



# *Alexandria Transit Company*

## **BOARD OF DIRECTORS MEETING**

**WEDNESDAY, JANUARY 11, 2017, 5:30 PM**

**CH CITY COUNCIL WORKROOM 2410**

### **AGENDA**

1. Public Comment
2. Consideration of the minutes of the regular meeting of December 14, 2016 meeting
3. Chairman's Report
4. T&ES Director's Report
5. DASH General Manager's Report
6. Consideration of Part II (Budget) of the 2018 Transit Development Program (TDP).
7. Consideration of the preliminary VDRPT grant program proposals and resolution authorizing the General Manager to execute and file grant applications with the Virginia Department of Rail and Public Transportation (VDRPT)
8. Review of Near Miss/Hazard Reporting Policy
9. Review of Action Items
10. Other Business
11. 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
12. The next regular Board Meeting will be Wednesday, February 8, 2017, 5:30 p.m., City Council Workroom 2410
13. Adjournment

# **ALEXANDRIA TRANSIT COMPANY**

## **BOARD OF DIRECTORS**

### **MINUTES**

The Chairman convened the regular monthly meeting of the Alexandria Transit Company Board of Directors at 3:09 p.m. on Wednesday, December 14, 2016, in City Hall, City Council Workroom 2410.

#### **MEMBERS PRESENT**

Paul Abramson, Chairman  
Emily Baker  
Kerry Donley  
David Kaplan  
Stephen Klejst  
Yon Lambert  
Meredith MacNab  
Laura Triggs

#### **ATC OFFICERS AND STAFF PRESENT**

Sandy Modell, General Manager/CEO  
Raymond Mui, Acting Assistant General Manager  
Marvin Johnson, Director of Finance & Administration  
Marlene Stevens, Secretary

#### **OTHERS PRESENT**

Alicia Wright, T&ES  
Allan Fye, T&ES  
Alyssa Ha, OMB

#### **Consideration of Convening and Executive Session for the Purpose of Discussing Legal and Personnel Matters, pursuant to Section 2.2-3711 (A1) of the Code of Virginia**

Upon a motion by Mr. Donley, seconded by Ms. Triggs, the meeting moved into Executive Session at 3:09 p.m.

Upon a motion by Mr. Donley, seconded by Mr. Lambert, it was stated that only legal matters and personnel matters were discussed in the Executive Session.

Upon a motion by Mr. Donley, seconded by Mr. Klejst, the Regular Meeting reconvened at 7:06 p.m.

#### **Public Comment**

The Chairman opened the comment period. There being no public comment, the Chairman closed the public comment period.

### **Consideration of the Minutes of the November 14, 2016 Minutes**

The minutes from the November 14, 2016 regular monthly meeting were approved as amended.

### **Chairman's Report**

The Chairman reviewed the process and status of the Board vacancy. The Chairman reported that the Board vacancy has been advertised, and at this time, five resumes have been received. The Chairman stated the deadline is December 23. The Chairman suggested a committee be formed to review the resumes. Mr. Abramson stated that after the 23<sup>rd</sup> the resumes will be forwarded to the committee, with three to four candidates to be interviewed at the January Board meeting. Mr. Kaplan, Mr. Klejst, and Ms. MacNab volunteered to serve on the committee. Mr. Abramson asked Ms. Modell to distribute the resumes after the deadline closes.

The Chairman requested an update from Mr. Klejst on the proposal from the facilitator on developing a strategic plan. Mr. Klejst stated he received a proposal that includes outreach to the Board members with initial background information, a facilitated session to develop the actual strategic plan, along with any necessary follow up. Mr. Klejst advised he will provide this to the Chairman within the next two weeks.

The Chairman reported that he will be drafting two memos to City Council. One will be confirming the Board's commitment to maintaining affordable and reliable transit service. The second memo will provide the history of the DASH land acquisition and facility bus storage expansion project. Mr. Abramson stated he will draft the memorandum for the Board's consideration and circulate it next month.

### **T&ES Director's Report**

Mr. Lambert reported there are no new details on the next SafeTrack surge and expects that WMATA will release details as to when it will resume in 2017. Mr. Lambert also reported that the Transportation Commission will not be meeting in December.

### **DASH General Manager's Report**

The General Manager informed the Board that she included the Twitter feed from riders regarding the DASH Tracker at the end of the General Manager's report.

### **Consideration of FY18 Subsidy Reduction Options**

The Board discussed the General Manager's subsidy reduction options memo. Ms. Modell stated that she included a proposed expenditure increase to cover the cost of annual performance increases to keep DASH employees competitive with the local transit industry market. The Board gave guidance to the General Manager to consider a fare increase if it avoids reductions in service. Ms. Modell suggested that ATC explore a possible innovative partnership with Uber/Lyft to look at late evening or weekend replacement of DASH service, where it might make sense and have minimal impact. Mr. Donley suggested that language be added to reflect that DASH employees be treated in proposed budget the same way City employees are, whether it's with pay increase or greater share of benefits. Mr. Lambert stated that the options should include a mix of cost reduction options and a fare scenario that includes new revenue. Mr. Donley requested to also look at reducing frequency of the free King Street Trolley service, which diverts riders off of DASH.

### **Consideration of the FY18 Fare Scenarios**

The Board reviewed the General Manager memorandum of the proposed FY18 Fare Scenarios. Mr. Kaplan suggested that staff consider exploring any partnerships with NVCC, that may include buying down fares or providing use of passes for full day.

### **Consideration of the FY18 CIP Program**

The Board reviewed the General Manager's memorandum on the proposed FY18 CIP Program. Ms. Modell stated DASH scheduling software is fifteen years old and the system has outgrown it. A new system would cost between \$400,000 and \$600,000. Mr. Lambert asked what is the priority of options one to six. Ms. Modell confirmed in order of importance: bus replacement, hybrid battery pack replacement, facility bus storage expansion. Mr. Donley stated he would support that prioritization. On a motion by Mr. Donley, seconded by Mr. Klejst, the Board approved the priority list for the FY18 CIP.

### **Review of Action Items**

The General Manager reviewed the Action Items with the Board.

### **Other Business**

Ms. Baker spoke about the City Council proclamation in honor of Ms. Modell and stated that she would like to thank Ms. Modell for her work with DASH and the strides she has made for the City of Alexandria.

The next ATC Board meeting will be held on Wednesday, January 11, 5:30 p.m., at the City Hall, Room 2410, City Council Workroom.

### **Adjournment**

Upon a motion by Mr. Donley, seconded by Mr. Lambert, the meeting was adjourned at 8:21 p.m.

Minutes submitted by  
Marlene Stevens, Interim Secretary



## MANAGEMENT REPORT

### FOR THE MONTH OF NOVEMBER 2016

- A. RIDERSHIP:** Total system ridership for the month decreased by 0.5% from last November, with a total of 313,472 passengers. Weekday ridership averaged 12,753 passengers, a decrease of 4.6%. Average Saturday ridership increased by 2.6%. Average Sunday ridership increased by 7.1%.

Without the King Street Trolley, total ridership decreased by 1.1% from last November, with a total of 249,510 passengers. Weekday ridership averaged 10,703 passengers, a decrease of 4.4%. Average Saturday ridership decreased by 6.2% and average Sunday ridership decreased by 4.7%.

- B. SAFETY:** DASH experienced four preventable and four non-preventable revenue vehicle accidents during the month and one preventable non-revenue vehicle accident.

- C. TRANSPORTATION:** On-time performance in November: 94.9%

- D. MAINTENANCE:**

Average miles between road calls:	16,768
Average miles between equipment related calls:	20,959

- E. COMMUNITY HEALTH FAIR:** On November 5, DASH provided a bus to transport passengers to and from the Alexandria Community Health Fair.

- F. WREATH LAYING CEREMONY:** On November 14, DASH transported passengers in the Wreath laying Ceremony for the Office of the Clerks at Arlington Cemetery.

## **VARIANCE REPORT**

### **NOVEMBER 2016**

Net operating expenses were \$100,745 (11.2%) under budget in November. Revenues for the month were \$12,264 (2.6%) under budget. Total expenses were \$113,009 (8.2%) under budget. The operating ratio for the month was 34.3%.

#### **REVENUES:**

Passenger Revenue: Revenues were \$26,528 (8.3%) under budget due to lower than projected ridership for the month.

#### **PERSONNEL EXPENSES:**

Transportation Labor (Wages): Expenses were \$16,891 over budget due primarily to costs associated with holiday pay and overtime requirements.

#### **NON-PERSONNEL EXPENSES:**

Tires & Tubes: Expenses were \$4,366 over budget due primarily to the purchase of stock tires.

Telephone: Expenses were \$3,135 over budget due to T-Mobile billing error which will be credited in next month's statement.

Miscellaneous: Expenses were \$5,349 over budget due to employee holiday luncheon.

**Alexandria Transit Company  
Operating Report  
November 2016**

<b>RIDERSHIP</b>	<b>CURRENT MONTH</b>	<b>SAME MONTH PRIOR YEAR</b>	<b>% PAID BY SMARTRIP</b>
Base Fare Trips	132,201	131,589	77.5%
ATC DASH Pass	20,521	21,742	32.8%
ATC Transfers	25,184	24,927	100%
Metro Tokens	356	27	N/A
Metro 7-Day Passes	6,468	7,022	100%
Regional Bus Transfers	21,531	20,865	100%
Rail-Bus Transfers	36,822	39,842	100%
Promotional Trips	2,180	1,864	N/A
Contract	665	675	N/A
Mark Center ID	3,582	3,830	N/A
King Street Trolley	63,962	62,646	N/A
Total	313,472	315,029	80.0%
<b>SERVICE LEVELS</b>			
Total Miles	167,675	154,788	
Revenue Miles	151,743	140,636	
Platform Hours	18,078	17,205	
Revenue Hours	13,520	12,355	
<b>OPERATING AND FINANCIAL PERFORMANCE</b>			
Accidents - Total	9	4	
Accidents - Preventable	4	2	
Vehicle Accidents	9	4	
Passenger Accidents	0	0	
Preventable Vehicle Accidents / 100,000 Miles	2.39	1.29	
Percentage of Missed Trips	.01%	.00%	
Percentage of Trips on Time	94.9%	93.6%	
Average Miles between Road Calls	16,768	11,907	
Total Revenue / Operating Expense Ratio	36.4%	37.1%	
Average Fare	1.20	1.20	
Operating Expense / Total Mile	\$7.50	\$7.70	
Operating Expense / Total Platform Hour	\$69.58	\$69.27	
Passengers / Revenue Mile	2.1	2.2	
Passengers / Revenue Hour	23.2	25.5	
Number of Weekdays Operated	21	20	
Number of Saturdays Operated	4	4	
Number of Sundays Operated	4	5	
Average Weekday Passengers	12,753	13,361	
Average Saturday Passengers	7,122	6,942	
Average Sunday Passengers	4,293	4,008	

