

Alexandria Transit Company Board of Directors



Regular Meeting Packet

Wednesday, February 8, 2017

***CH City Council Workroom 2410
5:30 p.m. – 7:30 p.m.***



Alexandria Transit Company

BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 8, 2017, 5:30 PM

CH CITY COUNCIL WORKROOM 2410

AGENDA

1. Tour of New DASH Bus (King Street at City Hall)
2. Public Comment
3. Consideration of the minutes of the regular meeting of January 11, 2017 meeting
4. Chairman's Report
5. T&ES Director's Report
6. DASH General Manager's Report
7. Review of Prioritized FY18 DASH Subsidy Reduction/Revenue Increase Options
8. Bus Shelter and Access to Transit Program Updates
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, March 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 5:34 p.m. on Wednesday, January 11, 2017, in City Hall, City Council Workroom 2410.

MEMBERS PRESENT

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

MEMBERS & OFFICERS ABSENT

Emily Baker

ATC OFFICERS AND STAFF PRESENT

Sandy Modell, General Manager/CEO
Raymond Mui, Assistant General Manager
Marvin Johnson, Director of Finance & Administration
Lorenza Myers, Director of Operations
Rick Baldwin, Director of Safety & Training
John Lanocha, Director of Maintenance
Justin Isbell, Transit Analyst
Fatima Ahmed, Interim Secretary

OTHERS PRESENT

Alicia Wright, T&ES
Allan Fye, T&ES
Alyssa Ha, OMB
Alexis Quinn, CMO
Megan Cummings, T&ES

Public Comment

The Chairman opened the public comment period. Without any individuals coming forward, the Chairman concluded this portion of the meeting.

Consideration of the Minutes of the December 14, 2016 Minutes

Minutes from the December 14, 2016 regular monthly meeting were approved, as corrected.

Chairman's Report

On behalf of the Board, the Chairman presented a gift to Ms. Modell, in sincere appreciation for the work and effort that Ms. Modell has put in to DASH over the years. The Chairman stated Ms. Modell's guidance and leadership has lead DASH to excellence and it is a standard that we hope to maintain stating that Ms. Modell has set the bar very high. Ms. Modell thanked the Board and expressed her appreciation for the thoughtful gift.

The Chairman reported the new Board member committee will be convening soon to review the resumes of the nine candidates that have been received. The Chairman stated the goal will be to narrow the field to three or four candidates that will be interviewed at the February meeting.

The Chairman reported to the Board that Mr. Klejst received a proposal from a professional facilitator regarding development of the strategic plan. The Chairman will distribute this to the Board for review to discuss in the February meeting.

The Chairman reported that Mr. Baker has signed his employment agreement and is now ratified to become the new General Manager and his official start date on February 6. The Chairman stated that the press release announcing Mr. Baker's hiring has been sent out, as has the memo to City Council informing of Mr. Baker's hiring.

T&ES Director's Report

Mr. Lambert stated that he sent out his notes yesterday but would be glad to answer any questions.

Mr. Lambert received breaking news that WMATA will release the 2017 schedule for SafeTrack with all the full details provided tomorrow. Ms. Modell will send the Board the press release with the full details.

DASH General Manager's Report

Ms. Modell reported on November ridership and reviewed the November accident report. She stated that year-to-date there is a fifty-five percent decrease in the non-preventable accidents, while preventable accidents are down fifteen percent. Ms. Modell stated that historically, DASH's safety programs and record have been recognized by APTA and the Governor. Overall, DASH has had an excellent track record. She reported that TMA's workers' compensation experience modification is the lowest in the State. Ms. Modell stated that staff is looking at ways to increase visibility of the back of the bus, as that is where a high percentage of non-preventable accidents occur.

Mr. Johnson presented the quarterly projection report to the Board. Projections on revenue show an estimated deficit of approximately \$250,000. Ms. Modell stated that year to date the only expenses that are not tracking on a percentage basis is vehicle maintenance, due to the lower than projected fuel costs and transportation labor, due to the current overtime requirements. Ms. Modell stated that the hiring of qualified bus operators to meet increasing service demands has been challenging and points to the need to maintain competitive compensation.

Consideration of Part II (Budget) of the 2018 Transit Development Program (TDP).

