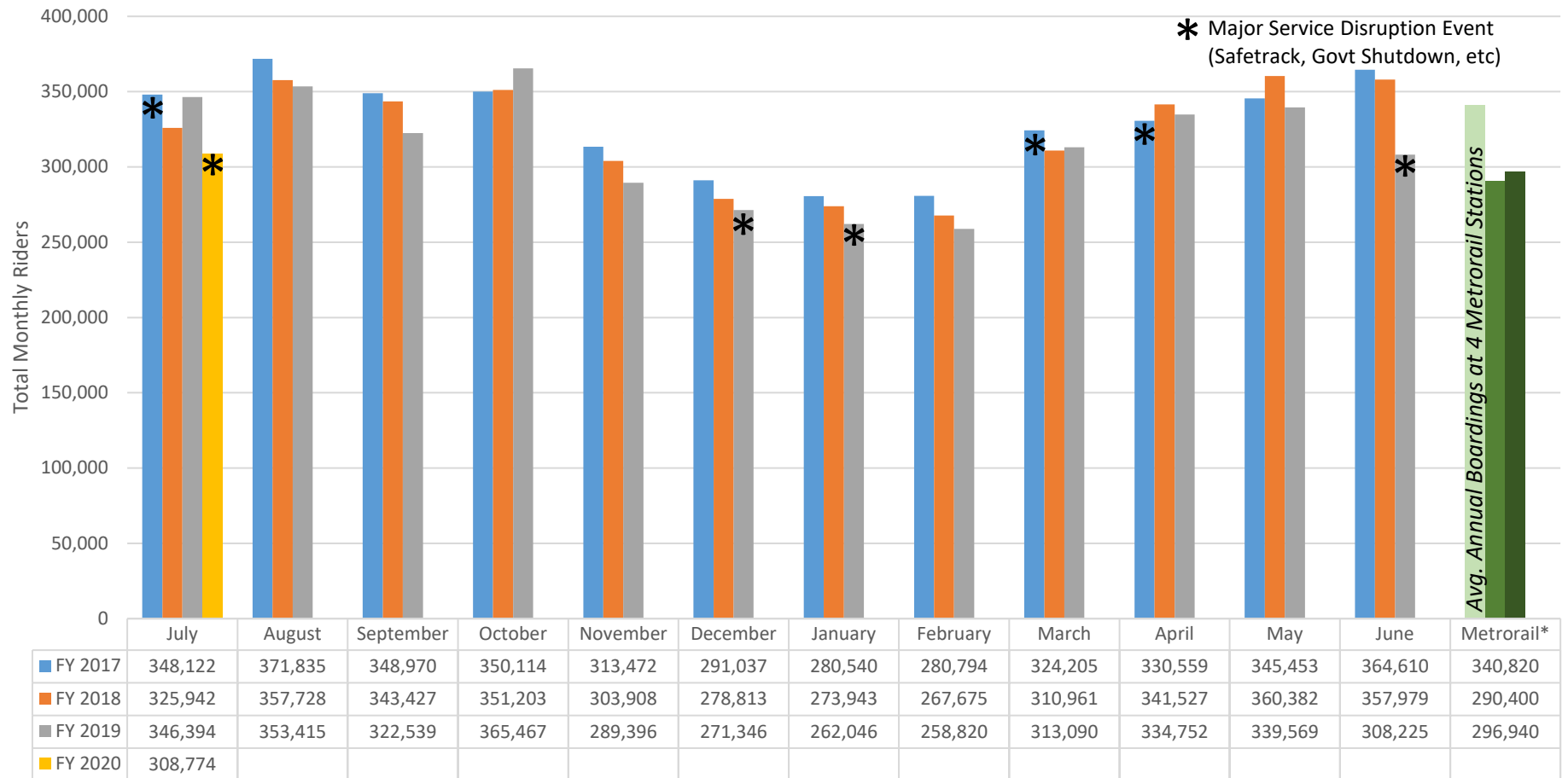
B. SAFETY: DASH experienced eight accidents during the month of July. No injuries reported.

1. 7/6 – Trolley made contact with a tree at King Street Metro. *(Preventable)*
2. 7/12 – Bus made contact with vehicle at the Pentagon. *(Preventable)*
3. 7/13 – Pickup truck made contact with bus at King and Washington St. *(Non-Preventable)*
4. 7/18 – Bus made contact with vehicle at Prince and Washington Streets. *(Preventable)*
5. 7/22 – Bus made contact with vehicle at King and Royal Streets. *(Preventable)*
6. 7/23 – Pickup truck made contact with bus at Beauregard St. and Rayburn Ave. *(Non-Preventable)*
7. 7/23 – Vehicle made contact with bus at Duke St. and Telegraph Road. *(Non-Preventable)*
8. 7/25 – Bus made contact with bus in DASH parking garage. *(Preventable)*



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

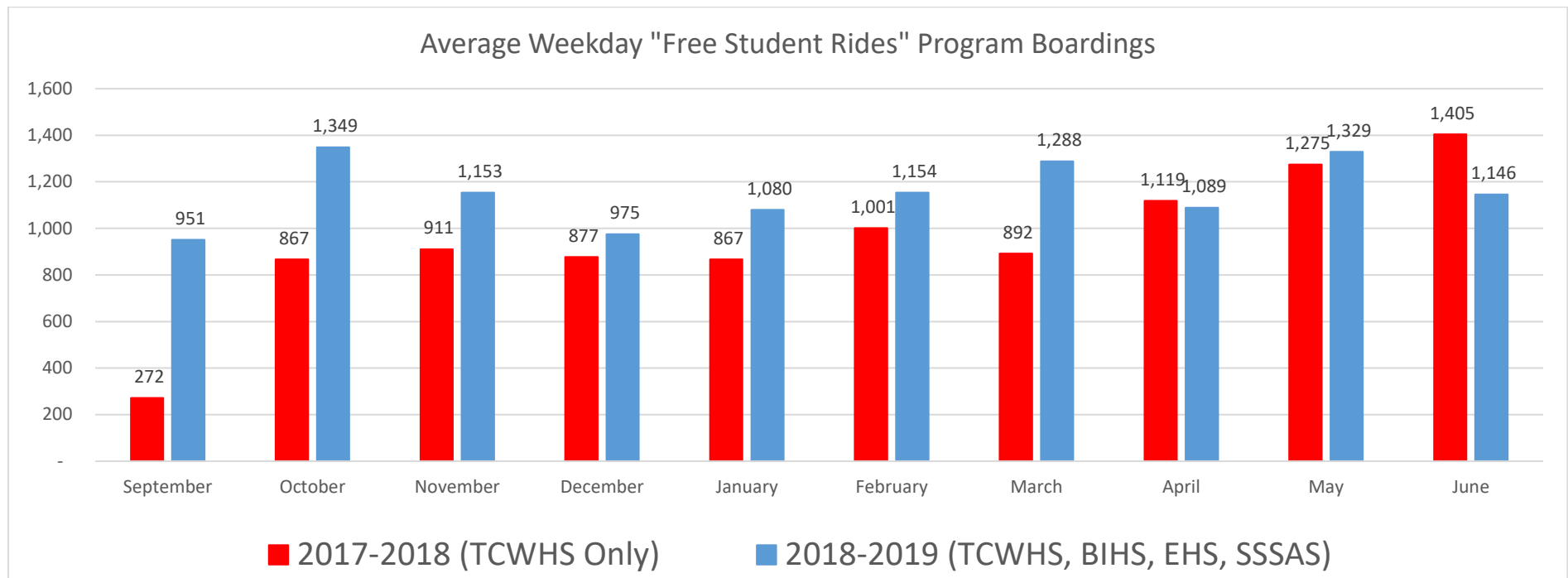
DASH Monthly Systemwide Ridership (FY2017-FY2020)



*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 of DASH monthly data vs. Metrorail.