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Summary Income Statement

For the Period Ending 11/30/16

	Actual	Budget	Variance	Year To Date Actual	Year To Date Budget	Variance	Annual Budget
<b>OPERATING REVENUE</b>							
PASSENGER REVENUE	\$291,889	\$318,417	(\$26,528)	\$1,466,832	\$1,592,083	(\$125,251)	\$3,821,000
KING STREET TROLLEY REVENUE	82,697	82,697	0	413,485	413,485	0	992,363
CHARTER REVENUE	69,332	68,750	582	337,242	343,750	(6,508)	825,000
ADVERTISEMENT REVENUE	0	0	0	900	0	900	0
MISCELLANEOUS REVENUE	13,682	0	13,682	21,302	0	21,302	0
<b>TOTAL OPERATING REVENUE</b>	<b>457,599</b>	<b>469,864</b>	<b>(12,264)</b>	<b>2,239,761</b>	<b>2,349,318</b>	<b>(109,557)</b>	<b>5,638,363</b>
<b>OPERATING EXPENSE</b>							
<b>TRANSPORTATION LABOR</b>							
WAGES	596,288	579,397	(16,891)	3,003,183	2,903,986	(99,197)	6,959,767
FRINGE BENEFITS	177,386	183,103	5,717	889,044	908,514	19,469	2,190,233
<b>TOTAL TRANSPORTATION LABOR</b>	<b>773,674</b>	<b>762,500</b>	<b>(11,174)</b>	<b>3,892,228</b>	<b>3,812,500</b>	<b>(79,728)</b>	<b>9,150,000</b>
<b>MAINTENANCE LABOR</b>							
WAGES	119,206	136,861	17,655	588,497	684,307	95,809	1,642,336
FRINGE BENEFITS	39,427	39,805	378	197,513	199,027	1,514	477,664
<b>TOTAL MAINTENANCE LABOR</b>	<b>158,634</b>	<b>176,667</b>	<b>18,033</b>	<b>786,010</b>	<b>883,333</b>	<b>97,323</b>	<b>2,120,000</b>
<b>ADMINISTRATIVE LABOR</b>							
WAGES	60,908	84,239	23,331	299,195	422,396	123,201	1,012,069
FRINGE BENEFITS	18,158	18,094	(64)	93,169	92,271	(898)	218,931
<b>TOTAL ADMINISTRATIVE LABOR</b>	<b>79,066</b>	<b>102,333</b>	<b>23,268</b>	<b>392,364</b>	<b>514,667</b>	<b>122,303</b>	<b>1,231,000</b>
<b>MARKETING LABOR</b>							
WAGES AND FRINGE BENEFITS	7,255	9,596	2,342	32,661	47,826	15,165	115,000
<b>SERVICES</b>							
PROFESSIONAL & TECHNICAL	27,538	33,233	5,695	147,857	168,371	20,514	401,000
EMPLOYEE PHYSICALS	1,615	1,969	354	9,555	9,214	(341)	23,000
REPAIRS - BLDG. & EQUIP.	12,239	14,124	1,885	93,666	78,955	(14,711)	177,824
REPAIRS - VEHICLES	5,540	8,336	2,797	52,058	41,682	(10,376)	100,000
PRINTING	275	6,619	6,345	4,342	33,664	29,321	80,000
LAUNDRY SERVICES	1,825	1,500	(325)	9,850	7,500	(2,350)	18,000
COPYING & REPRODUCTION	0	500	500	0	2,500	2,500	6,000
<b>TOTAL SERVICES</b>	<b>49,031</b>	<b>66,282</b>	<b>17,251</b>	<b>317,327</b>	<b>341,885</b>	<b>24,557</b>	<b>805,824</b>



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Summary Income Statement

For the Period Ending 11/30/16

	Actual	Budget	Variance	Year To Date Actual	Year To Date Budget	Variance	Annual Budget
<b>MATERIALS &amp; SUPPLIES</b>							
OFFICE SUPPLIES	\$254	\$1,174	\$921	\$2,123	\$5,779	\$3,656	\$14,000
REPAIR PARTS	30,470	37,000	6,530	160,711	185,000	24,289	444,000
FUEL & LUBRICANTS	81,073	107,167	26,094	400,851	535,833	134,983	1,286,000
OPERATING SUPPLIES	9,906	9,920	14	48,478	51,568	3,090	121,010
TOOLS	274	2,083	1,809	5,144	10,417	5,273	25,000
TIRES & TUBES	13,533	9,167	(4,366)	50,929	45,833	(5,095)	110,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>135,510</b>	<b>166,511</b>	<b>31,002</b>	<b>668,234</b>	<b>834,430</b>	<b>166,196</b>	<b>2,000,009</b>
<b>INSURANCE</b>	<b>30,573</b>	<b>41,859</b>	<b>11,286</b>	<b>181,511</b>	<b>209,293</b>	<b>27,782</b>	<b>502,304</b>
<b>MISCELLANEOUS EXPENSES</b>							
TRAVEL	1,439	1,250	(189)	14,940	6,250	(8,690)	15,000
POSTAGE	352	333	(19)	1,602	1,667	65	4,000
TELEPHONE	9,385	6,250	(3,135)	30,744	31,250	506	75,000
UTILITIES	3,739	18,306	14,567	73,454	94,028	20,574	222,167
DUES & SUBSCRIPTIONS	22	275	253	28,747	28,077	(671)	30,000
EDUCATION & TRAINING	0	4,000	4,000	3,274	17,000	13,726	45,000
MISCELLANEOUS	8,706	3,357	(5,349)	11,065	16,501	5,437	40,000
CONTINGENCY	0	8,333	8,333	0	41,665	41,665	100,000
MARKETING & ADVERTISEMENT	513	3,054	2,542	9,525	18,620	9,094	40,000
<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>24,156</b>	<b>45,158</b>	<b>21,002</b>	<b>173,352</b>	<b>255,057</b>	<b>81,705</b>	<b>571,166</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,257,898</b>	<b>1,370,906</b>	<b>113,009</b>	<b>6,443,687</b>	<b>6,898,991</b>	<b>455,304</b>	<b>16,495,304</b>
<b>NET OPERATING EXPENSES</b>	<b>800,298</b>	<b>901,043</b>	<b>100,745</b>	<b>4,203,927</b>	<b>4,549,673</b>	<b>345,747</b>	<b>10,856,941</b>
<b>DEPARTMENTAL EXPENSE BREAKDOWN</b>							
<b>ADMINISTRATION</b>	<b>116,495</b>	<b>171,805</b>	<b>55,310</b>	<b>652,023</b>	<b>889,127</b>	<b>237,104</b>	<b>2,091,761</b>
<b>TRANSPORTATION</b>	<b>787,134</b>	<b>777,191</b>	<b>(9,942)</b>	<b>3,957,415</b>	<b>3,884,563</b>	<b>(72,852)</b>	<b>9,324,903</b>
<b>MAINTENANCE</b>	<b>308,650</b>	<b>351,568</b>	<b>42,919</b>	<b>1,577,225</b>	<b>1,769,363</b>	<b>192,138</b>	<b>4,230,306</b>
<b>MARKETING</b>	<b>15,046</b>	<b>20,150</b>	<b>5,104</b>	<b>75,513</b>	<b>104,979</b>	<b>29,466</b>	<b>246,030</b>
<b>INSURANCE</b>	<b>30,573</b>	<b>41,859</b>	<b>11,286</b>	<b>181,511</b>	<b>209,293</b>	<b>27,782</b>	<b>502,304</b>
<b>CONTINGENCY</b>	<b>0</b>	<b>8,333</b>	<b>8,333</b>	<b>0</b>	<b>41,665</b>	<b>41,665</b>	<b>100,000</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,257,898</b>	<b>1,370,906</b>	<b>113,009</b>	<b>6,443,687</b>	<b>6,898,991</b>	<b>455,304</b>	<b>16,495,304</b>

**Alexandria Transit Company  
Monthly Performance Report  
November 2016**

November 2016	Total	AT1	AT2	AT3	AT4	AT5	AT6	AT7	AT8	AT9	AT10	AT3-4	BRAC AT2X	Trolley	Other
<b>WEEKDAY</b>															
Total Passengers	267,813	33,262	29,817	14,151	11,075	24,493	17,918	11,526	58,273	8,462	10,703	835	3,582	43,051	665
Daily Passengers	12,753	1,584	1,420	674	527	1,166	853	549	2,775	403	510	40	171	2,050	n/a
Passengers Per Mile	2.0	1.9	2.0	1.6	1.5	1.4	1.8	1.0	2.8	0.9	2.2	0.5	0.9	11.2	n/a
Passengers Per Rev Hr	22.7	21.9	20.1	23.3	20.0	16.0	22.8	11.7	28.9	10.3	24.1	7.0	12.2	64.5	n/a
<b>SATURDAY</b>															
Total Passengers	28,487	3,758	1,648	n/a	n/a	3,157	n/a	n/a	5,073	706	1,182	248	n/a	12,715	0
Daily Passengers	7,122	940	412	n/a	n/a	789	n/a	n/a	1,268	177	296	62	n/a	3,179	0
Passengers Per Mile	2.3	2.2	1.2	n/a	n/a	0.9	n/a	n/a	2.5	0.8	1.3	0.5	n/a	14.4	0.0
Passengers Per Rev Hr	25.9	25.2	14.5	n/a	n/a	11.5	n/a	n/a	27.3	8.3	13.4	6.6	n/a	77.4	0.0
<b>SUNDAY</b>															
Total Passengers	17,172	1,884	1,503	n/a	n/a	1,351	n/a	n/a	3,464	n/a	579	195	n/a	8,196	0
Daily Passengers	4,293	471	376	n/a	n/a	338	n/a	n/a	866	n/a	145	49	n/a	2,049	n/a
Passengers Per Mile	2.5	2.0	1.3	n/a	n/a	0.8	n/a	n/a	2.0	n/a	1.8	0.5	n/a	10.8	n/a
Passengers Per Rev Hr	26.3	21.3	16.0	n/a	n/a	9.2	n/a	n/a	23.5	n/a	17.4	6.5	n/a	57.4	n/a
<b>TOTAL</b>	<b>313,472</b>	<b>38,904</b>	<b>32,968</b>	<b>14,151</b>	<b>11,075</b>	<b>29,001</b>	<b>17,918</b>	<b>11,526</b>	<b>66,810</b>	<b>9,168</b>	<b>12,464</b>	<b>1,278</b>	<b>3,582</b>	<b>63,962</b>	<b>665</b>

