



Alexandria Transit Company Board of Directors Meeting



November 9, 2022 @ 5:30pm
Meeting Held at DASH Facility Board Room, 3000 Business Center Dr., Alexandria, VA 22314
and Held Electronically - Livestream on ZOOM and Facebook Live

ITEM	DESCRIPTION	PAGE #	PRESENTER
#1	Call to Order, Welcome, and Public Comment	N/A	Mr. Kaplan
#2	Consideration of Approval Meeting Minutes a) ATC Board of Directors Meeting – October 12, 2022	2-6	All
#3	Board Member Announcements, Reports & Business Items a) Chair’s Report & Revised Public Speakers Policy b) T&ES Report c) Others	7-9	Mr. Kaplan Ms. Orr All
#4	General Manager’s Reports a) GM Updates b) Draft Duke Street in Motion Letter c) General Manager’s Current Services Proposed Budget d) General Manager’s Budget Supplementals	10-16	Mr. Baker
#5	Financial Reports a) Financial Report b) Balance Sheet c) Summary Income Statement d) Budget vs. Actual	17-20	Mr. Ryder
#6	Planning Reports a) Ridership Update b) KPI Dashboards Update	21-25	Mr. Barna
#7	VTLP Administrator Presentation & Executive Session a) VTLP Administrator David Harmer Presentation b) 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	26	All
#8	Next Meeting Date & Adjournment The next regular meeting of the Alexandria Transit Company Board of Directors is scheduled for Wednesday, December 14, 2022	27	All

ATC Board Agenda Detail

Item #: 2
Item Title: Meeting Minutes
Contact: Beth Reveles, Secretary to the Board
Board Action: Consideration of Approval



Alexandria Transit Company (ATC) BOARD OF DIRECTORS MEETING MINUTES October 12, 2022

A meeting of the Board of Directors of the Alexandria Transit Company was held at 5:30 pm on Wednesday, October 12, 2022, at City Hall, Council Workroom and was also available electronically. A recording of the meeting was made and is available upon request.

Board members present in person: David Kaplan, Matt Harris, Brandi Collins, Hillary Orr, Ajashu Thomas, Murat Omay, Jesse O'Connell, Kendel Taylor, Steve Klejst, Linda Bailey

Staff members present: Josh Baker, Raymond Mui, Martin Barna, Whitney Code, Kaitlyn Beisel, Beth Reveles, Edward Ryder, Joseph Quansah, Swinda Carcamo, Stephanie Salzone, Tristan Cunningham, Frank Cardona, Alex Tilahun, Lawrence Wade, Shauna-Lee Williams, James Tran, Erik Alvarenga, John Lanocha, Brian Robey

Other attendees: Jim Durham, Bonnie O'Day, Mark Reich

Board Meeting **Agenda Item #1**

#1 – Call to Order, Welcome and Public Comment

Chair David Kaplan welcomed everyone and called the meeting to order.

Chair Kaplan announced the passing of a DASH employee and asked General Manager Josh Baker to share the news with the Board. Mr. Baker stated that over the weekend, Maintenance Foreman Mercer Crowder passed away suddenly from a heart attack on Sunday afternoon. Mr. Crowder was a wonderful man and had served with DASH for thirty-two years. His memorial service will take place tomorrow. Chair Kaplan asked the Board to take a moment of silence in recognition of Mr. Crowder's passing.

Chair Kaplan opened the meeting to public comment.

Jim Durham stated that he lives in the Seminary Hill area of Alexandria. He sent a letter to the Board in advance of the meeting asking the Board to include additional DASH service as a Priority in the FY24 budget letter to the City Manager. He urged the Board to continue to move forward with funding the unfunded service enhancements. Although there are budgetary constraints, the Board should continue to support the Alexandria Transit Vision (ATV) Plan, which the Board approved in 2019 and follow through with their commitment to implementing a DASH network with frequent, all-day service. The new City Manager needs to know that this is still the Board's priority.

Bonnie O'Day spoke to encourage the Board to request additional funding in the City Manager's FY24 budget letter. It should include service enhancements to the DASH system to provide frequent, all-day service as outlined in the ATV and the Alexandria Mobility plans.

Chair Kaplan closed public comment as there were no additional speakers.

Agenda Item #2 – Consideration of Approval of Meeting Minutes

#2a – ATC Board of Directors Meeting – September 14, 2022

Chair Kaplan called for a motion to approve the September minutes and asked if there were any corrections,

revisions, or amendments. A motion was made by Matt Harris and seconded by Jesse O'Connell to approve the minutes. There was no further discussion, and the motion carried unanimously.

Agenda Item #3 – Board Member Announcements, Reports & Business Items

#3a – Chair's Report & Public Speaker Policy

Mr. Kaplan stated how much he enjoyed attending the DASH employee picnic and Roadeo event.

Mr. Kaplan noted that a draft public speaker policy was included in the Board packet. This policy will be part of an overall reorganization of the Board member policies. We currently do not have such a policy in writing that addresses public comment. The policy will be two parts: firstly, it will flush out how public comment will work procedurally to inform Staff and the public as to what to expect, and secondly it will include a statement that will be read at the beginning of public comment which will explain why we take public comment, how the public may engage with us, and how it will be helpful to us.

Chair Kaplan asked the Board to share their thoughts on the draft policy.

Matt Harris questioned the portion of the policy regarding "...do not expect the Board to respond to your concerns or questions tonight." He asked if Board members can, in fact, respond. Mr. Kaplan explained that the Board can have brief exchanges with the public; although, the idea is more for the Board to listen. The Board wants to avoid a debate. It would be to the discretion of the Chair to respond.

Jesse O'Connell suggested that the portion of the policy addressing five (5) minutes should be removed and all comments should be limited to three (3) minutes. Mr. Kaplan agreed with that suggestion.

Hillary Orr agreed with Mr. O'Connell's suggestion and recommended that the public comment period include a time limit. She stated that on some of the other boards and commissions that she has served on that the public comment period was limited to 10-15 minutes at the beginning of the meeting, and it would be up to the discretion of the Board to allow a few more speakers or have them submit their comments in writing or speak at the end of the meeting. This policy is meant to be respectful of the Board's time. Mr. Kaplan feels there may be value in having some sort of time limit, and he mentioned that City Council has a limit of 15 speakers and any remaining speakers may speak at the end of the meeting. It was decided that a limit of 10 speakers should be included in the initial policy, and if more than 10, it would be up to the Chair's discretion to allow for the remaining speakers. This limit would not apply to Public Hearings.

The Chair asked staff to incorporate the changes into the draft policy and recirculate at the November Board meeting so the Board can vote for approval.

#3b – T&ES Report

Transportation Division Director Hillary Orr provided a review of her written report which was shared with the Board in advance of the meeting.

#3c – Duke Street in Motion

Ms. Orr provided a review of the Duke Street in Motion project which was shared with the Board in advance of the meeting.

The Board asked Staff to draft a letter to T&ES to show their endorsement of the guiding principles for the Duke Street in Motion project. The letter should reference the Alexandria Transit Vision (ATV) plan and the goal for building out DASH service with frequent, all-day bus service by 2030. The draft would be presented to the Board during the November meeting.

#3d – Others

Chair Kaplan asked if there were any other announcements from the Board. Hearing none, he moved to the General Manager's report.

Agenda Item #4 – General Manager's Reports

#4a – General Manager Updates

General Manager Josh Baker discussed the Emerging Leaders Training program. Graduates Lawrence Wade, Alex Tilahun, Frank Cardona, Tristan Cunningham, Whitney Code, Shauna-Lee Williams, and James Tran introduced themselves and described how the program benefited them professionally.

Mr. Baker discussed the recent annual employee and DASH roadeo event and highlighted the award recipients.

Mr. Baker mentioned the one-year anniversary of the New DASH Network.

#4b – Public Comment Follow-up

Mr. Baker provided Staff's response to the public comment that was submitted during the September Board meeting which was shared with the Board in advance of the meeting.

#4c – Draft Budget Priorities Letter from Board to City Manager

Mr. Baker reviewed the letter which was shared with the Board in advance of the meeting.

