



Alexandria Transit Company Board of Directors Meeting



Wednesday, December 12, 2018

5:30 p.m.

DASH Board Room, 3000 Business Center Drive

Meeting Agenda

#1 Public Comment

#2 Consideration of Meeting Minutes Approval

November 14, 2018 & November 27, 2018 (Special Meeting)

All

#3 Board Member Announcements & Presentations

- a) Commission on Aging Special Presentation (Jane King)
- b) Chairman's Report
- c) T&ES Directors Report
- d) All Others

Chairman & Board
Members

#4 General Manager's Report

- a) Management Report
- b) Performance Reports
- c) Operating Report
- d) Overtime Report
- e) General Manager's Summary

Josh Baker,
General Manager

#5 Financial Report

- a) October Financial Update
- b) October Balance Sheet
- c) October Summary Income Statement
- d) October Budget vs. Actual (BVA)

Evan Davis,
Director of Finance
& Administration

#6 New Business

- a) Budget Reduction Scenario Review & Approval
- b) FY 2020 Preliminary Budget Review & Approval
- c) Labor Negotiations Staff Recommendation
- d) Letter Supporting SmartScale Application

All

#7 Executive Session

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

All

#8 Next Meeting Date & Adjournment

The next regular Board Meeting is Wednesday, January 9th, 2018 at 5:30 p.m., Alexandria City Hall, Council Workroom, 2nd 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, November 14th at Alexandria City Hall, Council Workroom, 2nd Floor, 301 King Street, Alexandria, VA 22314.

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

Staff members and visitors attending were: Josh Baker, Raymond Mui, Fatima Ahmed, Rick Baldwin, Martin Barna, Swinda Carcamo, John Lanocha, Lorenza Myers, Alicia Wright, Nicole Evans and Carmen Frasier. There were 38 visitors present. 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 16 speakers during the public comment period followed by a statement by the Chairman.

Agenda Item #2 – Consideration of Meeting Minutes Approval

The Chairman asked for consideration of approval of the minutes of October 10th, 2018. Mr. Donkey motioned to accept the minutes as presented with Mr. Klejst seconding the motion and the vote passed unanimously.

Agenda Item #3 – Reports, Updates and Other Business

Item #3a – Chairman’s Report

The Chairman welcomed the Board members, staff and guests to the regular monthly Board meeting. The Chairman read a statement to the public on behalf of the ATC Board of Directors.

Item #3b – T&ES Director’s Report

Mr. Lambert, Director, Dept. of Transportation & Environmental Services shared in advance the following report items with the Board: City Council Budget Guidance, King Street-Old Town Metrorail Station Access Improvement Project Update, and the Announcement of HQ2 at the National Landing, a newly branded neighborhood encompassing parts of Pentagon City and Crystal City in Arlington and Potomac Yard in Alexandria. Mr. Lambert welcomed any comments and questions.

Staff Reports

Agenda Item #4 – General Manager’s Report

Mr. Baker, General Manager, provided an oral update of the Management Report as presented to the Board, summarizing the high-level management, performance and operating items. Mr. Baker welcomed comments and questions on the reports.

Agenda Item #5 - Financial Report

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



Agenda Item #6 – New Business

Item #6a – The General Manager has provided the Alexandria Transit Company Board of Directors Memorandum to City Manager Mark Jinks relating to the budget process. A copy of the final memorandum has been attached for your reference and provides public record of the communication.

Item #6b – The General Manager presented the initial Budget Reduction scenario as an attachment, the General Manager will review this and receive feedback for DASH staff to compile the final options to be presented to the City and approved by the Board in December.

Item #6c – Oral update provided by Martin Barna, Director of Planning. This month the first of the fall open house public workshops for the Alexandria Transit Vision Plan were conducted. The workshops focused on identifying priorities discussing tradeoffs with the public at the Durant’s Arts Center and Samuel Tucker Elementary School. Conditions of the existing transit network were provided in a manner that was understandable and informative to the public to guide the development of priorities. In addition, Martin Barna led public outreach efforts with several ATV Pop-Up events.

Item #6d – Oral update provided by Martin Barna, Director of Planning. Over the past year, DASH has worked with WMATA and City Staff to install a series of real-time information displays at key locations throughout the City of Alexandria. These displays provide information to customers on estimated bus arrival times based on actual vehicle locations, and service advisories for re-routes and stop closures. As shown in the map, the displays include large TV screens at major activity centers (City Hall, NVCC, Alexandria, NSF, Southern Towers). In addition to the TV screens, 20 tablet-sized real-time info displays are available at the stops with the highest boardings.

Agenda Item #7 – Next Meeting Date & Adjournment

As there was no further business, the Chairman asked for a motion to adjourn. On a motion by Mr. Donkey and seconded by Mr. Klejst, all motions passed unanimously. The meeting adjourned at 7:46 p.m.

The next regular monthly meeting is Wednesday, December 12th, 2018 at 5:30 p.m. at the DASH Board Room, 3000 Business Center Drive, Alexandria, VA 22314.

Minutes submitted by Fatima Ahmed, Secretary



ATC Board Agenda Detail

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



Alexandria Transit Company (ATC) **BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

A special meeting of the Board of Directors of the Alexandria Transit Company was held on Tuesday, November 27th at Alexandria City Hall, Sister Cities Conference Room 1100, City Hall, Alexandria, VA 22314.

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

Staff members and visitors attending were: Josh Baker, Raymond Mui, Evan Davis, Lorenza Myers, Gabriel Morey, Alicia Wright and Fatima Ahmed. Mr. Robert MacNab, City of Alexandria resident was present.

Special Board Meeting

Item #1 – Welcome and Purpose of Meeting

The Chairman called the meeting to order at 5:35 p.m. thanking the Board for their counsel and cooperation at the last meeting. The Chairman stated that the special meeting will function as a work session.

Item #2 – Debrief & Report on Union Election

The General Manager provided a debrief and report on the recent union election results and the next steps.

Agenda Item #3 – Reports on ALG Group Engagement

The General Manager provided a report on the ALG Group engagement at DASH.

Agenda Item #4 – General Counsel Discussion / Legal Representation

The Board discussed the selection of a committee for the purpose of seeking General Counsel for ATC. Mr. Donley, Mr. Lawrence and Mr. Harris volunteered for the search committee and will provide a recommendation to the Board for consideration.

The Board discussed legal representation for DASH. Mr. Donley moved to request the General Manager seek 3 proposals regarding labor relations and legal counsel with Mr. Lambert seconding the motion. Mr. Baker will report back to the Board with a recommendation at the next regular monthly meeting.

Agenda Item #5 – Memorandum / Letter to Council Elect

The Board discussed a memorandum and letter to council elect members.

Agenda Item #6 – Executive Session

At 7:37 pm, Mr. Donley moved to consider 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, with Mr. Klejst seconding, and the vote was carried in approval.

Agenda Item #7 – Next Meeting Date & Adjournment

On a motion by Mr. Donley and seconded by Mr. Klejst, the special meeting adjourned at 8:11 pm. The next regular Board Meeting is schedule for Wednesday, December 12th, 2018 at 5:30 p.m., at the DASH Board Room.

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

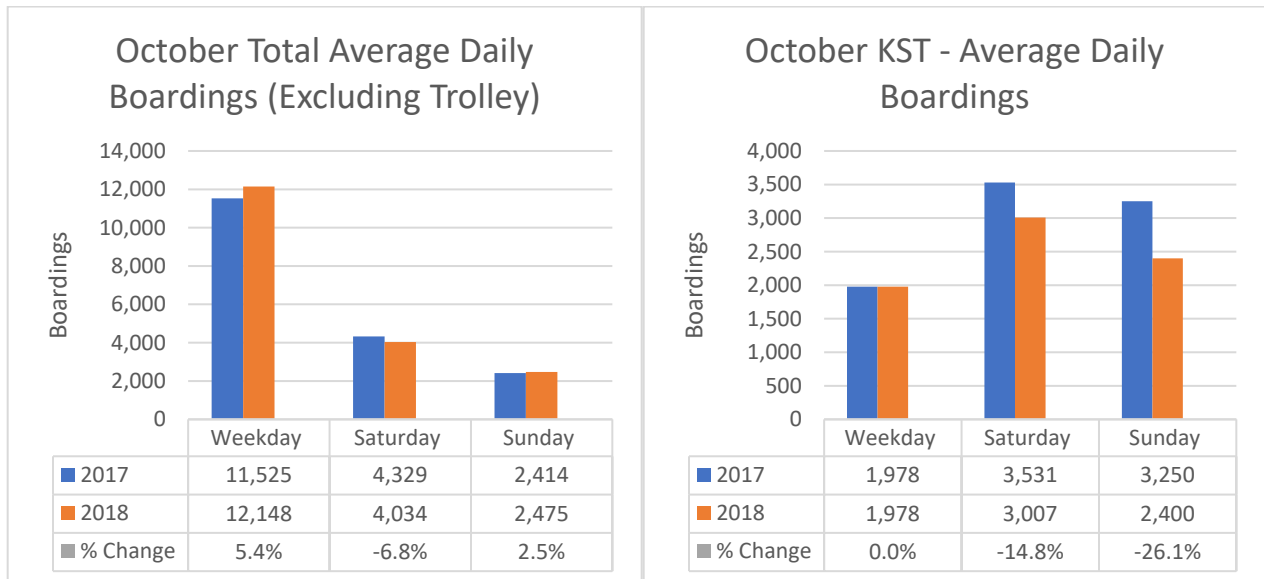


4a Summary: Management Report

FOR THE MONTH OF OCTOBER 2018

A. RIDERSHIP:

Total system ridership for the month increased by 4.1% from last October, with 365,467 total passengers. Without the King Street Trolley, total ridership increased by 7.8% from last October, with 297,327 passengers.