The General Manager presented the details outlined in the draft proposed Part II of the 2018 Transit Development Program. The Board discussed the timing of budget and TDP consideration. After discussion, Ms. Triggs stated that she thought it would be appropriate to wait for Mr. Baker to be on board so he could review the budget detail. Ms. Modell suggested that the 2018 Transit Development Program be on the agenda for consideration at the March meeting. Ms. Triggs provided the Board

with the City's timeline for their budget approval process. Mr. Donley asked Ms. Modell to prioritize the list. The Board discussed the prioritized list. On a motion by Mr. Lambert, seconded by Ms. Triggs, the Board approved the priority list of capital projects for submittal as part of Part II of the Transit Development Program and FY18 operating and capital budget.

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)

The Board reviewed the General Manager's memorandum on the preliminary VDRPT grant program proposals and resolutions. Mr. Mui provided details to the Board on the projects. Ms. Triggs asked that specific language according to finance procedures to be included, referencing the prior grant resolutions as it relates to funding being coordinated with the City and T&ES. Ms. Modell advised she will locate wording and updated documents. Ms. Triggs requested the grants include the revenue and expenditures associated with these types of grants within the monthly financial reports, included as action item to follow up on. Mr. Donley stated that he supports the three grant proposals and moved for approval. Ms. Triggs asked for a friendly amendment to include the addition of the language in the resolutions. On a motion by Mr. Donley, seconded by Ms. McNab, the Board approved all three grant submittals.

Review of Near Miss/Hazard Reporting Policy

Ms. Modell shared with the Board the Near Miss/Hazard Reporting Policy that ATC will be implementing company-wide in February. She stated that management will be meeting with all DASH employees in upcoming meetings to review the new policy. Ms. Modell stated that she believes that the policy will increase safety awareness and serve as a communication mechanism to gather the information that can reduce potential accidents. Ms. Modell thanked Mr. Klejst for providing the guidance to implement the Near Miss/Hazard Reporting Policy.

Mr. Klejst thanked Ms. Modell for her leadership in this critical aspect of the safety program and thanked the DASH staff. The Chairman requested that the Board be provided with quarterly report of any Near/Miss Hazard forms that are submitted and that staff track the effectiveness of the new policy.

Review of Action Items

The General Manager reviewed the Action Items with the Board.

Other Business

Mr. Kaplan asked Ms. Modell for an update on the incident involving the DASH buses. Mr. Myers updated the Board on the police investigation results. Ms. Modell stated that the video surveillance system in these situations because it can provide important information for police investigations.

Mr. Kaplan followed up with the service change for the AT9 to Crystal City and requested Arlington has agreed to it. Ms. Modell stated she is working on this with Mr. Mui.

Next Meeting

The next ATC Board meeting will be held on Wednesday, February 8, 2017, 5:30 p.m., at the City Hall, Room 2410, City Council Workroom.

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 7:21 p.m.

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

Upon a motion by Mr. Donley, seconded by Ms. Triggs, the Board reconvened the regular Board meeting at 7:53 p.m.

Adjournment

There being no further business coming before the Board, the Chairman asked for a motion to adjourn. On a motion by Mr. Donley, seconded by Ms. Triggs, the meeting adjourned at 7:53 p.m.

Minutes submitted by
Fatima Ahmed, Interim Secretary

MANAGEMENT REPORT
FOR THE MONTH OF DECEMBER 2016

- A. RIDERSHIP:** Total system ridership for the month decreased by 9.0% from last November, with 291,037 passengers. Weekday ridership averaged 11,668 passengers, a decrease of 5.8%. Average Saturday ridership decreased by 14.4%. Average Sunday ridership decreased by 17.3%. Due to the Christmas holiday taking place on a Sunday and residual effects of Safe Track Surge 11, ridership was lower than normal.

Without the King Street Trolley, total ridership decreased by 9.5% from last December, with 232,249 passengers. Weekday ridership averaged 9,906 passengers, a decrease of 6.2%. Average Saturday ridership decreased by 18.5% and average Sunday ridership decreased by 7.0%.

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

- C. TRANSPORTATION:** On-time performance in November: 96.1%

- D. MAINTENANCE:**

Average miles between road calls:	19,108
Average miles between equipment related calls:	19,108

- E. SCOTTISH CHRISTMAS WALK PARADE:** On December 3, 2016, DASH provided a bus to participate in the 46th Annual Scottish Christmas Walk Parade in Old Town Alexandria.

- F. SHOP WITH A COP:** On December 22, 2016, DASH teamed up with the Alexandria Police Department to transported kids from APD headquarters to local stores to buy Christmas gifts.