<b>ALL SERVICE</b>	
Total Passengers	313,472
Passengers Per Mile	2.1
Passengers Per Rev Hr	23.2

<b>MONTHLY TOTALS</b>	
Trips	22,436
Revenue Miles	151,743
Revenue Hours	13,520
Platform Hours	18,078

<b>ALL SERVICE (W/O TROLLEY)</b>	
Total Passengers	249,510
Passengers Per Mile	1.7
Passengers Per Rev Hr	20.0

# DASH Monthly Ridership by Route

	AT-1				AT-2				AT-3				AT-4				AT-5			
	2016	2015	2014	Δ	2016	2015	2014	Δ	2016	2015	2014	Δ	2016	2015	2014	Δ	2016	2015	2014	Δ
Jan	26,300	34,036	33,637	-22.7%	24,482	34,569	36,224	-29.2%	11,738	14,923	15,992	-21.3%	11,424	14,341	15,076	-20.3%	30,684	36,490	38,625	-15.9%
Feb	30,668	30,121	31,676	1.8%	32,356	32,165	35,191	0.6%	14,696	13,175	14,237	11.5%	14,333	13,114	13,533	9.3%	36,364	33,277	36,074	9.3%
Mar	36,094	36,381	34,919	-0.8%	36,388	39,820	36,290	-8.6%	15,684	14,546	15,874	7.8%	15,456	14,858	14,971	4.0%	40,355	38,822	39,938	3.9%
Apr	36,394	37,292	40,295	-2.4%	38,860	40,536	41,557	-4.1%	14,427	15,858	17,936	-9.0%	15,394	15,527	16,069	-0.9%	39,164	40,927	45,558	-4.3%
May	35,516	36,639	42,226	-3.1%	36,870	39,199	41,771	-5.9%	14,105	13,569	17,055	4.0%	14,570	13,283	15,444	9.7%	39,282	41,646	45,784	-5.7%
Jun	36,866	38,466	41,410	-4.2%	37,357	43,147	40,940	-13.4%	15,127	15,102	16,839	0.2%	15,050	15,291	15,184	-1.6%	40,897	44,003	45,278	-7.1%
Jul	33,213	40,090	42,266	-17.2%	33,127	41,021	44,584	-19.2%	16,664	15,165	17,154	9.9%	14,967	14,768	15,421	1.3%	37,316	44,103	45,036	-15.4%
Aug	37,263	38,371	42,877	-2.9%	35,476	38,947	42,202	-8.9%	16,778	14,420	15,687	16.4%	14,548	13,304	14,271	9.4%	39,117	43,312	41,190	-9.7%
Sep	38,139	36,168	42,186	5.4%	36,395	39,664	41,654	-8.2%	14,993	15,326	16,363	-2.2%	11,929	13,358	15,559	-10.7%	32,932	41,850	42,651	-21.3%
Oct	41,208	35,843	43,438	15.0%	35,738	40,516	43,275	-11.8%	14,639	15,471	16,818	-5.4%	11,087	14,261	16,124	-22.3%	32,545	42,968	44,016	-24.3%
Nov	38,904	32,579	36,400	19.4%	32,968	34,289	34,848	-3.9%	14,151	13,721	13,367	3.1%	11,075	13,002	12,789	-14.8%	29,001	37,353	35,878	-22.4%
Dec	33,725	37,969	37,969	-11.2%		34,506	35,791	-3.6%		13,585	14,794	-8.2%		13,196	13,737	-3.9%		39,778	39,356	1.1%

	AT-6				AT-7				AT-8				AT-9				AT-10			
	2016	2015	2014	Δ	2016	2015	2014	Δ	2016	2015	2014	Δ	2016	2015	2014	Δ	2016	2015	2014	Δ
Jan	12,202	17,503	18,727	-30.3%	9,422	11,949	12,804	-21.1%	52,409	65,735	68,658	-20.3%	6,204	6,180	-	0.4%	9,546	12,859	14,026	-25.8%
Feb	20,153	16,905	20,159	19.2%	11,778	11,336	11,966	3.9%	61,464	60,464	65,189	1.7%	8,551	6,247	-	36.9%	11,272	11,597	13,777	-2.8%
Mar	21,105	19,674	19,107	7.3%	14,038	13,212	12,232	6.3%	70,459	72,062	70,692	-2.2%	9,800	7,848	-	24.9%	13,823	13,456	14,951	2.7%
Apr	21,405	22,188	24,081	-3.5%	12,873	14,483	14,173	-11.1%	68,236	74,796	79,621	-8.8%	9,613	8,001	-	20.1%	13,080	13,255	16,579	-1.3%
May	17,124	17,106	19,140	0.1%	13,148	13,299	13,783	-1.1%	68,299	74,469	82,281	-8.3%	8,446	6,994	-	20.8%	13,110	14,018	16,957	-6.5%
Jun	16,785	18,060	18,501	-7.1%	14,297	14,783	14,323	-3.3%	70,287	76,095	81,616	-7.6%	9,014	7,765	-	16.1%	14,085	14,365	16,959	-1.9%
Jul	12,002	17,103	18,233	-29.8%	12,005	15,448	15,688	-22.3%	59,949	77,509	81,066	-22.7%	8,569	7,907	538	8.4%	13,510	15,211	17,901	-11.2%
Aug	16,581	16,578	18,401	0.0%	14,636	13,825	14,849	5.9%	69,676	73,664	81,339	-5.4%	9,834	8,315	4,892	18.3%	14,374	14,592	17,086	-1.5%
Sep	20,210	21,567	23,662	-6.3%	12,576	13,555	13,675	-7.2%	70,234	72,912	79,647	-3.7%	9,943	9,502	6,527	4.6%	12,944	13,719	16,271	-5.6%
Oct	18,819	21,646	23,768	-13.1%	11,677	13,198	14,623	-11.5%	71,733	73,792	81,086	-2.8%	9,665	9,478	7,277	2.0%	12,862	13,641	16,998	-5.7%
Nov	17,918	18,672	18,060	-4.0%	11,526	11,663	11,792	-1.2%	66,810	64,657	67,124	3.3%	9,168	8,349	6,166	9.8%	12,464	12,332	13,608	1.1%
Dec		16,851	17,333	-2.8%		12,328	12,036	2.4%		65,730	69,241	-5.1%		8,642	6,951	-100.0%		12,613	14,319	-11.9%

	AT-2X				AT-3/4				King Street Trolley				ALL ROUTES				All Routes Without Trolley			
	2016	2015	2014	Δ	2016	2015	2014	Δ	2016	2015	2014	Δ	2016	2015	2014	Δ	2016	2015	2014	Δ
Jan	2,950	4,396	4,592	-32.9%	1,047	1,446	1,996	-27.6%	40,285	43,616	37,087	-7.6%	239,123	298,756	297,732	-20.0%	198,838	255,140	260,645	-22.1%
Feb	3,582	4,464	3,855	-19.8%	1,226	1,509	2,009	-18.8%	42,096	37,091	35,786	13.5%	289,333	271,967	283,973	6.4%	247,237	234,876	248,187	5.3%
Mar	4,475	4,929	4,356	-9.2%	1,631	2,162	1,767	-24.6%	74,354	67,400	55,483	10.3%	354,338	345,755	321,183	2.5%	279,984	278,355	265,700	0.6%
Apr	3,772	5,265	5,135	-28.4%	1,285	1,721	1,682	-25.3%	77,294	86,201	79,169	-10.3%	352,549	376,542	382,331	-6.4%	275,255	290,341	303,162	-5.2%
May	4,031	4,472	4,815	-9.9%	1,679	2,174	2,039	-22.8%	77,332	93,135	83,792	-17.0%	344,266	370,638	385,775	-7.1%	266,934	277,503	301,983	-3.8%
Jun	5,030	4,895	4,905	2.8%	1,725	2,254	1,778	-23.5%	90,989	90,362	84,191	0.7%	368,037	384,918	382,278	-4.4%	277,048	294,556	298,087	-5.9%
Jul	3,642	4,987	5,058	-27.0%	1,607	1,709	2,168	-6.0%	99,671	105,625	105,139	-5.6%	346,242	400,646	410,252	-13.6%	246,571	295,021	305,113	-16.4%
Aug	4,178	4,766	5,532	-12.3%	1,255	2,011	2,512	-37.6%	97,989	98,067	97,121	-0.1%	371,835	380,209	398,182	-2.2%	273,846	282,142	301,061	-2.9%
Sep	3,863	4,125	5,511	-6.4%	1,503	1,449	2,301	3.7%	82,560	89,760	77,589	-8.0%	348,970	373,688	384,335	-6.6%	266,410	283,928	306,746	-6.2%
Oct	3,734	4,075	5,225	-8.4%	1,580	1,595	2,195	-0.9%	84,145	84,604	77,060	-0.5%	350,114	371,842	392,606	-5.8%	265,969	287,238	315,546	-7.4%
Nov	3,582	3,830	4,175	-6.5%	1,278	1,261	1,814	1.3%	63,962	62,646	58,918	2.1%	313,472	315,029	315,368	-0.5%	249,510	252,383	256,450	-1.1%
Dec		3,939	4,499	-12.4%		1,270	1,490	-14.8%		62,936	58,431	7.7%		319,646	326,363	-2.1%		256,710	267,932	-4.2%

