



Alexandria Transit Company Board of Directors Meeting



Wednesday, March 8th, 2017
5:30 p.m.

Alexandria City Hall: City Council Workroom - #2410

Meeting Agenda

#1	Public Comment	
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#2	Consideration of Meeting Minutes Approval February 8 th , 2017	All
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#3	Chairman's Report	Paul R. Abramson Chairman
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#4	T&ES Directors Report	Yon M. Lambert Director, T&ES
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#5	DASH General Managers Report a) Management Report b) Monthly Performance Report c) Operating Report d) Fiscal Reports e) City Managers Proposed Budget	Josh Baker <i>General Manager</i>
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#6	Introduction of Part II (Budget) of the 2018 Transit Development Plan (TDP)	Paul R. Abramson Josh Baker
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#7	Review of DRPT Grant Resolutions	All
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#8	Review of Action Items	All
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#9	Other Business a) DASH SafeTrack Plan b) Board/GM Communications/Methods c) GM's Role with External Organizations d) Online Grant Administration (OLGA) Access Permission	All
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#10	Next Meeting Date & Adjournment The Next Regular Board Meeting will be Wednesday, April 12 th , 2017 at 5:30pm Consider Adjournment	All
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ATC Board Agenda Detail

Agenda Item #: 2
Item Title: February 8th, 2017 Minutes
Contacts: Fatima Ahmed
Attachments: None
Customer Impact: None
Board Action: Consideration of Approval



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, February 8, 2017, 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

Josh Baker, General Manager/CEO
Raymond Mui, Acting 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
Allyson Teevan, Marketing & Communications Manager
Justin Isbell, Transit Analyst
Kimberly Armradit, Planning Assistant
Fatima Ahmed, Interim Secretary

OTHERS PRESENT

Richard Lawrence, Department of Planning & Zoning
Pierre Holloman, T&ES
Alicia Wright, T&ES
Allan Fye, T&ES
Alyssa Ha, OMB
Alexis Quinn, CMO
Megan Cummings, T&ES
Sandy Modell
Phyllis Doak, City of Alexandria Resident



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 January 11, 2017 Minutes

Minutes from the January 11, 2017 regular monthly meeting were approved, as corrected.

Chairman's Report

On behalf of the Board, the Chairman welcomed Mr. Baker, the new CEO/General Manager of the Alexandria Transit Company. The Chairman proceeded with introductions by the Board of Directors. The Chairman reported the new Board member committee has selected four candidates for interviews. The Chairman recommended that the Secretary distribute a calendar to coordinate and arrange a meeting date for the Board interviews. The Chairman stated that the four candidates will be interviewed before the March meeting.

The Chairman announced Ms. Baker will be resigning as the City Manager designee effective the Stockholders meeting next month. The Chairman reported that Mr. Lawrence will replace Ms. Baker as the appointed City Manager Designee. The Chairman introduced Mr. Lawrence and welcomed him to the Board.

The Chairman reported the DASHing Forward Event to honor Ms. Modell was a success with over 85 guests in attendance. The Chairman read a meaningful letter by Fmr. Congressman Jim Moran acknowledging Ms. Modell's retirement.

T&ES Director's Report

Mr. Lambert stated input is welcome from the Board to adjust the notes moving forward. Mr. Lambert reported on SafeTrack impacts that will affect services in the next month. Mr. Lambert stated the Board has had questions regarding the type of services to drive potential riders to DASH. Mr. Lambert stated for the next surge, there are no plans by WMATA to provide a bus bridge.

Mr. Kaplan asked if WMATA is confident it can absorb the capacity with the yellow rush bus and if everyone will be accommodated on the metro service. Mr. Lambert stated that is the expectation and will continue to monitor and adjust. Mr. Kaplan asked if the City is offering any accommodations to its employees pushing telework. Mr. Lambert confirmed the option to tele-work is available for City staff or all of the surges that affect the City.

Mr. Donley asked if part of the planned service expansion of the Mark Center Transit Service and Facility incorporates the bus rapid transit. Mr. Lambert stated the whole bus and transit service will be reviewed as part of the planned service expansion. Mr. Lambert stated unless there are any questions to move on to the next portion of the meeting.

DASH General Manager's Report

Mr. Baker thanked the Board for the kind welcome and introductions. Mr. Baker stated he is excited and has had great experiences during his on-boarding process. Mr. Baker stated that he is looking forward to the opportunity to meeting and getting to know each Board member on a personal level.