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

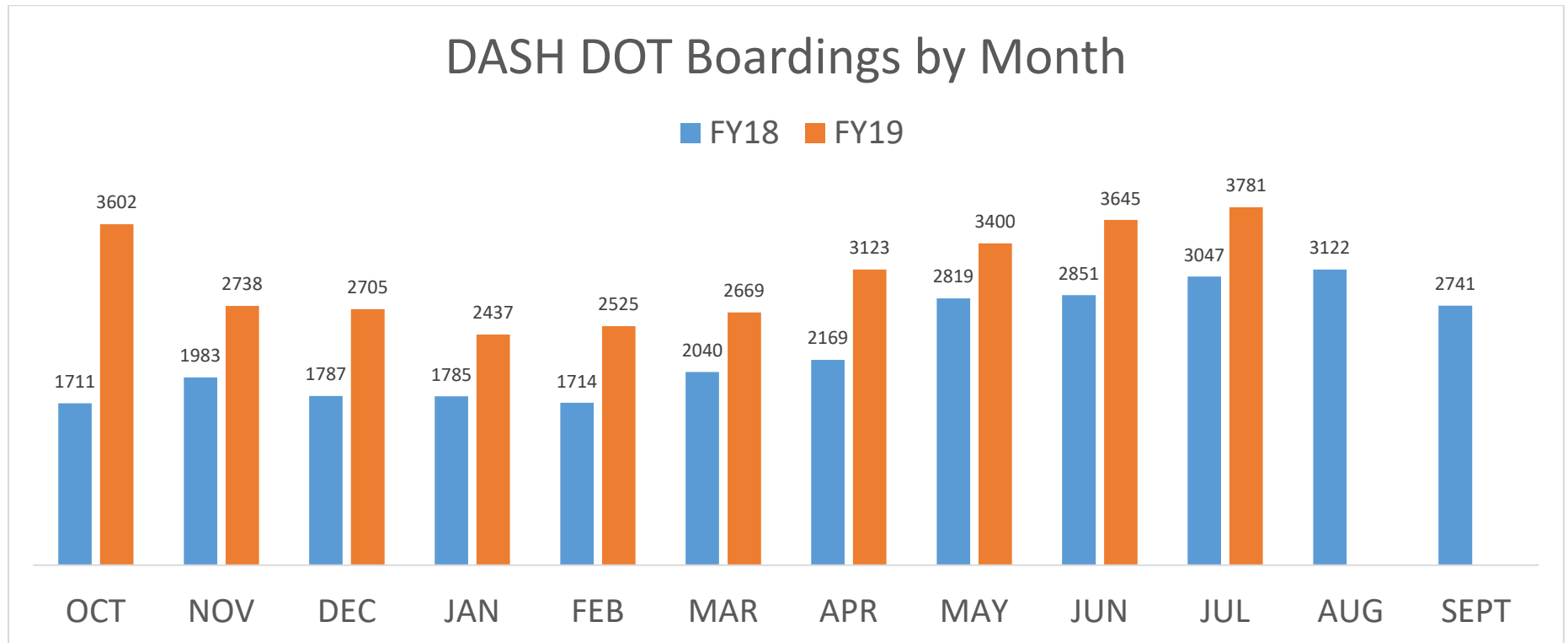


*Free Student Rides Program began as a pilot for T.C. Williams High School for the 2017 – 2018 school year.

**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 (May 2019)

DASH OPERATING REPORT (May 2019)

	PRIOR YEAR (May 2018)	CURRENT YEAR (May 2019)	PERCENT CHANGE
<u>RIDERSHIP</u>			
Total Monthly Passengers	360,382	339,569	-5.8%
Total Monthly Passengers (Excl.Trolley)	278,299	267,580	-3.9%
Passengers / Revenue Mile	2.2	2.1	-6.5%
Passengers / Revenue Hour	24.9	22.9	-8.3%
<u>SERVICE LEVELS</u>			
Total Miles	177,072	182,940	3.3%
Revenue Miles	160,392	164,420	2.5%
<u>SAFETY</u>			
Accidents - Total	2	3	50.0%
Accidents - Preventable	1	1	0.0%
<u>FARES</u>			
Average Fare	\$1.06	\$1.16	9.4%
ATC DASH Pass	25,671	23,160	-9.8%
TC Williams Free Fare Pilot	31,551	32,103	1.7%
Regional Bus Transfers	18,898	19,177	1.5%
Rail-Bus Transfers	36,784	29,032	-21.1%
% Paid by Smarttrip	70.9%	78.9%	8.0%
<u>FINANCIAL PERFORMANCE</u>			
Operating Expense / Total Mile	\$9.58	\$10.30	7.5%
Operating Expense / Total Platform Hour	\$89.73	\$95.88	6.9%
Total Revenue / Operating Expense Ratio	26.0%	41.9%	15.9%
<u>SERVICE RELIABILITY</u>			
	May 2018	May 2019	% Change
On-Time Performance	82.4%	84.5%	2.1%
Missed Trip Percent	0.05%	0.02%	0.0%
Avg. Miles Per Road Call	18,889	8,711	-53.9%
Compliments per 100K pas.	0	1.47	-100.0%
Compliments	0	5	-100.0%



4c Summary: Operating Report (June 2019)

DASH OPERATING REPORT (June 2019)

	PRIOR YEAR (June 2018)	CURRENT YEAR (June 2019)	PERCENT CHANGE
<u>RIDERSHIP</u>			
Total Monthly Passengers	357,979	308,225	-13.9%
Total Monthly Passengers (Excl.Trolley)	267,542	229,677	-14.2%
Passengers / Revenue Mile	2.3	1.9	-17.6%
Passengers / Revenue Hour	25.6	21.1	-17.5%
<u>SERVICE LEVELS</u>			
Total Miles	171,552	181,422	5.8%
Revenue Miles	155,280	163,481	5.3%
<u>SAFETY</u>			
Accidents - Total	3	2	-33.3%
Accidents - Preventable	1	2	100.0%
<u>FARES</u>			
Average Fare	\$1.26	\$1.15	-8.8%
ATC DASH Pass	24,871	19,973	-19.7%
TC Williams Free Fare Pilot	27,491	25,660	-6.7%
Regional Bus Transfers	18,326	19,162	4.6%
Rail-Bus Transfers	35,627	13,413	-62.4%
% Paid by Smarttrip	77.3%	75.2%	-2.1%
<u>FINANCIAL PERFORMANCE</u>			
Operating Expense / Total Mile	\$8.77	\$16.43	87.4%
Operating Expense / Total Platform Hour	\$82.12	\$143.44	74.7%
Total Revenue / Operating Expense Ratio	32.3%	48.8%	16.5%
<u>SERVICE RELIABILITY</u>			
	June 2018	June 2019	% Change
On-Time Performance	83.3%	87.6%	4.3%
Missed Trip Percent	0.13%	0.04%	-0.1%
Avg. Miles Per Road Call	10,091	9,071	-10.1%
Compliments per 100K pas.	0	1.1	-
Compliments	0	2	-



4c Summary: Operating Report (July 2019)

DASH OPERATING REPORT (July 2019)