# DASH FY17 Month 5 Projection (November 2016)

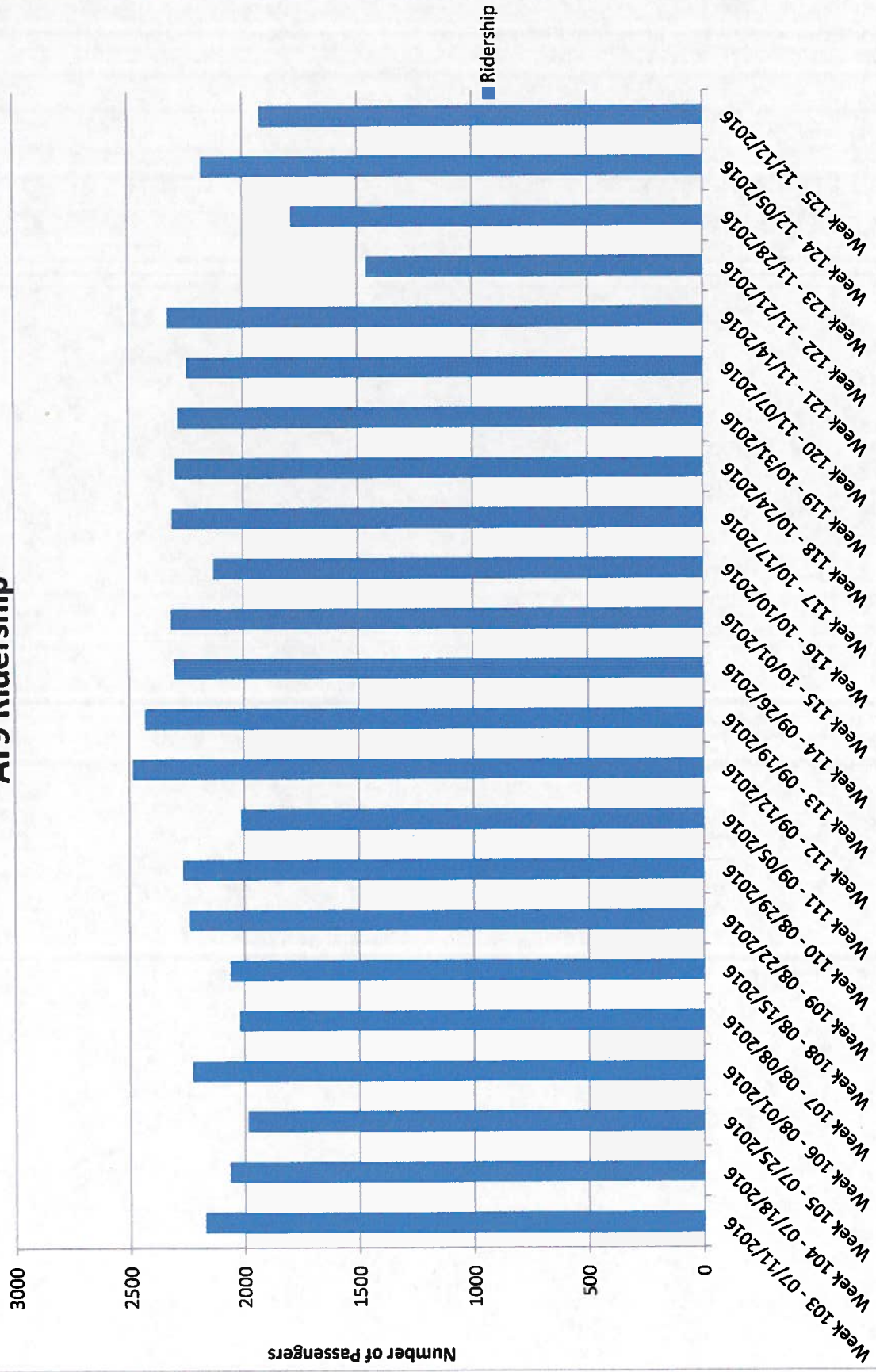
	FY17 Operating Revenue	FY17 Revenues YTD	Projected Operating Revenues
Fares	\$ 3,845,000	\$ 1,484,910	\$ 3,573,533
Charters	\$ 801,000	\$ 35,634	\$ 801,000
Miscellaneous	\$ -	\$ 20,721	\$ 20,721
Total	\$ 4,646,000	\$ 1,541,265	\$ 4,395,254
FY16 Surplus/(Deficit)	\$ (250,746)		

YEAR-TO-DATE ACTUAL				YEAR-END PROJECTION			
	FY17 Operating Budget	FY17 Expenditures	Available Budget	% Used	Projected Expenditures (Total FY 2017 Expenditures at Year-end)	Projected Balance (Projected Year-end Surplus or Deficit)	Projected % of Budget Used
Administration	\$ 2,725,822	\$ 1,063,473	\$ 1,620,625	41%	\$ 2,719,443	\$ 6,379	100%
Operations	\$ 9,225,358	\$ 3,764,908	\$ 5,446,750	41%	\$ 9,678,465	\$ (453,107)	105%
Vehicle Maintenance	\$ 4,305,566	\$ 1,374,971	\$ 2,819,791	35%	\$ 3,681,241	\$ 624,325	85%
Non-Vehicle Maintenance	\$ 366,190	\$ 169,439	\$ 196,685	46%	\$ 307,359	\$ 58,831	84%
Marketing	\$ 440,937	\$ 184,647	\$ 247,364	44%	\$ 415,996	\$ 24,941	94%
Total	\$ 17,063,873	\$ 6,557,438	\$ 10,331,215	39%	\$ 16,802,504	\$ 261,369	98%

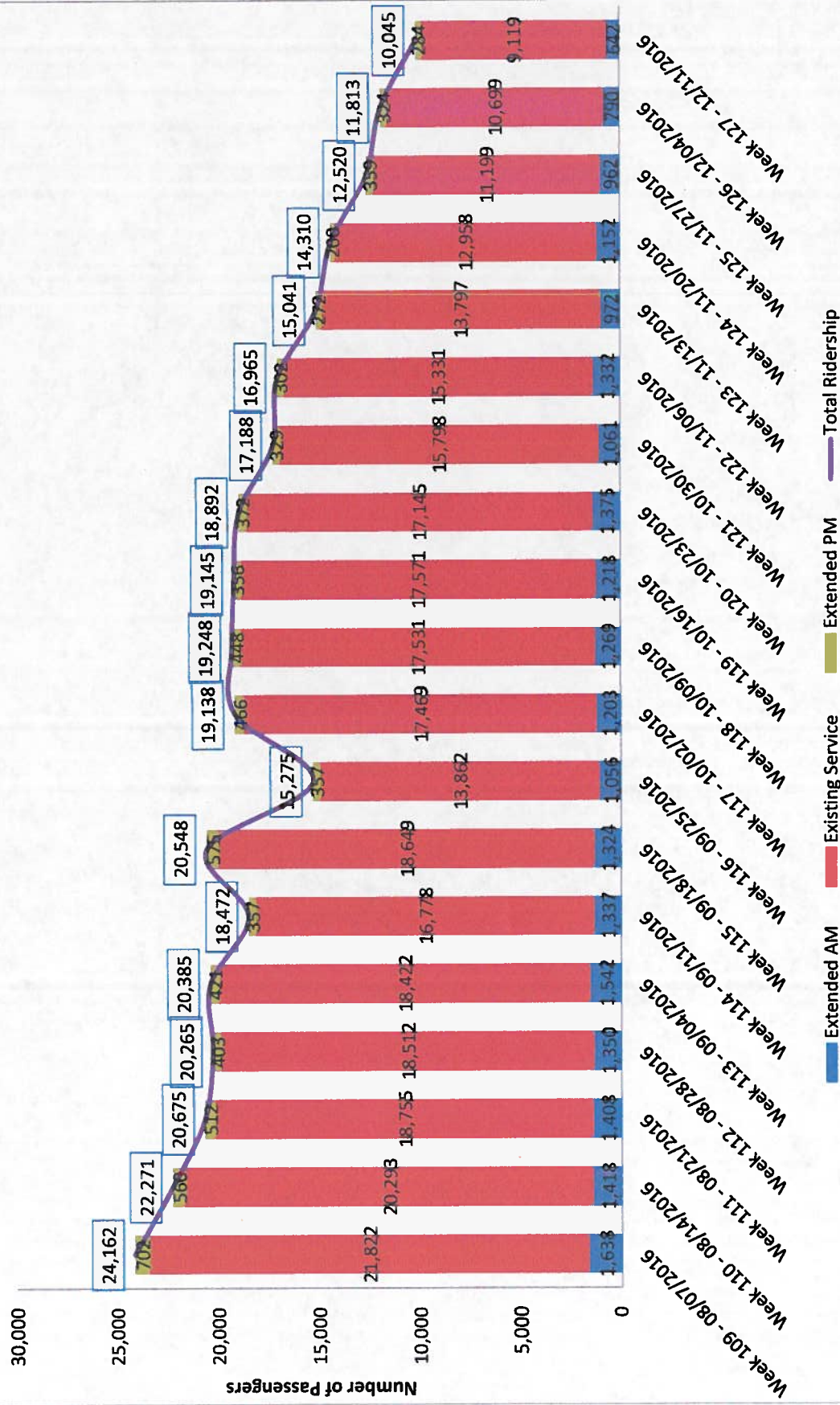
Balance	
Personnel	\$ (163,274)
Non-Personnel	\$ 424,643
Capital	\$ -
Total	\$ 261,369
Revenue Projection	\$ (250,746)
Total Projected Balance	\$ 10,623



## AT9 Ridership



# Extended Trolley Hours Ridership



**ATC OPERATIONS  
SUMMARY OF ACCIDENTS  
NOVEMBER 2016**

**TOTAL REVENUE VEHICLE ACCIDENTS** 9

**Preventable** 4

11/1/2016 Bus made contact with wall at Van Dorn Metro.  
11/7/2016 Bus made contact with car on Duke and Ripley Streets.  
11/7/2016 Bus made contact with car mirror on Duke and Peyton Streets.  
11/29/2016 Bus made contact with car mirror on Duke Street and Quaker Lane.

**Non-Preventable** 5

11/5/2016 Car made contact with bus on Glebe Road and Executive Avenue.  
11/5/2016 Car made contact with the rear of bus on Duke and Jordan Streets.  
11/15/2016 Car made contact with bus on W. Glebe Rd and Route 1.  
11/17/2016 Car made contact with bus on Mount Vernon Avenue and Glebe Road.  
11/25/2016 Car made contact with bus at Potomac Yard.