B. SAFETY: DASH experienced one accident during the month of October. No injuries reported. 10/05 – Car made contact with bus at West Street and Braddock Road. (*Non-Preventable*)

C. RELIABILITY & MAINTENANCE:

	October 2017	October 2018	% Change	Industry Avg.
On-Time Performance	82.2%	80.7%	-1.8%	83.6%
Missed Trip Percent	0.02%	0.03%	55.3%	N/A
Avg. Miles Per Road Call	12,990	16,150	24.3%	11,439

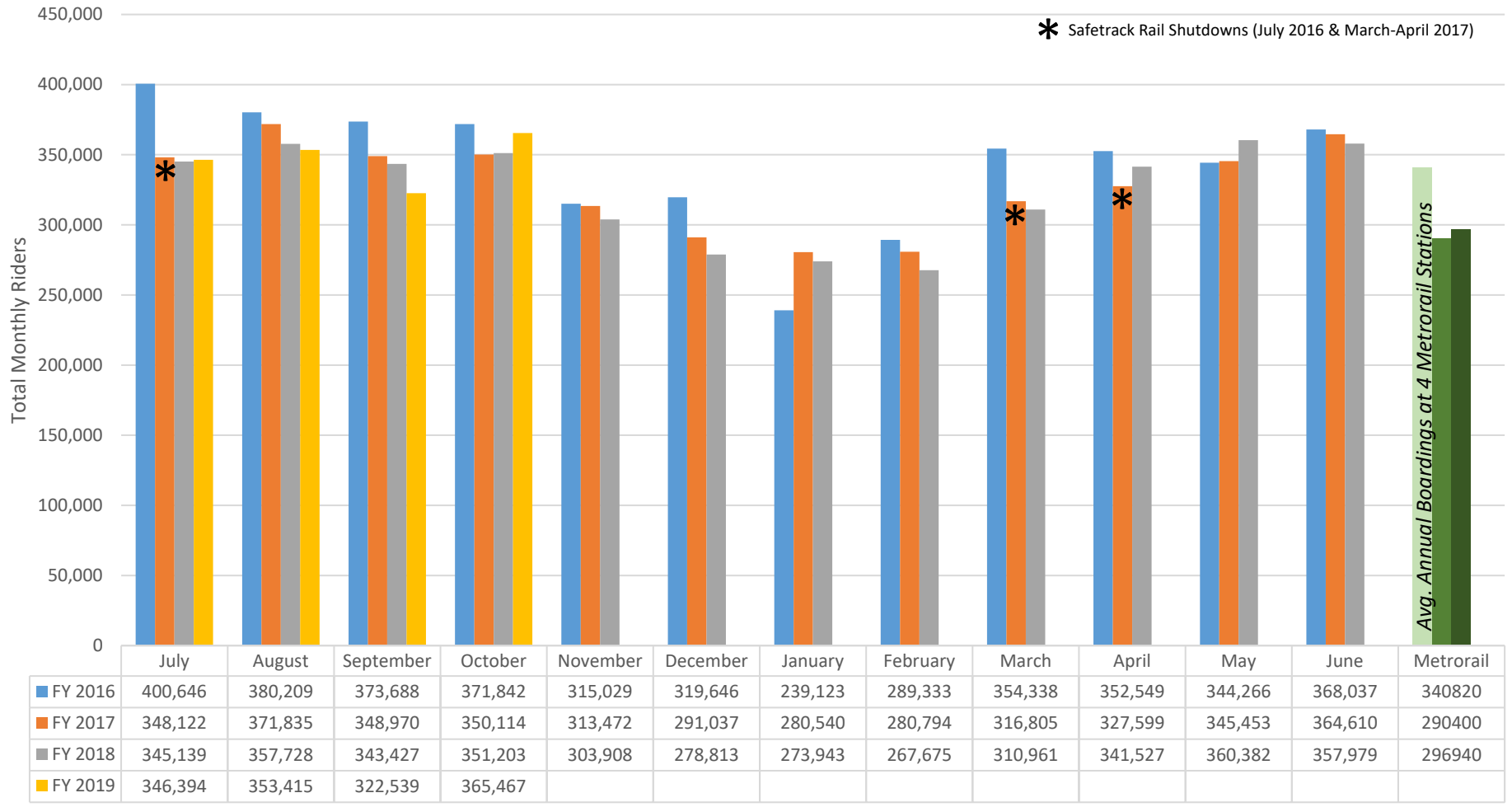
*Note – Beginning in FY19, Planning staff started using a new, more accurate methodology for calculating on-time performance using CAD/AVL data instead of the manual checks by field supervisors.

D. SPECIAL EVENTS:

YMCA CHARTER: On October 6, 2018, DASH transported YMCA Staff to a training event in Reston Virginia.
TOUCH A TRUCK: On October 13, 2018, Dash provided a bus for display with several other large city trucks at the Tons of Trucks event.

4b Summary: Performance Report
 (System-Wide Ridership October 2018)

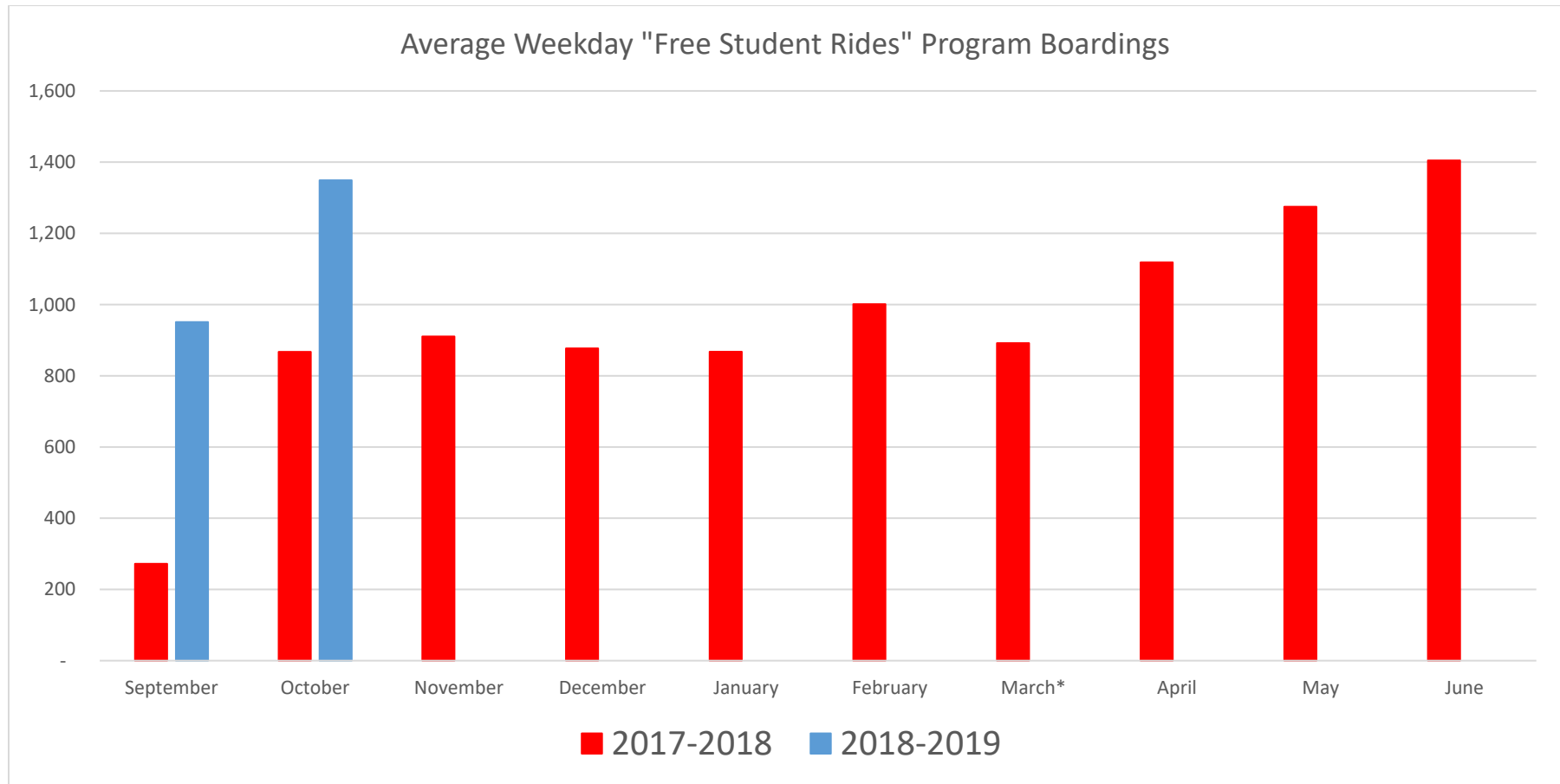
DASH Monthly Systemwide Ridership (FY2016-FY2019)



*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)