Mr. Baker thanked Ms. Modell for preparing the General Manager's Report. Mr. Baker commented that ridership has been a challenge statewide due to changes in Metro patterns and understands the importance to monitor the situation to figure out ways to continue to improve the services. Mr. Klejst commented whether a separate print out of the AT9 Ridership Graph is necessary considering the material is contained within the overall service report of on-time performance and ridership. Ms. Triggs commented to take the opportunity to review how the information provided and welcomes ideas on other ways to present the information. Ms. Triggs commented the Projection Report is a work in progress and there are opportunities to provide projections for the year, which gives a sense for planning the budget.

Review of Prioritized FY18 DASH Subsidy Reduction/Revenue Increase Options

Mr. Lambert stated that in the context of the City's budget process, all departments are requested to provide the Manager's Office with reduction targets so that the Manager can make recommendations to Council. Mr. Lambert stated there are opportunities to request subsidies or additional funding. Mr. Lambert stated the prioritized list was shared with the Manager's Office.

The Chairman requested to give Mr. Baker a timeline of the budget approval process. Mr. Lambert stated the two major dates are when the Manager releases his budget on February 21, and the Council approval in May. Mr. Lambert stated there are important meetings that Mr. Baker may wish to attend, such as the CIP Budget Work Session in the beginning of March. Mr. Lambert stated that once Council approves the dates, it will be provided to the Board.

Mr. Kaplan requested a note that indicates item number eight will be considered if there is an adjustment to the trolley budget, to clarify that the two tasks are to be handled separately.

Update on Bus Shelter and Access Transit

Mr. Holloman provided a presentation on two ongoing projects, the Bus Shelter Project and Access Transit Project. Mr. Holloman reported that over 180 riders were interviewed to give feedback on the bus shelters. Mr. Holloman stated the top two requests were for a more open shelter and lighting, respectively. Mr. Holloman reported on the stakeholders and organizations that were consulted in the region to provide feedback on the bus shelters. The bus shelter project received funding to replace 19 of the 38 metro bus shelters by June 2018. Mr. Holloman provided the bus shelter project website details for more information. <http://www.alexandriava.gov/dpi/info/default.aspxd=85740>

Mr. Holloman provided a presentation on the pedestrian access to transit at Mt. Vernon Avenue. Mr. Holloman reported on the commercial problems with many inaccessible transit stops and stops spaced too close together. Mr. Holloman stated that WMATA provides guidelines on stop spacing 600 feet apart. Mr. Holloman reported that the study helped identifying where stops can be eliminated. The Chairman commented to post the project information on the DASH website. Ms. McNab asked if the comfort level of seating is being looked into. Mr. Holloman stated comfort prototype testing and interviews conducted resulted in a new design by Victor Stanley. The new design City standard benches will be installed in the new bus shelters. Mr. Holloman reported that the Department of Project Implementation (DPI) are the engineering and construction link with the City and are responsible for implementing larger capital projects. Mr. Kaplan asked if there is a schedule or engagement strategy



for King Street. Mr. Holloman stated that a schedule has not been developed for King Street but will look for funding opportunities to go forward with King Street. Mr. Holloman provided the access transit project website details for more information.

<http://www.alexandriava.gov/dpi/info/default.aspxd=85470>

Review of Action Items

The Chairman requested that the staff work with Mr. Baker to address the action items and bring it back to the Board next month. Mr. Mui to update the Board with ridership and revenue projections for the DASH pass decreased to \$35. Mr. Mui announced the new Senior Scheduler/Planner, Mr. Martin. Mr. Martin has ten years of experience working at Fairfax Connector in the Service Management Department.

Mr. Kaplan requested to add an action item to give regular updates to the Board on the AT9 connection to Crystal City.

Mr. Baker proposed to assist with tracking the action items to ensure nothing is missed.

Other Business

Ms. Baker announced that the City Manager will be introducing Mr. Baker to the City Council at the City Council Legislative meeting on Tuesday, February 14.

On behalf of the Board, Ms. Triggs thanked Ms. Baker for her time as the City Managers' designee on the Board.

Next Meeting

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

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 6:35 p.m.

A motion was made by Mr. Donley, seconded by Ms. Triggs, to reconvene the regular Board meeting at 7:33 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 7:33 p.m.