VARIANCE REPORT

DECEMBER 2016

Net operating expenses were \$26,785 (3.0%) over budget in December. Revenues for the month were \$30,502 (6.5%) under budget. Total expenses were \$3,717 (0.3%) under budget. The operating ratio for the month was 32.1%.

REVENUES:

Passenger Revenue: Revenues were \$40,541 (12.7%) under budget due to lower than projected ridership for the month.

Charter Revenue: Revenues were \$6,268 (9.1%) under budget as a result of lower than projected charter requests.

PERSONNEL EXPENSES:

Transportation Labor: Expenses were \$46,350 over budget due primarily to costs associated with new hire operator training class, holiday pay, and overtime requirements.

Maintenance Labor: Expenses were \$8,024 over budget due to holiday pay.

NON-PERSONNEL EXPENSES:

Professional & Technical: Expenses were \$21,519 over budget due primarily to costs associated with invoices from Krauthamer & Associates, Inc. and First Transit.

Building and Equipment Repair: Expenses were \$5,204 over budget due to costs associated with repair of electric panel and stock of materials needed for winter season.

Printing: Expenses were \$4,502 over budget due to costs associated with printing of DASH schedules.

Operating Supplies: Expenses were \$1,331 over budget due to restock of safety supplies (spill kits, vests, shovels, and first aid kits).

Utilities: Expenses were \$3,157 over budget due to natural gas and electric usage during the winter season.

Alexandria Transit Company

Operating Report

December 2016

RIDERSHIP	CURRENT MONTH	SAME MONTH PRIOR YEAR	% PAID BY SMARTRIP
Base Fare Trips	121,552	135,630	79.3%
ATC DASH Pass	19,013	21,021	37.5%
ATC Transfers	23,789	25,498	100%
Metro Tokens	279	31	N/A
Metro 7-Day Passes	6,648	6,708	100%
Regional Bus Transfers	20,037	21,148	100%
Rail-Bus Transfers	34,897	40,369	100%
Promotional Trips	2,477	1,819	N/A
Contract	439	547	N/A
Mark Center ID	3,118	3,939	N/A
King Street Trolley	58,788	62,936	N/A
Total	291,037	319,646	80.4%
SERVICE LEVELS			
Total Miles	171,973	166,558	
Revenue Miles	155,637	151,186	
Platform Hours	18,383	18,451	
Revenue Hours	13,890	13,270	
OPERATING AND FINANCIAL PERFORMANCE			
Accidents - Total	3	3	
Accidents - Preventable	1	1	
Vehicle Accidents	3	3	
Passenger Accidents	0	0	
Preventable Vehicle Accidents / 100,000 Miles	0.58	0.60	
Percentage of Missed Trips	.02%	.01%	
Percentage of Trips on Time	96.1%	94.8%	
Average Miles between Road Calls	19,108	10,410	
Total Revenue / Operating Expense Ratio	32.1%	39.0%	
Average Fare	1.23	1.18	
Operating Expense / Total Mile	\$7.95	\$6.84	
Operating Expense / Total Platform Hour	\$74.37	\$61.78	
Passengers / Revenue Mile	1.9	2.1	
Passengers / Revenue Hour	21.0	24.1	
Number of Weekdays Operated	21	22	
Number of Saturdays Operated	5	4	
Number of Sundays Operated	4	4	
Average Weekday Passengers	11,668	12,390	
Average Saturday Passengers	6,237	7,286	
Average Sunday Passengers	3,706	4,480	