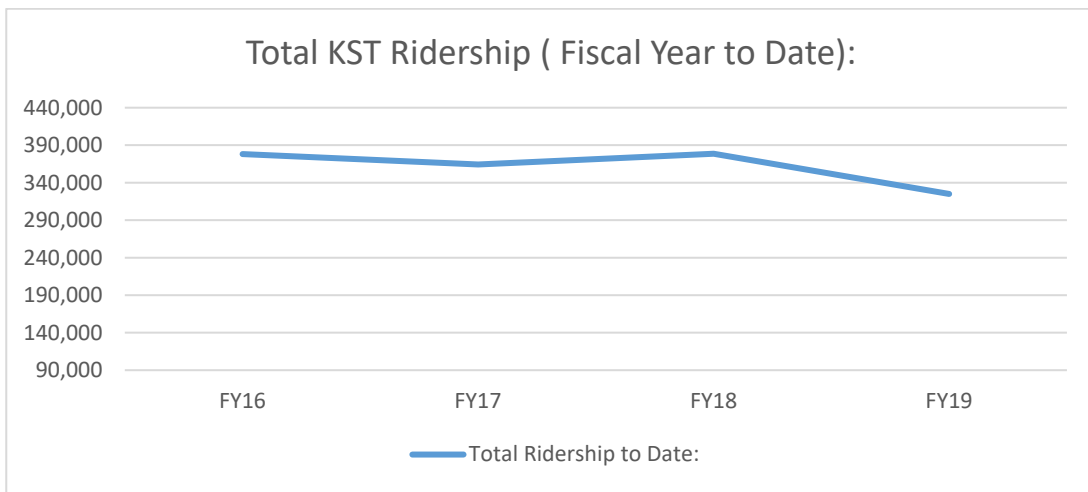
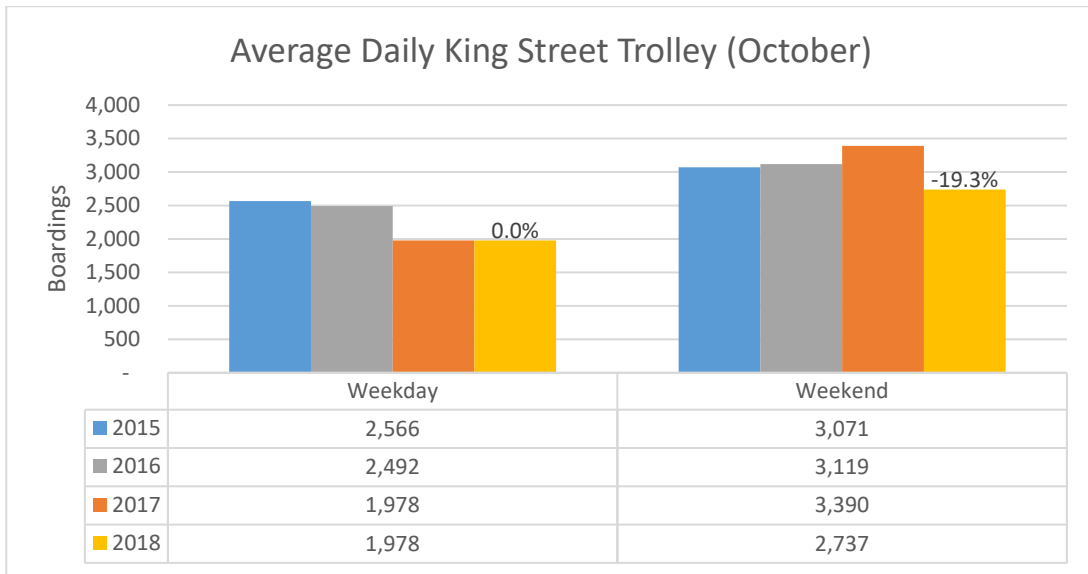
*Free Student Rides Program began as a pilot for T.C. Williams High School for the 2017 – 2018 school year.

**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
 (King Street Trolley Ridership October 2018)

KING STREET TROLLEY – RIDERSHIP + OPERATIONS REPORT



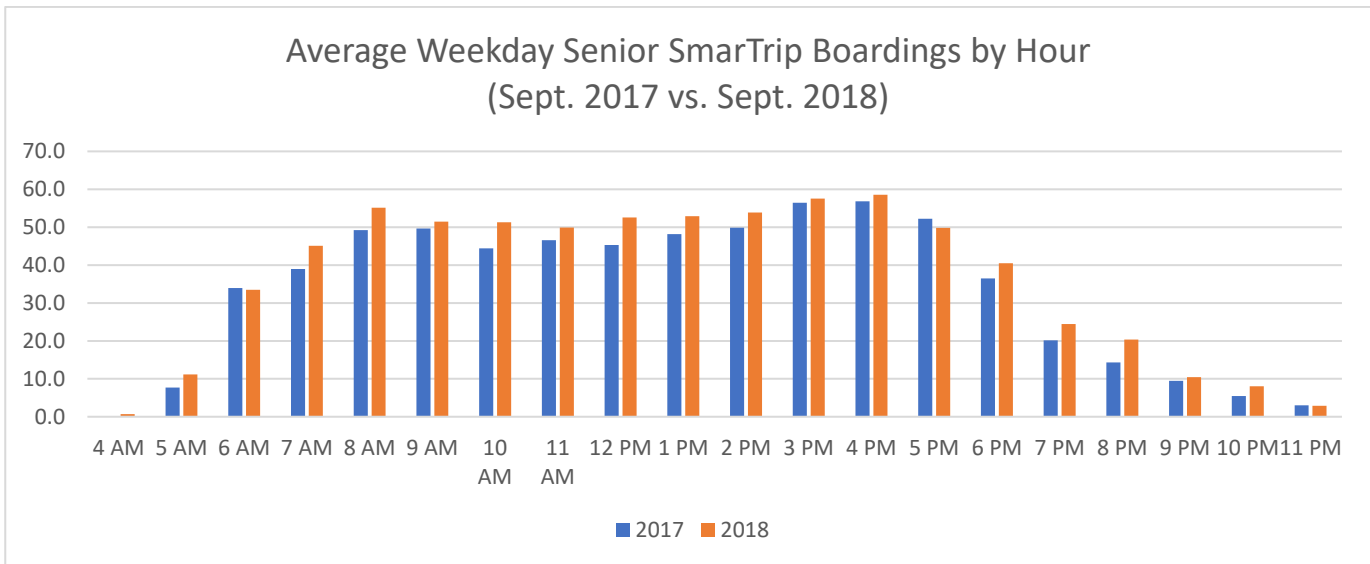
- A. REQUESTS – None.
- B. ACCIDENTS, INCIDENTS, INJURIES – None.
- C. COMPLAINTS/COMPLIMENTS – None.
- D. LATE/MISSED TRIPS – None.



4b Summary: Performance Report
 (Senior SmartTrip Boardings 2017 vs. 2018)

	SEPTEMBER			OCTOBER		
	2017	2018	% Change	2017	2018	% Change
Weekday						
Early AM (\$1.00)	8	12	53.6%	10	12	26.1%
AM Peak (\$1.75)	122	134	9.5%	124	125	1.3%
Midday (\$1.00)	234	258	10.2%	228	247	8.4%
PM Peak (\$1.75)	165	166	0.3%	167	174	4.0%
Evening (\$1.00)	89	107	20.0%	91	106	16.1%
Peak (\$1.75)	288	300	4.2%	291	299	2.9%
Off-Peak (\$1.00)	331	377	13.9%	329	366	11.1%
Total	618	676	9.4%	620	665	7.2%
Saturday (\$1.00)	252	307	21.9%	276	273	-1.2%
Sunday (\$1.00)	148	156	5.4%	143	172	19.9%
Monthly Totals						
Peak (\$1.75)	288	300	4.2%	291	299	2.9%
<u>Off-Peak (\$1.00)</u>	<u>731</u>	<u>840</u>	<u>14.9%</u>	<u>749</u>	<u>810</u>	<u>8.3%</u>
Total	1,018	1,140	11.9%	1,039	1,109	6.7%

NOTE: DASH introduced a new discounted fare for Senior SmartTrip users on July 1, 2018. The discounted fare of \$1.00 is available during off-peak hours and weekends.



4c Summary: Operating Report October 2018

	PREVIOUS YEAR (OCTOBER 2017)	CURRENT YEAR (OCTOBER 2018)	PERCENT CHANGE
<u>RIDERSHIP</u>			
Total Monthly Passengers	351,203	365,467	4.1%
Total Monthly Passengers (Excl.Trolley)	275,753	297,327	7.8%
Passengers / Revenue Mile	2.3	2.3	0.0%
Passengers / Revenue Hour	25.1	25.1	0.0%
<u>SERVICE LEVELS</u>			
Total Miles	171,895	178,228	3.7%
Revenue Miles	155,883	161,500	3.6%
<u>SAFETY</u>			
Accidents - Total	2	1	-50.0%
Accidents - Preventable	1	0	-100.0%
<u>FARES</u>			
Average Fare	\$1.12	\$1.14	1.7%
ATC DASH Pass	24,793	24,203	-2.4%
Free Student Rides	21,434	32,553	51.9%
Regional Bus Transfers	21,014	20,897	-0.6%
Rail-Bus Transfers	37,602	39,037	3.8%
% Paid by SmarTrip	78.5%	80.9%	3.1%
<u>FINANCIAL PERFORMANCE</u>			
Operating Expense / Total Mile	\$8.06	\$8.08	0.2%
Operating Expense / Total Platform Hour	\$70.39	\$73.51	4.4%
Total Revenue / Operating Expense Ratio	32.1%	33.6%	4.8%



ATC Board Agenda Detail

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

**4d Summary – Overtime Report**

Fiscal Year 2019 has an overtime target of 7% per pay period, so far for FY19 we have averaged 9.98%.