**PASSENGER ACCIDENTS** 0

**TOTAL NON-REVENUE VEHICLE ACCIDENTS** 1

**Preventable** 1

11/9/2016 Bus made contact with security fence at Garage

**Non-Preventable** 0

## **FY18 DASH Subsidy Reduction/Revenue Increase Options**

Item	Description	ANNUAL			
		Revenue Miles Reduced	Revenue Hours Reduced	Current # of Boardings	Reduction Amount
<b>King Street Trolley Delay Start of Service</b>	Delay start of King Street Trolley from 10:00 AM to 10:30 AM, 7 days a week. Passengers will have alternate DASH bus service on King Street via the AT2, AT7, and AT8.	2,200	730	17,000	\$39,425
<b>Delay of DASH Technology in Capital Outlay</b>	Delay the implementation of DASH Technology Project in Capital Outlay.				\$100,000
<b>Decrease Rail Transfer Credit from 50 to 35 cents</b>	Decrease Metrorail to DASH transfer credit from \$0.50 to \$0.35.			500,800	\$75,000
<b>Increase DASH Pass from \$40 to \$45</b>	Increase the cost of the monthly unlimited use DASH Pass from \$40 to \$45			255,000	\$45,000
<b>Reduction in Pension Admin</b>	Adjustment of Pension Administration Costs, based on FY16 actuals.				\$15,000
<b>Reduction in FICA</b>	Adjustment of FICA contribution costs, based on FY16 actuals.				\$8,045
<b>Scheduling Optimization</b>	Optimization of internal vehicle scheduling to reduce platform hours without reducing service. This is possible due to increased service supervision capabilities provided by CAD, and addition of dedicated scheduler position.				\$120,000
<b>Lower fuel estimate from \$2.2 to \$2.0</b>	Adjustment of projected fuel estimated from \$2.2/gal to \$2.0/gal. This leaves a sufficient contingency based on current fuel rates and trend.				\$94,000

**TOTAL: 2,200    730    772,800    \$496,470**



## PART II

### 2018 TRANSIT DEVELOPMENT PROGRAM

The 2018 Transit Development Program is based on the following assumptions:

- Total estimated ridership of 4,038,000 is projected to decrease 1.7% over the fiscal year 2016 actual level of 4,108,706, and 7.6% lower than fiscal year 2017 budgeted projection of 4,369,000 riders. This reflects the impact of regional ridership trends and ridership saturation on routes that have not undergone service and frequency improvements.
- Current service will remain at the FY17 levels, with the exception of extending the AT9 route to Crystal City. This expansion will connect the West End, Mark Center, NVCC, Parkfairfax, and Arlandria communities with the Crystal City Metrorail Station. This is projected to add an additional 40,000 in annual ridership and \$49,000 in passenger revenue.
- Passenger revenue is expected to decrease approximately 1.8% due to associated ridership Pdownturn and variance from FY17 budgeted ridership projection. Revenue from the Mark Center Express Cooperative Agreement is estimated at \$762,000, a 3% increase over the fiscal year 2017 budgeted amount.
- No fare increase is contemplated for FY18.
- ATC and T&ES will explore opportunities for providing cost savings in the City's overall transit subsidy through DASH replacement of local Metrobus service, and additional revenue sources through new and existing Transportation Management Plan requirements.

The operating and capital budgets for FY2018 are summarized in the following table:

	FY2016 ACTUAL	FY2017 BUDGET	FY2018 ESTIMATED
Operating Revenues	\$5,563,745	\$5,638,363	\$5,471,363 <sup>1</sup>
Operating Expenses	15,497,594	16,495,304	17,054,304
Net Transit Service Cost	9,933,850	10,856,941	11,582,941
Operating Ratio	35.9%	34.2%	32.1%
Capital Outlay Items (City Operating Budget)	772,196	236,000	210,000
City Contribution (Operating Budget)	10,706,046	11,092,941	11,792,941 <sup>2</sup>
Capital Improvement Program (CIP)	4,010,000	4,050,000	5,284,000
Total City Contribution	\$14,716,046	\$15,142,941	\$17,076,941

<sup>1</sup>Includes \$992,363 of City subsidy from the meal sales tax, transient lodging tax and Transportation Improvement Program (TIP) for the operation of the King Street Trolley. <sup>2</sup>Amount does not reflect \$992,363 in City subsidy for the King Street Trolley which is included as Contract Revenue under Total DASH Operating Revenue.

## PRINCIPAL CHANGES FROM THE FY2017 BUDGET

Operating expenses will increase \$559,000 (3.4%) in fiscal year 2018. Personnel service costs, which make up 75% of total operating expenses, will increase \$805,000 (6.4%).

The increases in operating expenses reflect the following major items:

1. Labor costs will increase \$601,000 (6.3%).
  - Transfer of Assistant General Manager (AGM) position from the Professional Services line item to the Administration personnel line item, an increase of \$105,000.
  - An increase of \$346,000 for annual employee performance increases and step increases.
  - An increase of \$150,000 to provide pay scale adjustments primarily to the bus operator wage scale to maintain competitive salaries with transit peers within the region.
2. Fringe benefit costs will increase \$204,000 (6.7%).
  - An increase in FICA of \$68,000 (10.1%) due to general payroll increases.
  - An increase in health insurance costs of \$116,000 (8.1%) based on projected premium increases.
  - A decrease of \$35,000 (-18.9%) in Workers Compensation costs due to an excellent claims history and having the lowest Experience Modification Rate (EMR) in the Virginia Municipal League Group Insurance Association (VMLGIA).
  - An increase in the 401(k) employer match of \$25,000 (5.9%) based on estimated enrollments.
  - An increase in the sick leave line item of \$20,000 (9.8%) based on FY16 actual costs.
3. Non-personnel service items will decrease \$246,000 (6.3%). The principal changes from the fiscal year 2017 budget are:
  - The management services fee will decrease \$123,000 (-63%) due to the removal of the AGM position from the contract.
  - The addition of \$43,000 in professional services to fund second year support and maintenance cost of Clever Devices AVL, CAD, and AVA systems.
  - A decrease of \$155,000 (13.7%) in fuel and lubricant costs based on current fuel cost per gallon trend. The cost per gallon estimate is projected at \$2.20.

The ATC fiscal year 2018 budget appears in Table 5 and is followed by a narrative justification of the budget items.

**TABLE 5**  
**ALEXANDRIA TRANSIT COMPANY**  
**OPERATING BUDGET**  
**FISCAL YEAR 2018**

<b>BUDGET LINE ITEM</b>	<b>ACTUAL FY2016</b>	<b>BUDGET FY2017</b>	<b>ESTIMATED FY2018</b>
<b>OPERATING REVENUE</b>			
Passenger Revenue	\$3,683,636	\$3,821,000	\$3,632,000
Other Revenue*	\$1,880,109	1,817,363	1,839,363
<b>Total Operating Revenues</b>	<b>\$5,563,745</b>	<b>\$5,638,363</b>	<b>\$5,471,363</b>
<b>OPERATING EXPENSES</b>			
Transportation	10,240,536	10,667,000	11,086,000
Equipment Maintenance	2,564,554	2,707,000	2,770,000
Marketing	171,586	235,000	240,000
Insurance & Claims	453,776	502,304	502,304
Administration & General	2,067,143	2,284,000	2,356,000
Contingencies	0	100,000	100,000
<b>Total Operating Expenses</b>	<b>\$15,497,594</b>	<b>\$16,495,304</b>	<b>\$17,054,304</b>
<b>Net Transit Service Costs: City of Alexandria</b>	<b>\$9,933,850</b>	<b>\$10,856,941</b>	<b>\$11,582,941</b>
Miles Regular Service	1,714,388	2,018,500	2,044,000
Total Passengers*	4,275,682	4,369,000	4,038,000
Operating Ratio	35.9%	34.2%	32.0%
<b>CAPITAL OUTLAY ITEMS (City Operating Budget)</b>			
Non-Revenue Vehicles	32,815	0	60,000
Maintenance Tools & Equipment	170,181	20,000	20,000
Computer & Office Equipment	125,300	30,000	30,000
Power Train Rebuild	86,000	86,000	0
DASH Technology	357,900	100,000	100,000
Radio / AVL Equipment	0	0	0
Facility Improvements	0	0	0
<b>Total Capital Outlay (City Operating)</b>	<b>\$772,196</b>	<b>\$236,000</b>	<b>\$210,000</b>
<b>TOTAL CITY CONTRIBUTION (OPERATING BUDGET)</b>	<b>\$10,706,046</b>	<b>\$11,092,941</b>	<b>\$11,792,941</b>
<b>CAPITAL IMPROVEMENT PROGRAM</b>			
Revenue Vehicles	\$3,910,000	3,900,000	5,034,000
Hybrid Battery Pack	100,000	150,000	250,000
Wheelchair Lift Replacements	0	0	
<b>TOTAL CAPITAL OUTLAY (CIP)</b>	<b>\$4,010,000</b>	<b>\$4,050,000</b>	<b>\$5,284,000</b>
<b>TOTAL CITY CONTRIBUTION</b>	<b>\$14,716,046</b>	<b>\$15,142,941</b>	<b>\$17,076,941</b>

\* Includes King Street Trolley subsidy

## BUDGET JUSTIFICATION

### OPERATING REVENUES

	ACTUAL FY2016	BUDGET FY2017	ESTIMATED FY2018
Passenger Revenues	\$3,683,636	\$3,821,000	\$3,632,000
Other Revenues	1,880,109	1,817,363	1,839,363
Total Operating Revenues	\$5,563,745	\$5,638,363	\$5,471,363

The Passenger Revenues estimate is based on 4,038,000 passengers. This assumes a 7.6% ridership decrease from projected FY17 projected total ridership of 4,369,000 passengers.

Other Revenues includes charter and contract services, including Transportation Management Plan (TMP) fund contributions and cash contributions of local businesses toward special promotions and the City's subsidy for operation of the King Street Trolley.

### OPERATING EXPENSES

The operating expense budget is broken down into five broad categories, plus an allowance for contingencies. Each of the categories and its components is discussed below.

#### TRANSPORTATION

This category covers costs of the Transportation Department, which employs and supervises the system's bus operators. The costs are directly related to levels of service. For the purpose of this budget estimate, a total of 2,018,500 miles is projected for fiscal year 2017.

#### Personnel Services

FY16 Actual:	\$9,249,373	FY17 Budget:	\$9,150,000	FY18 Budget:	\$9,725,000
					+\$575,000 (6.3%)

This item covers salaries, wages, fringe benefits, FICA, and other personnel service costs of the Transportation Department. It provides for the following positions:

	FY2015	FY2016	FY2017	FY2018
Director of Operations	0	1	1	1
Director of Safety & Training	1	1	1	1
Human Resources Liaison	0	1	1	1
Customer Service & Charter Manager	1	1	1	1
Safety & Training Officer	1	1	1	1
Supervisor-Dispatcher	8	8	8	8
Dispatcher, Full-Time	1	2	2	2
Dispatcher, Part-Time	2	2	2	2
Bus Operator, Full-Time	109	116	120	120
Bus Operator, Part-Time	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>
	138	148	152	<u>152</u>

General changes in personnel service costs have been discussed in an earlier section of this budget presentation. Operator wages are based upon platform hours at a pay hour to platform hour ratio of 1.15.

#### Fuel and Lubricants

FY16 Actual:	\$796,619	FY17 Budget:	\$1,286,000	FY18 Budget:	\$1,131,000
					-\$155,000 (-12.1%)

This item covers fuel and lubricants for revenue and non-revenue vehicles. The principal component is diesel fuel for the bus fleet, at an average consumption rate of 4.2 miles per gallon. A cost of \$2.20 per gallon is estimated for fiscal year 2018.

#### **Operating Materials and Supplies**

FY16 Actual:	\$187,560	FY17 Budget:	\$231,000	FY18 Budget:	\$232,000
					+\$1,000 (0.4%)

This item covers the recapping and replacement of tires, bus cleaning materials, and other supplies. The principal item is tire recapping and replacement costs are based upon a 5.5¢ per mile factor.

