



Alexandria Transit Company Board of Directors Meeting



Wednesday, June 14, 2017

5:30 p.m.

Alexandria City Hall: REA Conference Room 3008

Meeting Agenda

| | | |
|------------|---|--|
| #1 | Public Comment | |
| #2 | Consideration of Meeting Minutes Approval May 10, 2017 | All |
| #3 | Chairman's Report | Paul Abramson Chairman |
| #4 | T&ES Directors Report | Yon Lambert Director, T&ES |
| #5 | DASH General Managers Report <ul style="list-style-type: none">a) Management Reportb) Monthly Performance Reportc) Operating Reportd) Fiscal Reports and Update on Year-End Financial Projectionse) General Managers Summary | Josh Baker General Manager |
| #6 | Presentation on Alexandria Transit Vision Plan | Martin Barna Senior Scheduler/Planner |
| #7 | New Business <ul style="list-style-type: none">a) Transit Capital Revenue Advisory Board Summaryb) DRPT Compliance Review Closeoutc) Museum Donation Requestd) DASH Facility Expansion – Smart Scale Funding | All |
| #8 | Old Business <ul style="list-style-type: none">a) Hybrid vs. Clean Diesel Capital Discussionb) Board Retreat Facilitation Planc) DOT Eligible Ride Free Programd) Students Ride Free Pilot | All |
| #9 | 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 | Paul Abramson Chairman |
| #10 | Next Meeting Date & Adjournment The Next Regular Board Meeting will be Wednesday, September 13th, 2017 Consider Adjournment | All |



ATC Board Agenda Detail

Agenda Item #: 2
Item Title: May 10, 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 5:33 p.m. on Wednesday, May 10, 2017, in City Hall, City Council Workroom 2410.

MEMBERS PRESENT

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

ATC OFFICERS AND STAFF PRESENT

Josh Baker, General Manager/CEO
Raymond Mui, Assistant General Manager
Marvin Johnson, Director of Finance & Administration
Rick Baldwin, Director of Safety & Training
John Lanocha, Director of Maintenance
Lorenza Myers, Director of Operations
Allyson Teevan, Marketing & Communications Manager
Martin Barna, Senior Scheduler/Planner
Justin Isbell, Transit Analyst
Fatima Ahmed, Secretary

OTHERS PRESENT

Allan Fye, T&ES
Carrie Sanders, T&ES
Alyssa Ha, OMB
Alexis Quinn, CMO
Bill Harned, First Transit
Ben Herr, First Transit



Public Comment

Without any individuals coming forward, the Chairman concluded this portion of the meeting.

Consideration of the Minutes of the April 12, 2017 Minutes

Minutes from the April 12, 2017 regular monthly meeting were presented for approval. Upon a motion by Mr. Donley, seconded by Mr. Klejst, the minutes were approved, as written.

Chairman's Report

The Chairman introduced Bill Harned, Area Vice President and Ben Herr, Director of Operations of First Transit. Mr. Harned provided a brief summary on the Alexandria Transit Company location review. The Chairman updated the Board that the City's FY18 budget was adopted by City Council. The Chairman reported that the subsidy is same and no additional funding during the add-delete process.

T&ES Director's Report

Mr. Lambert reported on the West End Transit Way contract and provided a summary of the contract awarded. Nathaniel Fye, Division Chief of Transit Services, invited the Board and meeting attendees to attend NVTC WMATA Getting Metro Back on Track Public Forum at Durant Arts Center on Thursday, June 15, 2017.

DASH General Manager's Report

Mr. Baker provided a summary on the ridership trends and commented on the safety and fiscal reports. Mr. Baker updated the Board on the operating costs for shuttle supplemental services provided during SafeTrack Surge 13. Mr. Baker provided an overview of the General Managers summary regarding Public Surplus and the newly renovated DASH Facility entrance. Mr. Baker provided updates/summaries on the old/new business agenda items.

Final Action on 2018 Transit Development Program (TDP)

The Chairman motioned for final approval of the Transit Development Program (TDP). On a motion by Ms. MacNab, seconded by Ms. Triggs, the Board approved the 2018 Transit Development Program (TDP).

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

Upon a motion by Mr. Donley and seconded by Mr. Klejst, the meeting was moved into Executive Session at 6:38 pm.

Upon a motion by Mr. Donley and 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 and seconded by Mr. Lambert, the Board reconvened the Regular Meeting at 7:01 p.m.

Next Meeting

The next ATC Board meeting is Wednesday, September 13, 2017. Location will be confirmed closer to the date.

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 Mr. Lambert, the meeting adjourned at 7:01 p.m.