Minutes submitted by
Fatima Ahmed, Interim Secretary



ATC Board Agenda Detail

Agenda Item #: 3
Item Title: Chairman's Report
Contacts: Paul R. Abramson
Attachments: None
Customer Impact: None
Board Action: None / FYI



Report by the ATC Chairman



ATC Board Agenda Detail

Agenda Item #: 4
Item Title: T&ES Director's Report
Contacts: Yon M. Lambert
Attachments: None
Customer Impact: None
Board Action: None / FYI



Report by the T&ES Director



ATC Board Agenda Detail

Agenda Item #: 5
Item Title: DASH General Managers Report
Contacts: Josh Baker, General Manager
Attachments: None
Customer Impact: None
Board Action: None



5a Summary: Monthly Management Report

MANAGEMENT REPORT FOR THE MONTH OF JANUARY 2017

- A. RIDERSHIP:** Total system ridership for the month increased by 17.3% from last January, with 280,540 passengers. This was due to a severe blizzard in January 2016, which resulted in reduced and cancelled service. Weekday ridership averaged 11,995 passengers, an increase of 3.2%. Average Saturday ridership decreased by 3.6%. Average Sunday ridership increased by 3.8%.

Without the King Street Trolley, total ridership increased by 18.0% from last January, with 234,594 passengers. Weekday ridership averaged 10,641 passengers, an increase of 4.0%. Average Saturday ridership decreased by 9.9% and average Sunday ridership decreased by 3.3%.

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

- C. TRANSPORTATION:** On-time performance in January: 95.9%
(FY15 Industry Average: 83.6%)

- D. MAINTENANCE:**

Average miles between road calls: 20,208
(FY15 Industry Average: 10,357)
Average miles between equipment related calls: 23,095

- E. INAUGURATION AT THE NATIONAL MALL:** From January 19 through 20, 2016 Dash transported Alexandria Police Officers to the 45th Presidential Inauguration for security enforcement.



5b Summary: Monthly Performance Report

**Alexandria Transit Company
Monthly Performance Report**

January 2017

<u>January 2017</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>	
WEEKDAY																
Total Passengers	227,911	29,152	25,631	14,020	11,328	22,921	14,881	11,206	51,668	7,352	9,097	1,013	3,279	25,733	630	
Daily Passengers	11,995	1,534	1,349	738	596	1,206	783	590	2,719	387	479	53	173	1,354	n/a	
Passengers Per Mile	1.9	1.8	1.9	1.7	1.6	1.4	1.7	1.1	2.7	0.8	2.1	0.7	0.9	8.5	n/a	
Passengers Per Rev Hr	21.4	21.3	19.1	25.6	22.6	16.6	20.9	12.6	28.3	9.9	22.6	9.4	12.4	49.5	n/a	
SATURDAY																
Total Passengers	34,154	5,162	2,089	n/a	n/a	4,875	n/a	n/a	6,925	855	1,702	401	n/a	12,145	0	
Daily Passengers	5,692	860	348	n/a	n/a	813	n/a	n/a	1,154	143	284	67	n/a	2,024	0	
Passengers Per Mile	1.9	2.0	1.0	n/a	n/a	0.9	n/a	n/a	2.3	0.6	1.3	0.5	n/a	11.7	0.0	
Passengers Per Rev Hr	21.4	23.0	12.3	n/a	n/a	11.8	n/a	n/a	24.8	6.7	12.9	7.1	n/a	63.3	0.0	
SUNDAY																
Total Passengers	18,475	2,191	1,569	n/a	n/a	1,800	n/a	n/a	4,036	n/a	570	241	n/a	8,068	0	
Daily Passengers	3,695	438	314	n/a	n/a	360	n/a	n/a	807	n/a	114	48	n/a	1,614	n/a	
Passengers Per Mile	2.2	1.8	1.1	n/a	n/a	0.9	n/a	n/a	1.8	n/a	1.4	0.5	n/a	10.5	n/a	
Passengers Per Rev Hr	23.4	19.8	13.4	n/a	n/a	9.8	n/a	n/a	21.9	n/a	13.7	6.4	n/a	55.8	n/a	
TOTAL	280,540	36,505	29,289	14,020	11,328	29,596	14,881	11,206	62,629	8,207	11,369	1,655	3,279	45,946	630	
ALL SERVICE																
Total Passengers	280,540	MONTHLY TOTALS				Trips		21,036	ALL SERVICE (W/O TROLLEY)				Total Passengers		234,594	
Passengers Per Mile	1.9	Revenue Miles		146,652	Passengers Per Mile		1.7	Passengers Per Rev Hr		19.4						
Passengers Per Rev Hr	21.6	Revenue Hours		13,004	Platform Hours		18,548									