Payroll Period	Total Overtime	Total Payroll	Percentage of Total Payroll
Saturday, July 7, 2018	\$38,831.79	\$407,700.69	9.52%
Saturday, July 21, 2018	\$43,091.65	\$437,432.29	9.85%
Saturday, September 4, 2018	\$38,373.16	\$397,779.79	9.65%
Saturday, September 18, 2018	\$40,926.90	\$394,789.21	10.37%
Saturday, September 1, 2018	\$41,497.10	\$400,479.85	10.36%
Saturday, September 15, 2018	\$33,698.80	\$404,019.95	8.34%
Saturday, September 29, 2018	\$39,057.18	\$401,733.84	9.72%
Saturday, October 13, 2018	\$43,228.02	\$456,035.30	9.48%
Saturday, October 27, 2018	\$43,412.58	\$403,755.84	10.75%
Saturday, November 10, 2018	\$48,989.95	\$402,632.59	12.17%
Saturday, November 24, 2018	\$39,168.39	\$407,000.70	9.62%





ATC Board Agenda Detail

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

4e Summary: General Manager's Summary

On Thursday, November 1st, DASH hosted a special visitor, Mr. Ben Jackson from EasyGoConnect in Australia. Ben joined us to spend a day at DASH learning about our system and how we do things. We were recommended to him as one of the best systems to visit, a great honor! He even brought us a tube of Vegemite to try. (Staff have yet to take on this challenge)

On Monday, November 5th, the General Manager attended WMATA's Bus Transformation Project Strategy Advisory Panel Meeting. The inaugural meeting is the first step in helping to guide the project's methodologies and results as we move towards a reimaged role for Metrobus in the Washington Metropolitan Region.

The core network design workshops for the Alexandria Transit Vision Plan were held at DASH on Tuesday, November 6th to Thursday, November 8th, led by Jarrett Walker and Scudder Wagg of Jarrett Walker + Associates.

Pedestrian Collision Avoidance System

We are proud to announce that the Virginia Department of Rail & Public Transportation has selected DASH as recipient of additional funding in the amount of \$182,000 to equip 17 additional buses with the Mobileye Shield+ Collision Avoidance System. The Mobileye® Shield+ System is the latest technological advancement for preventing collisions between vehicles and Vulnerable Road Users (VRUs) including pedestrians and cyclists. VRUs often are not seen by the bus operator due to large blind spots around the vehicle, especially when making turns. Bus operating conditions demand the highest level of awareness by the vehicle operator. Shield+ increases awareness and safety for the driver and VRUs around the bus to prevent collisions. This project is in line with the City's Vision Zero initiative and requires a minimal local match of just \$7,600. These funds will come from DASH's existing capital improvement funds in our operating budget. The total system cost per bus is approximately \$10,000.

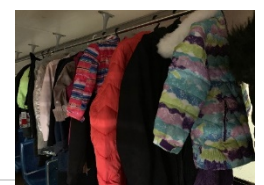
Electric Bus Project Update

DASH is actively moving forward working with the Virginia Department of Rail & Public Transportation on the Volkswagen Settlement fund electric bus program. We have determined that DASH has six (6) vehicles eligible to be replaced in this program. Funding applications will be submitted during the FY 2020 grant cycle which closes February 1, 2019. This program will provide the buses along with the necessary charging infrastructure and installation. Pending award of the funds, we anticipate buses would enter service sometime early summer of 2021.

DASH in the Community

(DASH Annual STUFF THE BUS Donation Drive)

DASH was proud to host the second annual Stuff the Bus Donation Drive to benefit Carpenter's Shelter in Alexandria. Utilizing the King Street Trolley and the Celebration Bus so beautifully decorated during Art on the Avenue, we parked the vehicles at various locations around the City of Alexandria and collected coats, canned goods, scarves, hats, and gloves. We received a generous amount of donations which were donated to the Carpenter's Shelter and received by Mary-Parke Lamm, Deputy Director.





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 Four Months Ended October 31, 2018

October Results – Budget vs. Actual Report

DASH experienced a **current month deficit of (\$9,680) in October**. The most significant change from September pushing us into a small deficit is the payment of our second vehicle liability insurance installment for the fiscal year.

After four months of operations, the **year-to-date budget surplus stands at \$43,391**, and is reduced to \$8,219 when grant activity is included. We expect this surplus to become a year-to-date deficit after November, which is the first of 2 three-payroll months during the fiscal year.

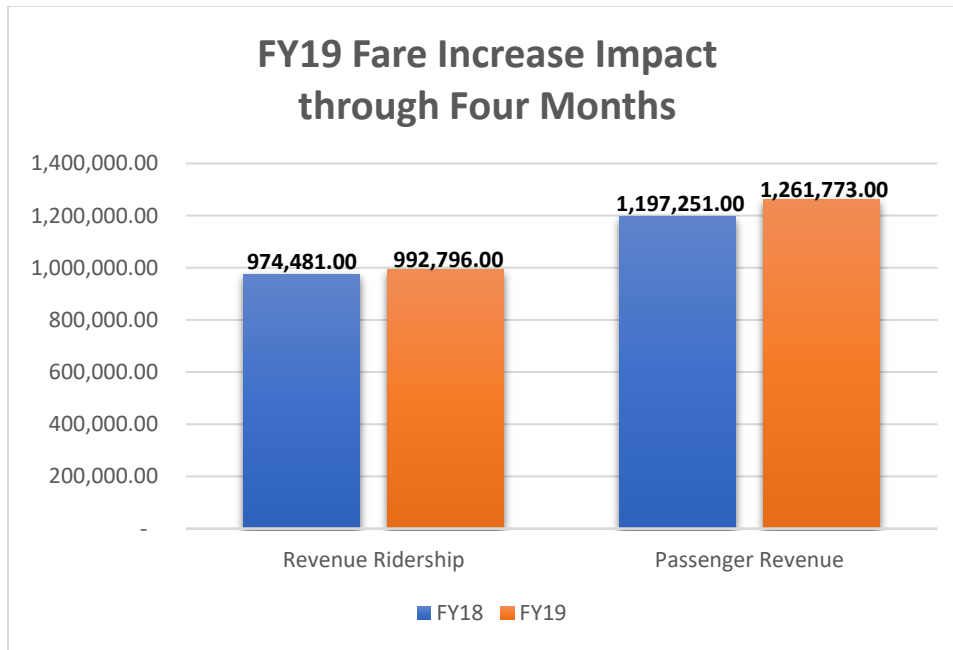
Significant budget variances and notable accounts in October include:

- Higher diesel prices led to **fuel costs** exceeding budget by (\$22,392), projected to grow to (\$82,363) by year end. While fuel costs cannot be directly controlled, we are in the process of switching diesel suppliers to the Metropolitan Washington Council of Governments (MWCOC) contract. This contract, for which WMATA is the lead procurement agency, is currently being renegotiated with the vendor, Mansfield Oil. We will not be able to join until new terms are established.
- **Vehicle maintenance (outside shop work) costs** were over the monthly budget by (\$5,294) due to outside work required to fix problems with the hybrid bus engines and transmissions. While maintenance staff is working closely with the manufacturers in every case and has succeeded in getting them to partially cover repair costs, we anticipate ongoing challenges with the hybrid buses for the remainder of their useful life and project a (\$26,008) deficit in this budget line for FY19.
- As mentioned, we paid the **second vehicle liability insurance installment** in October, leading to the monthly variance on that line of (\$60,397). We anticipate insurance costs to come in under budget for the year.

FY 2019 Forecast Unchanged in October

October's passenger revenue of \$333,726 was the second strongest of the year to date, driven by 22 commuting days during the month. The first quarter's trend of essentially flat revenue ridership and a slight rise in passenger revenue year over year continued in October:





	FY18 – Oct YTD	FY19 – Oct YTD	Change
Revenue Ridership	974,481	992,796	18,315
Passenger Revenue	\$1,197,251	\$1,261,773	\$64,522
Average Fare	\$1.23	\$1.27	\$0.04

Through four months, the increase in base fare from \$1.60 to \$1.75 and in DASH Pass price from \$40 to \$45 accounts for 85% of the increase in passenger revenue.

The FY19 revenue projection remained unchanged at \$3.54 million, which will fall 7.1% short of budget (\$270,605). With expenditures expected to come in under budget by \$8,211, **the FY19 overall deficit is projected at (\$262,394), a slight negative change of (\$2,039) from the September projection.**

Revenue Opportunities

As the Board is aware, a significant percentage of DASH riders pay no fare at all. The table below details the two main categories of riders who pay no fare and the opportunity cost of granting these free rides. This is a simple analysis and does not consider *who* or *what entity* should or may be able to pay for these rides, nor fare elasticity relating to beginning to charge fares to any of these riders directly.

Non-Paying Customer Type	Oct Ridership	Potential Fare	Oct Revenue Opportunity
High School Students	32,553	\$1.75	\$56,968
King Street Trolley	68,140	\$1.75	\$119,245

For example, whereas any number of concerns could be raised about charging the high school riders directly, it may be possible to seek revenue for these rides from ACPS. On the other hand, it may make sense to charge Trolley riders directly, and the fare elasticity for the Trolley would need to be considered.