	CURRENT YEAR (July 2018)	CURRENT YEAR (July 2019)	PERCENT CHANGE
<u>RIDERSHIP</u>			
Total Monthly Passengers	346,394	308,774	-10.9%
Total Monthly Passengers (Excl.Trolley)	246,414	220,797	-10.4%
Passengers / Revenue Mile	2.2	1.9	-14.4%
Passengers / Revenue Hour	24.6	15.2	-38.1%
<u>SERVICE LEVELS</u>			
Total Miles	172,186	177,451	3.1%
Revenue Miles	156,068	160,705	3.0%
<u>SAFETY</u>			
Accidents - Total	2	8	300.0%
Accidents - Preventable	1	5	400.0%
<u>FARES</u>			
Average Fare	\$1.19	\$1.21	1.7%
ATC DASH Pass	23,462	20,203	-13.9%
TC Williams Free Fare Pilot	0	0	100.0%
Regional Bus Transfers	18,710	19,654	5.0%
Rail-Bus Transfers	36,302	14,036	-61.3%
% Paid by Smarttrip	80.6%	72.8%	-7.8%
<u>FINANCIAL PERFORMANCE</u>			
Operating Expense / Total Mile	\$8.83	\$12.13	37.4%
Operating Expense / Total Platform Hour	\$78.09	\$148.53	90.2%
Total Revenue / Operating Expense Ratio	28.7%	80.4%	51.7%
<u>SERVICE RELIABILITY</u>			
	July 2018	July 2019	% Change
On-Time Performance	83.7%	88.3%	5.5%
Missed Trip Percent	0.10%	0.12%	20.0%
Avg. Miles Per Road Call	9,071	6,572	-27.5%
Compliments per 100K pas.	0	0	-
Compliments	0	0	-



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

Verbal report by General Manager on DASH experience and observations during the 2019 Summer Platform Improvement Project.

Mobile App Reduced Fare Program Extension

Thanks to available residual grant funds, DASH is continuing to offer \$1.00 rides for all those who utilize the Mobile App to ride.

-- Continued on Next Page --



Alexandria Seminary Road Complete Streets Project Letter

Included is the following letter for the consideration of the ATC Board of Directors regarding staff position and recommendation pertaining to the Seminary Road Complete Streets Project

DATE: September 11, 2019
TO: ATC Board of Directors
FROM: Josh Baker, General Manager
SUBJECT: Seminary Road Complete Streets Project (2019)

Alexandria Transit Company (DASH) Board of Directors,

Regarding the Seminary Road Complete Streets Project, the following letter outlines the staff position regarding the project and its provided alternatives. Following a thorough review of the project scope, history, timeline and alternatives, it is staff position that Alternative #3 is the most suitable solution for this corridor. This proposes to reconfigure the section of Seminary Road from North Howard Street to North Quaker Lane from four lanes to three lanes with bicycle lanes and buffer space for increased pedestrian and cyclist safety.

Staff recognize that this project has been the subject of intense debate among different members of the Alexandria Community and do not intend to render opinion on the positions of the residents. Staff recognize that many residents of Central Alexandria have expressed concerns that the removal of one lane in this section could increase traffic congestion on Seminary Road and incentivize cut-through trips on side streets within the corridor. These residents contend that the resulting cut-through trips would make their neighborhoods less safe, and that the change is not warranted by the current number of pedestrians and bicyclists that use Seminary Road. Notably, this viewpoint was supported by the City's Traffic & Parking Board, which voted 3-2 to maintain the current four-lane configuration of Seminary Road (Alternative #1) during its June 24, 2019 meeting.

DASH Staff do not often contradict the actions of other City governing bodies and would not take such a position without careful and thorough consideration; however, the safety and mobility benefits afforded by Alternative #3 appear to far outweigh any adverse traffic impacts. The safer environment created in this alternative serves to benefit pedestrians, cyclists and other non-automotive road users, many of whom are regular DASH riders. One proven component being the Bike lane which serves double purpose of providing safe travel for bikes, but more importantly as it relates to our passengers provides an additional buffer from traffic. The result of the road reconfiguration would potentially also reduce the number of vehicular trips along Seminary Road, thusly making it safer and easier for DASH bus passengers to access their nearest bus route.

All of the goals of this project are aligned with the City's Environmental Action Plan, Vision ZERO, and the ongoing Alexandria Transit Vision Plan, all of which support increased mobility from multimodal travel options while improving the environment for pedestrians, cyclists, and transit users.

Staff experience from similar regional and local projects, have shown that projects like this rarely increase traffic congestion or cut-through traffic. Staff believe that Alternative #3 would result in negligible increases in congestion-related delays, if at all, and have no adverse impact on DASH services as proposed.



Josh Baker
General Manager & CEO
Alexandria Transit Company



Mass Transit Magazine Feature

On June 6, DASH ITS Coordinator Gabriel Morey highlighted what DASH is doing to make transit better with the help of The Northern Virginia Transportation Authority, Northern Virginia Transportation Commission and Virginia Department of Rail and Public Transportation. To view the article visit <https://www.dashbus.com/news/mtm2019>.

Student Summer Pass Promotion

DASH visited TC Williams High School, on June 10, and provided flyers and information to Bishop Ireton, Episcopal and St. Stephens and St. Agnes to promote the Student Summer DASH Pass. The summer passes allow students to ride all DASH regular routes during summer months for \$50.



Annual DASH Employee Event

DASH held the annual Family Fun Day Picnic for employees on June 22. Congratulations to Fafa Fardin for winning the Maintenance Employee of the Year Award, Ana Torres for winning the Customer Service of the Year Award and Drema Walker for winning the DASH Difference Award.



WMATA PIP Service Updates

DASH provided weekly updates during the WMATA Platform Improvement Project to ensure the community was up-to-date on DASH during the summer Metrorail closures.



Landmark Commuter Fair

DASH participated in the City of Alexandria Commuter Fair held at Landmark Mall on July 10. To provide those impacted by the WMATA Platform Improvement Project with additional information and resources.



DASH Bus Mobile App Bus Stop Takeover

DASH celebrated the launch of the DASH Bus Mobile App at the Landmark Plaza Bus Stop. The event included: music, prizes, free mobile app t-shirts and a how-to video for downloading the app.



ACPS Back to School Drive

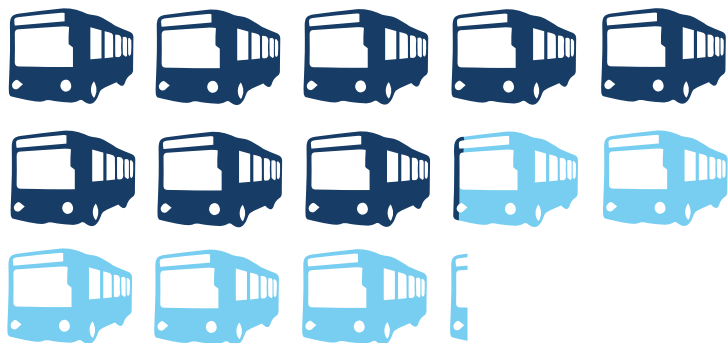
DASH partnered with ACPS to support their back to school efforts. Bags were placed in each bus and participants were offered one free DASH ride for donating school supplies. There were also donation bins placed in the DASH administrative office and operators' lounge.




Even Though The Trains Weren't Running, We Kept Alexandria On Track!