5c Summary: Operating Report

January 2017

	CURRENT MONTH	SAME MONTH PRIOR YEAR	% PAID BY SMARTTRIP
RIDERSHIP			
Base Fare Trips	124,402	103,303	78.8%
ATC DASH Pass	18,794	16,853	39.4%
ATC Transfers	23,171	19,419	100%
Metro Tokens	351	8	N/A
Metro 7-Day Passes	6,347	5,099	100%
Regional Bus Transfers	19,388	15,511	100%
Rail-Bus Transfers	36,303	33,260	100%
Promotional Trips	1,929	2,005	N/A
Contract	630	430	N/A
Mark Center ID	3,279	2,950	N/A
King Street Trolley	45,946	40,285	N/A
Total	280,540	239,123	81.3%
SERVICE LEVELS			
Total Miles	161,666	133,697	
Revenue Miles	146,652	121,882	
Platform Hours	18,548	14,990	
Revenue Hours	13,004	10,727	
OPERATING AND FINANCIAL PERFORMANCE			
Accidents - Total	1	6	
Accidents - Preventable	0	4	
Vehicle Accidents	1	6	
Passenger Accidents	0	0	
Preventable Vehicle Accidents / 100,000 Miles	0.00	2.99	
Percentage of Missed Trips	.01%	.01%	
Percentage of Trips on Time	95.9%	93.1%	
Average Miles between Road Calls	20,208	26,739	
Total Revenue / Operating Expense Ratio	30.8%	27.9%	
Average Fare	1.33	1.23	
Operating Expense / Total Mile	\$9.04	\$10.42	
Operating Expense / Total Platform Hour	\$78.80	\$92.94	
Passengers / Revenue Mile	1.9	2.0	
Passengers / Revenue Hour	21.6	22.3	
Number of Weekdays Operated	19	16	
Number of Saturdays Operated	6	6	
Number of Sundays Operated	5	5	
Average Weekday Passengers	11,995	11,619	
Average Saturday Passengers	5,692	5,902	
Average Sunday Passengers	3,695	3,561	

5d Summary: Fiscal Reports

VARIANCE REPORT

JANUARY 2017

Net operating expenses were \$109,761 (12.2%) over budget in January. Revenues for the month were \$19,116 (4.1%) under budget. Total expenses were \$90,645 (6.6%) over budget. The operating ratio for the month was 31%.

REVENUES:

Passenger Revenue: Revenues were \$13,190 (4.1%) under budget due to lower than projected ridership for the month.

Charter Revenue: Revenues were \$6,203 (9.0%) under budget as a result of lower than projected charter requests.

PERSONNEL EXPENSES:

Transportation Labor: Expenses were \$93,743 over budget due primarily to costs associated with new hire operator training class, holiday pay, and overtime requirements.

NON-PERSONNEL EXPENSES:

Building and Equipment Repair: Expenses were \$7,101 over budget due to costs associated with repainting of office walls and gate repair from accident damage.

Vehicle Repair: Expenses were \$2,805 over budget due to costs associated with accident damage repair to Bus #59.

Copying & Reproduction: Expenses were \$5,165 over budget due to the purchase of vehicle pre-trip cards.

Insurance: Expenses were \$37,889 over budget due to accounting error in which \$39,873 will be credited back to line item.

Travel: Expenses were \$3,989 over budget due primarily to costs associated with New Bus Inspection at the Gillig Plant in California by the Acting Assistant General Manager Raymond Mui and the Director of Maintenance John Lanocha.

Utilities: Expenses were \$13,474 over budget due to the warming of the building during the winter months.