As estimated last year during the implementation of the TCW Free Student Rides pilot program, the operation of the program also incurs additional unfunded costs in the form of added dwell time (\$8,800) and extra peak buses (\$21,600) during peak student usage periods.

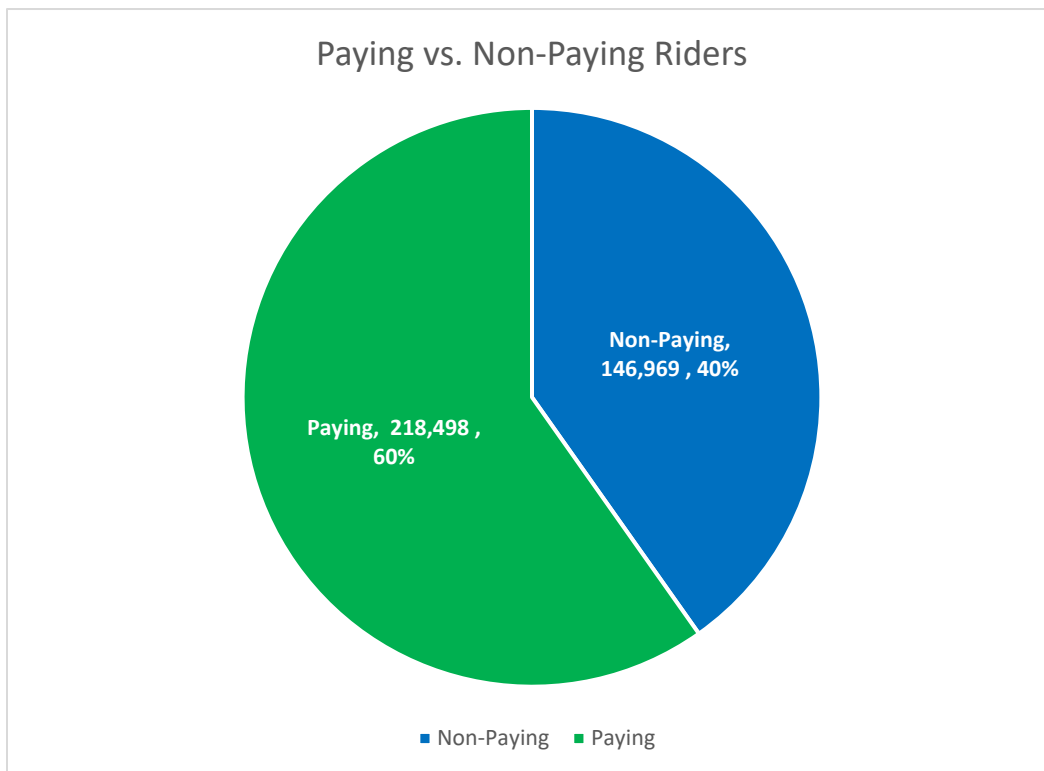


October Customer Analysis by Fare Type

The following chart breaks out total October ridership of 365,467 by paying and non-paying customer types.

Customer Type	Oct Ridership	Fare Paid	% of Total
Base Fare	144,313	\$1.75	39.5%
DASH Pass	24,203	Varies	6.6%
Bus-to-Bus Transfers	44,564	-0-	12.2%
WMATA Tokens and Regional Passes	8,355	Pass-Varies (Token=\$1.75)	2.3%
Metrorail-to-Bus Transfers	39,037	\$1.25	10.7%
AT2X Mark Center ID	2,590	Paid by DoD Charter	0.7%
Promotional / Other Free	1,712	-0-	0.5%
High School Students	32,553	-0-	8.9%
King Street Trolley	68,140	-0-	18.6%
TOTAL	365,467		100.0%

Overall, 40.2% (146,969) of DASH trips generated no revenue in October, with the remaining 59.8% (218,498) generating the entire \$333,726 in passenger revenue.



As it is not practical to charge an additional fare for bus-to-bus transfers, students and Trolley riders are the two potential customer types for which there are new revenue opportunities (as noted above).

Additional revenue opportunities from current customers include a general fare increase and/or instituting peak fares during commuting time windows (opening-9:30am, 3-7pm).



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 October 31, 2018

ASSETS

Cash - City of Alexandria Pooled	\$	-
Cash - Payroll Account		54,552
Receivables		1,536,076
Parts and Supplies Inventory		693,531
Capital Assets		43,586,652
Less: Accumulated Depreciation		(22,452,236)
TOTAL ASSETS	\$	23,418,575

LIABILITIES

Accounts Payable	\$	122,544
Payroll Liabilities		142,446
Accrued Vacation		682,630
Due to Other Funds (Negative Cash Position)		1,094,119
Total Liabilities	\$	2,041,739

NET POSITION

Net Investment in Capital Assets	\$	21,134,416
Unrestricted		242,420
Total Net Position	\$	21,376,836

TOTAL LIABILITIES AND NET POSITION	\$	23,418,575
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This statement is unaudited and prepared for the sole use of management and the Board of Directors of ATC.





ATC Board Agenda Detail

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 Four Months Ended October 31, 2018

	Actual	Budget	Variance
REVENUES:			
City Contribution - King Street Trolley	319,644	319,644	-
DASH Passenger Revenue	1,261,719	1,270,784	(9,065)
DASH AT2X Mark Center Charter	261,892	261,892	-
DASH Other Charter Revenue	15,120	50,776	(35,656)
Miscellaneous Revenue	27,246	18,332	8,914
Total Operating Revenue	1,885,621	1,921,428	(35,807)
City Contribution - Regular Subsidy	3,784,884	3,784,884	-
Total Revenue	5,670,505	5,706,312	(35,807)
EXPENDITURES:			
Operations	3,049,488	3,217,860	168,372
Maintenance	1,345,420	1,330,644	(14,776)
Administration	1,221,517	1,129,464	(92,053)
Capital Outlay	10,689	28,344	17,655
Total Expenditures	5,627,114	5,706,312	79,198
GRANT ACTIVITY:			
State Grants	106,595	-	-
Local Match on State Grants	-	-	-
Grant Expenditures	(141,767)	-	-
Total Grant Activity	(35,172)	-	-
Net Surplus (Deficit)	8,219	-	43,391

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 #: 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 Four Months Ended October 31, 2018

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	-	319,644	319,644	-	958,936	958,936	-
DASH Passenger Revenue	333,726	317,696	16,030	1,261,719	1,270,784	(9,065)	3,541,752	3,812,357	(270,605)
DASH AT2X Mark Center Charter	65,473	65,473	-	261,892	261,892	-	785,671	785,671	-
DASH Other Charter Revenue	1,830	12,694	(10,864)	15,120	50,776	(35,656)	152,329	152,329	-
Miscellaneous Revenue	3,008	4,583	(1,575)	27,246	18,332	8,914	55,000	55,000	-
TOTAL OPERATING REVENUE	483,948	480,357	3,591	1,885,621	1,921,428	(35,807)	5,493,688	5,764,293	(270,605)
City Contribution - Regular Subsidy	946,221	946,221	-	3,784,884	3,784,884	-	11,354,656	11,354,656	-
TOTAL REVENUE	1,430,169	1,426,578	3,591	5,670,505	5,706,312	(35,807)	16,848,344	17,118,949	(270,605)
OPERATING EXPENDITURES									
OPERATIONS									
Wages - O	638,158	625,035	(13,123)	2,225,013	2,500,140	275,127	7,405,282	7,500,440	95,158
Fringe Benefits - O	110,296	115,084	4,788	583,004	460,336	(122,668)	1,431,909	1,381,000	(50,909)
Payroll Taxes - O	45,911	43,175	(2,736)	161,765	172,700	10,935	560,785	518,100	(42,685)
Retirement Contributions - O	15,550	14,908	(642)	59,404	59,632	228	205,934	178,900	(27,034)
Total Operations Labor	809,915	798,202	(11,713)	3,029,186	3,192,808	163,622	9,603,910	9,578,440	(25,470)
Operating Materials and Supplies	4,819	4,875	56	16,283	19,500	3,217	57,530	58,500	970
Training and Travel - O	1,223	1,388	165	4,019	5,552	1,533	16,650	16,650	-
TOTAL OPERATIONS EXPENDITURES	815,957	804,465	(11,492)	3,049,488	3,217,860	168,372	9,678,090	9,653,590	(24,500)
MAINTENANCE									
Wages - M	119,996	126,708	6,712	434,449	506,832	72,383	1,472,938	1,520,500	47,562
Fringe Benefits - M	17,821	22,829	5,008	79,314	91,316	12,002	234,909	273,950	39,041
Payroll Taxes - M	9,251	10,292	1,041	35,341	41,168	5,827	122,515	123,500	985
Retirement Contributions - M	3,836	4,208	372	13,352	16,832	3,480	46,287	50,500	4,213
Total Maintenance Labor	150,904	164,037	13,133	562,456	656,148	93,692	1,876,649	1,968,450	91,801
Fuel & Lubricants	117,767	95,375	(22,392)	474,154	381,500	(92,654)	1,226,863	1,144,500	(82,363)
Repair Parts	36,738	35,883	(855)	166,541	143,532	(23,009)	441,215	430,600	(10,615)
Tires	4,957	8,250	3,293	26,708	33,000	6,292	83,124	99,000	15,876
Vehicle Maintenance Service	11,127	5,833	(5,294)	41,237	23,332	(17,905)	96,008	70,000	(26,008)
Laundry	1,867	2,500	633	8,370	10,000	1,630	27,500	30,000	2,500
Tools and Equipment	25	1,250	1,225	3,404	5,000	1,596	10,212	15,000	4,788
TOTAL MAINTENANCE EXPENDITURES	335,839	332,661	(3,178)	1,345,420	1,330,644	(14,776)	3,965,145	3,991,950	26,805
ADMINISTRATION									
Wages - A	95,526	112,235	16,709	386,400	448,940	62,540	1,325,805	1,346,800	20,995
Fringe Benefits - A	11,457	11,898	441	50,567	47,592	(2,975)	132,210	142,800	10,590
Payroll Taxes - A	7,885	10,520	2,635	51,586	42,080	(9,506)	134,774	126,250	(8,524)
Retirement Contributions - A	3,273	4,267	994	14,448	17,068	2,620	50,086	51,200	1,114
Total Administrative Labor	118,141	138,920	20,779	503,001	555,680	52,679	1,642,875	1,667,050	24,175
Insurance	118,064	57,667	(60,397)	414,382	230,668	(183,714)	666,596	692,000	25,404
Professional Services	21,792	35,639	13,847	171,966	142,556	(29,410)	482,733	427,670	(55,063)
Utilities	19,507	26,792	7,285	70,043	107,168	37,125	313,246	321,500	8,254
Printing & Advertising	615	5,500	4,885	11,347	22,000	10,653	60,650	66,000	5,350
Telecommunications	5,399	5,417	18	21,386	21,668	282	64,158	65,000	842
Training and Travel - A	201	2,708	2,507	12,728	10,832	(1,896)	29,664	32,500	2,836
Postage and Office Supplies	4,145	1,665	(2,480)	8,440	6,660	(1,780)	25,092	20,000	(5,092)
Dues and Subscriptions	189	1,246	1,057	8,224	4,984	(3,240)	15,750	14,950	(800)
Grant Local Match	-	6,812	6,812	-	27,248	27,248	81,739	81,739	-
TOTAL ADMINISTRATIVE EXPENDITURES	288,053	282,366	(5,687)	1,221,517	1,129,464	(92,053)	3,382,503	3,388,409	5,906
TOTAL OPERATING EXPENDITURES	1,439,849	1,419,492	(20,357)	5,616,425	5,677,968	61,543	17,025,738	17,033,949	8,211
CAPITAL OUTLAYS (non-CIP)									
Computer and Office Equipment	-	1,544	1,544	10,689	6,176	(4,513)	18,500	18,500	-
Power Train Rebuilds, Other Eq.	-	5,542	5,542	-	22,168	22,168	66,500	66,500	-
TOTAL CAPITAL OUTLAYS (non-CIP)	-	7,086	7,086	10,689	28,344	17,655	85,000	85,000	-
NET SURPLUS (DEFICIT)	(9,680)	-	(9,680)	43,391	-	43,391	(262,394)	-	(262,394)