### **EQUIPMENT MAINTENANCE**

This category covers costs of the Maintenance Department, which is responsible for vehicle servicing, preventive maintenance, and repair work. The costs are related to service levels operated, although the relationship is not as direct as it is in the Transportation Department. The 2018 estimate is based on an annual total of 2,044,000 miles.

#### **Personnel Services**

FY16 Actual:	\$1,806,543	FY17 Budget:	\$2,120,000	FY18 Budget:	\$2,183,000
					+\$63,000 (3.0%)

This item covers salaries, wages, fringe benefits, FICA, and other personnel service costs of the Maintenance Department. It provides for the following positions:

	FY2015	FY2016	FY2017	FY2018
Director of Maintenance	1	1	1	1
Mechanic, Full Time	13	14	15	15
Mechanic, Part-Time	0	0	0	1
Parts Manager	1	1	1	1
Facilities Maintenance Coordinator	1	1	1	1
Maintenance Clerk	1	1	1	1
Service Worker, Full-Time	5	5	5	4
Service Worker, Part-Time	<u>1</u>	<u>1</u>	<u>1</u>	<u>2</u>
	23	24	25	27

General changes in personnel service costs were discussed in an earlier section of this budget presentation.

**Repair Parts**

FY16 Actual:	\$389,030	FY17 Budget:	\$444,000	FY18 Budget:	\$444,000
					No Change

The cost of repair parts is budgeted at 22¢ per vehicle mile for FY18.

**Vehicle Maintenance Services**

FY16 Actual:	\$186,062	FY17 Budget:	\$100,000	FY18 Budget:	\$100,000
					No Change

This item covers the purchase of outside maintenance services for such items as body work, engine and transmission work beyond ATC's in-house capability, and radio repair.

**Tools and Equipment**

FY16 Actual:	\$10,373	FY17 Budget:	\$25,000	FY18 Budget:	\$25,000
					No Change

This item provides for the purchase and replacement of small shop tools and equipment.

**Laundry**

FY16 Actual:	\$20,418	FY17 Budget:	\$18,000	FY18 Budget:	\$18,000
					No Change

This item provides for shop rags and the rental and cleaning of mechanics' uniforms.

## MARKETING

### Personnel Services

FY16 Actual:	\$100,926	FY17 Budget:	\$115,000	FY18 Budget:	\$120,000 +\$5,000 (4.3%)
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This item covers the salary, fringe benefits, FICA, and other personnel service costs of the Marketing Department. It provides for the following positions and the use of temporary services as needed:

Marketing & Communications Manager	1
Social Media Specialist – Part-time	1

ATC's marketing targets office and residential complexes and businesses located in new development areas in the City. ATC also assists developments under the City's Transportation Management Plan (TMP) ordinance to market transit and provide on-site sales of monthly DASH passes. ATC's marketing program promotes DASH services to the tourist industry, hotels, and retail establishments. It is anticipated that significant marketing efforts will continue to focus on new employment sites, continued work with Mark Center, the King Street Trolley, community and business partnerships, real-time bus information, and economic stimulus programs that may be launched in conjunction with the local hospitality industry.

### Marketing and Public Information

FY15 Actual:	\$120,659	FY17 Budget:	\$120,000	FY18 Budget:	\$120,000 No Change
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Public relations and outreach is a crucial factor in building effective customer communication, increasing community awareness of DASH, and increasing ridership. ATC continues to build its social media presence to engage current and potential riders and the community in DASH service communications. It provides an avenue to post news-worthy information about DASH and transit, in general, to promote special events and activities, and provides a platform to share and educate riders through DASH videos and pictures.

ATC's Real Time Bus Information System is fully operational and was unveiled to the riding public in FY17. Marketing and promotional efforts geared towards rider information regarding the DASH "Tracker" is critical to be able to get the word out and get riders using it. Marketing the "Tracker" to potential DASH riders may also serve to increase ridership based on the general experience in the Industry.

This category covers the production and distribution of schedules and other information regarding available DASH services and promotions. Also included in this category are market research, installation and maintenance of bus stop signs, and other activities designed to acquaint potential riders with DASH services and to make those services more convenient to use.

Expenses for marketing and public information include:

- Printing and distribution of DASH timetables. This item also covers the maintenance of schedule information located at major bus stops throughout the city.....\$80,000
- Advertising and special promotions to attract new riders and for transit related special events and programs.....\$40,000

## INSURANCE AND CLAIMS

FY16 Actual:	\$453,776	FY17 Budget:	\$502,304	FY18 Budget:	\$502,304
					No Change

ATC is a member of the Virginia Transit Liability Pool through which it obtains general and automobile liability and bus physical damage coverage.

This item also includes directors' and officers' liability insurance, which is obtained from the State Division of Risk Management.

### ADMINISTRATION AND GENERAL

This expense category includes the office of the General Manager and the general and unallocated administrative costs of the transit system.

#### Personnel Services

FY16 Actual:	\$1,282,595	FY17 Budget:	\$1,231,000	FY18 Budget:	\$1,394,000
					+\$163,000 (13.2%)

This item covers salaries, fringe benefits, FICA, and other personnel service costs of the General Manager's office. It provides for the following positions:

General Manager	1
Assistant General Manager	1
Executive Assistant	1
Director of Finance & Administration	1
Human Resources & Payroll Manager	1
HR Generalist	1
Director of Planning & Scheduling	1
Director of Information Technology	1
Principal Scheduler	1
Transit Analyst	1
Accounting Manager	1
Receptionist	1
Total	12

General changes in personnel service costs have been discussed in an earlier section of this budget presentation. ATC participates in the Virginia Department of Rail and Public Transportation (VDRPT) intern program when State funding is available.

#### Contractual Services

FY16 Actual:	\$432,974	FY17 Budget:	\$401,000	FY18 Budget:	\$308,000
					-\$93,000 (-23.2%)



This item covers the following contracts and agreements:

- Management contract.....\$72,000
- Travel costs, advisory and technical assistance. The management contract provides that, in addition to routine supervisory visits to the property, the management firm will provide advisory and technical assistance in such areas as labor relations, insurance, vehicle specifications, maintenance, and scheduling when needed and authorized by ATC at no additional cost, except for travel. The budget estimate provides for 4 trips at a cost of \$3,500 each.....\$14,000
- Pension plan administration and legal assistance. The annual fee for the administration of the Transit Management of Alexandria, Inc. employees' defined contribution retirement plan is estimated to be \$10,000. In addition, TMA from time to time requires local legal assistance in handling benefits related and employee relation issues, budgeted at \$15,000 for these services.....\$40,000
- Banking and cash handling fees. The cost of cash handling fees associated with the transport, sorting, and depositing of ATC fare box revenue.....\$75,000
- SmarTrip maintenance and technical support. ATC's share of actual costs under the Regional SmarTrip System Software Maintenance Agreement.....\$50,000
- City radio maintenance contract contribution. ATC's share of actual costs under the City's Radio Maintenance Contract.....\$14,000
- DASH technology maintenance and support.....\$43,000

#### **Personnel Recruitment and Training**

FY16 Actual:	\$95,354	FY17 Budget:	\$108,000	FY18 Budget:	\$108,000
					No Change

This item covers:

- Employee relations. This item covers performance incentive awards, the safety awards dinner, and other employee relations costs.....\$40,000
- Physical examinations. Employees and applicants who hold CDL licenses are required to pass pre-employment and annual DOT physical examinations and are subject to federally mandated drug and alcohol testing.....\$23,000
- Employee training. This item covers the costs of mechanic certification testing, operator training programs, technical courses and seminars, and registration fees at professional meetings.....\$45,000

**Utilities and Building Maintenance and Services**

FY16 Actual:	\$412,083	FY17 Budget:	\$400,000	FY18 Budget:	\$400,000
					No Change

This item covers the costs of utilities, building maintenance expenses, and janitorial services in the ATC facility.

**Travel**

FY16 Actual:	\$18,740	FY17 Budget:	\$15,000	FY18 Budget:	\$15,000
					No Change

This item covers the cost of travel to professional meetings, seminars, and technical schools, including the travel of employees attending courses on power train and bus component repair and courses sponsored by the Virginia Department of Rail and Public Transportation, Virginia Transit Liability Pool, and First Transit. This item also covers the cost of sending one DASH operator to the APTA International Bus Roadeo competition.

**Dues and Subscriptions**

FY16 Actual:	\$30,534	FY17 Budget:	\$30,000	FY18 Budget:	\$30,000
					No Change

This item covers the costs of membership in the American Public Transportation Association, the Virginia Transit Association, the Alexandria Chamber of Commerce, OTBPA, Visit Alexandria, and subscriptions to trade journals and local newspapers.

**Other Administrative Costs**

FY16 Actual:	\$83,809	FY17 Budget:	\$99,000	FY18 Budget:	\$99,000
					No Change

This item covers:

Telecommunications	\$75,000
Postage	4,000
Office Supplies	14,000
Photocopying	<u>6,000</u>
	\$99,000

**CONTINGENCIES**

FY16 Actual:	\$0	FY17 Budget:	\$100,000	FY18 Budget:	\$100,000
					No Change

An allowance of \$100,000, or 0.6% of operating expenses, is made for contingencies during FY18.

**FY2018 ATC CAPITAL IMPROVEMENT PROJECT (CIP) PRELIMINARY SUBMISSION**

<b>Project Description</b>	<b>ATC Submittal</b>	<b>City Manager Proposed</b>
<b>DASH Bus Fleet Replacement</b> – The DASH bus replacement schedule is based on the 12-year life cycle of a heavy-duty transit bus. Due to budgetary constraints in the last several years, ATC has had to delay its purchase of replacement buses, requiring ATC to maintain and operate buses past their useful life and beyond their scheduled replacement. This funding will provide for the purchase of hybrid buses and is consistent with the replacement schedule identified in the Transit Development Program (TDP).	\$4,200,000	
<b>DASH Hybrid Battery Pack Replacement</b> - The hybrid battery pack replacement at the bus mid-life ensures reliable operation of DASH's hybrid bus fleet.	\$250,000	
<b>DASH Facility Bus Storage Expansion</b> – ATC reached its bus storage parking limits in 2015. DASH's facility design incorporates an expansion plan using adjacent land that was purchased as part of the DASH facility project. ATC has proposed a funding and operation plan to allow for a staged implementation of expanded bus storage capacity. Although the City is currently using this land on a temporary basis for its overflow impound lot, the operation plan will allow the City to maintain the lot during the first phase of this plan. ATC and the City have an agreement to restore the land to DASH for expanded bus parking as soon as it becomes necessary. Although in the short term the land can accommodate both the impound lot and DASH bus parking, ultimately the impound lot will need to be relocated.	\$584,000	
<b>TOTAL</b>	<b>\$5,034,000</b>	

## CAPITAL FUNDING – REVENUE VEHICLES

### BUS REPLACEMENT AND EXPANSION SCHEDULE FY2018 CIP PRELIMINARY SUBMISSION

#### BUS REPLACEMENT AND EXPANSION SCHEDULE (FY18 CIP)

Fiscal Year	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
10 – 2000 Orions										
8 – 2002 Orions										
14 – 2005 Orions	6									
9 – 2007 Orions		6	3							
4 - 2007 Gilligs			3	1						
15 - 2011 Gilligs				3	5	3	4			
10 - 2012 Gilligs								3		
7 - 2014 Gilligs									6	1
14 - 2015 Gilligs										8
6 - 2017 Gilligs										
14 - 2018 Gilligs										
Replacement Buses	4	6		6	11	14	9	9	9	9
Expansion Buses		2	4		4					
Total Bus Purchase	4	8	4	6	15	14	9	9		9
Total Fleet Size	85	87	91	91	95	95	95	95		95

<sup>1</sup> 5-2000 Orion buses will be retiring in FY17 and replaced with 2017 buses purchased with FY15 CIP funds.