Based on the Public Speakers' comments and emails received from the public, Chair Kaplan suggested that a chart be included showing the unfunded sections of the ATV and what the associated costs would be if they were funded.

Director of Planning & Marketing Martin Barna explained that we currently have four bus lines for service enhancements that remain unfunded (Lines 31, 33, 34, and 32) and will cost approximately \$1.45 million to fund.

Hillary Orr's edits to the letter:

- Under CIP Priorities #2, change the year from 2035 to 2037
- Under CIP Priorities #3, reword to "Address critical infrastructural issues and maintain state of good repair of the DASH facility."
- Change the last paragraph to "In closing, we support the initiatives underway to improve stops, remove parking, and increase accessibility."

Jess O'Connell's edit to the letter:

- Under Operating Priorities #3, reword to "Maintain the commitment to fare-free service in accordance with the required provisions of the Virginia TRIP (Transit Ridership Incentive Program) and in line with the City Council and ATC Board's priority of fare-free service."

Brandi Collin's edit to the letter:

- Under Operating priorities, add #4 "Address unfunded service improvements to Lines 31, 33, 34, and 32 as outlined in attached chart."

Chair Kaplan asked for a motion to edit the letter per the discussion, recirculate to the Board, and then send to the Chair for signature. Steve Klejst moved that the Board consider approving the FY24 Funding Priorities memo with the revisions discussed during this evening's meeting, focusing on changes to the budget and CIP priorities and the service expansion; the Chair will be permitted to make edits required to incorporate the discussed changes; the Board will have the opportunity to review the memo prior to submitting to the City Manager's office. Murat Omay seconded the motion. There was no further discussion, and the motion carried unanimously.

#4d – ATC Board Calendar

Mr. Baker reviewed a calendar with important dates which was provided to the Board in advance of the meeting.

Agenda Item #5 – Financial Reports

#5a – Financial Report

Mr. Ryder provided a review of his report which was shared with the Board in advance of the meeting.

#5b – Balance Sheet

Mr. Ryder noted that the balance sheet items were not yet available as the City had not completely closed out FY 2022.

#5c – Summary Income Statements

Mr. Ryder provided a review of his reports which was shared with the Board in advance of the meeting.

#5d – Budget vs. Actual

Mr. Ryder provided a review of his reports which was shared with the Board in advance of the meeting.

Agenda Item #6 – Planning Reports

#6a – Customer Service Survey Results

Director of Planning & Marketing Martin Barna reviewed this portion of his report which was shared with the Board in advance of the meeting.

#6b – Potomac Yard Metro Station Construction Delay

Mr. Barna provided information on the Potomac Yard Metro station construction delay which was shared with the Board in advance of the meeting.

#6c – KPI Dashboard

Mr. Barna reviewed a Ridership, Customer Service, and Safety & Security dashboards for August.

#6d – Ridership Update

Mr. Barna provided an update which was shared with the Board in advance of the meeting.

#6e – New DASH Website

Marketing and Communications Manager Whitney Code provided an overview of the New DASH website and outlined the new and revamped features.

Agenda Item #7– Next Meeting Date & Adjournment

A final motion to adjourn the meeting was made by Matt Harris and seconded by Linda Bailey. A vote was called, and the motion was approved unanimously.

The next regular meeting of the Alexandria Transit Company Board of Directors is scheduled for November 9, 2022, at 5:30 pm at the City Hall Council Workroom and via Zoom/Facebook Live.

Minutes respectfully submitted by:
Beth Reveles
Secretary to the Board
Alexandria Transit Company

ATC Board Agenda Detail

Item #: 3a
Item Title: Public Speakers Policy
Contact: David Kaplan, Chair
Board Action: Consideration of Approval



Alexandria Transit Company

Policies of the Board of Directors

PUBLIC PARTICIPATION POLICY

Initial Approval Date: XX-XX-XXXX

Amendment Date(s):

Policy Statement: It shall be the policy of the Alexandria Transit Company Board of Directors to incorporate public participation in decision-making to the greatest extent possible. Such participation shall follow Virginia Freedom of Information act regulations and shall follow the principles of Roberts Rules of Order (as amended), and generally the policies of the City Council for the City of Alexandria, Virginia.

Policy: The Board shall take public comment in accordance with the standards established hereafter at each regular meeting so long as sufficient time exists within the meeting agenda/docket. Public comment does not include public hearings, which are addressed separately within this policy.

Format: Public comment is accepted at the beginning of each meeting of the Board of Directors unless otherwise announced by the Chair of the Board. Such comment may be regarding any matter under or not under the direction of the Board, so long as such comment is within the guidelines and is not pertaining to a personnel matter.

There is a limit of ten (10) speakers during the public comment period of the meeting, at the discretion of the Chair, additional speakers may be permitted or deferred until the end of the regular meeting. There is no limit to the number of speakers for a public hearing.

Speaking Time: A speaker shall limit their remarks to three (3) minutes and shall speak only once on any agenda item. Except that one officer or other designated member speaking on behalf of each neighborhood civic association or unit owners' association desiring to be heard on an agenda item shall be allowed five (5) minutes. To obtain five minutes, the individual must identify as a designated speaker, and identify the neighborhood civic association or unit owners' association they represent, at the start of your presentation.

A speaker may be stopped if their comments become irrelevant or unnecessarily repetitious. The Board Secretary shall arrange for a timekeeping method or timekeeper to ensure that each speaker stays within the allotted speaking time.

Format: Speakers are asked to notify the Secretary of the Board in advance of the meeting if they wish to pre-register to speak. Such pre-registered speakers will be called upon first in an order determined by

the Chair or presiding member. Following pre-registered speakers, the Chair will invite additional speakers to indicate their desire to comment.

Comments in writing: Speakers are encouraged to prepare and deliver to the Board Secretary for distribution to the Board written statements of their positions.

Public Hearings: As a matter of business, Public Hearings are provided during specially designated periods for certain docket items. These include, but are not limited to: Budget Deliberations, Budget Drafts, Budget Approvals, Transit Development Plan (TDP) Deliberations, TDP Drafts and TDP Approvals, service changes regardless of size or scope, fare collection policy changes regardless of size or scope. Public hearings are separate from public comment however they shall follow the same guidelines as outlined above.

Speaking during the Meeting: No person may speak on any docket or non-docket item at any time during the meeting outside of the Public Comment or Public Hearing period. Attendees who disrupt the meeting, act out, or in any way seek to prohibit the Board from continuing its business will be asked to leave the meeting at the discretion of the Chair or presiding member. Any attendee who refuses to leave the meeting upon violation of this provision may be subject to removal.

Public Comment Period: Upon the start of the public comment period, the Chair or the presiding member shall read the public comment welcome and introduction as follows:

We are about to convene into the public comment period of our meeting. All DASH Board meetings include a public comment period at the beginning of the meeting as we believe it is crucial for us to hear from our riders and community members.

The Board is here to listen, however, please keep in mind that the public comment period is not designed to be a discussion. Accordingly, please do not expect the Board to respond to your concerns or questions tonight. We take any concerns and questions seriously and need sufficient time to process and research any issues, if need be. Board members will respond to your questions and concerns at a future meeting or have the proper staff member get back to you at the appropriate time.

Please note that personnel matters are not a part of the public comment period, however, please know that we take any personnel questions seriously, you are asked to contact the DASH administration with any such concerns.

We ask that all speakers and members of the audience maintain civility and respect for any divergent views that others possess, further we ask that speakers please address their comments to the Board directly rather than the audience.

The Board will take pre-registered speakers first and then I will invite others who wish to speak who may not have pre-registered. For future meetings, you may pre-register on the website dashbus.com on the Board of Directors page.

I will now call the first speaker. Please remember that each individual speaker is allotted 3 minutes for your comments, if you are speaking on behalf of a neighborhood civic association or unit owners' association please identify yourself accordingly to be recognized for 5 minutes.

ATC Board Agenda Detail

Item #: 3b
Item Title: T&ES Report
Contact: Hillary Orr, Deputy Director, Transportation
Board Action: FYI



Duke Street in Motion

The City hosted four public meetings in October and ten pop-up events to provide information on the Duke Street Transitway project and solicit feedback. Staff presented multiple design options for each segment of Duke Street, highlighting impacts and tradeoff for each. On November 17th, the Duke Street Advisory Group will meet to go over the community feedback and begin discussions about narrowing down options for more detailed analysis.