(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.

Sept projection (260,355)
Change (2,039)



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	4,534,752	4,515,143	19,609	0.4%
Total Revenue	16,848,344	16,856,033	(7,689)	0.0%
Total Personnel	13,123,434	13,227,349	103,915	0.8%
Total Non-Personnel	3,902,304	3,763,878	(138,426)	-3.7%
Total Capital Outlay (non-CIP)	85,000	119,420	34,420	28.8%
Total Expenditures	17,110,738	17,110,647	(91)	0.0%

DASH Operating Grant Summary as of October 31, 2018

Grantor	Grant	End Date	Amount Awarded	State Portion	Local (DASH) Portion	Funds Expended	Remaining
DRPT	Transit Displays / Real-Time Bus Information	12/31/2018	200,000	190,000	10,000	83,971	116,029
DRPT	Transit Fleet Management System (Smart Yard)	12/31/2018	375,000	300,000	75,000	328,409	46,591
DRPT	Transit Signal Prioritization	6/30/2019	120,000	96,000	24,000	-	120,000
DRPT	Pedestrian Collision Avoidance Program	5/31/2019	20,000	19,200	800	17,807	2,193
DRPT	FY18 Intern Grant	6/30/2019	66,660	53,328	13,332	41,516	25,144
DRPT	FY19 Intern Grant	6/30/2019	40,000	32,000	8,000	-	40,000



ATC Board Agenda Detail

Agenda Item #: 6
Item Title: New Business
Contacts: Josh Baker, General Manager
Attachments: 6b) & 6c)
Customer Impact: 6a) Significant ● 6b) Moderate ● 6c) Minimal ● 6d) Minimal ●
Board Action: 6b, 6c, 6d - Consideration of Approval



6a – Budget Reduction Scenario Review & Approval

Based on preliminary budget guidance received from the City Manager’s Office, the General Manager is proposing budget reduction scenarios for FY 2020. These scenarios are presented in Attachment #6a, highlighting the General Manager’s recommendations to the Board for submission to the City Manager.

Board Action: Motion and Approval
Next Steps: DASH Begins TDP Update Process

6b – FY 2020 Preliminary Budget Review & Approval

Please review Attachment #6b for the preliminary FY 2020 Budget. A full presentation of the budget will be provided by the General Manager and Director of Finance highlighting the key changes to the budget, as well as an explanation of the source of the funds and basis of the calculations.

Board Action: Motion and Approval
Next Steps: Approved Preliminary Budget Request will be Submitted to City Manager

6c – Labor Negotiations Attorney Staff Recommendation

The General Manager will provide recommendation to proceed with a contract amendment to enable First Transit to handle Collective Bargaining for the forthcoming negotiations with the Amalgamated Transit Union. This recommendation is in line with Board Guidance and enables First Transit to be directly involved in the decisions pertaining to the employees of Transit Management of Alexandria, Inc. (a Subsidiary Corporation of First Transit)

Board Action: Approval of First Transit Proposal and Approval of General Manager to execute amendment to existing Management Services Agreement.
Next Steps: None.

6d – Resolution Supporting SmartScale Application

Board Resolution required to support SmartScale Application as presented by Martin Barna, Director of Planning.

Board Action: Motion and Approval of Resolution
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



PLEASE MARK YOUR CALENDARS:

February 21st, 2019

ATV Update and Joint Work session with Transportation Commission
More Details Forthcoming

NEXT ATC BOARD MEETING:

Wednesday, January 9th 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									
01/09/2019									
02/13/2019									
03/13/2019									
04/10/2019									
05/08/2019									
06/12/2019									

*Special Meeting





Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #6a Attachments:

Budget Reduction Scenario Review & Approval



2.5% Subsidy Reduction Option – as requested by City Manager

Along with City departments and other outside agencies, the City Manager has requested that DASH prepare a 2.5% subsidy reduction scenario. Excluding some operating and Trolley funding which comes from dedicated use taxes, DASH has been given a reduction amount of \$289,887 for FY20. Given that the City faces a \$28 million budget gap that needs to be closed, some of these reduction options will be taken in formulating the City Manager's proposed budget.

The City's total subsidy to DASH in FY19 is \$12,313,592. In the 2.5% reduction scenario, the FY20 subsidy would fall by \$289,887 to \$12,023,705.

The simplest way to meet the \$289,887 target would be to implement one of the subsidy increase reduction options proposed in the following section. The first ranked option, a base fare increase from \$1.75 to \$2 with a DASH Pass price increase from \$45 to \$50, is estimated to generate \$304,827 in new passenger revenue. This would satisfy the reduction request with some room to spare.

That being said, DASH is requesting a total subsidy *increase* of \$1,286,251 for FY20. Taking the 2.5% reduction from this *increased* subsidy is feasible with the fare increase and/or other options proposed below. For DASH to forego the entire increase *and* absorb the 2.5% reduction, a much wider range of service cuts, revenue increases, and other cost reductions would need to be considered.

FY 2020 Subsidy Increase Reduction Options

In response to the Board's request that subsidy increase reduction options focus on revenue, staff have prepared the following.

Subsidy Increase Reduction Options	Amount
Fare Increase: Increase base fare to from \$1.75 to \$2 / DASH Pass from \$45 to \$50	304,827
Bus Advertising: Begin selling advertisements on the exterior and interior of DASH buses.	250,000
Student Program: Seek cost recovery for student trips from ACPS.	180,170
Potential New Revenue	<u>734,997</u>
FY20 Subsidy Increase Before Reduction	1,286,251
FY20 Subsidy Increase if All Options Taken	<u><u>551,254</u></u>



Recommended Options

1) Fare Increase

While a second consecutive year of fare increases is not ideal, FY19 results to date indicate that ridership impacts may not be severe, particularly because DASH's fare remain lower than all other regional bus systems.

An increase in the base fare from \$1.75 to \$2 and the price of a DASH Pass from \$45 to \$50 would bring DASH level with Metrobus, Fairfax Connector, and Arlington Transit (ART). **Assuming a 3.3% loss of revenue ridership, we estimate this fare increase would yield \$304,827 in new passenger revenue over FY19.**

	Base Fare	DASH Pass	Total
New Fare	\$2.00	\$50	
Revenue Ridership Change	(92,995)	6,409*	(86,587)
Revenue Change	\$230,241	\$74,586	\$304,827

**DASH Pass ridership is projected to increase because monthly DASH Pass savings compared to the base fare increases in this scenario by \$5.*

The introduction of **Mobile Ticketing** before the end of FY19 may attract additional riders as DASH would be the first fixed route bus service in the region to offer this payment method. This could further mitigate any ridership losses due to another fare increase.