Transit Management of Alexandria

Summary Income Statement

For the Period Ending 12/31/16

	Actual	Budget	Variance	Year To Date Actual	Year To Date Budget	Variance	Annual Budget
OPERATING REVENUE							
PASSENGER REVENUE	\$277,876	\$318,417	(\$40,541)	\$1,744,708	\$1,910,500	(\$165,792)	\$3,821,000
KING STREET TROLLEY REVENUE	82,697	82,697	0	496,182	496,182	0	992,363
CHARTER REVENUE	62,482	68,750	(6,268)	399,724	412,500	(12,776)	825,000
ADVERTISEMENT REVENUE	0	0	0	900	0	900	0
MISCELLANEOUS REVENUE	16,307	0	16,307	37,609	0	37,609	0
TOTAL OPERATING REVENUE	439,362	469,864	(30,502)	2,679,123	2,819,181	(140,059)	5,638,363
OPERATING EXPENSE							
TRANSPORTATION LABOR							
WAGES	613,042	579,397	(33,644)	3,616,225	3,483,383	(132,841)	6,959,767
FRINGE BENEFITS	195,808	183,103	(12,705)	1,084,852	1,091,617	6,764	2,190,233
TOTAL TRANSPORTATION LABOR	808,850	762,500	(46,350)	4,701,077	4,575,000	(126,077)	9,150,000
MAINTENANCE LABOR							
WAGES	141,437	136,861	(4,575)	729,934	821,168	91,234	1,642,336
FRINGE BENEFITS	43,254	39,805	(3,449)	240,767	238,832	(1,935)	477,664
TOTAL MAINTENANCE LABOR	184,691	176,667	(8,024)	970,701	1,060,000	89,299	2,120,000
ADMINISTRATIVE LABOR							
WAGES	68,180	84,239	16,059	367,375	506,635	139,260	1,012,069
FRINGE BENEFITS	20,186	18,094	(2,091)	113,355	110,366	(2,989)	218,931
TOTAL ADMINISTRATIVE LABOR	88,366	102,333	13,968	480,730	617,001	136,271	1,231,000
MARKETING LABOR							
WAGES AND FRINGE BENEFITS	6,690	9,596	2,907	39,351	57,422	18,072	115,000
SERVICES							
PROFESSIONAL & TECHNICAL	55,128	33,233	(21,895)	202,984	201,604	(1,381)	401,000
EMPLOYEE PHYSICALS	2,325	1,969	(356)	11,880	11,183	(697)	23,000
REPAIRS - BLDG. & EQUIP.	19,328	14,124	(5,204)	112,994	93,079	(19,915)	177,824
REPAIRS - VEHICLES	4,121	8,336	4,215	56,179	50,018	(6,161)	100,000
PRINTING	11,121	6,619	(4,502)	15,464	40,283	24,820	80,000
LAUNDRY SERVICES	1,776	1,500	(276)	11,626	9,000	(2,626)	18,000
COPYING & REPRODUCTION	4	500	496	4	3,000	2,996	6,000
TOTAL SERVICES	93,804	66,282	(27,521)	411,131	408,167	(2,964)	805,824

Transit Management of Alexandria

Summary Income Statement

For the Period Ending 12/31/16

	Actual	Budget	Variance	Year To Date Actual	Year To Date Budget	Variance	Annual Budget
MATERIALS & SUPPLIES							
OFFICE SUPPLIES	\$138	\$1,174	\$1,036	\$2,261	\$6,953	\$4,692	\$14,000
REPAIR PARTS	26,213	37,000	10,787	186,924	222,000	35,076	444,000
FUEL & LUBRICANTS	70,975	107,167	36,192	471,826	643,000	171,174	1,286,000
OPERATING SUPPLIES	11,252	9,920	(1,331)	59,729	61,488	1,759	121,010
TOOLS	0	2,083	2,083	5,144	12,500	7,356	25,000
TIRES & TUBES	10,054	9,167	(888)	60,983	55,000	(5,983)	110,000
TOTAL MATERIALS & SUPPLIES	118,632	166,511	47,879	786,866	1,000,941	214,075	2,000,009
INSURANCE	30,573	41,859	11,286	212,084	251,152	39,068	502,304
MISCELLANEOUS EXPENSES							
TRAVEL	1,361	1,250	(111)	16,301	7,500	(8,801)	15,000
POSTAGE	238	333	95	1,840	2,000	160	4,000
TELEPHONE	6,313	6,250	(63)	37,058	37,500	442	75,000
UTILITIES	21,462	18,306	(3,157)	94,917	112,333	17,417	222,167
DUES & SUBSCRIPTIONS	749	275	(474)	29,496	28,351	(1,145)	30,000
EDUCATION & TRAINING	1,029	4,000	2,971	4,303	21,000	16,697	45,000
MISCELLANEOUS	468	3,357	2,889	11,532	19,858	8,326	40,000
CONTINGENCY	0	8,333	8,333	0	49,998	49,998	100,000
MARKETING & ADVERTISEMENT	3,965	3,054	(910)	13,490	21,674	8,184	40,000
TOTAL MISCELLANEOUS EXPENSES	35,585	45,158	9,573	208,938	300,215	91,277	571,166
TOTAL OPERATING EXPENSES	1,367,189	1,370,906	3,717	7,810,877	8,269,898	459,021	16,495,304
NET OPERATING EXPENSES	927,828	901,043	(26,785)	5,131,754	5,450,716	318,962	10,856,941
DEPARTMENTAL EXPENSE BREAKDOWN							
ADMINISTRATION	168,853	171,805	2,952	820,876	1,060,932	240,056	2,091,761
TRANSPORTATION	823,475	777,191	(46,283)	4,780,890	4,661,755	(119,135)	9,324,903
MAINTENANCE	321,946	351,568	29,622	1,899,171	2,120,931	221,760	4,230,306
MARKETING	22,343	20,150	(2,192)	97,856	125,129	27,274	246,030
INSURANCE	30,573	41,859	11,286	212,084	251,152	39,068	502,304
CONTINGENCY	0	8,333	8,333	0	49,998	49,998	100,000
TOTAL OPERATING EXPENSES	1,367,189	1,370,906	3,717	7,810,877	8,269,898	459,021	16,495,304