Rail Projects

City staff has been working with the Virginia Passenger Rail Authority (VPRA) staff to coordinate on upcoming projects in Alexandria. Updated information will be posted on the City's Rail Projects and Partners website: <https://www.alexandriava.gov/transportation-planning/rail-projects-and-partners>

- **Alexandria Fourth Track:** The Alexandria Fourth Track project will design and construct 6.0 miles of a fourth railroad track and related infrastructure between Arlington, VA, and Alexandria, VA. The project will connect the southern end of the Long Bridge Project and will construct one additional track within existing railroad right-of-way to accommodate more railroad capacity between Northern Virginia and the District of Columbia. This project is a collaborative effort. VPRA will lead the project, and partners include CSX Transportation, VRE, Amtrak, and the Virginia Department of Transportation. The project is in the final design phase and has been granted a \$45 million FASTLANE grant from the Federal Railroad Administration, who will provide oversight on the general engineering review and coordination as final designs are developed and during construction. VPRA will also coordinate with local jurisdictions and the public for input.
- **King and Commonwealth Rail Bridges:** VPRA began a Feasibility Study in Spring 2022 to investigate the King Street railroad bridge and the Commonwealth Avenue railroad bridge in Alexandria, VA. The Study was performed to identify, screen, and establish a recommended design option to either rehabilitate or replace the existing rail bridges. VPRA developed four design options to modernize the existing rail bridges, reduce maintenance, and accommodate a future fourth railroad track. They are recommending to fully replace both bridges and are soliciting public input via a comment survey open through December 2, 2022.

VPRA held a virtual public meeting on November 2 to discuss this project with the community and will be presenting at the Transportation Commission on November 16. They are recommending a design option and soliciting public input via a comment survey open through December 2, 2022. Construction would begin in spring 2024.

Metro

- **Potomac Yard Metrorail Station:** The first test train went through the new Potomac Yard Metrorail station last month. This is a major milestone for WMATA, but the opening date is still "sometime in 2023." WMATA has promised an update in December.
- **Silver Line Opening:** WMATA has announced an opening date of November 15, 2022, for the Silver Line extension.
- **FY24 Budget:** Metro discussed their \$146 million budget gap in October. Efforts to further reduce the budget could include service reductions, fare increase and a transfer of preventative maintenance from the operation to the capital budget, which has additional funding from the Infrastructure Investment and Jobs Act (IIJA).

ATC Board Agenda Detail

Item #: 4a
Item Title: General Manager Updates
Contact: Josh Baker, General Manager
Board Action: FYI



The General Manager will provide any short general updates on activities since the last DASH Board Meeting.

ATC Board Agenda Detail

Item #: 4b
Item Title: Draft Duke Street in Motion Letter
Contact: Josh Baker, General Manager
Board Action: Discussion/Consideration of Approval



MEMORANDUM

DATE: October 19, 2022
TO: Ms. Jennifer Monaco, Duke Street in Motion Project Manager, City of Alexandria
FROM: David Kaplan, Chair, Alexandria Transit Company Board of Directors
SUBJECT: Duke Street in Motion Project

Dear Ms. Monaco:

On behalf of the Alexandria Transit Company (DASH) Board of Directors, this letter is expressing our support of the Duke Street in Motion Project. The Board recognizes the vital, long-term significance of the Duke Street corridor to the local and regional mobility needs. DASH bus routes on Duke Street have consistently recorded some of the highest ridership of any corridor in the system with the AT-8 and now with the new Line 30 services.

In 2019, the ATC Board adopted the 2030 Alexandria Transit Vision Plan (ATV). The ATV outlines a shift towards providing more useful, frequent, all-day bus service in high-density corridors including Duke Street. The plan recommends that the City should continue to prioritize and advance capital projects that will improve bus speeds and reliability on those routes:

“The City of Alexandria has been planning for investments in speed and reliability in key corridors like the West End and Duke Street Transitways. To the maximum extent possible, these investments should be designed to allow multiple bus routes to benefit from the traffic signal priority, queue jump lanes, and dedicated bus lanes ... Wherever possible, speed and reliability investments like dedicated lanes and queue jump lanes should be provided for all frequent bus routes in the 2030 Vision Plan Network” ([Alexandria Transit Vision Plan](#), page 49).

To this end, the Board endorses the Guiding Principles of the Duke Street in Motion project that seek to establish a wider array of mobility choices on the corridor with bus service that is fast, reliable, convenient, and efficient. The Board also supports the overarching project goals of advancing equitable access to transit and environmental sustainability, which will be greatly advanced by improvements in bus prioritization, reduced transit travel times, and increased service reliability. Finally, the Board emphasizes that pedestrian accessibility and safety should be guiding principles in this project as they provide accessibility to bus stops and align with the priority of safety shared by DASH and the City.

Thank you for your consideration.

Sincerely,

David Kaplan
Chair of the Board

11 Cc: ATC Board of Directors
Yon Lambert, Director of Transportation & Environmental Services
Josh Baker, ATC General Manager

ATC Board Agenda Detail

Item #: 4c
Item Title: General Manager's Current Services Proposed Budget
Contact: Josh Baker, General Manager
Board Action: Discussion/Consideration of Approval



FY 2024 Proposed Budget Summary

The FY 2024 General Manager's Proposed Operating Budget increases by \$3,558,260 (12.5%) to a total of \$31,941,842. This budget is constrained and addresses only mandatory step increases, escalating costs of operation (i.e. Fuel, Parts, etc.), and addresses line items for inflation. FY24 is the first full year of the improved service along Line 30, which was implemented in Q2 of FY23. In addition to cost increases, funding through the Virginia TRIP grant will decrease again in accordance with our grant agreement. Finally, advertising revenue projections are reduced due to continued underperforming interest in purchasing ads.

The key impacts and assumptions of this proposed budget are as follows:

- 1. Regular Compensation Increases [Cost Increase: \$1,901,074]**
The CBA will be renegotiated in FY24. The Current Services Budget makes no assumptions as to what the associated wage increases will be on the new contract. All wages in this budget follow scale and step increases based on seniority dates adhering to the FY2023 rates in the current contract.
- 2. Advertising Program Underperformance [Decreased Revenue: (\$86,400)]**
The advertising sales program has been underperforming against projections. This has been due to a slower-than-anticipated return of advertisers as the pandemic has shifted into an endemic phase. Staff continues to work with our advertising contractor to find ways to attract advertisers but have decreased projected revenue due to underperformance to date.
- 3. Fuel [Cost Increase: \$1,157,648]**
Fuel costs have increased dramatically in recent months. Fuel costs in the FY23 budget were projected at \$2.40/gallon whereas true costs ran consistently closer to \$4.50/gallon of diesel. This is an adjustment to the actual, with a projection of \$4.75/gal.
- 4. Maintenance Parts and Service. [Cost Increase: \$167,740]**
This item adjusts for experienced inflationary pressures on prices for repair parts and fleet-related services such as major powertrain repairs.
- 5. Local Grant Match. [Cost Increase: \$105,000]**
FY23 did not have normal grant opportunities (as the budget was set during the pandemic). New opportunities are on the horizon and we are seeking additional grants in FY24. This aligns with the priorities of the City to diversify funding sources. These grants include intern programs, advertising programs, and demonstration projects (technology, etc.)

Summary Tables

The table on the next page summarizes revenue and expenditure changes from the FY 2023 Approved Budget to the FY 2024 Proposed Budget.