2) Bus Advertising

As the Board is aware, DASH has not accepted commercial advertising placements in the past. DASH does use interior space to display notices and public service announcements related to the City of Alexandria. Other local bus systems such as Metrobus and Fairfax Connector do allow exterior and interior ads on their buses.

An initial review of potential advertising revenue, based the exterior bus rate card for Metrobus, suggests DASH could earn about \$250,000 in its first year accepting ads. Potential revenue could be higher over time, but we believe this is a conservative first-year estimate.

Metrobus uses a third-party advertising company to receive and manage ad placements with customers. We propose to solicit proposals from several such companies to determine the cost associated with such a contract. It is likely that this contract-type arrangement would be more economical than retaining qualified advertising professionals on the DASH payroll. These advertising companies also open DASH to a national ad market that would be more difficult to otherwise reach.

3) Student Program Cost Recovery

As noted in the October results, there were 32,553 free trips for Alexandria high school students during October. In FY18, the first year of the program, free student ridership was 205,908. These ridership numbers demonstrate the popularity of the program, which leverages previously unused bus capacity at virtually no additional cost. As this program is designed to provide a benefit to Alexandria youth and families and encourage a lifelong habit of transit ridership, it does not seem appropriate to ask the students to pay fares again. On the other hand, if there is no cost recovery available for these rides, their full cost has to be borne by the City subsidy.

It makes sense to pursue an arrangement in which ACPS and potentially the other private high schools provide some compensation to DASH for these rides. **Taking the FY18 student ridership, at the base fare of \$1.75, less a 50% reduction for the uncertainty involved in actually securing an agreement, we estimate that perhaps**



\$180,170 could be raised for the free student program. Of course, ultimately any funding from ACPS is also coming from Alexandria's taxpayers, therefore this question is subject to more detailed internal discussions to find the best solution.

Options Not Recommended

Peak-Only Fare Increase

Another option which has been discussed is to limit a fare increase to peak hours only (6-9am, 4-7pm). Dynamic fares by time of day are only feasible for SmarTrip users, therefore in this scenario the base fare would increase to \$2, with an off-peak SmarTrip discount to \$1.75. Our estimate for this scenario projects a FY20 revenue increase of approximately \$188,000, compared to \$304,827 for the general fare increase.

After some consideration, we do not recommend this option due to the complexity it poses for riders. Further, it incentivizes riders to use off-peak service which is less frequent and thus less useful for customers. Given the \$2 generally accepted regional bus fare, it also leaves revenue on the table only to provide a small discount to a subset of DASH riders.

King Street Trolley Fares

The largest group of DASH riders who pay no fare are King Street Trolley (KST) riders. KST ridership in FY18 was 869,796 and if we considered \$1 to be a reasonable fare, there could theoretically be \$869,796 in potential revenue.

The KST was designed to be a free service primarily benefitting tourists and families visiting Old Town Alexandria. The free fares encourage a friendly "hop-on-hop-off" experience that allow residents and visitors to explore Old Town shops and attractions at their leisure. Since the KST has always been free with no real barriers to entry, adding fareboxes and charging fares for the first time would likely have a negative impact on tourism and a significant downward impact on ridership. Without experience to guide us, we can nevertheless easily imagine a 40-50% reduction in ridership.

Given the purpose of the Trolley in Alexandria and its very public role in promoting tourism in Old Town, DASH management does not recommend this option.

Federal Operating Funding (FTA)

In response to the interest in potential federal funding opportunities for DASH, the short answer is that operating assistance to DASH is not available under Federal Transit Administration (FTA) grant programs.

Yet there is potential for **capital assistance** (bus purchases) under programs such as Congestion Mitigation and Air Quality (CMAQ) and the discretionary Capital Assistance Grants (5309). The City's Transit Services division is currently researching these opportunities, and DASH will remain in close communication regarding them. It is important to understand that along with federal funding comes increased direct audit and reporting requirements. Personnel would need to be assigned to cover these responsibilities, at either the City or DASH level.





Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #6b Attachments:

FY 2020 Preliminary Budget Review & Approval



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

As DASH approaches FY 2020, we are aware that in the coming fiscal year we will be operating in a new environment. Not only will we be completing our first collective bargaining agreement with the Amalgamated Transit Union (ATU), we will be pursuing opportunities to leverage technology and redesign our network to continue to provide safe, courteous, and reliable mobility to the residents, workforce, and visitors of Alexandria.

This budget proposal provides the resources to meet the needs of a first agreement with the ATU as well as putting DASH in a strong position to achieve its goals. It calls for an increase of \$2.18 million to balance the budget, fund service obligations, maintain operations at current levels, and allows for pay changes as previously proposed to the Board.

FY 2020 GM's Proposed Budget Summary

EXPENDITURES	FY 2020 Budget		FY 2019 Budget		Change	% Change
Personnel	14,866,718.00	77.0%	13,213,940.00	77.2%	1,652,778.00	12.5%
Non-Personnel	4,264,651.00	22.1%	3,820,009.00	22.3%	444,642.00	11.6%
Capital Outlay	165,000.00	0.9%	85,000.00	0.5%	80,000.00	94.1%
TOTAL	19,296,369.00		17,118,949.00		2,177,420.00	12.7%

REVENUES	FY 2020 Budget		FY 2019 Budget		Change	% Change
City Contribution Operating Revenue	12,602,550.00	65.3%	11,354,656.00	66.3%	1,247,894.00	11.0%
City Contribution Trolley Revenue	997,293.00	5.2%	958,936.00	5.6%	38,357.00	4.0%
DASH Passenger Revenue	3,550,285.00	18.4%	3,812,357.00	22.3%	(262,072.00)	-6.9%
DASH Transit Charter Fares	2,091,241.00	10.8%	938,000.00	5.5%	1,153,241.00	122.9%
Miscellaneous Revenue	55,000.00	0.3%	55,000.00	0.3%	-	0.0%
TOTAL	19,296,369.00		17,118,949.00		2,177,420.00	12.7%

FY20 Expenditure Increase Proposals:

1. Bus Operator and Supervisor Pay Increase

- a. Gives DASH the resources to reach a first agreement with the ATU (for bus operators only)
- b. Incentivizes bus operator and supervisor retention, lowering recruitment and overtime costs and driving better performance

2. Maintenance Staff Pay Increase

- a. Maintenance remains non-unionized, however pay still lags behind competitors
- b. Enables shorter pay scale and higher starting and ending pay rates



- 3. Restores the Safety Manager position and corrects compensation disparity's for Training Staff**
 - a. Restores the Safety Manager position which had been cut in recent years, moving the workload of incident reporting and research and legal support off the Training Officers, freeing them to focus on bus operator training.
 - b. Adjusts Training Officer pay to parity within the region.
- 4. Creates a new Labor Relations Manager position**
 - a. Given the recent union election, this position is needed to handle the detailed work of interacting with union requests, grievances, and documentation on a daily basis.
- 5. Legal Counsel – Both Labor Relations and General Counsel**
 - a. Provides for essential legal counsel to support DASH management during collective bargaining to reach a first agreement with the ATU.
 - b. Provides for DASH to retain a general counsel, as requested by the Board
- 6. “Current Services” Pay Adjustments**
 - a. Normal adjustments for administrative staff and step increase for pay scale staff (before ATU agreement or new maintenance pay scale).
 - b. More accurate funding of 401(k) matching contributions
- 7. Non-Personnel**
 - a. Software licenses and service agreements for intelligent transportation systems (ITS) packages, supporting real-time bus location, efficient fleet management, pedestrian safety, and route planning
 - b. Fuel cost increases per Energy Information Administration forecast
- 8. Equipment Replacement “Capital Outlay”**
 - a. Restores funding to historic baseline level following deep cut in FY19
 - b. Funds purchase of needed maintenance equipment such as safer floor jacks, more efficient and energy-saving garage doors, and scheduled IT hardware replacement.
- 9. WMATA Shuttle 2 – Summer 2019 Metrorail Shutdown**
 - a. Non-personnel costs associated with DASH operating WMATA’s proposed Shuttle 2 from Franconia-Springfield to Reagan National Airport via Old Town during the Summer 2019 Metrorail shutdown. Personnel costs are included elsewhere in the budget.
 - b. All costs are covered by expected charter revenues from this contract.



FY20 Revenue Increase Proposals:

1. DASH Passenger Revenue (-\$262,072)

- a. Under current fare policy and ridership trends, we have no reason to expect passenger revenue to increase in FY20 over FY19 projections. We have therefore simply rounded FY19 projected passenger revenue and applied it as the starting point for budget discussions for FY20.
- b. Proposed changes to fare policy are included separately in the **FY20 Subsidy Increase Reduction Proposal**.

2. DASH Transit Charter Fares (\$1,153,241)

- a. This increase in charter revenue is sourced from the regular annual increase in the Dept. of Defense contract to operate the AT2X Mark Center Express route and the expected revenue from operating WMATA's Shuttle 2 during the Summer 2019 Metrorail shutdown.
- b. The Shuttle 2 contract is obviously a one-time source of funds, which nevertheless can help DASH through FY20. In FY21, we expect to be implementing service changes related to the Alexandria Transit Vision (ATV) redesign of the network. These changes could have a significant budgetary impact.

3. City of Alexandria Subsidy (\$1,286,251)

- a. The above changes in expenditures and revenues net to a subsidy increase of \$1,286,251, split between a 4% increase in the King Street Trolley subsidy (\$38,357) and the remaining regular operating subsidy (\$1,247,894).
- b. Understanding this is a starting point, DASH has also made a series of recommendations to reduce this subsidy increase. See **FY20 Subsidy Increase Reduction Proposal**.