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

<u>December 2016</u>	<u>Total</u>	<u>AT1</u>	<u>AT2</u>	<u>AT3</u>	<u>AT4</u>	<u>AT5</u>	<u>AT6</u>	<u>AT7</u>	<u>AT8</u>	<u>AT9</u>	<u>AT10</u>	<u>AT3-4</u>	<u>BRAC AT2X</u>	<u>Trolley</u>	<u>Other</u>
<u>WEEKDAY</u>															
Total Passengers	245,027	31,950	24,582	12,431	10,101	24,281	14,081	11,486	53,850	7,346	10,303	1,465	3,118	39,594	439
Daily Passengers	11,668	1,521	1,171	592	481	1,156	671	547	2,564	350	491	70	148	1,885	n/a
Passengers Per Mile	1.8	1.8	1.6	1.4	1.3	1.3	1.4	1.0	2.6	0.8	2.1	0.9	0.8	10.1	n/a
Passengers Per Rev Hr	20.6	21.1	16.6	20.5	18.2	15.9	17.9	11.7	26.7	9.0	23.2	12.3	10.6	57.9	n/a
<u>SATURDAY</u>															
Total Passengers	31,187	4,834	1,746	n/a	n/a	3,600	n/a	n/a	5,065	745	1,379	255	n/a	13,563	n/a
Daily Passengers	6,237	967	349	n/a	n/a	720	n/a	n/a	1,013	149	276	51	n/a	2,713	n/a
Passengers Per Mile	2.1	2.2	1.0	n/a	n/a	0.8	n/a	n/a	2.0	0.7	1.2	0.4	n/a	12.3	n/a
Passengers Per Rev Hr	22.7	25.9	12.3	n/a	n/a	10.4	n/a	n/a	21.8	7.0	12.5	5.4	n/a	66.1	n/a
<u>SUNDAY</u>															
Total Passengers	14,823	1,956	1,301	n/a	n/a	1,545	n/a	n/a	3,559	n/a	603	228	n/a	5,631	n/a
Daily Passengers	3,706	489	325	n/a	n/a	386	n/a	n/a	890	n/a	151	57	n/a	1,408	n/a
Passengers Per Mile	2.1	2.1	1.2	n/a	n/a	0.9	n/a	n/a	2.0	n/a	1.9	0.5	n/a	7.0	n/a
Passengers Per Rev Hr	22.2	22.1	13.9	n/a	n/a	10.5	n/a	n/a	24.1	n/a	18.1	7.6	n/a	37.1	n/a
<u>TOTAL</u>	291,037	38,740	27,629	12,431	10,101	29,426	14,081	11,486	62,474	8,091	12,285	1,948	3,118	58,788	439

<u>ALL SERVICE</u>	
Total Passengers	291,037
Passengers Per Mile	1.9
Passengers Per Rev Hr	21.0

<u>ALL SERVICE (W/O TROLLEY)</u>	
Total Passengers	232,249
Passengers Per Mile	1.6
Passengers Per Rev Hr	18.1

<u>MONTHLY TOTALS</u>	
Trips	22,786
Revenue Miles	155,637
Revenue Hours	13,890
Platform Hours	18,383

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	38,740	33,725	37,969	14.9%	27,629	34,506	35,791	-19.9%	12,431	13,585	14,794	-8.5%	10,101	13,196	13,737	-23.5%	29,426	39,778	39,356	-26.0%

	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	14,081	16,851	17,333	-16.4%	11,486	12,328	12,036	-6.8%	62,474	65,730	69,241	-5.0%	8,091	8,642	6,951	-6.4%	12,285	12,613	14,319	-2.6%