Minutes submitted by
Fatima Ahmed, 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 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/FYI



5a Summary: Monthly Management Report

MANAGEMENT REPORT FOR THE MONTH OF APRIL 2017

- A. RIDERSHIP:** Total system ridership for the month decreased by 15.0% from last April, with 299,629 passengers. Weekday ridership averaged 11,979 passengers, a decrease of 14.5%. Average Saturday ridership decreased by 5.6%. Average Sunday ridership decreased by 5.2%. Due to Safe Track Surge 13 and inclement weather 15 days of the month, ridership was lower than normal.

Without the King Street Trolley, total ridership decreased by 21.5% from last April, with 216,166 passengers. Weekday ridership averaged 9,466 passengers, a decrease of 18.6%. Average Saturday ridership decreased by 20.6% and average Sunday ridership decreased by 18.7%.

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

Preventable

4/2/2017 Bus made contact with car on Union and Prince Streets

- C. TRANSPORTATION:** On-time performance in April: 95.1 %
(FY15 Industry Average: 83.6 %)

- D. MAINTENANCE:**

Average miles between road calls: 15,055
(FY15 Industry Average: 10,357)
Average Miles between equipment related calls: 16,561

- E. Safe Track Surge 13 Shuttle:** From March 6th through April 12th Dash provided a complimentary shuttle service from King Street Metro to the Pentagon during Safe Track Surge 13. For the month of April, the shuttle carried 2,696 passengers. DASH carried a total 9,994 passengers for the duration of the service.
- F. 2017 GW Parkway Classic Ridership:** On Sunday, April 23th, 2017, 40 buses were used to transport approximately 1,103 participants in the George Washington Parkway Classic 5K and 10 mile races.
- G. Airport Charter:** On April 23, 2017, DASH chartered students from Worland High School in Worland, Wyoming. DASH Transported the students from Reagan National Airport to the Hampton Inn on King Street in Alexandria. On April 30, 2017, DASH transported the students from the Hampton Inn back to Reagan National Airport.

5b Summary: Monthly Performance Report

PERFORMANCE REPORT FOR THE MONTH OF APRIL 2017

| <u>April 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> |
|------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|---------------|--------------|----------------------|----------------|--------------|
| <u>WEEKDAY</u> | | | | | | | | | | | | | | | |
| Total Passengers | 239,589 | 28,264 | 24,984 | 12,992 | 11,233 | 21,675 | 14,137 | 11,090 | 44,744 | 6,663 | 9,191 | 849 | 3,004 | 50,263 | 500 |
| Daily Passengers | 11,979 | 1,413 | 1,249 | 650 | 562 | 1,084 | 707 | 555 | 2,237 | 333 | 460 | 42 | 150 | 2,513 | n/a |
| Passengers Per Mile | 1.9 | 1.7 | 1.7 | 1.5 | 1.5 | 1.3 | 1.5 | 1.1 | 2.2 | 0.7 | 2.0 | 0.6 | 0.8 | 15.8 | n/a |
| Passengers Per Rev Hr | 21.4 | 19.6 | 17.7 | 22.5 | 21.3 | 14.9 | 18.9 | 11.9 | 23.3 | 8.5 | 21.7 | 7.5 | 10.8 | 91.5 | n/a |
| <u>SATURDAY</u> | | | | | | | | | | | | | | | |
| Total Passengers | 35,380 | 4,067 | 1,830 | n/a | n/a | 3,632 | n/a | n/a | 4,971 | 735 | 1,130 | 254 | n/a | 18,761 | 0 |
| Daily Passengers | 7,076 | 813 | 366 | n/a | n/a | 726 | n/a | n/a | 994 | 147 | 226 | 51 | n/a | 3,752 | 0 |
| Passengers Per Mile | 2.4 | 1.9 | 1.1 | n/a | n/a | 0.8 | n/a | n/a | 2.0 | 0.7 | 1.0 | 0.4 | n/a | 21.8 | 0.0 |
| Passengers Per Rev Hr | 26.6 | 21.8 | 12.9 | n/a | n/a | 10.5 | n/a | n/a | 21.4 | 6.9 | 10.3 | 5.4 | n/a | 117.3 | 0.0 |
| <u>SUNDAY</u> | | | | | | | | | | | | | | | |
| Total Passengers | 24,660 | 1,758 | 1,875 | n/a | n/a | 1,635 | n/a | n/a | 3,973 | n/a | 728 | 252 | n/a | 14,439 | 0 |
| Daily Passengers | 4,932 | 352 | 375 | n/a | n/a | 327 | n/a | n/a | 795 | n/a | 146 | 50 | n/a | 2,888 | n/a |
| Passengers Per Mile | 2.9 | 1.5 | 1.3 | n/a | n/a | 0.8 | n/a | n/a | 1.8 | n/a | 1.8 | 0.5 | n/a | 18.9 | n/a |
| Passengers Per Rev Hr | 31.3 | 15.9 | 16.0 | n/a | n/a | 8.9 | n/a | n/a | 21.6 | n/a | 17.5 | 6.7 | n/a | 99.9 | n/a |
| <u>TOTAL</u> | 299,629 | 34,089 | 28,689 | 12,992 | 11,233 | 26,942 | 14,137 | 11,090 | 53,688 | 7,398 | 11,049 | 1,355 | 3,004 | 83,463 | 500 |