5d Summary: Fiscal Reports

SUMMARY INCOME STATEMENT

02/16/17
03:38 PM

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Summary Income Statement

For the Period Ending 01/31/17

	Actual	Budget	Variance	Year To Date Actual	Year To Date Budget	Variance	Annual Budget
OPERATING REVENUE							
PASSENGER REVENUE	\$305,227	\$318,417	(\$13,190)	\$2,049,935	\$2,228,917	(\$178,981)	\$3,821,000
KING STREET TROLLEY REVENUE	82,697	82,697	0	578,878	578,878	0	992,383
CHARTER REVENUE	62,547	68,750	(6,203)	462,270	481,250	(18,980)	825,000
ADVERTISEMENT REVENUE	0	0	0	900	0	900	0
MISCELLANEOUS REVENUE	276		276	37,886	0	37,886	0
TOTAL OPERATING REVENUE	450,747	469,864	(19,116)	3,129,870	3,289,045	(159,175)	5,638,383
OPERATING EXPENSE							
TRANSPORTATION LABOR							
WAGES	673,141	579,397	(93,743)	4,289,365	4,062,781	(226,585)	6,959,787
FRINGE BENEFITS	182,839	183,103	264	1,267,691	1,274,719	7,028	2,190,233
TOTAL TRANSPORTATION LABOR	855,979	762,500	(93,479)	5,557,056	5,337,500	(219,556)	9,150,000
MAINTENANCE LABOR							
WAGES	136,640	136,861	222	866,574	958,029	91,456	1,642,336
FRINGE BENEFITS	40,792	39,805	(987)	281,559	278,637	(2,922)	477,664
TOTAL MAINTENANCE LABOR	177,432	176,667	(765)	1,148,133	1,236,667	88,534	2,120,000
ADMINISTRATIVE LABOR							
WAGES	76,914	84,239	7,325	444,289	590,874	146,585	1,012,089
FRINGE BENEFITS	18,613	18,094	(518)	131,968	128,460	(3,508)	218,931
TOTAL ADMINISTRATIVE LABOR	95,527	102,333	6,806	576,257	719,334	143,077	1,231,000
MARKETING LABOR							
WAGES AND FRINGE BENEFITS	7,789	9,596	1,807	47,140	67,018	19,879	115,000
SERVICES							
PROFESSIONAL & TECHNICAL	30,999	33,233	2,233	233,984	234,836	853	401,000
EMPLOYEE PHYSICALS	1,980	1,969	(11)	13,860	13,153	(707)	23,000
REPAIRS - BLDG. & EQUIP.	21,225	14,124	(7,101)	134,219	107,203	(27,016)	177,824
REPAIRS - VEHICLES	11,141	8,336	(2,805)	67,321	58,354	(8,967)	100,000
PRINTING	88	6,619	6,532	15,551	46,903	31,352	80,000
LAUNDRY SERVICES	2,240	1,500	(740)	13,866	10,500	(3,366)	18,000
COPYING & REPRODUCTION	5,665	500	(5,165)	5,669	3,500	(2,169)	6,000
TOTAL SERVICES	73,338	66,282	(7,056)	484,469	474,449	(10,020)	805,824



Alexandria Transit Company (DASH)

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5d Summary: Fiscal Reports

SUMMARY INCOME STATEMENT

02/16/17
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Summary Income Statement

For the Period Ending 01/31/17

	Actual	Budget	Variance	Year To Date Actual	Year To Date Budget	Variance	Annual Budget
MATERIALS & SUPPLIES							
OFFICE SUPPLIES	\$1,040	\$1,174	\$135	\$3,301	\$8,128	\$4,827	\$14,000
REPAIR PARTS	29,468	37,000	7,532	218,392	259,000	42,608	444,000
FUEL & LUBRICANTS	80,378	107,167	26,789	552,203	750,167	197,964	1,286,000
OPERATING SUPPLIES	9,865	9,920	55	69,595	71,408	1,814	121,010
TOOLS	746	2,083	1,337	5,890	14,583	8,693	25,000
TIRES & TUBES	5,788	9,167	3,379	66,771	64,167	(2,604)	110,000
TOTAL MATERIALS & SUPPLIES	127,285	166,511	39,226	914,151	1,167,453	253,302	2,000,009
INSURANCE	79,747	41,859	(37,889)	291,831	293,011	1,179	502,304
MISCELLANEOUS EXPENSES							
TRAVEL	5,239	1,250	(3,989)	21,540	8,750	(12,790)	15,000
POSTAGE	325	333	8	2,165	2,333	169	4,000
TELEPHONE	1,512	6,250	4,738	38,570	43,750	5,180	75,000
UTILITIES	31,780	18,306	(13,474)	128,897	130,639	3,943	222,187
DUES & SUBSCRIPTIONS	708	275	(433)	30,204	28,628	(1,578)	30,000
EDUCATION & TRAINING	884	4,000	3,136	5,167	25,000	19,833	45,000
MISCELLANEOUS	3,457	3,357	(100)	14,989	23,215	8,228	40,000
CONTINGENCY	0	8,333	8,333	0	58,331	58,331	100,000
MARKETING & ADVERTISEMENT	589	3,054	2,485	14,059	24,728	10,669	40,000
TOTAL MISCELLANEOUS EXPENSES	44,453	45,158	704	253,391	345,373	91,982	571,166
TOTAL OPERATING EXPENSES	1,461,551	1,370,906	(90,645)	9,272,428	9,640,804	368,376	16,495,304
NET OPERATING EXPENSES	1,010,804	901,043	(109,761)	6,142,558	6,351,759	209,201	10,856,941