<sup>2</sup> 6 of the 8-2002 Orion buses will be retiring in FY17 and replaced with 2017 buses purchased with FY16 CIP and TIP funds.

6 Buses	\$4,075,000
Auxiliary Equipment Included:	
Two-way Radios	
Spare Engines and Transmission	
Sub-Total	\$4,075,000
Contingency (3%)	\$125,000
Total	\$4,200,000

**Revenue Vehicles and Related Equipment.....\$4,200,000**

## CAPITAL OUTLAY ITEMS

Maintenance Equipment and Tools.....\$20,000  
 These items will increase safety and efficiency of ATC's in-house capabilities or replace existing equipment and tools that require replacement.

Computer Equipment.....\$30,000  
 These items will upgrade existing computer hardware and software equipment.

DASH Technology.....\$100,000  
 Transit technology investments to improve system efficiencies and cost effectiveness including, automated bus mapping system, automatic passenger counters, and similar technologies. This line item also supports the local match requirement in State grant funds from the Virginia Department of Rail and Public Transportation (VDRPT).

Non-Revenue Vehicle Replacement.....\$60,000  
 Replacements for three relief vehicles which have exceeded their useful life. ATC uses 19 non-revenue vehicles to support its revenue operations. The vehicles and their uses are listed in the following table.

### NON-REVENUE VEHICLES

Vehicle Number	Year	Model	Description	Use	Mileage	Condition	Replace in FY
9102	2007	MALIBU	Sedan	Relief	89,890	Poor	2018
9103	2004	MALIBU	Sedan	Ops	107,859	Poor	2018
9105	2009	IMPALA	Sedan	Relief	55,586	Good	2019
9106	2009	IMPALA	Sedan	Relief	36,498	Good	2020
9111	2000	GMC	Pickup	Maint.	63,896	Fair	2019
9112	1996	F250	Pickup	Maint.	14,169	Fair	2020
9113	2007	MALIBU	Sedan	Relief	85,088	Poor	2018
9115	2006	ESCAPE HYBR	SUV	Ops/Supv	43,563	Good	2020
9116	2006	IMPALA	Sedan	Relief	67,234	Fair	2019
9118	2012	FUSION HYBR	Sedan	Admin	12,283	Excellent	2024
9119	2012	FUSION HYBR	Sedan	Admin	14,939	Excellent	2024
9122	2014	EXPLORER	SUV	Supervisor	27,695	Excellent	2022
9123	2014	EXPLORER	SUV	Supervisor	22,245	Excellent	2022
9124	2015	EXPLORER	SUV	Supervisor	28,977	Excellent	2023
9126	2015	IMPALA	Sedan	Relief	4,944	Excellent	2025
9125	2015	IMPALA	Sedan	Ops	3,854	Excellent	2025
9127	2015	IMPALA	Sedan	Relief	10,069	Excellent	2025
9128	2016	Jeep	SUV	Ops	1,974	Excellent	2025
9129	2016	Dodge	Truck	Maint	376	Excellent	2025

**TABLE 6**

**ALEXANDRIA TRANSIT COMPANY  
REVENUE VEHICLE INVENTORY  
FISCAL YEAR 2018**

Vehicle Number	Year	Make	Mileage as of 01/03/2016
59	2000	ORION V - 35'	420,608
60	2000	ORION V - 35'	446,142
61	2000	ORION V - 35'	427,679
67	2000	ORION V - 35'	439,245
68	2000	ORION V - 35'	443,657
69	2002	ORION V - 35'	374,191
70	2002	ORION V - 35'	388,855
71	2002	ORION V - 35'	367,805
72	2002	ORION V - 35'	393,324
73	2002	ORION V - 35'	375,948
75	2002	ORION V - 35'	376,319
76	2002	ORION V - 35'	386,137
77	2005	ORION V - 35'	327,147
78	2005	ORION V - 35'	308,259
79	2005	ORION V - 35'	321,272
80	2005	ORION V - 35'	316,177
81	2005	ORION V - 35'	304,666
82	2005	ORION V - 35'	307,057
83	2005	ORION V - 35'	311,488
84	2005	ORION V - 35'	322,145
85	2005	ORION V - 35'	315,407
86	2005	ORION V - 35'	288,220
87	2005	ORION V - 35'	314,009
88	2005	ORION V - 35'	251,917
89	2005	ORION V - 35'	315,622
90	2005	ORION V - 35'	319,794
91	2007	ORION V - 35'	225,379
92	2007	ORION V - 35'	230,802
93	2007	ORION V - 35'	236,899
94	2007	ORION V - 35'	233,293
95	2007	ORION V - 35'	237,736
96	2007	ORION V - 35'	237,065
97	2007	ORION V - 35'	240,978
98	2007	ORION V - 35'	229,849
99	2007	ORION V - 35'	232,205
100	2007	GILLIG - 35'	229,183
101	2007	GILLIG - 35'	223,755
102	2007	GILLIG - 35'	225,677
103	2007	GILLIG - 35'	231,777
200	2011	*GILLIG LF - 35'	127,161
201	2011	*GILLIG LF - 35'	132,270
202	2011	*GILLIG LF - 35'	127,621
203	2011	*GILLIG LF - 35'	120,472

204	2011	*GILLIG LF - 35'	120,494
205	2011	*GILLIG LF - 35'	130,934
206	2011	*GILLIG LF - 35'	130,553
207	2012	*GILLIG LF - 35'	103,014
208	2012	*GILLIG LF - 35'	115,050
209	2012	*GILLIG LF - 35'	105,327
210	2012	*GILLIG LF - 35'	113,108
211	2012	*GILLIG LF - 35'	114,969
212	2014	*GILLIG LF - 35'	58,932
213	2014	*GILLIG LF - 35'	59,118
214	2014	*GILLIG LF - 35'	58,748
215	2014	*GILLIG LF - 35'	63,309
216	2014	*GILLIG LF - 35'	62,765
217	2015	*GILLIG LF - 35'	43,568
218	2015	*GILLIG LF - 35'	45,828
219	2015	*GILLIG LF - 35'	32,102
220	2015	*GILLIG LF - 35'	49,778
221	2015	*GILLIG LF - 35'	32,780
222	2015	*GILLIG LF - 35'	50,573
223	2015	*GILLIG LF - 35'	47,695
224	2015	*GILLIG LF - 35'	50,016
225	2015	*GILLIG LF - 35'	51,341
226	2015	*GILLIG LF - 35'	45,623
227	2015	*GILLIG LF - 35'	49,143
228	2015	*GILLIG LF - 35'	43,412
229	2015	*GILLIG LF - 35'	39,880
300	2011	*GILLIG LF - 40'	140,267
301	2011	*GILLIG LF - 40'	135,330
302	2011	*GILLIG LF - 40'	137,254
303	2012	*GILLIG LF - 40'	104,892
304	2012	*GILLIG LF - 40'	116,968
305	2012	*GILLIG LF - 40'	119,234
306	2012	*GILLIG LF - 40'	108,009
307	2012	*GILLIG LF - 40'	112,385
308	2014	*GILLIG LF - 40'	59,930
309	2014	*GILLIG LF - 40'	62,938
400	2011	**GILLIG LF - 29'	59,371
401	2011	**GILLIG LF - 29'	55,779
402	2011	**GILLIG LF - 29'	58,240
403	2011	**GILLIG LF - 29'	60,882
404	2011	**GILLIG LF - 29'	60,958
405	2015	**GILLIG LF - 35'	21,032

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\* Diesel-Electric Hybrid

\*\* Diesel Electric Hybrid Trolley Replica




Alexandria Transit Company  
3000 Business Center Drive  
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703.746.DASH (3274)  
703.746.5641 (Fax)  
dashbus.com

## MEMORANDUM

DATE: JANUARY 6, 2017

TO: ATC BOARD OF DIRECTORS

FROM: SANDY MODELL, GENERAL MANAGER/CEO 

SUBJECT: FY18 VDRPT DEMONSTRATION GRANT FOR TRANSIT SIGNAL PRIORITIZATION (TSP)

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**ISSUE:** I am requesting Board authorization to submit a grant application for the FY18 VDRPT Demonstration Grant program to fund a Transit Signal Prioritization (TSP) pilot project.

**BACKGROUND:** ATC is currently collaborating with the City of Alexandria's Transportation and Environmental Services (T&ES) and Fire Department to equip and utilize signal prioritization at key intersections throughout the City. TSP will speed transit time of priority vehicles through these intersections. T&ES has secured funding totaling \$100,000 to equip key intersections with TSP hardware along the Duke Street corridor between King Street Metrorail Station and Landmark, for use by DASH and emergency response vehicles. To utilize the TSP-equipped intersections, ATC proposes to equip 15 buses with on-board TSP hardware to take full advantage of the technology. The pilot will be utilized primarily by the AT8 route, which is DASH's busiest route in passenger ridership and trip frequency. The immediate benefits of this technology include improved schedule adherence and reduction of delays and in vehicle travel times for over 800,000 riders annually. Long term benefits include re-investment in saved resources as additional service, and increased ridership.

The TSP system will be a peripheral system to the new Real Time Bus Information system; both systems are designed to operate in conjunction with each other to maximize potential leverage and utility of both systems.

**FISCAL IMPACT:** The total proposed annual program cost is \$120,000. The VDRPT Demonstration Grant would provide reimbursement of between 80-90%; the resulting local match at 20% would be \$24,000. The source of funds for the local match is included in ATC's DASH Technology project in Capital Outlay.

**RECOMMENDATION:** I recommend that the ATC Board of Directors adopt the attached resolution for the application package for the FY18 VDRPT Demonstration Grant program.

Attachment: Resolution Authorizing the Application for State Aid to Public Transportation.