DASH BUS FLEET



 = 10 buses

85 Fleet size before the PIP. **137** Fleet size during the PIP.



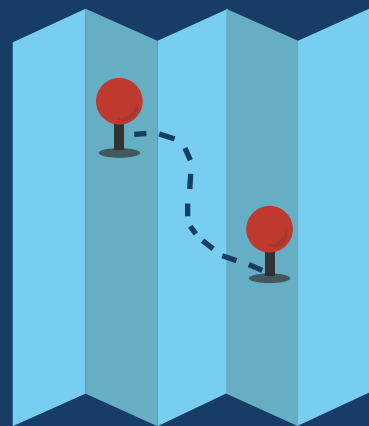
50 100 150 200 250 300 350

 # of Employees Before PIP  # of Employees During PIP

200 Employees before the PIP. **332** Employees during the PIP.

16,500

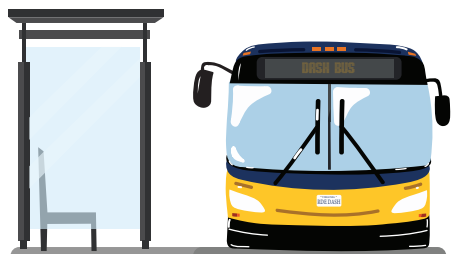
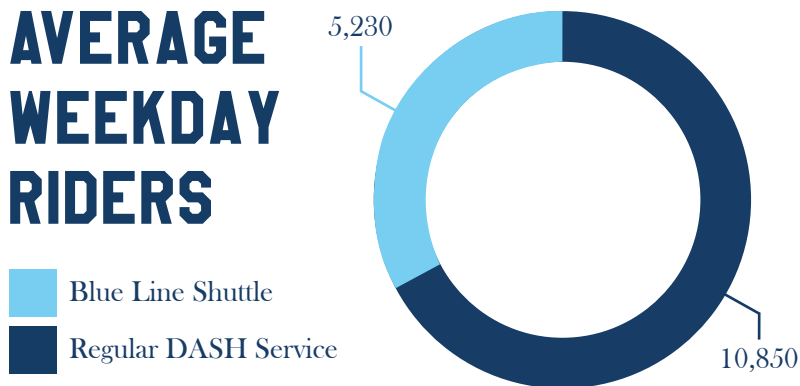
Estimated miles driven between Alexandria and Westchester, NY to acquire 14 articulated buses to assist with the WMATA Platform Improvement Project (PIP).



485,000

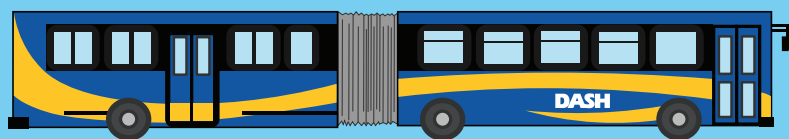
Estimated total rides during the WMATA PIP

AVERAGE WEEKDAY RIDERS



June 2018 Trips
21,754

June 2019 Trips
56,130



119 Full standing capacity of one articulated (60-foot) bus.

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 Year Ended June 30, 2019

***NOTE:** As of the writing of this report, final entries to capitalize fixed assets and record depreciation were still in process with the City's Accounting Division as part of its year-end close. For this reason, a final balance sheet is not provided in this report but will be included for reference in the October report.*

FY 2019 Results – Budget vs. Actual Report

DASH has had an unusual year given the operation of WMATA's Blue Line Shuttle this summer, and the Company's FY 2019 financial results reflect that. By the time you are reading this, **DASH will have provided approximately 40,000 platform hours of service on the Shuttle, representing a contract value of over \$5 million.** This is **96% of the contract maximum** established with WMATA and, driven by customer demand, is significantly more service than we anticipated providing throughout the planning phase.

This also means that Shuttle-related revenue and expenditures during FY19 were notably higher than budgeted. The FY19 increase in budget for the Shuttle was based on our estimate of the platform hours we would provide. Since we provided much more service, Shuttle expenditures exceeded the FY19 expectation by roughly \$700,000. Shuttle contract revenue exceeded budget by about \$250,000. This disparity is because nearly all our capital purchases for the Shuttle (buses, equipment, technology) came at the beginning of the project, whereas revenue was earned evenly through the summer.

At the same time, the early implementation of the wage increases provided by the collective bargaining agreement (CBA) with the Amalgamated Transit Union Local 689 (ATU) on May 26 further increased expenditures over the FY19 budget. The City of Alexandria has provided an additional revenue transfer of \$475,000 to account for these costs.

Therefore, the year-end deficit of (\$690,749) reflects the lag in Blue Line Shuttle revenue behind expenditures as of June 30, 2019. Contract revenue earned in July, August, and September will compensate for this deficit, which has occurred because this large project spans two fiscal years.



Significant budget variances and notable accounts in FY 2019 include:

- Regular **passenger revenue** ended about where we anticipated during the year, with a deficit of (\$342,073) against the budget. As previously discussed, this was due to an overly optimistic revenue budget which has been corrected in the FY 2020 budget. Ridership in June was down by 14% overall (11% excluding the Trolley), which is less than the 20% drop we expected during the Metrorail shutdown.
- Negative variances in **personnel costs** in Operations and Maintenance were, of course, driven by the Shuttle and early CBA implementation. This was partially offset by a one-time transfer of excess balance in our self-insured fund back into the operating accounts, which reduced **fringe benefit** expenditures for the year to well below budget.
- **Non-personnel** accounts were large Shuttle-related negative variances which include: operating supplies and materials, fuel, repair parts, and telecommunications.
- The (\$155,220) budget deficit in **vehicle maintenance service** is a result of significant engine, transmission, and battery work required to keep the hybrid fleet on the road. As noted previously, hybrid powertrain repairs and replacements will be funded through the CIP in FY20.

Capital Asset Impact

ATC made large capital asset investments during FY 2019:

- 27 new clean diesel buses were delivered.
- 6 hybrid battery packs were replaced.
- Computer-Aided Dispatch / Automated Vehicle Location (CAD/AVL) equipment and video surveillance cameras were purchased for 15 buses for the Blue Line Shuttle and will be available for the future.
- The Smart Yard project, which allows for exact bus location to be tracked around the DASH facility, was completed.
- The Rosco Mobileye Shield+ passenger detection system was installed on 19 buses (largest fleet roll-out in Virginia).
- 39 buses were equipped with Transit Signal Priority (TSP) hardware and software.

All in all, \$13.8 million in new capital assets will be added to our books, \$13 million as a capital contribution from the City's Capital Improvement Program and about \$800,000 funded by DRPT grants awarded to ATC or the operating budget. This will change the final financial result for the year which you will see in an updated report in October.



ATC Board Agenda Detail

Agenda Item #: 5a
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 Year Ended June 30, 2019

	Actual	Budget	Variance
REVENUES:			
City Contribution - King Street Trolley	958,932	958,932	-
DASH Passenger Revenue	3,470,279	3,812,352	(342,073)
DASH AT2X Mark Center Charter	785,676	785,676	-
DASH Other Charter Revenue	1,803,666	1,546,788	256,878
Miscellaneous Revenue	79,452	54,996	24,456
Total Operating Revenue	7,098,005	7,158,744	(60,739)
City Contribution - Regular Subsidy	11,829,652	11,354,652	475,000
Total Revenue	18,927,657	18,513,396	414,261
EXPENDITURES:			
Operations	11,288,923	10,228,848	(1,060,075)
Maintenance	4,426,109	4,303,032	(123,077)
Administration	3,431,038	3,588,360	157,322
Capital Outlay	472,336	393,156	(79,180)
Total Expenditures	19,618,406	18,513,396	(1,105,010)
GRANT ACTIVITY:			
State Grants	622,837	-	-
Local Match on State Grants	95,206	-	-
Grant Expenditures	(717,963)	-	-
Total Grant Activity	80	-	-
Net Surplus (Deficit)	(690,669)	-	(690,749)

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 #: 5a
Item Title: Budget vs. Actual Report (End of FY 2019)
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 Year Ended June 30, 2019
 (prior to fixed asset entries)