	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	3,118	3,939	4,499	-20.8%	1,948	1,270	1,490	53.4%	58,788	62,936	58,431	-6.6%	291,037	319,646	326,363	-9.0%	232,249	256,710	267,932	-9.5%

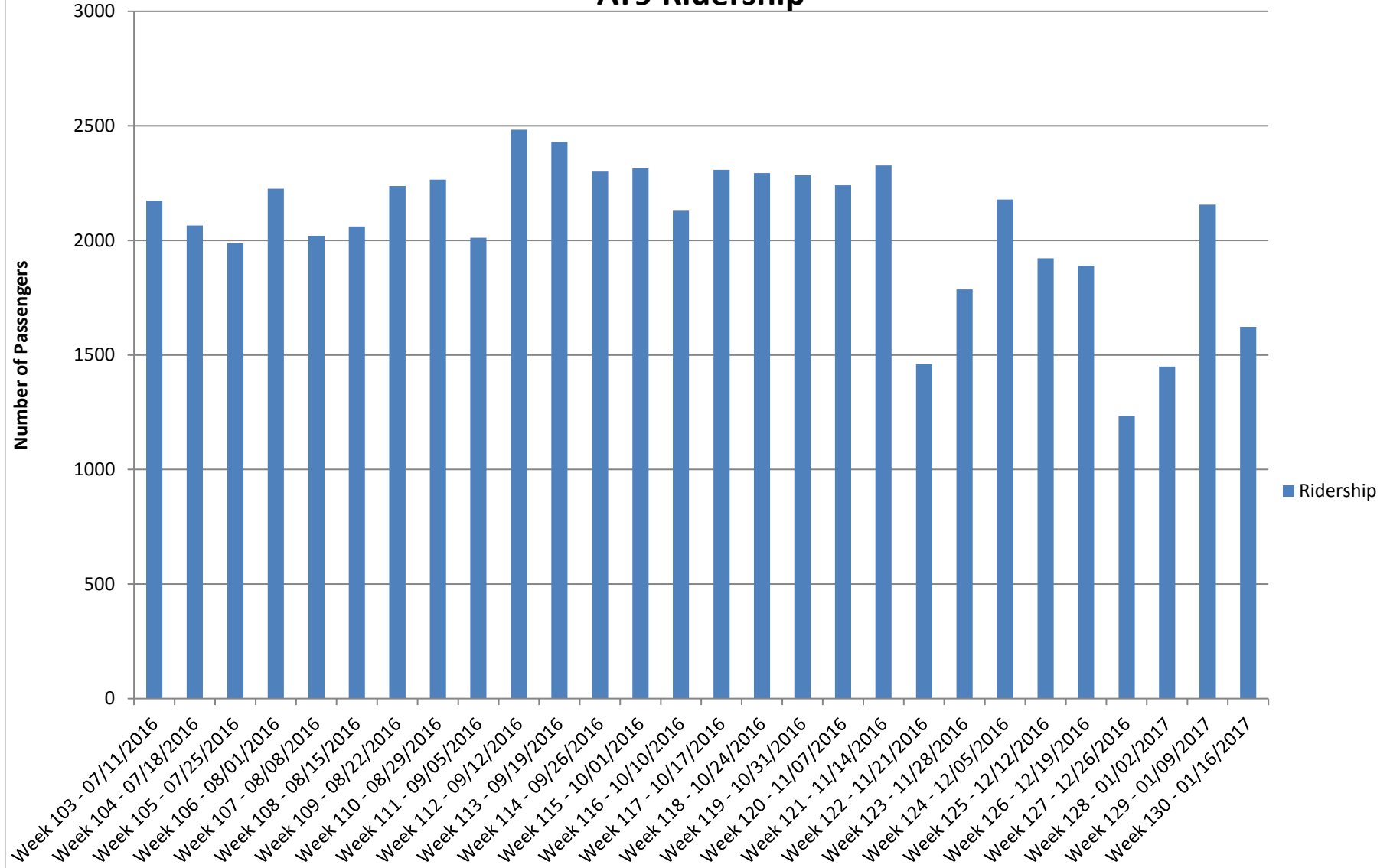
DASH FY17 Month 6 Projection (December 2016)