Alexandria Transit Company

Fiscal Year 2020 General Manager's Proposed Operating Budget

	FY20 DRAFT BUDGET	FY19 BUDGET	FY20 vs. FY19 BUDGET	FY19 PROJECTED ACTUAL	FY 20 vs. FY19 PROJ
SERVICE CALCULATIONS & ASSUMPTIONS					
Miles	2,044,000	2,044,000	0.0%		
Hours	237,000	237,000	0.0%		
Revenue Ridership	2,664,164	2,784,000	-4.3%	2,752,069	
REVENUE					
City Contribution - Operating Revenue	12,602,550	11,354,656	11.0%	11,354,656	11.0%
City Contribution - Trolley Revenue	997,293	958,936	4.0%	958,936	4.0%
DASH Passenger Revenue	3,550,285	3,812,357	-6.9%	3,541,752	0.2%
DASH Transit Charter Fares	2,091,241	938,000	122.9%	938,000	122.9%
Miscellaneous Revenue	55,000	55,000	0.0%	55,000	0.0%
TOTAL REVENUE	\$ 19,296,369	\$ 17,118,949	12.7%	\$ 16,848,344	14.5%
EXPENSES					
	FY20 DRAFT BUDGET	FY19 BUDGET	FY20 vs. FY19 BUDGET	FY19 PROJECTED ACTUAL	FY 20 vs. FY19 PROJ
Administration					
Wages	1,443,600	1,346,800	7%	1,325,805	8.9%
Fringe Benefits	129,010	122,800	5%	121,485	6.2%
Payroll Taxes	110,900	126,250	-12%	134,774	-17.7%
Retirement Costs	55,100	51,200	8%	50,086	10.0%
Insurance	692,000	692,000	0%	666,596	3.8%
Professional Services	641,750	427,670	50%	482,733	32.9%
Utilities	321,500	321,500	0%	313,246	2.6%
Telecommunications	70,000	65,000	8%	64,158	9.1%
Printing & Advertising	68,000	66,000	3%	60,650	12.1%
Training and Travel	39,700	32,500	22%	29,664	33.8%
Postage & Office Supplies	22,500	20,000	13%	25,092	-10.3%
Dues and Subscriptions	14,950	14,950	0%	15,750	-5.1%
Grant Local Match (DRPT Grants)	30,000	81,739	-63%	81,739	-63.3%
Total Administration Expenses	\$ 3,639,010	\$ 3,368,409	8%	\$ 3,371,778	7.9%
Maintenance					
Wages	1,870,168	1,520,500	23%	1,472,938	27.0%
Fringe Benefits	273,700	273,950	0%	234,909	16.5%
Payroll Taxes	137,500	123,500	11%	122,515	12.2%
Retirement Costs	64,500	50,500	28%	46,287	39.3%
Fuel and Lubricants	1,290,901	1,144,500	13%	1,226,863	5.2%
Repair Parts	455,000	430,600	6%	441,215	3.1%
Tires	106,000	99,000	7%	83,124	27.5%
Vehicle Maintenance Service	125,000	70,000	79%	96,008	30.2%
Tools and Equipment	15,000	15,000	0%	10,212	46.9%
Laundry	32,500	30,000	8%	27,500	18.2%
Building Maintenance (incl. personnel)	232,200	227,400	2%	196,054	18.4%
Training and Travel	7,000	7,000	0%	7,520	-6.9%
Total Maintenance Expenses	\$ 4,609,469	\$ 3,991,950	15%	\$ 3,965,145	16.2%
Operations					
Wages	8,517,040	7,500,440	14%	7,405,282	15.0%
Fringe Benefits	1,425,800	1,381,000	3%	1,431,909	-0.4%
Payroll Taxes	625,400	518,100	21%	560,785	11.5%
Retirement Costs	214,000	178,900	20%	205,934	3.9%
Operator Recruitment & Training	58,000	58,000	0%	49,075	18.2%
Operating Materials and Supplies	26,000	20,500	27%	19,180	35.6%
Training and Travel	16,650	16,650	0%	16,650	0.0%
Total Operations Expenses	\$ 10,882,890	\$ 9,673,590	12.5%	\$ 9,688,815	12.3%
Capital Outlay	\$ 165,000	\$ 85,000	94.1%	\$ 85,000	94.1%
TOTAL	\$ 19,296,369	\$ 17,118,949	12.7%	\$ 17,110,738	-12.8%
Grand Total Surplus/(Deficit)	\$ -	\$ -		\$ (262,394)	
Operating Ratio	29.5%	28.1%		26.5%	

Notes:

FY19 Projection is as of October 31, 2018.

FY20 Grants cannot be budgeted until they are awarded. Most current grants will be closed by the beginning of FY20.

FY19 Budget amounts include internal reclassifications made since budget adoption.





Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #6d Attachments:

Letter Supporting SmartScale Application



December 12, 2018

Public Information Officer at DRPT
Virginia Department of Rail and Public Transportation
600 E. Main Street, Suite 2102
Richmond, Virginia 23219

To Whom It May Concern,

On behalf of the Alexandria Transit Company's Board of Directors, I am writing to you and the Commonwealth Transportation Board to express support for five project applications to the FY 2024 / 2025 Six Year Improvement Program (SYIP) being evaluated as part of the SMART SCALE program. These projects include:

- **West End Transitway** – This project provides reliable, frequent Bus Rapid Transit (BRT) service along the Van Dorn, Beauregard, and I-395 Corridors, connecting major activity centers within the region.
- **Improvements to the Landmark Transit Hub** – This project will improve pedestrian and bicycle access to a future transit hub and major mixed use activity center
- **Safety and capacity enhancements at Duke Street / West Taylor Run Parkway / Telegraph Road** - This project will improve pedestrian, bicycle, transit and vehicular safety at a major congested intersection that provides access to the regional roadway network.
- **Citywide Transit Signal Priority** –This project will construct Transit Signal Priority (TSP) at 56 intersections throughout the City and will improve the speed, efficiency and reliability of transit service.
- **Zero Emission Vehicle Expansion** – This project will provide new buses and energy infrastructure to expand a DASH zero emission bus program, an environmental improvement that is consistent with the City's Environmental Action Plan.

These projects will increase mobility and help to reduce congestion both within Alexandria and the region. All five projects will improve transit operations, encourage multi-modal mobility options, reduce traffic, and promote environmental sustainability.

We appreciate the opportunity to provide comment on the Six Year Improvement Program.

Sincerely,

David Kaplan
Chairman, ATC Board of Directors

Cc: Yon Lambert, Director of Transportation & Environmental Services, City of Alexandria
Josh Baker, CEO/General Manager, Alexandria Transit Company (DASH)



FY 2024 / 25 SMART SCALE APPLICATIONS – LIST OF POTENTIAL STAKEHOLDER SUPPORT LETTERS

- **West End Transitway Corridor Investments –\$60,000,000 –** This project is a very high priority for the City because it would provide reliable, frequent Bus Rapid Transit (BRT) service along the Van Dorn, Beaugard, and I-395 Corridors (a corridor of statewide significance), connecting major activity centers. Funds will be used to complete design, purchase rolling stock, and construction. The transitway and associated BRT service would connect residents, visitors and employees to major transit centers along the corridor including the Pentagon Transit Center and Metrorail station, Shirlington Bus Station, Mark Center Transit Center, the Van Dorn Metrorail station and two other transit hubs in Alexandria – Landmark Mall and Southern Towers.
- **Access Improvements to the Landmark Transit Hub: \$10,000,000 -** This project will improve access to the West End Transitway BRT and other local Metrobus and DASH routes. Improvements would enhance access to the soon-to-be redeveloped Landmark Mall site with new or improve existing street right-of-way, sidewalks, bicycle lanes, cycle tracks and other infrastructure to support increased access to all transit services.
- **Safety & Capacity Enhancements at Duke Street / West Taylor Run Parkway / Telegraph Road: \$4,500,000 –** This project will encompass design and general safety improvements to Duke Street, Taylor Run Parkway, and Telegraph Road. The project consists of major intersection safety improvements for walking, biking and driving as well as accessibility and bus stop improvements. The project would also install a new bus stop compatible with future transitway operations, and new signalized intersections for access and safety. The project also includes upgrades to sidewalks and crosswalks throughout the project area, including improving the sidewalk along the west side of West Taylor Run approaching the Duke Street service lane that requires full reconstruction and utility relocation for ADA compliance.
- **Citywide Transit Signal Priority -** This project includes the design, configuration, and construction of transit signal prioritization (TSP) system at 50 intersections across five major transit corridors in the City of Alexandria (King St, Seminary Rd, Beaugard St, Van Dorn St, Duke St). The scope also includes the installation/retrofitting of onboard TSP equipment for 44 remaining buses in the DASH fleet so that he buses could communicate with the TSP sensors at each intersection and trigger the signal prioritization sequence. As an additional benefit, the TSP system could also be utilized by Emergency Vehicles, which are already TSP-enabled and other transit providers.
- **Zero Emission Vehicle Expansion –** This project would allow DASH to expand its new zero-emission bus fleet program by purchasing twelve (12) zero-emission expansion buses and any additional charging, maintenance or ITS equipment that is needed to support the new vehicles. The twelve new buses would be used to provide new or expanded service in high-development areas such as Eisenhower Avenue, Van Dorn Street, and Potomac Yard.