Description	CM Actual	CM Budget	Variance	FY 2019 Actual	FY 2019 Budget	Variance
REVENUE						
City Contribution - King Street Trolley	79,911	79,911	-	958,932	958,932	-
DASH Passenger Revenue	258,908	317,696	(58,788)	3,470,279	3,812,352	(342,073)
DASH AT2X Mark Center Charter	65,473	65,473	-	785,676	785,676	-
DASH Other Charter Revenue	1,384,543	128,899	1,255,644	1,803,666	1,546,788	256,878
Miscellaneous Revenue	(334,366)	4,583	(338,949)	79,452	54,996	24,456
TOTAL OPERATING REVENUE	1,454,469	596,562	857,907	7,098,005	7,158,744	(60,739)
City Contribution - Regular Subsidy	1,421,221	946,221	475,000	11,829,652	11,354,652	475,000
TOTAL REVENUE	2,875,690	1,542,783	1,332,907	18,927,657	18,513,396	414,261
OPERATING EXPENDITURES						
OPERATIONS						
Wages - O	2,049,364	667,224	(1,382,140)	9,286,379	8,006,688	(1,279,691)
Fringe Benefits - O	(186,438)	115,834	302,272	908,200	1,390,008	481,808
Payroll Taxes - O	143,018	46,925	(96,093)	729,994	563,100	(166,894)
Retirement Contributions - O	55,670	16,158	(39,512)	247,207	193,896	(53,311)
Total Operations Labor	2,061,614	846,141	(1,215,473)	11,171,780	10,153,692	(1,018,088)
Operating Materials and Supplies	39,257	4,875	(34,382)	96,613	58,500	(38,113)
Training and Travel - O	1,938	1,388	(550)	20,530	16,656	(3,874)
TOTAL OPERATIONS EXPENDITURES	2,102,809	852,404	(1,250,405)	11,288,923	10,228,848	(1,060,075)
MAINTENANCE						
Wages - M	260,676	133,527	(127,149)	1,690,739	1,602,324	(88,415)
Fringe Benefits - M	21,594	23,496	1,902	45,800	281,952	236,152
Payroll Taxes - M	17,695	10,813	(6,882)	126,781	129,756	2,975
Retirement Contributions - M	10,134	4,375	(5,759)	60,359	52,500	(7,859)
Total Maintenance Labor	310,099	172,211	(137,888)	1,923,679	2,066,532	142,853
Fuel & Lubricants	174,839	104,542	(70,297)	1,330,645	1,254,504	(76,141)
Repair Parts	71,605	38,217	(33,388)	553,578	458,604	(94,974)
Tires	11,858	14,500	2,642	148,083	174,000	25,917
Vehicle Maintenance Service	(18,485)	5,833	24,318	225,216	69,996	(155,220)
Laundry	5,571	2,500	(3,071)	30,231	30,000	(231)
Tools and Equipment	724	1,250	526	12,188	15,000	2,812
Building Maintenance	27,038	18,950	(8,088)	200,805	227,400	26,595
Training and Travel - M	-	583	583	1,684	6,996	5,312
TOTAL MAINTENANCE EXPENDITURES	583,249	358,586	(224,663)	4,426,109	4,303,032	(123,077)
ADMINISTRATION						
Wages - A	138,914	112,235	(26,679)	1,380,972	1,346,820	(34,152)
Fringe Benefits - A	18,048	11,898	(6,150)	77,882	142,776	64,894
Payroll Taxes - A	9,392	10,520	1,128	120,004	126,240	6,236
Retirement Contributions - A	6,553	4,267	(2,286)	45,481	51,204	5,723
Total Administrative Labor	172,907	138,920	(33,987)	1,624,339	1,667,040	42,701
Insurance	-	57,667	57,667	661,657	692,004	30,347
Professional Services	48,694	51,469	2,775	533,110	617,628	84,518
Utilities	15,310	26,792	11,482	264,054	321,504	57,450
Printing & Advertising	50	6,334	6,284	51,022	76,008	24,986
Telecommunications	12,556	5,417	(7,139)	76,406	65,004	(11,402)
Training and Travel - A	5,925	2,708	(3,217)	75,641	32,496	(43,145)
Postage and Office Supplies	6,918	1,665	(5,253)	37,423	19,980	(17,443)
Dues and Subscriptions	-	1,246	1,246	12,180	14,952	2,772
Grant Local Match	32,403	6,812	(25,591)	95,206	81,744	(13,462)
TOTAL ADMINISTRATIVE EXPENDITURES	294,763	299,030	4,267	3,431,038	3,588,360	157,322
TOTAL OPERATING EXPENDITURES	2,980,821	1,510,020	(1,470,801)	19,146,070	18,120,240	(1,025,830)
CAPITAL OUTLAYS (non-CIP)						
Computer and Office Equipment	-	1,542	1,542	10,689	18,504	7,815
Maintenance Equipment	(53,623)	31,221	84,844	461,647	374,652	(86,995)
TOTAL CAPITAL OUTLAYS (non-CIP)	(53,623)	32,763	86,386	472,336	393,156	(79,180)
NET SURPLUS (DEFICIT)	(51,508)	-	(51,508)	(690,749)	-	(690,749)



ATC Board Agenda Detail

Agenda Item #: 5b
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 Month Ended July 31, 2019

NOTE: As of the writing of this report, final entries to capitalize FY19 fixed assets and record depreciation were still in process with the City’s Accounting Division as part of its year-end close. For this reason, a final balance sheet is not provided in this report but will be included for reference in the October report.

Budget Updates Coming Soon

ATC continues to be in new, exciting territory financially as we begin FY 2020. There are three large increases to the FY20 budget as compared to the original budget approved by the Board in the spring:

Project	Amount	When Added to FY20 Budget?
CBA Personnel Cost Increases	\$3.8 million	Appropriated and included now
Blue Line Shuttle – FY20 Impact	> \$3.3 million	Fall Supplemental Appropriation
AT-1, AT-9 Increased Service (funded by I-395 Commuter Choice)	\$2.4 million	Fall Supplemental Appropriation

Only the CBA personnel cost increases have already been appropriated and included in the budget presented here. Therefore, this report is showing large revenue and expenditure budget variances because the FY20 portion of the Shuttle budget is yet to be added in the fall supplemental appropriation ordinance.

July Results – Budget vs. Actual Report

In July, ATC experienced a monthly surplus of \$880,298, which was driven by Blue Line Shuttle contract revenue earned. As noted above, this was despite Shuttle-related expenditure budget variances which were expected.

Significant budget variances and notable accounts in July include:

- **Passenger revenue** was 18% (\$56,794) short of the monthly target, a result of ridership loss during the Platform Improvement Project and the fact that base fare increase to \$2 does not take effect until September 15. However, given these two very large factors, this is a favorable result. Revenue ridership (excluding both Trolley and free student rides) was down 14.7% year over year, again short of the 20% loss initially expected during the shutdown.
- **Shuttle** expenditures are driving the variances in the following accounts: Operations wages, operating materials and supplies, fuel, repair parts, tires, vehicle maintenance service, Admin professional services, and Maintenance equipment.

FY 2020 Projection

Taking into account the full Shuttle operation and all other known factors, **we currently project a year end surplus of \$20,216 for FY20**. This represents a conservative estimate of Shuttle and regular operating costs throughout the year. When the Shuttle budget is added by supplemental appropriation, budget vs. actual variances should become minimal. Likewise the additional AT-1 and AT-9 service should track closely with the budget when it is established.

Passenger revenue is on track to exceed the budget at this time. As the Platform Improvement Project ends, two factors to watch will be how much ridership rebounds and the impact of the September 15 base fare increase. The mobile app has added a new revenue stream that is difficult to project at this point, however the discounted \$1 fare available on the *DASH Bus* app should attract riders particularly once the fare increase goes into effect. The discount will continue to be reimbursed to ATC by DRPT through December 31, 2019.