	FY17 Operating Revenue	FY17 Revenues YTD	Projected Operating Revenues
Fares	\$ 3,845,000	\$ 1,779,117	\$ 3,564,246
Charters	\$ 801,000	\$ 38,199	\$ 801,000
Miscellaneous	\$ -	\$ 37,029	\$ 37,029
Total	\$ 4,646,000	\$ 1,854,345	\$ 4,402,275
FY16 Surplus/(Deficit)	\$ (243,725)		

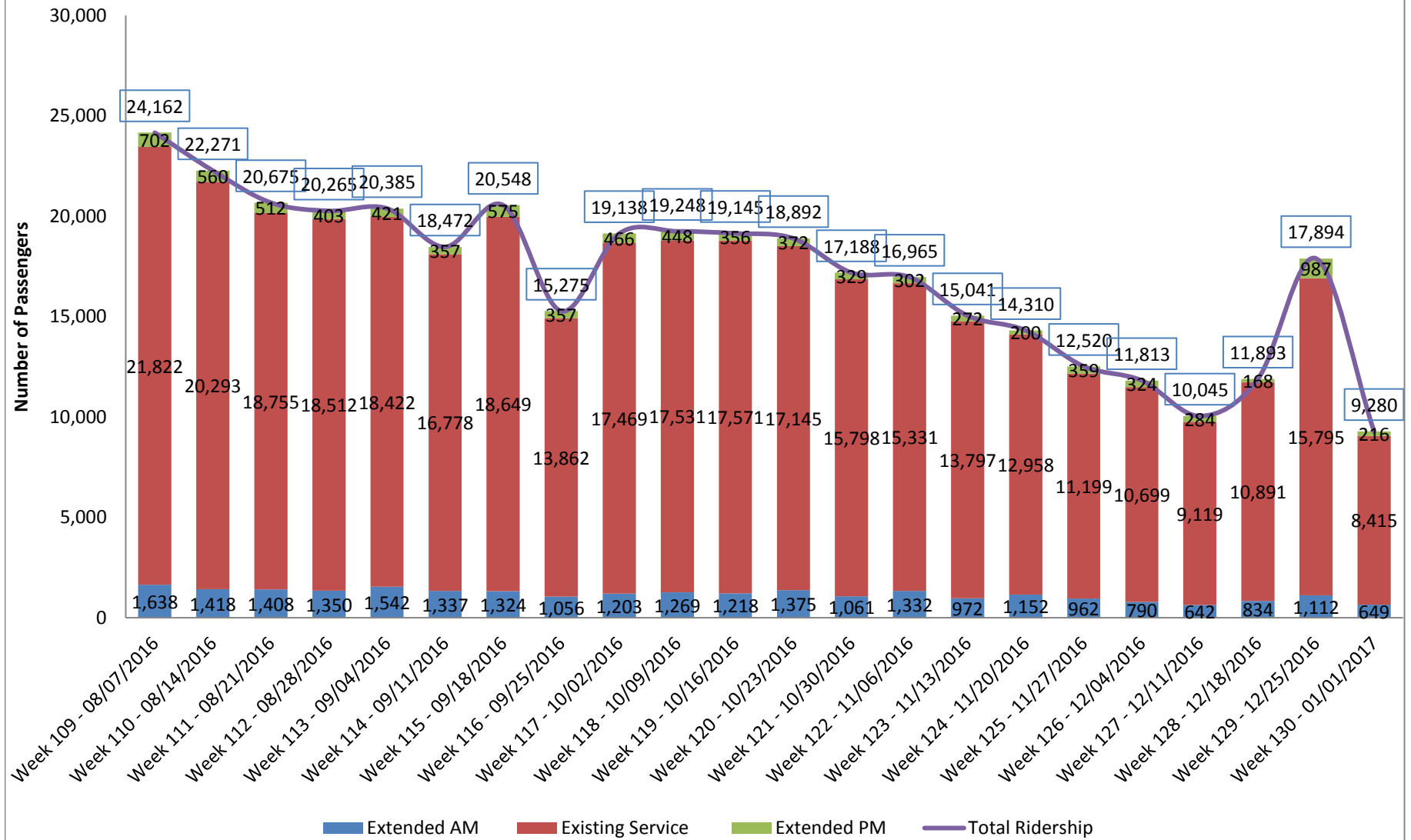
YEAR-TO-DATE ACTUAL					YEAR-END PROJECTION		
	FY17 Operating Budget	FY17 Expenditures	Available Budget	% Used	Projected Expenditures (Total FY 2017 Expenditures at Year-end)	Projected Balance (Projected Year-end Surplus or Deficit)	Projected % of Budget Used
Administration	\$ 2,725,822	\$ 1,312,871	\$ 1,387,454	49%	\$ 2,737,494	\$ (11,672)	100%
Operations	\$ 9,225,358	\$ 4,824,932	\$ 4,386,726	52%	\$ 9,633,077	\$ (407,719)	104%
Vehicle Maintenance	\$ 4,305,566	\$ 1,703,032	\$ 2,498,030	42%	\$ 3,709,350	\$ 596,216	86%
Non-Vehicle Maintenance	\$ 366,190	\$ 194,957	\$ 171,167	53%	\$ 321,079	\$ 45,111	88%
Marketing	\$ 440,937	\$ 234,361	\$ 197,650	55%	\$ 416,601	\$ 24,336	94%
Total	\$ 17,063,873	\$ 8,270,153	\$ 8,641,027	49%	\$ 16,817,601	\$ 246,272	99%