| | |
|---------------------------|---------|
| <u>ALL SERVICE</u> | |
| Total Passengers | 299,629 |
| Passengers Per Mile | 2.0 |
| Passengers Per Rev Hr | 22.5 |

| | |
|------------------------------|---------|
| <u>MONTHLY TOTALS</u> | |
| Trips | 21,499 |
| Revenue Miles | 150,007 |
| Revenue Hours | 13,299 |
| Platform Hours | 18,970 |

| | |
|---|---------|
| <u>ALL SERVICE (W/O TROLLEY)</u> | |
| Total Passengers | 216,166 |
| Passengers Per Mile | 1.5 |
| Passengers Per Rev Hr | 17.4 |



5c Summary: Operating Report

OPERATING REPORT FOR THE MONTH OF APRIL 2017

| RIDERSHIP | CURRENT MONTH | SAME MONTH PRIOR YEAR | % PAID BY SMARTRIP |
|---|----------------------|------------------------------|---------------------------|
| Base Fare Trips | 114,665 | 145,426 | 79.9% |
| ATC DASH Pass | 17,789 | 22,983 | 34.8% |
| ATC Transfers | 21,310 | 27,233 | 100% |
| Metro Tokens | 317 | 388 | N/A |
| Metro 7-Day Passes | 5,157 | 6,616 | 100% |
| Regional Bus Transfers | 19,497 | 22,355 | 100% |
| Rail-Bus Transfers | 29,249 | 43,178 | 100% |
| Promotional Trips | 4,678 | 2,552 | N/A |
| Contract | 500 | 752 | N/A |
| Mark Center ID | 3,004 | 3,772 | N/A |
| King Street Trolley | 83,463 | 77,294 | N/A |
| Total | 299,629 | 352,549 | 78.4% |
| SERVICE LEVELS | | | |
| Total Miles | 165,606 | 162,691 | |
| Revenue Miles | 150,007 | 147,831 | |
| Platform Hours | 18,970 | 18,068 | |
| Revenue Hours | 13,299 | 13,800 | |
| OPERATING AND FINANCIAL PERFORMANCE | | | |
| Accidents - Total | 4 | 4 | |
| Accidents - Preventable | 1 | 0 | |
| Vehicle Accidents | 4 | 4 | |
| Passenger Accidents | 0 | 0 | |
| Preventable Vehicle Accidents / 100,000 Miles | 0.60 | 0.00 | |
| Percentage of Missed Trips | .02% | .02% | |
| Percentage of Trips on Time | 95.1% | 94.7% | |
| Average Miles between Road Calls | 15,055 | 9,570 | |
| Total Revenue / Operating Expense Ratio | 33.0% | 36.5% | |
| Average Fare | 1.26 | 1.16 | |
| Operating Expense / Total Mile | \$8.34 | \$7.78 | |
| Operating Expense / Total Platform Hour | \$72.79 | \$70.09 | |
| Passengers / Revenue Mile | 2.0 | 2.4 | |
| Passengers / Revenue Hour | 22.5 | 27.2 | |
| Number of Weekdays Operated | 20 | 21 | |
| Number of Saturdays Operated | 5 | 5 | |
| Number of Sundays Operated | 5 | 4 | |
| Average Weekday Passengers | 11,979 | 14,013 | |
| Average Saturday Passengers | 7,076 | 7,496 | |
| Average Sunday Passengers | 4,932 | 5,201 | |

5d Summary: Fiscal Reports

VARIANCE REPORT

APRIL 2017

Net operating expenses were \$24,032 (2.7%) over budget in February. Revenues for the month were \$14,070 (3%) under budget. Total expenses were \$9,962 (0.7%) over budget. The operating ratio for the month was 33%.

REVENUES:

Passenger Revenue: Revenues were \$55,630 (17.5%) under budget due to lower than projected ridership for the month and impacts associated with SafeTrack.

Charter Revenue: Revenues were \$2,733 (4%) under budget as a result of lower than projected charter requests.

NON-PERSONNEL EXPENSES:

Vehicle Repair: Expenses were \$1,282 over budget due to costs associated with maintenance of fire suppression systems on the entire bus fleet.

Travel: Expenses were \$6,673 over budget due to costs associated with Maintenance and Operations Department attendees at the annual Bus Rodeo.

Utilities: Expenses were \$9,363 over budget due to costs associated with electric and gas usage for the month.