ATC Board Agenda Detail

Agenda Item #: 5b
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 Month Ended July 31, 2019

	Actual	Budget	Variance
REVENUES:			
City Contribution - King Street Trolley	83,108	83,108	-
DASH Passenger Revenue	260,525	317,319	(56,794)
DASH AT2X Mark Center Charter	67,437	67,437	-
DASH Other Charter Revenue	1,317,287	12,694	1,304,593
Miscellaneous Revenue	1,797	5,000	(3,203)
Total Operating Revenue	1,730,154	485,558	1,244,596
City Contribution - Regular Subsidy	1,332,916	1,332,916	-
Total Revenue	3,063,070	1,818,474	1,244,596
EXPENDITURES:			
Operations	1,218,143	1,060,793	(157,350)
Maintenance	545,240	407,739	(137,501)
Administration	389,332	336,195	(53,137)
Capital Outlay	30,057	13,747	(16,310)
Total Expenditures	2,182,772	1,818,474	(364,298)
GRANT ACTIVITY:			
State Grants	-	-	-
Local Match on State Grants	-	-	-
Grant Expenditures	-	-	-
Total Grant Activity	-	-	-
Net Surplus (Deficit)	880,298	-	880,298

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 #: 5b
Item Title: Budget vs. Actual Report (July, 2019)
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 Month Ended July 31, 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	83,108	83,108	-	83,108	83,108	-	997,293	997,293	-
DASH Passenger Revenue	260,525	317,319	(56,794)	260,525	317,319	(56,794)	4,062,605	3,807,832	254,773
DASH AT2X Mark Center Charter	67,437	67,437	-	67,437	67,437	-	809,241	809,241	-
DASH Other Charter Revenue	1,317,287	12,694	1,304,593	1,317,287	12,694	1,304,593	3,384,625	152,329	3,232,296
Miscellaneous Revenue	1,797	5,000	(3,203)	1,797	5,000	(3,203)	61,000	60,000	1,000
TOTAL OPERATING REVENUE	1,730,154	485,558	1,244,596	1,730,154	485,558	1,244,596	9,314,764	5,826,695	3,488,069
City Contribution - Regular Subsidy	1,332,916	1,332,916	-	1,332,916	1,332,916	-	15,994,985	15,994,985	-
TOTAL REVENUE	3,063,070	1,818,474	1,244,596	3,063,070	1,818,474	1,244,596	25,309,749	21,821,680	3,488,069
OPERATING EXPENDITURES									
OPERATIONS									
Wages - O	946,359	796,042	(150,317)	946,359	796,042	(150,317)	11,940,734	9,552,473	(2,388,261)
Fringe Benefits - O	95,020	127,654	32,634	95,020	127,654	32,634	1,515,866	1,531,850	15,984
Payroll Taxes - O	81,614	63,167	(18,447)	81,614	63,167	(18,447)	925,012	758,000	(167,012)
Retirement Contributions - O	62,191	66,000	3,809	62,191	66,000	3,809	876,537	792,000	(84,537)
Total Operations Labor	1,185,184	1,052,863	(132,321)	1,185,184	1,052,863	(132,321)	15,258,149	12,634,323	(2,623,826)
Operator Recruitment and Training	4,953	4,833	(120)	4,953	4,833	(120)	44,296	58,000	13,704
Operating Materials and Supplies	26,986	1,709	(25,277)	26,986	1,709	(25,277)	68,572	20,500	(48,072)
Training and Travel - O	1,020	1,388	368	1,020	1,388	368	16,650	16,650	-
TOTAL OPERATIONS EXPENDITURES	1,218,143	1,060,793	(157,350)	1,218,143	1,060,793	(157,350)	15,387,667	12,729,473	(2,658,194)
MAINTENANCE									
Wages - M	137,760	172,333	34,573	137,760	172,333	34,573	2,156,165	2,068,000	(88,165)
Fringe Benefits - M	20,597	26,833	6,236	20,597	26,833	6,236	318,036	322,000	3,964
Payroll Taxes - M	10,355	13,250	2,895	10,355	13,250	2,895	179,487	159,000	(20,487)
Retirement Contributions - M	9,660	13,750	4,090	9,660	13,750	4,090	167,440	165,000	(2,440)
Total Maintenance Labor	178,372	226,166	47,794	178,372	226,166	47,794	2,821,128	2,714,000	(107,128)
Fuel & Lubricants	185,582	102,375	(83,207)	185,582	102,375	(83,207)	1,345,000	1,228,500	(116,500)
Repair Parts	80,287	39,167	(41,120)	80,287	39,167	(41,120)	559,088	470,000	(89,088)
Tires	18,086	8,750	(9,336)	18,086	8,750	(9,336)	130,000	105,000	(25,000)
Vehicle Maintenance Service	67,559	5,833	(61,726)	67,559	5,833	(61,726)	215,000	70,000	(145,000)
Laundry	-	2,500	2,500	-	2,500	2,500	31,017	30,000	(1,017)
Tools and Equipment	187	1,250	1,063	187	1,250	1,063	16,152	15,000	(1,152)
Building Maintenance	14,022	21,115	7,093	14,022	21,115	7,093	273,592	253,400	(20,192)
Training and Travel - M	1,145	583	(562)	1,145	583	(562)	7,000	7,000	-
TOTAL MAINTENANCE EXPENDITURES	545,240	407,739	(137,501)	545,240	407,739	(137,501)	5,397,977	4,892,900	(505,077)
ADMINISTRATION									
Wages - A	76,797	130,967	54,170	76,797	130,967	54,170	1,577,480	1,571,600	(5,880)
Fringe Benefits - A	14,539	15,561	1,022	14,539	15,561	1,022	188,195	186,745	(1,450)
Payroll Taxes - A	5,972	10,167	4,195	5,972	10,167	4,195	114,515	122,000	7,485
Retirement Contributions - A	6,383	9,459	3,076	6,383	9,459	3,076	110,638	113,500	2,862
Total Administrative Labor	103,691	166,154	62,463	103,691	166,154	62,463	1,990,828	1,993,845	3,017
Insurance	64,724	57,667	(7,057)	64,724	57,667	(7,057)	692,000	692,000	-
Professional Services	175,473	63,562	(111,911)	175,473	63,562	(111,911)	931,055	762,740	(168,315)
Utilities	21,101	24,741	3,640	21,101	24,741	3,640	277,576	296,900	19,324
Printing & Advertising	8,411	5,500	(2,911)	8,411	5,500	(2,911)	81,000	66,000	(15,000)
Telecommunications	8,055	5,833	(2,222)	8,055	5,833	(2,222)	85,000	70,000	(15,000)
Training and Travel - A	4,767	3,501	(1,266)	4,767	3,501	(1,266)	51,369	42,000	(9,369)
Postage and Office Supplies	1,674	1,970	296	1,674	1,970	296	19,860	23,620	3,760
Dues and Subscriptions	1,436	1,246	(190)	1,436	1,246	(190)	14,950	14,950	-
Grant Local Match	-	6,021	6,021	-	6,021	6,021	72,252	72,252	-
TOTAL ADMINISTRATIVE EXPENDITURES	389,332	336,195	(53,137)	389,332	336,195	(53,137)	4,215,890	4,034,307	(181,583)
TOTAL OPERATING EXPENDITURES	2,152,715	1,804,727	(347,988)	2,152,715	1,804,727	(347,988)	25,001,534	21,656,680	(3,344,854)
CAPITAL OUTLAYS (non-CIP)									
Computer and Office Equipment	-	2,084	2,084	-	2,084	2,084	43,000	25,000	(18,000)
Maintenance Equipment	30,057	11,663	(18,394)	30,057	11,663	(18,394)	215,000	140,000	(75,000)
TOTAL CAPITAL OUTLAYS (non-CIP)	30,057	13,747	(16,310)	30,057	13,747	(16,310)	258,000	165,000	(93,000)
NET SURPLUS (DEFICIT)	880,298	-	880,298	880,298	-	880,298	50,216	-	50,216



ATC Board Agenda Detail

Agenda Item #: 6

Item Title: New Business

Contacts: Josh Baker, General Manager

Attachments:

Customer Impact: 6a) Moderate ● 6b) Moderate ● 6c) Moderate ●

Board Action:



6a) Planning Updates

Martin Barna, Director of Planning will provide updates to the Board as follows:

- Alexandria Transit Vision Plan
 - Final Draft Network Development
 - Outreach Round #3 – see attached for summary of planned outreach activities.
 - ATC Board Schedule for ATV
 - September – Brief ATV Update
 - October – Presentation of Final Draft ATV Scenarios
 - November – Public Hearing
 - December – Final ATV Recommendations
- I-395 Commuter Choice Program
 - NVTC recommendations expected on October 3rd.
 - DASH planning to implement AT-1 & AT-9 improvements in mid-October.
 - Summary of AT-1 improvements
 - AT-1 to be re-branded as “AT-1 Plus”, a precursor to West End Transitway.
 - 10-minute weekday peak headways
 - 20-minute weekday off-peak headways with service until 11:00 PM
 - 30-minute weekend headways with service until 11:00 PM.
 - 56% increase in AT-1 service hours
 - Summary of AT-9 improvements
 - 20-minute weekday peak headways
 - 30-minute weekday off-peak headways with service until 11:00 PM
 - 30-minute Saturday headways
 - NEW Sunday service with 30-minute headways.
 - 57% increase in AT-9 service hours
- DASH Bus Mobile Ticketing Pilot
 - DASH mobile ticketing app launched June 1, 2019
 - Nearly 3,000 app installs during first three months.
 - 5,200 app-based bus boardings in first three months (<1,000 in June, 2,500 in August)
 - Extension of promotional \$1 mobile fare from September 8 to December 31.
 - “Fare Share” Pilots for 2019-2020 “Free Student Rides” Program
 - SmartBenefits Integration currently being explored.
 - Regional Interest in Mobile App Pilot
 - Outreach/Advertising – WTOP radio/online ads, station takeover event, bus wrap, “How-To” video, onboard announcements, print/online advertising, website info.
- September 15th Fare Increase
 - Base fare increases from \$1.75 to \$2.00
 - No changes to DASH Pass (\$45)
 - No changes to Senior SmarTrip off-discount for off-peak trips (\$1.00)



Planned ATV Outreach Events/Activities

- TAC Meeting – October 2
- ATC Board Presentations (3)
 - October – Presentation
 - November – Public Hearing
 - December – Board Adoption
- Briefing Sessions with ATC Board Members (as needed)
- Transportation Commission (Date TBD)
- City Council (Date TBD)
- Pop-Up Events (20)
 - 10 locations
 - 10 ridealongs
- Stakeholder Workshop – October 10
- ATV Community Meetings
 - Tuesday, October 15 – Armstrong Rec Center (Arlandria)
 - Thursday, October 24 – Burke Library (Seminary Road)
- Onboard Announcements (September 25 – December 10)
- Community Group Meetings (Work in Progress)
 - Parkfairfax
 - Northridge
 - Seminary Hill
 - Park Place – f/u with Mike!
 - Wakefield Tarleton Civic Association
 - Commission on Aging
 - Senior Community Centers
 - Commission on Persons with Disabilities
 - Bicycle/Pedestrian Advisory Committee
 - Carlyle Council
 - Casa Chiralagua
 - Ethiopian Community Development Council
 - Alexandria Commission for Women
 - PYMIG
 - Environmental Policy Commission
- Nextdoor Messaging (Neighborhood-Specific)
- Facebook/Twitter Messaging
- Open House / Info Session for Bus Drivers & Operations Staff

Board Action: Discussion, Provide Input
Next Steps: Ongoing



6b) NVTA 70% Funding Letter

The Board is asked to consider approval of the following letter to be transmitted to City Council.

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

September 11, 2019

Re: **ATC Board Support for NVTA 70% Regional Revenues**

Dear Mayor Wilson and Members of City Council:

The Alexandria Transit Company (DASH) Board of Directors writes to express support for the City's FY 24-25 grant application for the Northern Virginia Transportation Authority's (NVTA) call for Regional Transportation Projects (NVTA 70% grants). The project specifically calls for up to \$75 Million to advance the Duke Street Transitway Phase I through Design and Construction.

The Duke Street corridor is the most critical east-west arterial connection in the City of Alexandria. The corridor is currently served by WMATA's 29K and 29N limited-stop bus routes, and the DASH AT-8, which is the most productive bus route in the DASH system. With future developments and increased traffic anticipated in the West End and Landmark Mall areas over the coming years, the need for enhanced bus service in this corridor will only continue to grow.

The ongoing Alexandria Transit Vision (ATV) Plan has identified the Duke Street as the most logical corridor for capital investments in bus prioritization, and seeks to enhance service along the corridor to take advantage of the fast, direct connection between the West End, Landmark Mall and Old Town that would result from such investments. From a regional perspective, this project will also improve transit access to Old Town from Fairfax, Vienna, Tysons Corner, Falls Church and Bailey's Crossroads.

For these reasons, the ATC Board of Directors supports the City seeking funding towards this priority project from the Transportation Master Plan. This (project) has many regional benefits improving regional high capacity transit options and increasing person throughput on a highly congested corridor.

Thank you for consideration in supporting this important project. Please feel free to reach out with any questions.

Sincerely,

David Kaplan
Chairman, ATC Board of Directors

Board Action: Discussion, Motion/Approval
Next Steps: None



6c) City Manager Budget Priorities Request Letter

The included letter from the Office of the City Manager relates to the commission and boards budget priorities requirements. Chairman Kaplan will review for Board Discussion on setting priorities.

Board Action: Discussion, Provide Input
Next Steps: Response to City Manager

6d) Advisory Committees

The General Manager will review proposed guidelines for the Board to consider adopting which will govern the existence and procedures of new Advisory Committees.

Board Action: Discussion, Motion/Approval
Next Steps: None



ATC Board Agenda Detail

Agenda Item #: 8
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, October 9th, 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	P	P	P	P	P	P	P	P	P

**Special Meeting*





Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #6c Attachments:

*City Managers Letter to City Board,
Committee, and Commission Chairs*



OFFICE OF THE CITY MANAGER
301 King St., Suite 3500
Alexandria, VA 22314

MARK B. JINKS
City Manager

703.746.4300
Fax:
703.838.6343

August 5, 2019

Dear City Board, Committee, and Commission Chairs,

I would like to express my sincere appreciation for your service on one of our City boards, committees and commissions. Your commitment helps represent the voices of our community throughout the budget process. Your expertise, knowledge and interest identify areas for the City to continue to grow as we strive to meet the expectations of the residents we serve.

The FY 2020 approved budget funded items that would assist Alexandria in becoming a **smart**, **equitable** and **green** City. These three pillars represent important and emerging issues identified by City Council, many of the boards, committees and commissions, and departments. Ultimately, some key initiatives in these areas were funded including the implementation of a new customer relationship management system, a racial and social equity officer position, and the adoption of a new and updated Environmental Action Plan.

Last year, departments worked diligently to complete the implementation of Priority Based Budgeting by costing and scoring all City services. This assisted in the identification of \$4.8 million in budget resources which were able to be reallocated to high priority program areas. This year departments will utilize the service rankings to inform submissions for reduction targets. Throughout this process, staff will be asked to assess their current budget for efficiency savings and reallocations from lower priority services to higher priority services. In addition, City staff will undertake a significant update to the City's 10-year Capital Improvement Program including a detailed review of cost estimates, timing of projects, city and school facility needs and priorities.

I would appreciate input on the priorities of your board, committee or commission to help inform my budget priorities and decision making. Specifically, it would be helpful to know the policy and programmatic areas under your respective purview that are (1) the highest priorities and (2) areas where additional resources (if available) should be applied. As was the case in FY 2020, I see ongoing budget focus on making further, smart, equitable, and green program progress in FY 2021, as well as focusing on improving the City's competitive position in attracting and retaining

employees. Your feedback will assist City staff in developing budget proposals that support the priorities of our community at large.