DEPARTMENTAL EXPENSE BREAKDOWN

ADMINISTRATION	170,004	171,805	1,801	990,880	1,232,737	241,857	2,091,761
TRANSPORTATION	863,710	777,191	(86,519)	5,644,601	5,438,946	(205,654)	9,324,903
MAINTENANCE	336,297	351,568	15,271	2,235,468	2,472,500	237,031	4,230,306
MARKETING	11,792	20,150	8,358	109,648	145,279	35,632	246,030
INSURANCE	79,747	41,859	(37,889)	291,831	293,011	1,179	502,304
CONTINGENCY	0	8,333	8,333	0	58,331	58,331	100,000
TOTAL OPERATING EXPENSES	1,461,551	1,370,906	(90,645)	9,272,428	9,640,804	368,376	16,495,304



Alexandria Transit Company (DASH)

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5d Summary: Fiscal Reports

PROJECTIONS REPORT

DASH FY17 - Month 7 - Projection (January 2017)

	FY17 Operating Revenue	FY17 Revenues YTD	Projected Operating Revenues
Fares	\$ 3,845,000	\$ 2,065,363	\$ 3,547,490
Charters	\$ 801,000	\$ 40,829	\$ 801,000
Miscellaneous	\$ -	\$ 37,305	\$ 37,305
Total	\$ 4,646,000	\$ 2,143,497	\$ 4,385,795
FY16 Surplus/(Deficit)	\$ (260,205)		

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
Administration	\$ 2,725,822	\$ 1,614,262	\$ 1,086,063	60%	\$ 2,693,500	\$ 32,322	99%
Operations	\$ 9,225,358	\$ 5,560,324	\$ 3,651,334	60%	\$ 9,672,883	\$ (447,525)	105%
Vehicle Maintenance	\$ 4,305,566	\$ 1,989,612	\$ 2,211,450	49%	\$ 3,732,704	\$ 572,862	87%
Non-Vehicle Maintenance	\$ 366,190	\$ 242,859	\$ 123,265	66%	\$ 325,285	\$ 40,905	89%
Marketing	\$ 440,937	\$ 274,086	\$ 158,700	64%	\$ 369,876	\$ 71,061	84%
Total	\$ 17,063,873	\$ 9,681,143	\$ 7,230,812	58%	\$ 16,794,248	\$ 269,625	98%

Balance	
Personnel	\$ (210,233)
Non-Personnel	\$ 479,858
Capital	\$ -
	\$ -
Total	\$ 269,625
Revenue Projection	\$ (260,205)
Total Projected Balance	\$ 9,420

5e Summary: City Managers Proposed Budget Synopsis by GM

On Tuesday, February 21st, the City Manager released his 2018 Proposed Budget for public review and comment. I have reviewed the proposed budget and am in the process of discussing it more internally and with City Staff. Just to keep you informed, I am providing you with a short synopsis of the budget and the impacts it presents for DASH.

The City Manager has proposed that the DASH is to be level funded for Fiscal Year 2018 at the same operating subsidy as previous, this amount is: **\$11,092,941** which is **\$700,000 short** of our requested funding of **\$11,792,941**. While this shortage in funding will create some challenges, I am confident that we can work internally to mitigate these impacts. I will continue to keep you informed as we progress in our analysis of our options and speak quickly to any more significant impacts as we identify them.

In addition to the level funding, the City Manager has proposed to reduce the **King Street Trolley to begin service at 10:30am vs. 10:00am**. DASH originally requested level funding of the Trolley at \$992,363, while the Managers Budget reflects a total funding of \$952,938. This will have a small impact on our riders, however they will still have the option of using another route in the same corridor in lieu of the Trolley until 10:30am.

It is prudent to note that **DASH took a reduction in funding for the Trolley last year** and we were asked to maintain the same level of service, it is concerning that this continues to be an area which is being cut.

On the **Capital Improvement (CIP)** side, the impacts are a bit more substantial. Funding allocated in the City Managers budget is a **combined total of \$3,350,000**, which allows for the replacement of only **4 buses and short funds our Hybrid Battery Pack replacements by \$150,000**. For your reference, we requested a combined total of \$4,450,000, which would account for six (6) replacement buses and all battery pack replacements needed. The impacts of this short funding will affect our capital replacement program and will potentially have an adverse impact on our operating expenses. With that said, I will be bringing a proposal to you for consideration of ways in which we can mitigate this shortage in funding and ensure we continue to provide quality service with a reliable fleet.

In **summary**, there is certainly more to come, this information is preliminary and I will provide you with a more in depth assessment as soon as possible. Until then be assured I will continue to work closely with our partners in the City to take a team approach working together to help ensure the interests of DASH are accounted for.