Education and Training: Expenses were \$10,461 over budget due to costs associated with trainings hosted by Terri Glass for the Leadership Team and The Master Scheduler for the Planning Department.

Miscellaneous: Expenses were \$3,522 over budget due to costs associated with the Annual Employee Awards Banquet.



5d Summary: Fiscal Reports

SUMMARY INCOME STATEMENT

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Summary Income Statement

For the Period Ending 04/30/17

| | Actual | Budget | Variance | Year To Date Actual | Year To Date Budget | Variance | Annual Budget |
|-----------------------------|-----------|-----------|------------|------------------------|------------------------|-------------|------------------|
| OPERATING REVENUE | | | | | | | |
| PASSENGER REVENUE | \$262,787 | \$318,417 | (\$55,630) | \$2,899,501 | \$3,184,167 | (\$284,666) | \$3,821,000 |
| KING STREET TROLLEY REVENUE | 82,697 | 82,697 | 0 | 826,969 | 826,969 | 0 | 992,363 |
| CHARTER REVENUE | 66,017 | 68,750 | (2,733) | 682,022 | 687,500 | (5,478) | 825,000 |
| ADVERTISEMENT REVENUE | 0 | 0 | 0 | 900 | 0 | 900 | 0 |
| MISCELLANEOUS REVENUE | 44,293 | 0 | 44,293 | 96,201 | 0 | 96,201 | 0 |
| TOTAL OPERATING REVENUE | 455,793 | 469,864 | (14,070) | 4,505,593 | 4,698,636 | (193,043) | 5,638,363 |
| OPERATING EXPENSE | | | | | | | |
| TRANSPORTATION LABOR | | | | | | | |
| WAGES | 648,055 | 579,397 | (68,658) | 6,167,144 | 5,800,973 | (366,171) | 6,959,767 |
| FRINGE BENEFITS | 199,672 | 183,103 | (16,569) | 1,855,013 | 1,824,028 | (30,986) | 2,190,233 |
| TOTAL TRANSPORTATION LABOR | 847,727 | 762,500 | (85,227) | 8,022,157 | 7,625,000 | (397,157) | 9,150,000 |
| MAINTENANCE LABOR | | | | | | | |
| WAGES | 141,741 | 136,861 | (4,880) | 1,247,993 | 1,368,613 | 120,621 | 1,642,336 |
| FRINGE BENEFITS | 44,342 | 39,805 | (4,537) | 411,861 | 398,053 | (13,808) | 477,664 |
| TOTAL MAINTENANCE LABOR | 186,083 | 176,667 | (9,416) | 1,659,854 | 1,766,667 | 106,813 | 2,120,000 |
| ADMINISTRATIVE LABOR | | | | | | | |
| WAGES | 77,821 | 84,239 | 6,418 | 671,850 | 843,591 | 171,741 | 1,012,069 |
| FRINGE BENEFITS | 20,679 | 18,094 | (2,585) | 192,070 | 182,743 | (9,327) | 218,931 |
| TOTAL ADMINISTRATIVE LABOR | 98,501 | 102,333 | 3,833 | 863,920 | 1,026,334 | 162,415 | 1,231,000 |
| MARKETING LABOR | | | | | | | |
| WAGES AND FRINGE BENEFITS | 7,187 | 9,596 | 2,410 | 68,573 | 95,807 | 27,234 | 115,000 |
| SERVICES | | | | | | | |
| PROFESSIONAL & TECHNICAL | 15,264 | 33,233 | 17,969 | 309,495 | 334,535 | 25,039 | 401,000 |
| EMPLOYEE PHYSICALS | 1,585 | 1,969 | 384 | 19,445 | 19,061 | (384) | 23,000 |
| REPAIRS - BLDG. & EQUIP. | 7,437 | 14,124 | 6,688 | 161,198 | 149,576 | (11,622) | 177,824 |
| REPAIRS - VEHICLES | 9,618 | 8,336 | (1,282) | 104,769 | 83,363 | (21,406) | 100,000 |
| PRINTING | 118 | 6,619 | 6,502 | 25,023 | 66,761 | 41,738 | 80,000 |
| LAUNDRY SERVICES | 2,288 | 1,500 | (788) | 20,260 | 15,000 | (5,260) | 18,000 |
| COPYING & REPRODUCTION | 0 | 500 | 500 | 2,614 | 5,000 | 2,386 | 6,000 |
| TOTAL SERVICES | 36,309 | 66,282 | 29,973 | 642,805 | 673,295 | 30,491 | 805,824 |