Please provide feedback to me, coordinated through your staff liaison, by **Friday, October 4, 2019**. There will be additional opportunities to provide input in the budget process through the department for which you provide advice and counsel and at the budget public hearing in March. Thank you in advance for your priorities as we begin the development of the FY 2021 budget.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark B. Jinks", with a horizontal line extending to the right from the end of the signature.

Mark B. Jinks
City Manager

cc: The Honorable Mayor and Members of City Council
Morgan Routt, Director, Office of Management & Budget
Staff Liaisons to Boards, Committees and Commissions
Department Directors



Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #6d Attachments: *Advisory Committee Guidelines*



ALEXANDRIA TRANSIT COMPANY (ATC) (DASH)

ADVISORY COMMITTEE GUIDELINES

Customer Advisory Committee (C.A.C)
Disability Advisory Committee (D.A.C)
Senior Advisory Committee (S.A.C)

Board Adopted: _____

CEO/General Manager:
Assistant General Manager:
Staff Committee Liaison:

Josh Baker (703-746-5642)
Raymond Mui (703-746-5645)
Whitney Code (703-746-5646)

Alexandria Transit Company
Transit Management of Alexandria, Inc.
3000 Business Center Drive, Alexandria, VA 22314
Tel: 703-746-3274
www.dashbus.com

NOTICE: *These are the operating guidelines for all DASH Advisory Committees. These guidelines can only be changed with approval of the ATC Board of Directors, adopted during an official meeting. Proposed edits are to be submitted to the General Manager for review, thereafter he/she shall submit to the Board for approval.*

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Section 2: PURPOSE

DASH Advisory Committees exist to provide a communication link between DASH and its customers for the purpose of advancing the customer experience, advising staff regarding customer service practices and collaborative work in resolving public transportation issues within DASH's service area. These groups are advisory bodies only and do not set or establish policy, alter service standards, influence contracts or affect personnel matters.

Committee's services in this advisory role through the following primary roles:

- A.** Assist DASH staff in the execution of the organizations mission and programs/services;
- B.** Participate in Route reviews, service standard reviews, and general provision of service with DASH staff for efficiency;
- C.** Serve as DASH Ambassadors in the community, helping to communicate information about services and programs to the existing, new and future/prospective riders;
- D.** Participate in public outreach programs and activities of various types and for various purposes as applicable;
- E.** Communicate with DASH Staff and the DASH Board as needed in helping to inform about service quality, capacity and reliability; and where needed advocate for change to positively affect the experience of DASH riders.

Section 3: MEMBERSHIP

3.1 Membership

- A.** The DASH General Manager appoints members to each Committee in accordance with the requirements set forth in these Guidelines.
- B.** Membership rosters and contact information are provided to the ATC Board on an annual basis and updated as needed when members resign or are otherwise removed from an Advisory Committee role.

3.2 Application for Membership

- A.** Advisory Committee positions are posted publicly by DASH, advertised on DASH buses and actively recruited for through community organizations and City Commissions including, but not limited to, the Commission on Aging and Commission on Persons with Disabilities.
- B.** A person interested in membership in any DASH Advisory Committee shall complete a brief membership application and include a letter of interest/intent or resume demonstrating their interest and purpose for serving. Assistance in completing such an application shall be made available upon request.

- C. Committee's may also recommend to the ATC General Manager persons to be considered for membership.
- D. A list of all open seats on each Advisory Committee and the expiration of the terms of the current Members shall be maintained by DASH staff and shall be posted on the DASH website at www.dashbus.com.

3.3 Composition of Committees / Voting Members

- A. Each committee shall be composed of a total of not less than nine (9) and not more than fourteen (14) members of which five (5) shall be considered voting members. Voting members are those whom adopt formal and final recommendations to the General Manager, DASH Staff, and/or the ATC Board of Directors.
- B. Individuals may be members of multiple committees if so desired and approved. For example, an individual who desires to serve on the D.A.C. and the S.A.C. may do so as long as they qualify for such membership.

3.4 Non-Voting Members

- A. Of the entire membership of the committee, there are "non-voting" members whose purpose is to provide feedback, participate in discussion, advocate for riders, volunteer to assist DASH with community outreach, and generally to speak on behalf of the riders of DASH.
- B. Each Committee shall include non-voting representatives, either staff and/or Board members, who serve on the committee in a non-voting capacity. Committee's may request certain DASH staff or Board members to attend meetings as desired, however a request to attend does not obligate that party to attend.

3.5 Term / Term Limits

- A. The term of an individual serving on a committee shall be as follows:
 - i A term is two (2) Calendar Years from the anniversary date of appointment to the Committee. (For example, if appointed July 15, the term shall expire on July 15 after two calendar years)
 - ii Members may serve not more than three (3) consecutive terms for a combined total of six (6) years.
 - iii An individual who served previously must wait at least one (1) calendar year before re-applying to serve.

3.6 Attendance Requirements / Absences

- A. Members of a Committee must attend at least 60% of regularly scheduled meetings.
- B. Notification of a pending absence should be given to the designated DASH staff committee liaison prior to the meeting.

- C. A member who misses more than 40% of regularly scheduled meetings may be recommended to the ATC General Manager for removal.
- D. Any member once removed due to unexcused absences will not be eligible for reappointment for a minimum of two (2) years.

Section 4: MEETINGS

4.1 Regular Meetings

- A. Regular meetings shall be held on a date and time to be determined by the respective Committee and shall meet, at a minimum, four times a year at the DASH Offices, 3000 Business Center Drive, Alexandria, VA 22314
- B. Any Committee may elect to meet more frequently as necessary or desired.
- C. Individuals requiring assistance to reach the DASH Offices may request for special transportation to be provided and pre-arranged by DASH free of charge. Such transportation shall be limited to and from the individuals primary place of residence or employment. Such transportation may be provided in groups to or from the nearest accessible Metro Station/DASH Route Transfer Point, as determined by DASH Management.

4.2 Special Meetings

- A. A special meeting of a Committee may be called by the Chairperson or a simple majority of voting members. Members shall be given ten days written or verbal notice prior to said meeting. The notice must set forth items to be considered and no other items shall be considered.

4.3 Public Feedback and Solicitation

- A. Each Committee shall, at least once a year, hold a special event for the purpose of soliciting customer feedback about DASH programs and services as they relate specifically to the Committee.
- B. Such input session shall be advertised and may be in a variety of formats including but not limited to, a public meeting, an event at a community organization, condominium association, senior home, community center, bus stop information tables, participation in a community event or street fair, Metro stop information stand, customer surveys or any combination thereof. shall include both a morning and evening session to ensure customer participation options.
- C. The input of such a session shall be reviewed and discussed by the Committee which shall then provide any formal recommendations to DASH staff for improvement or for recognition of excellent service.

4.4 Quorum

- A. A quorum for the transaction of business shall be constituted by a simple majority of the voting members. In the absence of a quorum, at the expiration of fifteen (15) minutes from the time appointed for the meeting, the names of the members present shall be entered upon the record and the meeting shall stand ipso facto adjourned until the next regular meeting.

4.5 Access to Meetings

- A. All meetings of advisory Committee's shall be open to the public. No person shall be denied access to any meeting of the Committee unless that person is disruptive or otherwise prevents or impedes the business of the meeting.
- B. Members of the Committee may participate utilizing audio/video conferencing when it is available and feasible if they so desire. DASH shall make appropriate accommodations to the extent feasible to facilitate this connection. Should it be deemed infeasible or excessively burdensome at any point by DASH, then such option shall be discontinued.

4.6 Parliamentary Procedure

- A. Generally, Robert's Rules of Order, revised, shall govern the business procedures of the committee in all cases not provided for in these guidelines.