EXPENDITURES	FY 2024 Budget		FY 2023 Budget		Change	% Change
Personnel	\$ 24,387,664	76.4%	\$ 22,486,590	79.2%	\$ 1,901,074	8.5%
Non-Personnel	\$ 7,354,678	23.0%	\$ 5,706,992	20.1%	\$ 1,647,686	28.9%
Capital Outlay	\$ 199,500	0.6%	\$ 190,000	0.7%	\$ 9,500	5.0%
TOTAL	\$ 31,941,842		\$28,383,582		\$ 3,558,260	12.5%

REVENUES	FY 2024 Budget		FY 2023 Budget		Change	% Change
City Contribution Operating	\$ 28,720,865	89.9%	\$ 24,079,459	84.8%	\$ 4,641,406	19.3%
City Contribution Trolley	\$ 1,128,400	3.5%	\$ 1,085,000	3.8%	\$ 43,400	4.0%
Virginia TRIP Program	\$ 1,782,577	5.6%	\$ 2,829,644	10.0%	\$ (1,047,067)	-37.0%
Advertising	\$ 250,000	0.8%	\$ 336,400	1.2%	\$ (86,400)	-25.7%
Miscellaneous Revenue	\$ 60,000	0.2%	\$ 60,000	0.2%	\$ -	0.0%
TOTAL	\$ 31,941,842		\$28,390,503		\$ 3,551,339	12.5%

The next table analyzes all changes from the FY23 to the F24 operating budget, categorized by initiative, cost driver, or revenue source.

FY24 Categorized Current Service Budget Changes				
	FY23	FY24	Var	%
Labor	\$ 22,486,590	\$ 24,177,490	\$ 1,690,900	7.5%
Fuel	\$ 1,481,692	\$ 2,639,340	\$ 1,157,648	78.1%
Maintenance Parts & Service	\$ 1,070,400	\$ 1,237,898	\$ 167,498	15.6%
Local Grant Match	\$ 15,000	\$ 120,000	\$ 105,000	700.0%
All Other	\$ 3,336,821	\$ 3,766,872	\$ 430,051	12.9%
TOTAL	\$ 28,390,503	\$ 31,941,599	\$ 3,551,096	12.5%
<i>Revenue Source Changes</i>				
TRIP	\$ 2,829,644	\$ 1,782,577	\$ (1,047,067)	-37.0%
Advertising	\$ 336,400	\$ 250,000	\$ (86,400)	-25.7%
Misc	\$ 60,000	\$ 60,000	\$ -	0.0%
TOTAL	\$ 3,226,044	\$ 2,092,577	\$ (1,133,467)	-35.1%
Total Change in City Subsidy				
<i>DASH Bus System</i>	\$ 24,079,459	\$ 28,720,622	\$ 4,641,163	19.3%
<i>King Street Trolley</i>	\$ 1,085,000	\$ 1,128,400	\$ 43,400	4.0%
TOTAL	\$ 25,164,459	\$ 29,849,022	\$ 4,684,563	18.6%

Budget Comparison

Presented a means of benchmarking, as done in prior budget cycles, the table below analyzes DASH and Metrobus budgeted operating costs per platform hour. The term “platform hour” refers to all hours buses are in service, which is the most relevant measure of true cost.

	DASH FY24 Proposed Budget	Metrobus FY23 Budget
Total Budget	31,941,842	743,895,000
Total Platform Hours	263,299	4,302,463
Operating Costs per Platform Hour	121.31	172.90

Given Metrobus’ vastly larger size and complexity, a higher operating cost rate per hour is to be expected. Nevertheless, this budget maintains DASH’s relative cost efficiency vs. Metrobus service.

[Source: [WMATA FY23 Approved Operating Budget](#), p. 37 (budget) p. 294 (platform hours)]

ATC Board Agenda Detail

Item #: 4d
Item Title: General Manager's Budget Supplementals
Contact: Josh Baker, General Manager
Board Action: Discussion/Consideration of Approval



FY 2024 DASH Supplementals:

DASH has reviewed its service and organizational needs for the upcoming fiscal year and prepared the following list of supplemental funding priorities. The supplemental requests have been slightly revised versus the budget priority letter presented to the Board earlier this year. These revisions were made to correct for and reflect the importance of providing more useful weekend bus connections to the new Potomac Yard Metro Station.

1. **Supplemental # 1 – Alexandria Transit Vision Plan Line 33 - \$120,000.**

DASH is requesting funding to operate additional service along Line 33 to provide improved Sunday service and enhanced connectivity to the new Potomac Yard Metro Station. This request enhances service to every 30 minutes instead of every 60 minutes on Sundays along line 33.

2. **Supplemental # 2 - Alexandria Transit Vision Plan Line 34 - \$120,000.**

As with line 33, DASH is requesting funding to operate additional service along Line 34 to provide improved Sunday service and enhanced connectivity to the new Potomac Yard Metro Station. This request enhances service to every 30 minutes instead of every 60 minutes on Sundays.

3. **Supplemental # 3 -Enhanced Service on Line 31 - \$880,000.**

This proposed improvement increased off-peak and weekend trips by enhancing Line 31 to run every 15 minutes or better, all-day, seven days per week and greatly improve the east-west connectivity between the West End, King Street Metro, and Old Town.

4. **Supplemental # 4 -Enhanced Service on Line 32 - \$490,000.**

DASH is requesting funding to expand service along Line 32 to include improved midday, evening, and weekend service along Line 32. This improvement would bring service from every 60 minutes during those times to every 30 minutes, leading to shorter wait times for buses along Eisenhower Avenue.

More detailed information on the route-by-route reductions and assumptions can be found in the **summary table** on the following page.

DASH FY 2024 SUPPLEMENTAL REQUESTS SCENARIOS						DASH Service Planning Decision Framework (1)				
						Ridership	Equity (2)		Impact/Alternatives	Cost Efficiency
Priority Order (1 = top priority)	Line #	Areas Served	Proposed Improvement	Net Annual Platform Hours	Net Annual Cost	Net Change in Annual Boardings (Projected)	Low Income Residents within 1/4 mile (City Avg = 10.3%)	Minority Residents within 1/4 mile (City Avg = 48.1%)	Description of Benefit / Cost of Not Improving	Annual Cost Per Add'l Boarding (Lower = More Cost Efficient)
FY 2024 DASH Supplemental Requests										
1	Line 33	Del Ray, Arlandria, Potomac Yard	Sunday service improved to run every 30 minutes instead of every 60 minutes to provide better connectivity to new Potomac Yard Metro	945	\$120,000	11,000	7%	38%	Shorter waits for buses on Sundays in Del Ray, Arlandria; better Sunday service to new PY Metro	\$10.91
2	Line 34	Potomac Yard, Old Town North, City Hall, Lee Center	Sunday service improved to run every 30 minutes instead of every 60 minutes to provide better connectivity to new Potomac Yard Metro	963	\$120,000	7,000	7%	39%	Shorter waits for buses on Sundays in Old Town; better Sunday service to new PY Metro	\$17.14
3	Line 31	NVCC, King Street, Old Town	Extend offpeak/weekend short trips from King Street Metro to Braddock Road Metro for 15 minute service in Old Town; extend weekday evening hours.	7,196	\$880,000	47,000	11%	31%	More one-seat trips from King St to Old Town; better connections to West End; more frequent OTC	\$18.72
4	Line 32	Eisenhower Valley, Landmark Mall, Van Dorn Metro, Carlyle	Improve midday, evening and weekend service from every 60 minutes to every 30 minutes.	<u>3,989</u>	<u>\$490,000</u>	26,000	10%	56%	Shorter waits for buses on Eisenhower Avenue during middays, evenings and weekends.	\$18.85
FY 2024 DASH Supplemental Requests				13,093	\$1,610,000	91,000	10%	45%		\$17.69

Notes:
(1) DASH Service Planning Decision Framework includes a list of factors that inform service planning decisions, in order of their importance. The framework is based on the goals defined by the Alexandria Transit Vision Plan, and was adopted by the ATC Board in January 2021.
(2) Equity analysis uses census block data to determine the minority and low income percentages of the groups that would be affected by proposed changes, per DASH Title VI Service Equity Analysis policy. Aggregate impact of changes should be +/- 10% of service area average.

