



Alexandria Transit Company Board of Directors Meeting



Wednesday, June 6, 2018

5:30 p.m.

DASH Board Room, 3000 Business Center Dr.

Meeting Agenda

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| #1 | Public Comment | |
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| #2 | Consideration of Meeting Minutes Approval
May 9, 2018 | All |
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| #3 | Chairman's Report | Paul Abramson
Chairman |
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| #4 | T&ES Director's Report | Yon Lambert
Director, T&ES |
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| #5 | DASH General Manager's Report
a) Management Report
b) Performance Reports
c) Operating Report
d) Fiscal Reports
e) General Manager's Summary | Josh Baker
General Manager |
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| #6 | New Business
a) Action and Adoption of the Fiscal Year 2019 Budget
b) Resolution Supporting SmartScale Application & Citywide Transit Signal
Prioritization (TSP)
c) Alexandria Transit Vision Plan Update
d) Report of the Nominating Committee and Election of Officers
e) Resolution for the Outgoing ATC Board Chairman | All |
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| #7 | Other Business
a) Update on Overtime | Josh Baker
General Manager |
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| #8 | 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 |
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| #9 | Next Meeting Date & Adjournment
The next regular Board Meeting is Wednesday, September 12th, 2018 at
5:30 p.m., City Hall Council Workroom, 2 nd Fl. | All |
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ATC Board Agenda Detail

Agenda Item #: 2
Item Title: May 9, 2018 Minutes
Contacts: Fatima Ahmed
Attachments: None
Customer Impact: None
Board Action: Consideration of Approval



Alexandria Transit Company (ATC) **BOARD OF DIRECTORS MEETING MINUTES**

A meeting of the Board of Directors of the Alexandria Transit Company was held on Wednesday, May 9, 2018 at Alexandria City Hall, in the Council Workroom on the 2nd Floor.

Board members attending were: Paul Abramson, Kerry Donley, Ian Greaves, David Kaplan, Yon Lambert, Richard Lawrence, Meredith MacNab and Stephen Klejst.

Staff members attending were: Josh Baker, Raymond Mui, Lorenza Myers, Martin Barna, Rick Baldwin, Swinda Carcamo, Evan Davis, Dale Dover, Allan Fye, Nicole Evans and Alicia Wright. There were 4 visitors in attendance.

The board holds meetings every second Wednesday from September to June, all are welcome to attend.

Board Meeting

Agenda Item #1 – Public Comment

Mr. Abramson called the meeting to order at 5:01 p.m. and welcomed the Board members, staff and guests. There was no public comment.

Agenda Item #2 – Consideration of Meeting Minutes Approval

The Chairman asked for consideration of approval of the minutes of April 11, 2018. Mr. Donley made a motion to accept the minutes as presented with Mr. Lambert seconding the motion, the vote was carried in approval.

Agenda Item #3 – Chairman's Report

Mr. Abramson announced that the DASH Employee Awards & Picnic will take place this Saturday, May 12th at Cameron Run Regional Park from 11 a.m. to 2 p.m., encouraging everyone to attend.

Mr. Abramson introduced DASH's new Director of Finance and Director of Human Resources, Evan Davis and Swinda Carcamo, welcoming the new directors.

Mr. Abramson reported the Board Retreat notes were distributed to the Board the next steps is to work towards a strategic committee for the Board.

Agenda Item #4 – T&ES Director's Report

No Verbal Report

Staff Reports

Agenda Item #5 – General Manager's Report

No Verbal Report



Agenda Item #6 – New Business

Item #6a – The Board reviewed the General Manager's proposal for the Fiscal Year 2019 Transit Development Plan (TDP) and recommended adding a note to the preface stating the document was finalized before the Metro shutdown was announced. Mr. Donley made a motion to approve the FY 19 TDP as amended, with Mr. Lambert seconding the motion and the Fiscal Year 2019 Transit Development Plan was approved and adopted.

Agenda Item #7 – Old Business

Item #7a: Mr. Baker updated the Board on the insurance proposals received and provided a summary of the plans to fill the gaps in coverage.