5d Summary: Fiscal Reports

SUMMARY INCOME STATEMENT

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Summary Income Statement

For the Period Ending 04/30/17

| | Actual | Budget | Variance | Year To Date Actual | Year To Date Budget | Variance | Annual Budget |
|------------------------------|-----------|-----------|----------|------------------------|------------------------|----------|------------------|
| MATERIALS & SUPPLIES | | | | | | | |
| OFFICE SUPPLIES | \$343 | \$1,174 | \$832 | \$4,313 | \$11,651 | \$7,338 | \$14,000 |
| REPAIR PARTS | 22,299 | 37,000 | 14,701 | 292,217 | 370,000 | 77,783 | 444,000 |
| FUEL & LUBRICANTS | 68,393 | 107,167 | 38,774 | 784,330 | 1,071,667 | 287,336 | 1,286,000 |
| OPERATING SUPPLIES | 7,342 | 9,920 | 2,579 | 92,351 | 101,169 | 8,818 | 121,010 |
| TOOLS | 0 | 2,083 | 2,083 | 9,443 | 20,833 | 11,390 | 25,000 |
| TIRES & TUBES | 3,616 | 9,167 | 5,551 | 86,249 | 91,667 | 5,417 | 110,000 |
| TOTAL MATERIALS & SUPPLIES | 101,991 | 166,511 | 64,520 | 1,268,903 | 1,666,987 | 398,083 | 2,000,009 |
| INSURANCE | 39,874 | 41,859 | 1,985 | 371,579 | 418,587 | 47,008 | 502,304 |
| MISCELLANEOUS EXPENSES | | | | | | | |
| TRAVEL | 7,923 | 1,250 | (6,673) | 32,303 | 12,500 | (19,803) | 15,000 |
| POSTAGE | 14 | 333 | 319 | 2,948 | 3,333 | 385 | 4,000 |
| TELEPHONE | 4,858 | 6,250 | 1,392 | 52,219 | 62,500 | 10,281 | 75,000 |
| UTILITIES | 27,668 | 18,306 | (9,363) | 204,130 | 185,556 | (18,574) | 222,167 |
| DUES & SUBSCRIPTIONS | 109 | 275 | 166 | 32,713 | 29,450 | (3,262) | 30,000 |
| EDUCATION & TRAINING | 14,461 | 4,000 | (10,461) | 24,515 | 37,000 | 12,485 | 45,000 |
| MISCELLANEOUS | 6,879 | 3,357 | (3,522) | 38,700 | 33,286 | (5,414) | 40,000 |
| CONTINGENCY | 0 | 8,333 | 8,333 | 0 | 83,330 | 83,330 | 100,000 |
| MARKETING & ADVERTISEMENT | 1,286 | 3,054 | 1,769 | 16,864 | 33,891 | 17,027 | 40,000 |
| TOTAL MISCELLANEOUS EXPENSES | 63,198 | 45,158 | (18,040) | 404,391 | 480,846 | 76,455 | 571,166 |
| TOTAL OPERATING EXPENSES | 1,380,869 | 1,370,906 | (9,962) | 13,302,181 | 13,753,524 | 451,342 | 16,495,304 |
| NET OPERATING EXPENSES | 925,075 | 901,043 | (24,032) | 8,796,589 | 9,054,888 | 258,299 | 10,856,941 |

DEPARTMENTAL EXPENSE BREAKDOWN

| | | | | | | | |
|--------------------------|-----------|-----------|----------|------------|------------|-----------|------------|
| ADMINISTRATION | 164,052 | 171,805 | 7,752 | 1,458,608 | 1,748,152 | 289,544 | 2,091,761 |
| TRANSPORTATION | 855,766 | 777,191 | (78,574) | 8,142,524 | 7,770,520 | (372,004) | 9,324,903 |
| MAINTENANCE | 306,285 | 351,568 | 45,284 | 3,172,095 | 3,527,205 | 355,111 | 4,230,306 |
| MARKETING | 14,892 | 20,150 | 5,258 | 157,376 | 205,730 | 48,353 | 246,030 |
| INSURANCE | 39,874 | 41,859 | 1,985 | 371,579 | 418,587 | 47,008 | 502,304 |
| CONTINGENCY | 0 | 8,333 | 8,333 | 0 | 83,330 | 83,330 | 100,000 |
| TOTAL OPERATING EXPENSES | 1,380,869 | 1,370,906 | (9,962) | 13,302,181 | 13,753,524 | 451,342 | 16,495,304 |