ATC Board Agenda Detail

Agenda Item #: 6
Item Title: Introduction of Part II (Budget) of the 2018 Transit Development Plan
Contacts: Josh Baker, General Manager
Attachments: Draft 2018 Transit Development Plan (TDP)
Customer Impact: Moderate ●
Board Action: Review – No Action at this Meeting

Summary:

The 2018 Transit Development Plan (TDP) has been updated to reflect accurate budgetary numbers based on the City Managers Constrained 2018 Budget.

The TDP requires Board Review and consideration of approval by the Board of Directors, the timeline of this review, comment process and then adoption is as follows:

1. **March, 2017** (This Meeting) – Initial Review, Overview by GM – No Action
2. **April, 2017** – Public Hearing & Further Board Comment – Advise of any required changes
3. **May, 2017** – Adopt final TDP document

Highlights of the TDP update for 2018 are as follows:

- Assumes Level Funding of DASH at same subsidy as FY 2017 - \$11,092,941
- Assumes Reduced Ridership – Net Reduction of 7.6%
- No fare increase or changes
- No service level changes
- Labor costs increase 2.2% with normal step increases, fringe adjusts accordingly. There are no base salary changes
- Capital outlay is reduced with less technology expenditures and reduced non-revenue vehicle replacements (both items are deferred, as they are still needed)
- The CIP has been adjusted to the City Managers Proposed allocations, reducing the DASH Bus Replacements from six (6) vehicles to four (4).
- Maintenance of the DASH Hybrid Battery Pack replacements is reduced by \$150,000
- No funding is programmed for the DASH Facility Bus Storage Expansion

Following review and discussion of the TDP, it is important that the Board determines if it is necessary for Chairman Abramson to go speak at the Budget Public Hearing on March 13th, 2017.





ATC Board Agenda Detail

Agenda Item #: 7
Item Title: Review of DRPT Grant Resolutions
Contacts: Josh Baker
Attachments: Three (3) Grant Resolutions
Customer Impact: Minimal ●
Board Action: Adopt Revised Resolutions for Signature by Chairman

Summary:

The Virginia Department of Rail & Public Transportation requires the adoption of resolutions for grant funding allocated to the City of Alexandria. Previously the Board adopted these resolutions on January 11th, 2017, however since then a few minor edits were required. These include language required for the City and updates the General Managers Name.

The three resolutions are as follows:

- Automatic Vehicle Monitoring (AVM)
- Traffic Signal Priority (TSP)
- Internships

It is requested that the Board adopt these revised resolutions.





ATC Board Agenda Detail

Agenda Item #: 8
Item Title: Review of Action Items
Contacts: All those Listed on items
Attachments: None
Customer Impact: Minimal ●
Board Action: Identify Items No Longer Needed / Restate Question for new GM

Action Items identified by the Board are outlined below. It is the recommendation of the General Manager that the Board review these items and identify those which no longer have relevance or have been answered in previous meetings or discussions.

Further, as a part of an ongoing improvement process to the Board Packet the General Manager desires to discontinue the use of "Action Items" and instead adopt a standard of "Old Business" and "New Business" in order to maintain continuity across meetings.

Finally, it is the request of the General Manager that items such as these be identified and assigned as a task only and not identify specific staff. Often it is most effective and appropriate for the GM to assign the tasks internally based on staff skillsets and areas of expertise instead of the Board. This maintains continuity of communication and clarity, further the GM can then identify the most appropriate staff member to make the presentation of a report or findings on the matter.

Listed below are the action items previously identified and not classified as "closed" at this time:

Action Items Requested from ATC Board of Directors

February 8, 2017

1. Mr. Johnson to update the Board with the FY16 Budget vs. FY16 Actuals to identify the deficit between the two. *(Triggs)*
2. Mr. Johnson to update the Board with a breakdown of salary/benefits/overtime for FY15 and FY16 by department. *(Triggs)*
3. 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)*
4. Provide the retention rate of bus operators for the past few years and explore if it is benchmarked with other local systems. *(Kaplan)*
5. 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)*
4. Provide Regular updates on negotiations with Arlington for the AT9 to Crystal City. *(Kaplan)*





ATC Board Agenda Detail

Agenda Item #: 9
Item Title: Other Business
Contacts: Josh Baker, General Manager
Attachments: City of Alexandria Press Release, OLGA Agreement
Customer Impact: Major ●
Board Action: a) FYI/Comment, b) None/FYI, c) Board Guidance/Direction, d) Approval

9a Summary – DASH SafeTrack Plan:

DASH is pleased to be participating in a collaborative solution and alternative to use of MetroRail while the next SafeTrack Surge is under way.