ATC Board Agenda Detail

Item #: 5a
Item Title: Financial Report
Contact: Edward Ryder, Director of Finance & Administration
Board Action: FYI/Discussion



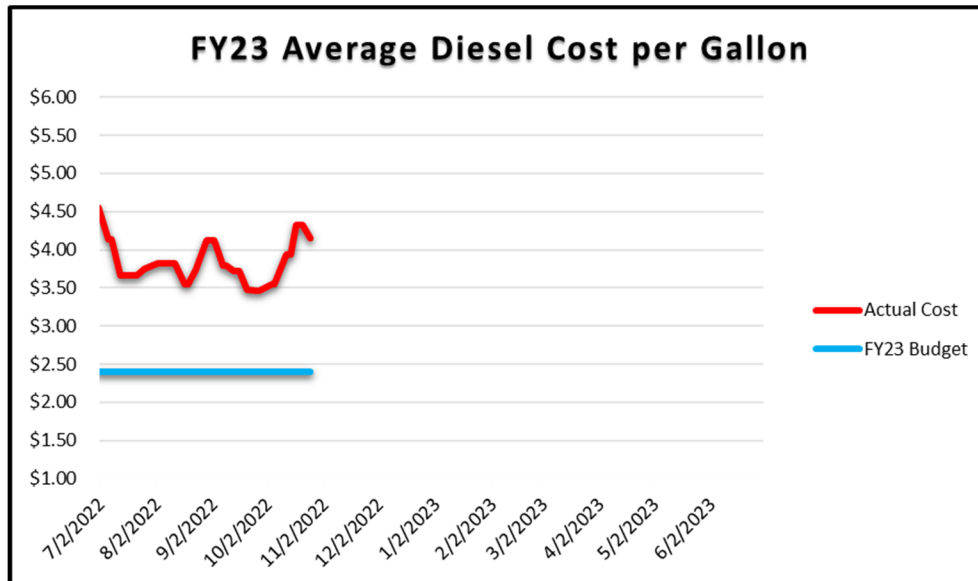
Financial Results for the Month Ended September 30, 2022

September 2022 Results

In September, ATC experienced a monthly surplus of \$197,772 and a monthly year-to-date surplus of \$1,583 and has a projected year-end deficit of (\$726,633) which is attributed to fuel costs. I-395 Commuter Choice grant reimbursements have been applied through September and moving forward will be incorporated into the financials for the month in which they represent.

Significant budget variances and notable accounts in September include:

- **Fuel & Lubricants** reflects continued historically high diesel prices; a negative variance staff expects to continue through the year. Our most recent diesel price per gallon was \$4.35 per gallon against a budget target of \$2.40 per gallon. If prices remain at current, we project exceeding our fuel budget by **(\$938,010)**.



- **Operations Overtime** remains an ongoing challenge for our operations budget. Seniority-based preferential overtime further compounds the issue, as the highest-paid operators are often the ones with the greatest amount of overtime (requirement of CBA). Staff have taken steps to address excessive overtime in their most recent operator schedule bid, but this will continue to be a budget issue until we reach full staffing levels.
- **Fringe Benefits** for operations are forecast based on full employment. There have been some savings realized year to date related due to the operator shortage. This has helped offset some of the budgetary pressure from overtime costs. It should be noted that the operator shortage is not sustainable, and these savings are not considered a long-term budget solution.
- **Building Maintenance** includes cash expenditures for projects with a carryover budget from FY22.
- **Maintenance Repair Parts & Supplies** have experienced inflationary price pressures, especially related to tires. Tire prices, for example, are correlated to the cost of crude oil.

ATC Board Agenda Detail

Item #: 5b
Item Title: Balance Sheet
Contact: Edward Ryder, Director of Finance & Administration
Board Action: FYI/Discussion



ALEXANDRIA TRANSIT COMPANY
Balance Sheet as of August 31, 2022

ASSETS

Cash - City of Alexandria Pooled	\$	(1,360,049)
Cash - Payroll Account		(718,267)
Due from Other Governments		183,907
Receivables		353,552
Prepaid Expenditures		418,162
Parts and Supplies Inventory		973,992
Capital Assets		68,018,776
Less: Accumulated Depreciation		(30,988,759)
TOTAL ASSETS	\$	36,881,314

LIABILITIES

Accounts Payable	\$	407,791
Payroll Liabilities		123,515
Accrued Vacation		1,190,371
Deferred Revenue (CARES Act)		-
Total Liabilities	\$	1,721,677

NET POSITION

Net Investment in Capital Assets	\$	37,030,017
Unrestricted		(1,870,380)
Total Net Position	\$	35,159,637

TOTAL LIABILITIES AND NET POSITION	\$	36,881,314
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This statement is unaudited and prepared for the sole use of management and the Board of Directors of ATC.

ATC Board Agenda Detail

Item #: 5c
Item Title: Summary Income Statement
Contact: Edward Ryder, Director of Finance & Administration
Board Action: FYI/Discussion



ALEXANDRIA TRANSIT COMPANY
Summary Income Statement for the Month Ended September 30, 2022

	Actual	Budget	Variance	FY2023 Annual		
				FY2023 Projected	Budget	Variance
REVENUES:						
City Contribution - King Street Trolley	271,251	271,251	-	1,085,004	1,085,000	4
Passenger Revenue	8,591	-	8,591	8,591	-	8,591
Other Charter Revenue	8,945	-	8,945	8,945	-	8,945
Advertising Revenue	4,405	84,099	(79,694)	256,705	336,400	(79,695)
Miscellaneous Revenue	30,047	15,000	15,047	65,432	60,000	5,432
Total Operating Revenue	323,239	370,350	(47,111)	1,424,677	1,481,400	(56,723)
Virginia TRIP Program				2,829,644	2,829,644	
City Contribution - Regular Subsidy	6,019,866	6,019,866	-	24,079,464	24,079,459	5
Total Revenue	6,343,105	6,390,216	(47,111)	28,333,785	28,390,503	(56,718)
EXPENDITURES:						
Operations	3,429,339	4,039,449	610,110	16,049,018	16,157,878	108,860
Maintenance	1,605,090	1,560,615	(44,475)	7,117,798	6,242,454	(875,344)
Administration	1,307,093	1,447,962	140,869	5,703,601	5,791,788	88,187
Capital Outlay	-	47,499	47,499	190,000	190,000	-
Total Expenditures	6,341,522	7,095,525	754,003	29,060,418	28,382,120	(678,298)
Net Surplus (Deficit)	1,583	(705,309)	706,892	(726,633)	8,383	(735,016)

This statement is unaudited and prepared for the sole use of management and the Board of Directors of ATC.

ATC Board Agenda Detail

Item #: 5d

Item Title: Budget vs. Actual

Contact: Edward Ryder, Director of Finance & Administration

Board Action: FYI/Discussion



Alexandria Transit Company (DASH)
Budget vs. Actual Report for the Month Ended September 30, 2022