5d Summary: Fiscal Reports

PROJECTIONS REPORT

Month 10 Projection – April 2017

| | FY17 Operating Revenue | FY17 Revenues YTD | Projected Operating Revenues |
|-------------------------------|------------------------|---------------------|------------------------------|
| Fares | \$ 3,845,000 | \$ 2,895,947 | \$ 3,474,544 |
| Charters | \$ 801,000 | \$ 82,070 | \$ 811,000 |
| Miscellaneous | \$ - | \$ 97,289 | \$ 97,289 |
| | | | |
| Total | \$ 4,646,000 | \$ 3,075,306 | \$ 4,382,833 |
| | | | |
| FY16 Surplus/(Deficit) | \$ (263,167) | | |

| 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 | \$ 2,207,920 | \$ 492,405 | 82% | \$ 2,725,913 | \$ (91) | 100% |
| Operations | \$ 9,225,358 | \$ 7,895,628 | \$ 1,316,030 | 86% | \$ 9,832,288 | \$ (606,930) | 107% |
| Vehicle Maintenance | \$ 4,305,566 | \$ 2,824,863 | \$ 1,411,514 | 67% | \$ 3,691,237 | \$ 614,329 | 86% |
| Non-Vehicle Maintenance | \$ 366,190 | \$ 292,427 | \$ 73,697 | 80% | \$ 348,181 | \$ 18,009 | 95% |
| Marketing | \$ 440,937 | \$ 323,784 | \$ 109,002 | 75% | \$ 363,822 | \$ 77,115 | 83% |
| | | | | | | | |
| Total | \$ 17,063,873 | \$ 13,544,622 | \$ 3,402,648 | 80% | \$ 16,961,441 | \$ 102,432 | 99% |

| | |
|--|---------------------|
| Balance | |
| Personnel | \$ (456,669) |
| Non-Personnel | \$ 559,101 |
| Capital | \$ - |
| | |
| Total | \$ 102,432 |
| | |
| Revenue Projection | \$ (263,167) |
| | |
| Total Projected Balance | \$ (160,735) |
| Safetrack Projected Reimbursement | \$ 167,093 |
| Projected Balance with Safetrack | \$ 6,358 |

| | | |
|---|---------------|-------------------|
| DASH Safetrack Supplemental Cost Summary | | |
| SafeTrack Phase | Hours | Operating Costs |
| Surge 3 | 318.8 | \$ 23,906 |
| Surge 4 | 318.8 | \$ 23,906 |
| Surge 13 | 1590.4 | \$ 119,280 |
| | | |
| TOTAL | 2227.9 | \$ 167,093 |



ATC Board Agenda Detail

Agenda Item #: 6
Item Title: Presentation on Alexandria Transit Vision Plan
Contacts: All
Attachments: None
Customer Impact: Moderate ●
Board Action: FYI/Comment

Mr. Martin Barna, Senior Scheduler/Planner, will provide the Board with a brief presentation highlighting the forthcoming Alexandria Transit Vision Plan.

ATC Board Agenda Detail

Agenda Item #: 7
Item Title: New Business
Contacts: Josh Baker, General Manager
Attachments: DRPT Compliance Review, Commonwealth Coach & Trolley Letter
Customer Impact: a) Moderate ● b - d) Minimal ●
Board Action: a) FYI/Comment b) FYI/Comment c) Requires Board Action d) FYI



7a Summary – Transit Capital Revenue Advisory Board Summary

The General Manager serves as a part of the Transit Capital Revenue Advisory Board as appointed by the Secretary of Transportation. He will provide a brief synopsis of the work of this group as well as the implications the study has on future DASH funding.

7b Summary – DRPT Compliance Review Closeout

DASH and City staff have worked together to effectively close out the review conducted by the Virginia Department of Rail & Public Transportation. The report is attached and final item close out is in process. Of the findings many were routine although asset management was a duplicate issue and has since been resolved through new policy put in place by the GM.

7c Summary – Museum Donation Request

The Commonwealth Coach & Trolley Museum (a part of the Virginia Museum of Transportation) has requested the donation of one of the retired DASH buses for their collection. This donated bus will be preserved by the Museum and represent DASH as a part of Virginia's rich transit history. Board approval is required to authorize the General Manager to transfer this asset to the Museum.

7d Summary – DASH Facility Expansion - Smart Scale Funding

Recently the City received news that the state has recommended for approval funding of the DASH Facility Expansion. This is significant and represents a guaranteed funding of needed expansion space. The first phase of this funding arrives in FY 2019 and we will begin the planning process immediately. It is important that this project move forward quickly so the GM and City Staff have already begun the discussions to advance the project in line with our proposals. In addition to this funding, the City has been notified that the West End Transit-way is also funded through this important statewide program.



ATC Board Agenda Detail

Agenda Item #: 8
Item Title: Old Business
Contacts: Josh Baker, General Manager
Attachments: None
Customer Impact: Moderate ●
Board Action: FYI

Hybrid vs. Clean Diesel Capital Discussion

Update: The GM, DASH Staff, and City Staff will be joining the EPC at their June 19 meeting to present future plans for the eventual electrification of the DASH bus fleet as well as an interim switch to Clean Diesel from Hybrid technology. This will ensure that the capital replacement program continues on schedule while also helping to move towards a policy of embracing electric vehicle technology.

Board Retreat Facilitation Plan

Pending proposals.