The summary of what DASH will be doing for this surge is as follows:

1. AT3 and AT4 will have additional trips to operate 1 hour earlier in the AM peak, and to operate 1 hour later in the PM peak.
 - a. This is done through extension of existing blocks/runs. No additional vehicles or operators are required for this service.

2. DASH will operate Supplemental ***Special Express Shuttle*** between King Street Metro and Pentagon Metro Station for the duration of the surge. The Surge is expected to run March 4th, 2017 – April 9th, 2017.
 - a. Shuttle will operate approximately every 12-15 minutes on a set timetable, coordinated with rail schedule. (in-between rail departures)
 - b. Hours of operation: 5 AM – 7 AM, 3 PM – 7 PM, Weekdays only.
 - c. The AT6 route will be temporarily re-blocked to provide one extra vehicle/operator for this operation.
 - d. 4 additional buses are required for this service, this will be accomplished using 6 new buses currently awaiting service. Our spare ratio should increase by 2 for the duration of this event to ensure reliable fleet service.
 - e. The Shuttle will be fare free, however passenger counts will be taken and utilization analyzed throughout the service period.
50/50 reimbursement is available through the VA Department of Rail & Public Transportation to assist in operating costs. Further, the City has advised of reimbursement of the remaining costs for this service.
 - f. We estimate the total operating expense of this service to be ~ \$65,000.

There are some burdens and challenges presented by this service to our operations which we must be transparent about, some of the limitations and concerns are outlined below:

- DASH has 110 total runs and only 106 bus operators available, with an additional 14 part time. This puts us at 119 available operators if nobody were sick or out of work.
- We currently average 30 open runs daily, this does not include operators on vacation, sick, suspensions, FMLA, or LWOP.
- We utilize Road Supervisors and Administration to fill runs daily just to cover our current service levels.
- Daily we have (1) Spare bus available after all the runs have been filled. That an improvement because we have been short at least 4-5 buses this past year
- DASH always strives to produce superb service and we never settle for something half measured. It is our goal to do the same on this service despite the conditions.
- Ultimately, we believe we can support the surge, but it is going to be a very difficult month.

9b Summary – Board/GM Communications/Methods:

It is the request of the General Manager that all Board Communications be routed through Fatima Ahmed and/or Josh Baker. This is in order to maintain clear and effective communications between the Board and the GM.

While at times there may be staff who need to produce reports and or provide answers to questions, it is most important in the role of the Board in managing the GM and Policy of the Organization that the conduit for these communications be consistent and clear.

9c Summary – GM's Role with External Organizations:

Prior to arriving at DASH the General Manger participated and played an active role in the following organizations. These organizations serve to support the advancement of Transit in Virginia and in the United States. DASH benefits greatly from having a seat at the table in these organizations and it is the request of the GM that the board endorse the continuation of this service in the organizations as outlined below:

- Transit Capital Revenue Advisory Board Member (TCRP) for the Virginia General Assembly
- Virginia Transit Liability Pool (VTLP) Board Member
- American Public Transportation Association (APTA) Executive Committee & Small Transit Committee
- Community Transportation Association of America (CTAA) Virginia State Delegate
- Community Transportation Association of Virginia (CTAV) President of the Board of Directors
- Virginia Transit Association Executive Committee Member and Board Member

Note from GM: No committee or service will interfere with the primary role of the General Manager to focus on the needs of DASH, should any role or participation in an organization such as these or others begin to challenge this focus it is my commitment to you that I will immediately tender my resignation from the organization or step down in my role within it.

9d Summary – Online Grant Administration (OLGA) Access Permission:

The Virginia Department of Rail & Public Transportation utilizes an online system called the Online Grant & Administration System (OLGA). In order to update the "Master User" from Sandy Modell to Josh Baker, a new Master User access form is required. This is to be signed by the CEO of the Company and it has not been determined if the original signature was put before the Board or not.

This item seeks the Boards concurrence either by statement/concurrence (or) by motion/adoption to permit the CEO (Josh Baker) to sign the agreement as attached.





ATC Board Agenda Detail

Agenda Item #: 10
Item Title: Next Meeting and Adjournment
Contacts: All
Attachments: None
Customer Impact: None
Board Action: Motion and Approval of Adjournment

Opportunity for any final Board Member Comments or Remarks.

The next ATC Board of Directors Meeting will take place on **Wednesday, April 12th, 2017 at 5:30pm** in the City Hall Council Workroom #2410

Consider Adjournment