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	FY2023 Projected	FY2023 Annual Budget	Projected Year End Variance
REVENUE									
City Contribution - King Street Trolley	90,417	90,417	-	271,251	271,251	-	1,085,004	1,085,000	4
Passenger Revenue	-	-	-	8,591	-	8,591	8,591	-	8,591
Other Charter Revenue	1,125	-	1,125	8,945	-	8,945	8,945	-	8,945
Advertising Revenue	-	28,033	(28,033)	4,405	84,099	(79,694)	256,705	336,400	(79,695)
Miscellaneous Revenue	15,677	5,000	10,677	30,047	15,000	15,047	65,432	60,000	5,432
TOTAL OPERATING REVENUE	107,219	123,450	(16,231)	323,239	370,350	(47,111)	1,424,677	1,481,400	(56,723)
Virginia TRIP Program									
City Contribution - Regular Subsidy	2,006,622	2,006,622	-	6,019,866	6,019,866	-	2,829,644	2,829,644	-
TOTAL REVENUE	2,113,841	2,130,072	(16,231)	6,343,105	6,390,216	(47,111)	28,333,785	28,390,503	(56,718)
OPERATING EXPENDITURES									
OPERATIONS									
Wages - O	655,442	1,003,548	348,106	2,596,851	3,010,644	413,793	12,184,636	12,042,700	(141,936)
Fringe Benefits - O	4,460	178,760	174,300	394,088	536,280	142,192	1,859,289	2,145,100	285,811
Payroll Taxes - O	51,947	75,426	23,479	198,828	226,278	27,450	931,824	905,100	(26,724)
Retirement Contributions - O	46,224	78,875	32,651	194,273	236,625	42,352	946,501	946,500	(1)
Total Operations Personnel	758,073	1,336,609	578,536	3,384,040	4,009,827	625,787	15,922,250	16,039,400	117,150
Operating Materials and Supplies	15,584	3,333	(12,251)	19,686	9,999	(9,687)	45,454	40,000	(5,454)
Operator Training	4,630	2,789	(1,841)	11,989	8,367	(3,622)	32,717	33,478	761
Training and Travel - O	3,031	3,752	721	13,624	11,256	(2,368)	48,597	45,000	(3,597)
TOTAL OPERATIONS EXPENDITURES	781,318	1,346,483	565,165	3,429,339	4,039,449	610,110	16,049,018	16,157,878	108,860
MAINTENANCE									
Wages - M	264,154	213,118	(51,036)	559,473	639,354	79,881	2,434,814	2,557,400	122,586
Fringe Benefits - M	25,621	32,300	6,679	77,386	96,900	19,514	367,576	387,600	20,024
Payroll Taxes - M	19,873	16,100	(3,773)	42,125	48,300	6,175	180,125	193,200	13,075
Retirement Contributions - M	19,507	16,842	(2,665)	41,508	50,526	9,018	185,865	202,100	16,235
Total Maintenance Personnel	329,155	278,360	(50,795)	720,492	835,080	114,588	3,168,380	3,340,300	171,920
Fuel & Lubricants	194,069	123,479	(70,590)	659,844	370,437	(289,407)	2,419,765	1,481,755	(938,010)
Repair Parts & Supplies	23,944	66,282	42,338	53,326	198,846	145,520	861,436	795,400	(66,036)
Maintenance Services	32,254	22,917	(9,337)	48,360	68,751	20,391	281,982	275,001	(6,981)
Building Maintenance	70,289	27,500	(42,789)	121,873	82,500	(39,373)	366,237	329,999	(36,238)
Training and Travel - M	253	1,667	1,414	1,195	5,001	3,806	19,999	19,999	(0)
TOTAL MAINTENANCE EXPENDITURES	649,964	520,205	(129,759)	1,605,090	1,560,615	(44,475)	7,117,798	6,242,454	(875,344)
ADMINISTRATION									
Wages - A	244,538	199,825	(44,713)	518,306	599,475	81,169	2,294,855	2,397,900	103,045
Fringe Benefits - A	20,160	27,775	7,615	64,726	83,325	18,599	333,438	333,290	(148)
Payroll Taxes - A	18,626	15,300	(3,326)	38,386	45,900	7,514	183,600	183,600	(0)
Retirement Contributions - A	17,846	16,009	(1,837)	37,125	48,027	10,902	192,100	192,100	0
Total Administrative Personnel	301,170	258,909	(42,261)	658,543	776,727	118,184	3,003,993	3,106,890	102,897
Insurance	80,834	78,483	(2,351)	229,220	235,449	6,229	935,570	941,800	6,230
Professional Services	88,795	85,716	(3,079)	259,498	257,148	(2,350)	1,058,188	1,028,600	(29,588)
Utilities	25,052	27,084	2,032	83,277	81,252	(2,025)	327,027	325,000	(2,027)
Telecommunications	9,334	9,667	333	27,921	29,001	1,080	114,921	116,000	1,079
Printing & Advertising	(27,538)	5,884	33,422	17,943	17,652	(291)	70,893	70,600	(293)
Training, Travel, Events	1,322	4,168	2,846	13,631	12,504	(1,127)	54,460	49,998	(4,462)
Office Equipment and Supplies	5,281	8,760	3,479	13,276	26,280	13,004	92,001	105,100	13,099
Employee Recognition	22	1,167	1,145	909	3,501	2,592	14,572	14,000	(572)
Dues and Subscriptions	515	1,566	1,051	2,875	4,698	1,823	16,975	18,800	1,825
Grant Local Match	-	1,250	1,250	-	3,750	3,750	15,000	15,000	-
TOTAL ADMINISTRATIVE EXPENDITURES	484,787	482,654	(2,133)	1,307,093	1,447,962	140,869	5,703,601	5,791,788	88,187
CAPITAL OUTLAYS (non-CIP)									
Computer and Office Equipment	-	-	-	-	-	-	-	-	-
Maintenance Equipment	-	5,000	5,000	-	15,000	15,000	48,232	60,000	11,768
Other Equipment Investments	-	10,833	10,833	-	32,499	32,499	141,768	130,000	(11,768)
TOTAL CAPITAL OUTLAYS (non-CIP)	-	15,833	15,833	-	47,499	47,499	190,000	190,000	-
TOTAL OPERATING EXPENDITURES	1,916,069	2,365,175	449,106	6,341,522	7,095,525	754,003	29,060,418	28,382,120	(678,298)
NET SURPLUS (DEFICIT)	197,772	(235,103)	432,875	1,583	(705,309)	706,892	(726,633)	8,383	(735,016)

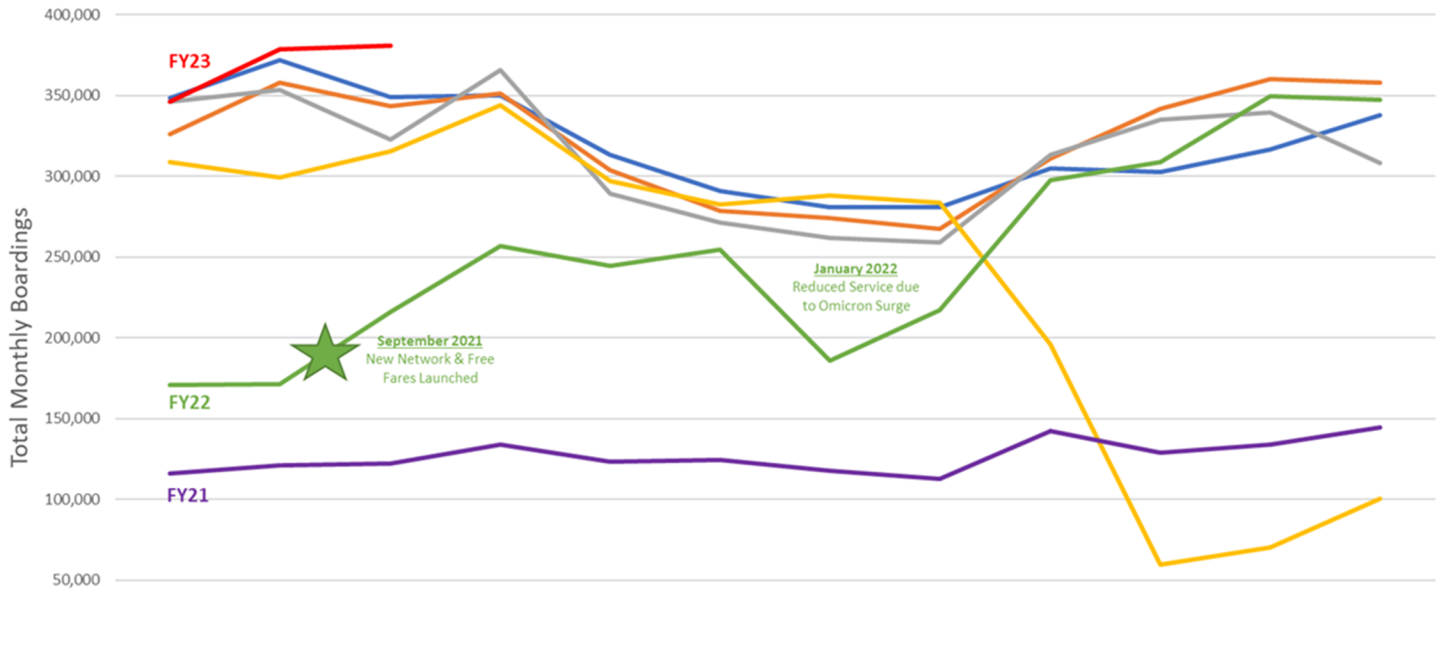
This report is unaudited and prepared for the sole use of management and the Board of Directors of ATC.