Dot Eligible Ride Free Program/Students Ride Free Pilot

No update.



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, September 13th, 2017 at 5:30pm.**

Consider Adjournment



Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #7b Attachment:

DRPT Client Review Closeout



Alexandria Transit Company (DASH)



COMMONWEALTH of VIRGINIA

Jennifer L. Mitchell
Director

Virginia Department of Rail and Public Transportation
600 E. Main Street, Suite 2102
Richmond, VA 23219

Ph: 804-786-4440
Fax: 804-225-3752
Virginia Relay Center
800-828-1120 (TDD)

May 12, 2017

Mr. Josh Baker, CEO and General Manager
Alexandria Transit Company - DASH
3000 Business Center Drive
Alexandria, Va. 22314

Dear Mr. Baker,

The attached report represents the formal conclusion to the DRPT compliance review that was undertaken at the Alexandria Transit Company (DASH) for the period covering FY2011 to FY2015. We would like to thank the management and staff at DASH for their assistance during this compliance review.

As the Commonwealth continues to face significant budget issues, more scrutiny is cast upon the results of the Commonwealth's investment in public transportation. Our compliance review program is part of an integrated DRPT process to ensure that this scrutiny is fully satisfied and that the unmet financial needs of public transportation in Virginia receive strong consideration for further funding. The compliance review tests adherence to the various agreements and policies and procedures that govern the receipt of DRPT controlled funding. Additionally, the review is designed to ensure, if applicable, that DASH has properly implemented corrective action for any findings related to previous DRPT Compliance Reviews.

With respect to the detailed finding contained in this report, you should have been briefed by our review team on this issue and the recommendation to address the noted item. If you have any questions regarding this report or the compliance review process, please do not hesitate to contact me or any of my staff.

Sincerely,

A handwritten signature in black ink, appearing to read "Will S. Pittard".

William S. Pittard
Chief Financial Officer
Department of Rail and Public Transportation

DRPT.Virginia.gov

Improving the mobility of people and goods while expanding transportation choices.

ALEXANDRIA TRANSIT COMPANY (DASH)
ALEXANDRIA, VIRGINIA

COMPLIANCE REVIEW FOR THE PERIOD JULY 1, 2011
THROUGH JUNE 30, 2015



OBJECTIVE

The objective of the DRPT compliance review is to determine whether the Alexandria Transit Company (DASH) has materially complied with the various agreements and policies and procedures that govern the receipt of DRPT-controlled funding and to ensure, if applicable, that DASH has properly implemented the Corrective Action Plan that they submitted as a result of the findings related to their second DRPT Compliance Review. It is the responsibility of the management of DASH to ensure adherence to the various agreements and policies and procedures that govern the use of funds received from DRPT.

SCOPE

DRPT performed a compliance review of grant payments made to DASH between July 1, 2011 and June 30, 2015. We reviewed all 8 of the payments made to DASH during this time frame. See Appendix A for a detailed list of payments reviewed. These payments included state funding for Capital, Intern, and Demonstration projects. DRPT also performed a review of vehicles that were listed on the capital asset inventory provided by DASH.

Our review was more limited than would be necessary to provide assurance on internal controls or to provide an opinion on overall compliance with laws and regulations. Due to inherent limitations in internal control and the limited basis of our test work, other errors, irregularities, or instances of noncompliance may have occurred and not been detected by our review. Additionally, projecting the results of this review is subject to the risk that the controls may become inadequate because of changes in conditions or that the effectiveness of the design and operation of controls may deteriorate.

CONCLUSION

We found that DASH materially complied with the requirements of the various agreements and policies and procedures that govern DRPT-controlled funding. We did find 1 instance of noncompliance that is described in the section titled, "Compliance Findings and Recommendations." A corrective action plan submitted by DASH management that addresses the Compliance Review Finding is included in Appendix B of this report.

The Corrective Action Plan related to one of the findings from both the first and second DRPT Compliance Review has not been adequately implemented. This relates to the issue of Inadequate Controls over Asset Inventory Listings.

COMPLIANCE FINDINGS AND RECOMMENDATIONS

Inadequate Controls Over Asset Inventory Listings

Finding: DASH had multiple discrepancies related to information submitted in the DRPT OLGA Asset Inventory System. The discrepancies are noted below:

- (1) - DASH had three vehicles (#9105, #9118, and #9119) that had incorrect VIN numbers listed in the DRPT OLGA Asset Inventory System.
- (2) - DASH had 27 vehicles, 21 revenue and 6 support, that were delivered between May 2014 and May 2015 but were not input into the DRPT OLGA Asset Inventory System until March 2016.
- (3) – DASH had 19 vehicles, 14 revenue and 5 support, that were disposed of between January 2015 and June 2015 but were not listed as disposed in the DRPT OLGA Asset Inventory System until March 2016.