Balance	
Personnel	\$ (152,481)
Non-Personnel	\$ 398,753
Capital	\$ -
	\$ -
Total	\$ 246,272
Revenue Projection	\$ (243,725)
Total Projected Balance	\$ 2,547

AT9 Ridership



Extended Trolley Hours Ridership



**ATC OPERATIONS
SUMMARY OF ACCIDENTS
DECEMBER 2016**

TOTAL REVENUE VEHICLE ACCIDENTS **3**

Preventable **1**

12/28/2016 Bus made contact with parked car on Martha Custis and Gunston Avenue.

Non-Preventable **2**

11/5/2016 Van made contact with bus on Washington and Oronoco Streets.

11/5/2016 Car made contact with the rear of bus on S. Van Dorn and S. Pickett Streets.

PASSENGER ACCIDENTS **0**

TOTAL NON-REVENUE VEHICLE ACCIDENTS **0**

Preventable **0**

Non-Preventable **0**

FY18 DASH Subsidy Reduction/Revenue Increase Options

Item		Description	Revenue Miles Reduced	Revenue Hours Reduced	Current # of Boardings	Reduction Amount
1.	Reduction in Pension Admin	Adjustment of Pension Administration Costs, based on FY16 actuals.				\$15,000
2.	Reduction in FICA	Adjustment of FICA contribution costs, based on FY16 actuals.				\$8,045
3.	Lower fuel estimate from \$2.2 to \$2.0	Adjustment of projected fuel estimated from \$2.2/gal to \$2.0/gal.				\$94,000
4.	a) Scheduling Optimization	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. This subsidy reduction item is for the first \$60,000 of \$120,000 maximum.				\$60,000
	b) Scheduling Optimization	This is part two of the Scheduling Optimization reduction item, for the second \$60,000 of the \$120,000 total reduction.				\$60,000
5.	Delay of DASH Technology in Capital Outlay	Delay the implementation of DASH Technology Project in Capital Outlay.				\$100,000
6.	Increase DASH Pass from \$40 to \$45	Increase the cost of the monthly unlimited use DASH Pass from \$40 to \$45			255,000	\$45,000
7.	Decrease Rail Transfer Credit from 50 to 35 cents	Decrease Metrorail to DASH transfer credit from \$0.50 to \$0.35.			500,800	\$75,000
8.	King Street Trolley Delay Start of Service	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

ANNUAL

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

Please note, compensation may be included if other reduction items need to be considered.

**Action Items Requested from ATC Board of Directors
January 11, 2017**

1. Mr. Mui to update the Board with ridership and revenue projections for the pass decreased to \$35. *(Kaplan)*
2. Mr. Johnson to update the Board with the FY16 Budget vs. FY16 Actuals to identify the deficit between the two. *(Triggs)*
3. Mr. Johnson to update the Board with a breakdown of salary/benefits/overtime for FY15 and FY16 by department. *(Triggs)*
4. Mr. Johnson to provide a five to ten year look back on how much salaries have increased for employees divided by salary/benefits/overtime. *(Abramson)*
5. Provide the retention rate of bus operators for the past few years and explore if it's benchmarked with other local systems. *(Kaplan)*
6. Explore options for including grants and funding sources within the monthly financial statement. *(Triggs)*

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. Provide T&ES update on shelter replacement schedule, planned for February. *(Kaplan)*
3. Explore options for generating revenue by partnering with NVCC for contract services. Review issues with new GM *(Modell)*