ATC Board Agenda Detail

Item #: 6a
Item Title: Ridership Update
Contact: Martin Barns, Director of Planning & Marketing
Board Action: FYI



DASH Total Monthly Ridership (FY2017-FY2023)



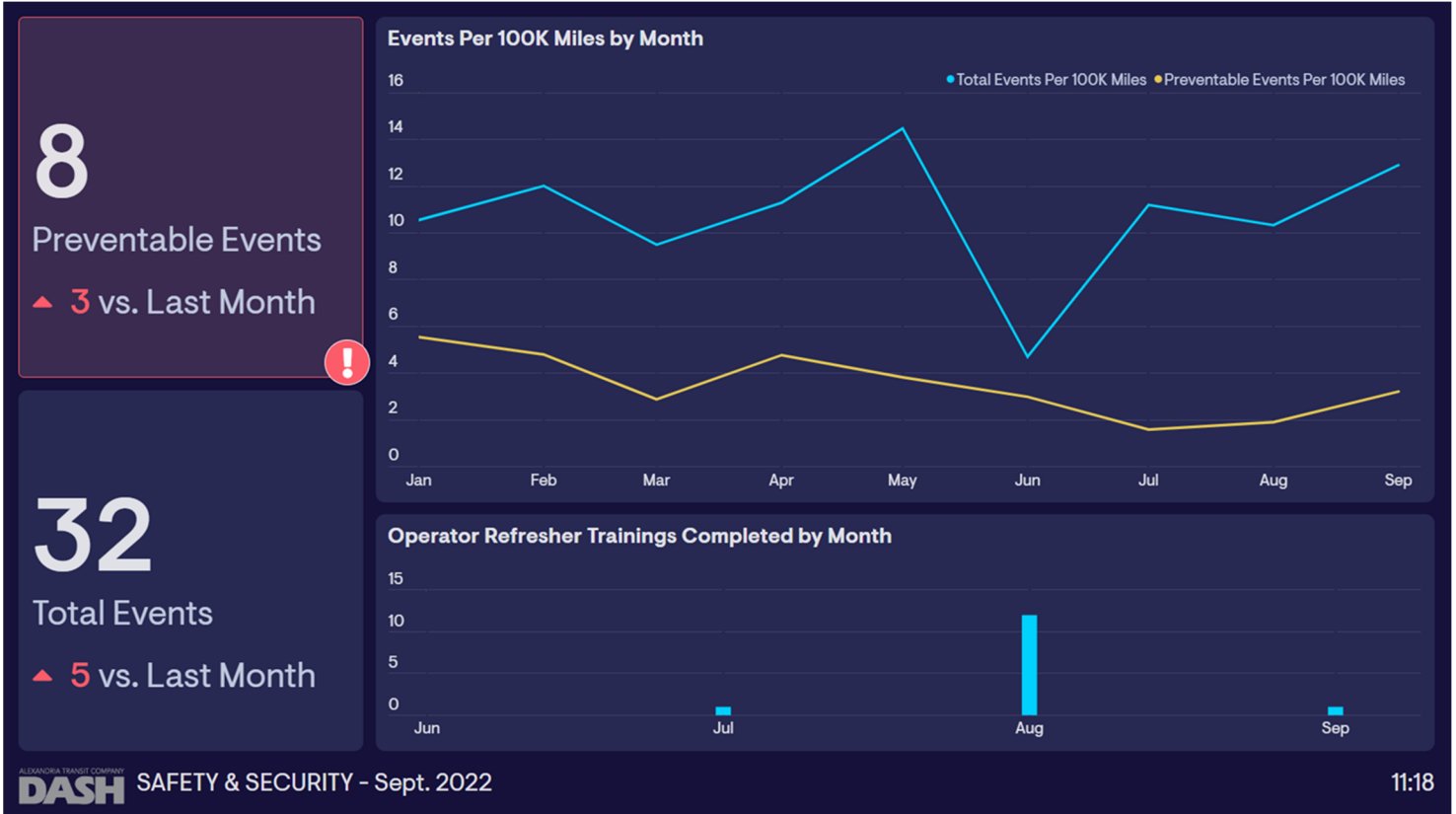
	July	August	September	October	November	December	January	February	March	April	May	June
FY 2017	348,122	371,835	348,970	350,114	313,472	291,037	280,540	280,794	304,617	302,589	316,442	337,667
FY 2018	325,942	357,728	343,427	351,203	303,908	278,813	273,943	267,675	310,961	341,527	360,382	357,979
FY 2019	346,394	353,415	322,539	365,467	289,396	271,346	262,046	258,820	313,090	334,752	339,569	308,225
FY 2020	308,774	299,515	315,275	344,003	296,899	282,688	287,792	283,646	196,069	59,508	70,202	100,618
FY 2021	116,166	120,935	122,418	133,975	123,126	124,552	117,798	112,978	142,490	128,752	134,190	144,558
FY 2022	170,724	171,589	215,963	256,652	244,329	254,702	185,847	216,893	297,508	308,854	349,404	347,360
FY 2023	346,170	378,711	380,709									

ATC Board Agenda Detail

Item #: 6b
Item Title: KPI Dashboards Update
Contact: Martin Barns, Director of Planning & Marketing
Board Action: FYI



1. Safety and Security – SEPTEMBER 2022



Notes:

- (1) **Events.** Events include collisions, passenger incidents, property damage, employee injuries, and other safety-related incidents.
- (2) **Preventable Events.** "Preventable" Events are any events that the DASH Safety Review Committee determines could have been prevented by operator actions. The current target is seven (7) preventable events per month or less.
- (3) **Refresher Trainings.** Staff from the DASH Safety team conduct trainings with bus operators to reinforce safety best practices to ensure that all operators are doing everything they can to stay safe. Due to recent staff changes, the number of trainings has been atypically low, but recent hires have allowed regular refresher trainings to resume.