NOTE: These three findings represent a repeat finding of “Inadequate Controls over Asset Inventory Listings” which was a finding in both the first and second DRPT Compliance Reviews.

NOTE: DASH immediately corrected all errors in the DRPT OLGA Asset Inventory System and their internal Fleet Roster.

Recommendation: DASH must put procedures in place to ensure that the DRPT OLGA Asset Inventory System is updated, at a minimum, by July 15th of each year. It is highly recommended that if new vehicles are purchased or vehicles change status that the DRPT OLGA Asset Inventory System be updated at the time of the change. This will help to ensure that their DRPT Project Manager has the correct vehicle information so they can make educated assessments of vehicle purchase requests submitted by DASH. Since this is the third finding of this type during three separate DRPT Compliance Reviews, DRPT is requesting that DASH management submit their updated procedures related to this finding to their DRPT Project Manager for review.

APPENDIX A

Alexandria Transit Company (DASH) Listing By Project of Payments Reviewed

| Description | Project | Task | Fund | Total Payments Reviewed |
|------------------|---------|------|------|----------------------------|
| FY2011 - Demo | 71111 | 1 | 477 | 9,462.00 |
| FY2014 - Demo | 71114 | 1 | 477 | 38,953.00 |
| FY2013 - Intern | 71213 | 1 | 477 | 19,760.00 |
| FY2015 - Intern | 71215 | 2 | 477 | 8,710.00 |
| FY2010 - Capital | 72510 | 60 | 472 | 2,352,000.00 |
| FY2010 - Capital | 72510 | 62 | 472 | 504,346.00 |
| FY2015 - Capital | 73015 | 41 | 477 | 6,460.00 |
| | | | | <u>\$ 2,939,691.00</u> |

APPENDIX B

Alexandria Transit Company (DASH) Corrective Action Plan

Effective Immediately:

1. DASH will physically verify VIN numbers for all vehicles through a 3-step process.
 - a. Maintenance Department will create, review, and maintain a master Asset Inventory List
 - i. The Maintenance Department shall update this list whenever new vehicles are received and delivered to ATC.
 - b. This list will be forwarded to the Planning Department who will review the list for accuracy. The VIN numbers on the Inventory List will be verified against the builder's plate and/or VIN plate on each vehicle.
 - c. The Department of Finance and Administration will further review the Asset Inventory List to verify the VIN numbers against the physical titles of each vehicle.
 - d. Any VIN number discrepancies found between the physical builders plate/VIN plate, vehicle title, and Asset Inventory List will be corrected and re-verified.
2. Adding and Removing vehicles within OLGA
 - a. The Maintenance Department will notify the Department of Finance and Administration when a vehicle has been removed from service or a new vehicle put into service.
 - b. The Department of Finance and Administration will update the OLGA Asset Inventory list within 30 days of receiving the notification

DRPT will be provided verification of the successful implementation of this updated procedure within 30 calendar days after the next update that is due July 15, 2017.



Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #7W Attachment:

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F Yei JfYg'6cUfX'5Vh]cb'



Alexandria Transit Company (DASH)

Mailing Address
10 27th Street, S.E.
Roanoke, Virginia 24014



Location Address
602 18th Street, S.W.
Roanoke, Virginia 24016

June 5, 2017

Mr. Josh Baker
General Manager
Alexandria Transit
3000 Business Center Dr
Alexandria, VA 22314

Dear Josh:

Thanks so much for all the time you and your staff have spent discussing our desire to procure another Alexandria Coach. We appreciate your letting us know that now is the appropriate time for us to make this request.

The Commonwealth Coach and Trolley Museum, Inc., a 501(c)3 charitable organization, would like to ask for your consideration of a donation of one of the Orions that will be leaving your fleet. This would be a wonderful addition to the collection of Virginia's Official Transit Museum. It would join your old DASH Orion that we use frequently as an active part of our fleet. In addition, it would join other Northern Virginia Coaches from AB&W, Fairfax Connection, DC Transit, and your original Dash Coach.

I am pleased to let you know that the CC&T has become a wholly owned subsidiary of the Virginia Museum of Transportation here in Roanoke. The VMT is the official transportation museum of the Commonwealth of Virginia.

If you have any questions, please give me a call at (540) 767-4640. You can also visit our website at www.commonwealthcoachandtrolley.org.

Thank you so much for your consideration as this bus would be a very valuable addition to our fleet!

With best personal regards,

Beverly T. Fitzpatrick, Jr.
President
Commonwealth Coach & Trolley

The Commonwealth Coach & Trolley Museum, Inc. is the official transit museum of the Commonwealth of Virginia. We are a 501(c)3 charitable corporation as designated by the Internal Revenue Service, federal tax identification number 54-1979559.

A 501-C-3 Charitable Organization
www.commonwealthcoach.org