## **Resolution Authorizing the Application for State Aid to Public Transportation**

BE IT RESOLVED by the Alexandria Transit Company Board of Directors that the Sandy Modell, General Manager is authorized, for and on behalf of the Alexandria Transit Company, hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance in the amount of \$250,000 to defray the costs borne by the **PUBLIC BODY** for public transportation purposes and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize Sandy Modell, General Manager to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The Alexandria Transit Company certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the **PUBLIC BODY** will provide funds in the amount of \$50,000, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Chairman of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Alexandria Transit Company held on the Eleventh day of January, 2017.

\_\_\_\_\_  
(Signature of Recording Officer)

\_\_\_\_\_  
(Title of Recording Officer)

\_\_\_\_\_  
**January 11, 2017**  
(Date)




Alexandria Transit Company  
3000 Business Center Drive  
Alexandria, VA 22314

703.746.DASH (3274)  
703.746.5641 (Fax)  
dashbus.com

## MEMORANDUM

DATE: JANUARY 6, 2017

TO: ATC BOARD OF DIRECTORS

FROM: SANDY MODELL, GENERAL MANAGER/CEO 

SUBJECT: FY18 VDRPT DEMONSTRATION GRANT FOR AUTOMATIC VEHICLE MONITORING

---

**ISSUE:** I am requesting Board authorization to submit a grant application for the FY18 VDRPT Demonstration Grant program to fund an Automatic Vehicle Monitoring system for vehicle maintenance.

**BACKGROUND:** ATC has recently deployed an array of new technologies made possible by the introduction of Real Time Bus Information, including Automatic Vehicle Location (AVL), Computer Aided Dispatch (CAD), Automated Passenger Counters (APC), and Automated Vehicle Announcements (AVA).

ATC proposes to procure and implement Automatic Vehicle Monitoring (AVM) for vehicle maintenance to service as an industry leading vital tool for DASH's fleet maintenance. This technology will allow the DASH Maintenance Department to access live status on performance and vital status on all DASH vehicles in operation. The technology will enable maintenance and operations to diagnose and troubleshoot vehicle issues in live real time, resulting in more timely and appropriate road call responses. AVM also provides an analytics package for maintenance to more comprehensively monitor fleet and sub-fleet status and trends, which allows for a more proactive analysis, identification, and rectification of issues before they occur. The introduction of AVM technology will reduce and minimize fleet downtime due to increasing complexities of today's buses, future spare ratio requirements, and road call operating expenses due to inaccurate or insufficient information and diagnostic capabilities.

**FISCAL IMPACT:** The total proposed annual program cost is \$250,000. The VDRPT Demonstration Grant would provide between an 80-90% reimbursement; the resulting local match at 20% would be \$50,000. The source of funds for the local match is included in ATC's DASH Technology project in Capital Outlay.

**RECOMMENDATION:** I recommend that the ATC Board of Directors adopt the attached resolution for the application package for the FY18 VDRPT Demonstration Grant program.

Attachment: Resolution Authorizing the Application for State Aid to Public Transportation.

## **Resolution Authorizing the Application for State Aid to Public Transportation**

BE IT RESOLVED by the Alexandria Transit Company Board of Directors that the Sandy Modell, General Manager is authorized, for and on behalf of the Alexandria Transit Company, hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance in the amount of \$250,000 to defray the costs borne by the **PUBLIC BODY** for public transportation purposes and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize Sandy Modell, General Manager to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The Alexandria Transit Company certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the **PUBLIC BODY** will provide funds in the amount of \$50,000, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Chairman of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Alexandria Transit Company held on the Eleventh day of January, 2017.

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(Signature of Recording Officer)

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(Title of Recording Officer)

---

**January 11, 2017**  
(Date)




Alexandria Transit Company  
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Alexandria, VA 22314

703.746.DASH (3274)  
703.746.5641 (Fax)  
dashbus.com

## MEMORANDUM

DATE: JANUARY 6, 2017

TO: ATC BOARD OF DIRECTORS

FROM: SANDY MODELL, GENERAL MANAGER/CEO 

SUBJECT: FY18 VDRPT INTERN GRANT

---

**ISSUE:** I am requesting Board authorization to submit a grant application for the FY18 VDRPT Intern Grant program to fund its Transit Intern Program.

**BACKGROUND:** The ATC Transit Intern Program provides an opportunity for students in college or recent graduates to gain exposure and experience in professional work in the public transit. The participant will gain experience in fixed route transit planning, marketing, communications, and community outreach. The ultimate goal of the program is to prepare an individual with the necessary experience and qualifications to begin a professional career in public transit. At the same time, ATC benefits from the additional staff resources and provides a well-rounded internship to young people interested in public transit.

The intern will learn about the DASH system and the operation of the system from community outreach, marketing and promotion, service planning, monitoring, assessment, evaluation, and implementation. The intern participates in several exciting projects, including the on-going website redesign project, promotion and campaign of Real Time Bus Information, community outreach, and service development. The intern will be involved at an exciting time, as we are promoting the newly released real-time bus information and other technology projects. The intern will be instrumental in assisting with the processes while gaining a strong understanding of transit service planning, operations, marketing, and outreach.

**FISCAL IMPACT:** The total proposed annual program cost is \$50,000. The VDRPT Intern Grant would provide a 95% reimbursement; the resulting local match would be \$2,500. The grant would provide for one full-time intern.

**RECOMMENDATION:** I recommend that the ATC Board of Directors adopt the attached resolution for the application package for the FY18 VDRPT Intern Grant program.

Attachment: Resolution Authorizing the Application for State Aid to Public Transportation.



## Resolution Authorizing the Application for State Aid to Public Transportation

BE IT RESOLVED by the Alexandria Transit Company Board of Directors that the Sandy Modell, General Manager is authorized, for and on behalf of the Alexandria Transit Company, hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance in the amount of \$50,000 to defray the costs borne by the **PUBLIC BODY** for public transportation purposes and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize Sandy Modell, General Manager to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The Alexandria Transit Company certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the **PUBLIC BODY** will provide funds in the amount of \$2,500, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Chairman of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Alexandria Transit Company held on the Eleventh day of January, 2017.

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(Signature of Recording Officer)

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(Title of Recording Officer)

---

**January 11, 2017**  
(Date)



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3000 Business Center Drive  
Alexandria, VA 22314

703.746.DASH (3274)  
703.746.5641 (Fax)  
dashbus.com

## MEMORANDUM

DATE: JANUARY 5, 2017

TO: ATC BOARD OF DIRECTORS

FROM: SANDY MODELL, GENERAL MANAGER

SUBJ: NEAR MISS / HAZARD REPORTING POLICY

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I have attached a copy of ATC's Near Miss/Hazard Reporting Policy and corresponding form that will be rolled out at the next all employee meetings in February. The goal is to educate the workforce on the benefits that will be derived from the implementation of this program and in assisting employees in recognizing near miss events and hazards, increasing safety awareness company-wide, and ultimately, reducing accidents and incidents.

ATC Director of Safety and Training Rick Baldwin and I worked with representatives of the Virginia Transit Liability Pool (VTLP) and the Virginia Municipal League Group Insurance Association in reviewing ATC's draft policy and including their recommendations in the final policy document.

Attachments: ATC Near Miss/Hazard Reporting Policy  
Near Miss/Hazard Report

## **Alexandria Transit Company**

### **Near Miss/Hazard Reporting Policy**

Alexandria Transit Company (ATC) is dedicated to fostering a safety lifestyle and culture that encompasses all departments of the workplace and even extends beyond. This document is designed to assist all DASH employees in recognizing and reporting near miss occurrences and other hazards that are commonly encountered in the course of performing tasks associated with the transit environment. A near miss is an unplanned event that did not result in an accident or injury but had the potential to do so. A hazard is an unsafe condition or event that could result in a near miss event, incident or accident. Investigating them may expose practices, conditions, and events that should be corrected. Employees in every department who experience, witness, or are made aware of near miss events should report them to the Director of the Department of Safety and Training or their designee.

The Near Miss/Hazard Reporting Program will not replace current policies, procedures, or programs, but will augment safety practices to help maintain a vibrant safety culture and lifestyle. The reporting of near miss events and hazards, no matter how small, assists all employees by determining the fundamental reasons that near miss events occur. Reporting also helps to determine what can be done differently to prevent future accidents and incidents, injuries and illness, and property and equipment damage.

If a near miss event occurs with no injury or damage, the Near Miss/Hazard Reporting Form should be completed by the employee who is involved or observed a near miss event or hazard. Incidents and accidents should be reported as usual and will be investigated using its current practices and policies. Unlike accidents and incidents, reporting near miss events and hazards is voluntary and anonymous, if desired. TMA will take no disciplinary or punitive action toward employees involved in or reporting a near miss event or hazard.

# NEAR MISS/HAZARD REPORT



Near Miss is an unplanned event that did not result in an accident or injury, but had the potential to do so. A hazard is an event or condition that could result in a near miss, an incident, or an accident. The Near Miss/Hazard Reporting program is designed to collect and evaluate data on hazards and near miss events. The information may be used to make potential changes to policies and practices to improve safety in all departments of ATC. Near miss/hazard reporting is voluntary and will not subject employees to discipline.

1. Date & Time of Hazard/Near Miss: Date: _____ Time: _____ AM/PM		2. Date of Report: _____	
3. Type of near miss: <input type="checkbox"/> Vehicle <input type="checkbox"/> Pedestrian <input type="checkbox"/> Personal injury	4. Weather conditions (Clear, Rain, Snow/ice, Fog, Cloudy, Sleet, Hail): _____	5. Equipment/tools (Lift, pneumatic tools, hand tools, compressor, etc.) _____	
6. Location of Near Miss/Hazard: Include route number, street address, garage location, etc.			
7. Describe the Near Miss/Hazard in as much detail as possible: (What happened/what is the hazard? For example, making a right turn, passing work zone, pulling away from bus stop, equipment used, etc.)			
8. Severity: In your opinion, if this had been an accident, how serious could it have been: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low			
9. Probability: In your opinion, what is the likelihood that this near miss/hazard could reoccur. <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low			
10. What changes do you recommend to prevent this near miss from happening again:			
Name (optional):			



**Action Items Requested from ATC Board of Directors  
December 14, 2016**

1. Provide T&ES update on shelter replacement schedule. *(Kaplan)*
2. Explore options for generating revenue by partnering with NVCC for contract services. *(Modell)*

**Prior Months**

1. Bring different options for the Board to consider on how to best present the most meaningful information on financial statements in February. *(Triggs)*
2. Bring Part II of the FY18 TDP to the Board in January to include more conservative assumptions and a model of revenue vs. operating costs. *(Triggs)*