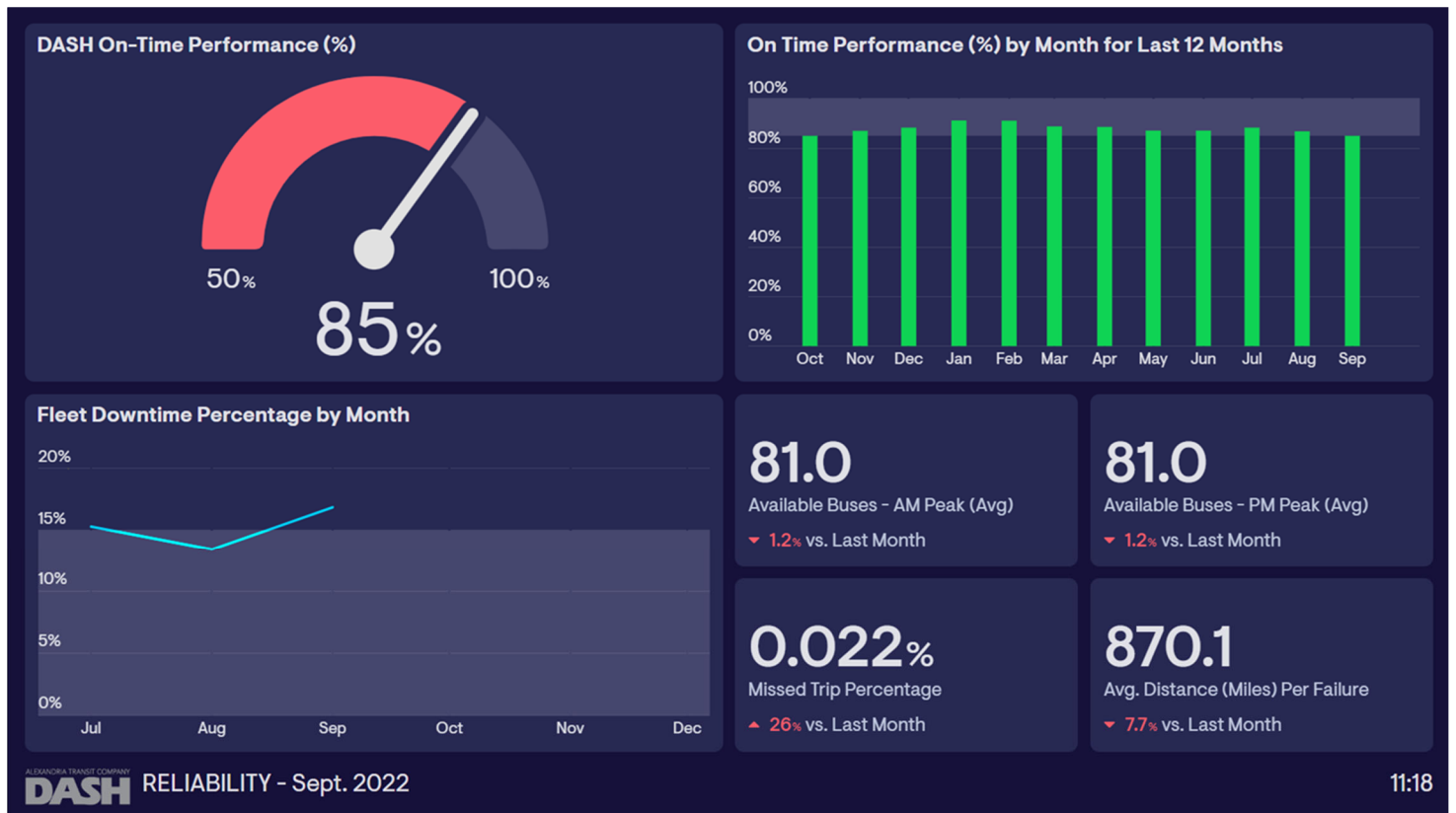
2. CUSTOMER SERVICE – SEPTEMBER 2022



Notes:

Customer Satisfaction Index (CSI). This index quantifies the number of customer calls, complaints and commendations that are received each month into a single metric that can be tracked over time. The index assigns weighted values for each complaint (negative) and commendation (positive) that are received each month; however, since commendations are relatively uncommon in the transit industry, commendations are weighted 20% more than complaints. The higher the CSI value, the higher the customer satisfaction. The typical range for CSI is 80-95, so months with a CSI below 80 would be cause for concern. Months with a CSI value of 95+ would be indicative of exceptional customer satisfaction for that month.

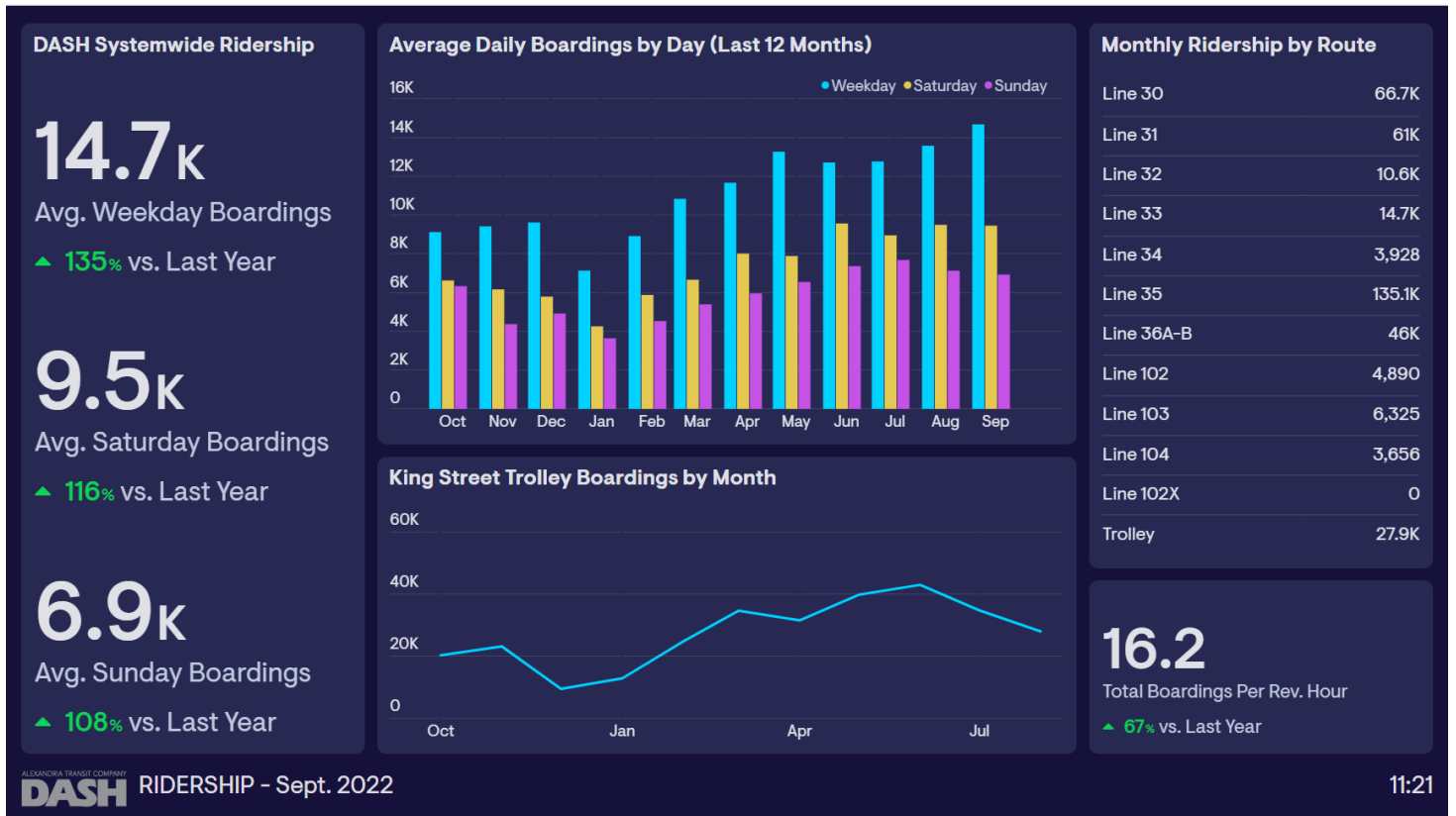
3. RELIABILITY – SEPTEMBER 2022



Notes:

- (1) "On-Time Performance" tracks the percentage of scheduled departure times in which the bus departs the stop no more than 1 minute early and no more than 5 minutes late. The current DASH OTP target is 85% of all trips.
- (2) "Fleet Downtime" measures the total hours that DASH buses have spent on the "deadline" in a given month, divided by the total number of hours in that month. This is a new metric that does not currently have an industry standard.
- (3) "Available Buses" are the average number of buses that were available to be put into revenue service during weekday peak periods in each month.
- (4) "Missed Trips" are trips that are not provided due to mechanical breakdowns, driver error, or staffing shortages. "Average Distance between Failure" measures how often the buses are breaking down due to mechanical issues.

4. RIDERSHIP – SEPTEMBER 2022



Notes:

- (1) "Boardings" are the number of times a passenger boards a bus. A passenger making a round-trip would count as two boardings.
- (2) "Boardings Per Revenue Hour" are calculated as the total boardings divided by total number of revenue hours of service that were provided. This metric is designed to normalize the number of boardings against the amount of service that is operated as a means of measuring service efficiency or productivity.
- (3) The contract with the Department of Defense for Line 102X (Mark Center Express) was suspended until further notice in December 2021.

ATC Board Agenda Detail

Item #: 7
Item Title: VTLP Administrator Welcome & Executive Session
Board Action: Discussion/ Consideration of Approval



David Harmer, Administrator for the Virginia Transit Liability Pool (VTLP) will be joining the DASH Board Meeting for an introduction and briefing. Mr. Harmer will provide a general overview of the VTLP program as well as notable accomplishments in the past year.

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Following Mr. Harmer's presentation, the Board will consider moving to Executive Session

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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

ATC Board Agenda Detail

Item #: 8
Item Title: Next Meeting Date & Adjournment
Board Action: Discussion/Consideration of Approval



**The next regular meeting of the Alexandria Transit Company Board of Directors
is scheduled for Wednesday, December 14, 2022, at 5:30pm**

Consider Adjournment