Item #7b: The General Manager asked for the Board's approval for the DASH & City Attorney's Office MOA. Mr. Lambert made a motion to approve with Ms. MacNab seconding the motion and the vote was carried forward.

Interviews with New Board Candidates – The Board Vacancy Committee's recommendation of top four selections were interviewed from 5:25 p.m. to 6:38 p.m.

Agenda Item #8 – 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.

Consideration of convening executive session for the purpose of discussing legal and personnel matters, pursuant to Section 202-3711 (A1) of the Code of Virginia was motioned by Mr. Donley and seconded by Mr. Lambert at 6:40 p.m.

At 7:04 p.m. Mr. Donley made a motion to end the executive session and reconvene the regular Board of Director's Meeting with Mr. Lambert seconding the motion.

Agenda Item #9 – Next Meeting Date & Adjournment

As there was no further business, the Chairman asked for a motion to adjourn. On a motion by Mr. Donley and seconded by Mr. Lambert, the regular monthly meeting adjourned at 7:04 p.m.

The next meeting is Wednesday, June 6, 2018 at 5:30 p.m. at the DASH Facility.

Minutes submitted by Fatima Ahmed, Secretary



ATC Board Agenda Detail

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



Report by the Chairman of the ATC Board



ATC Board Agenda Detail

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



ATC Board Agenda Detail

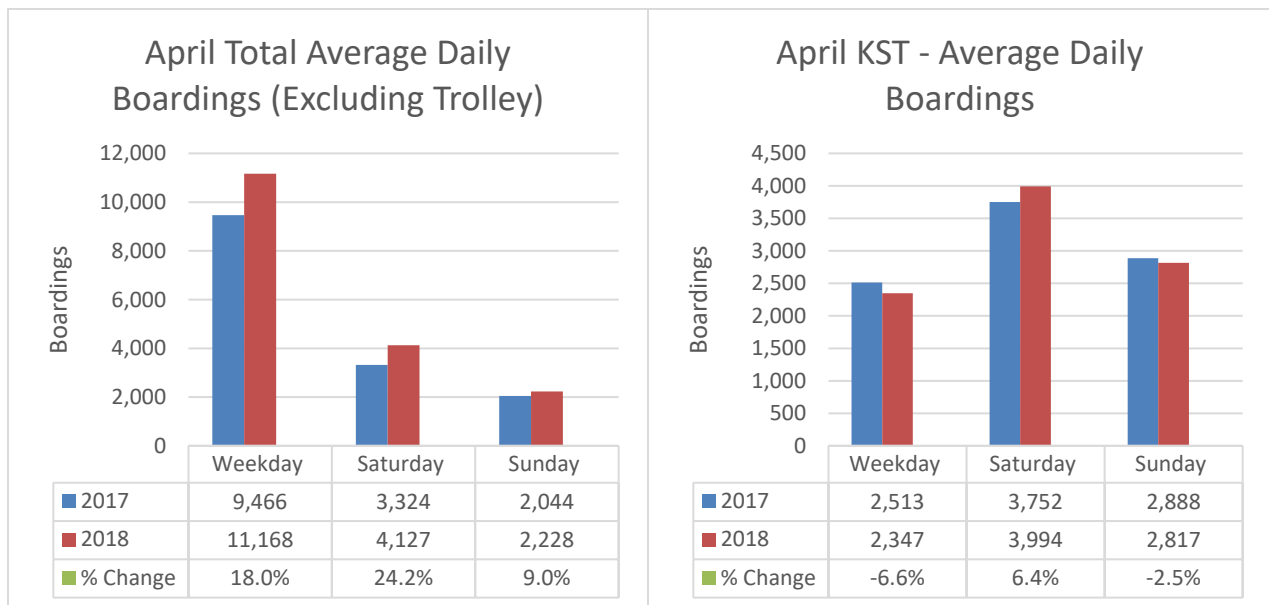
Agenda Item #: 5
Item Title: DASH General Manager's Report
Contacts: Josh Baker, General Manager
Attachments: None
Customer Impact: None
Board Action: None/FYI



5a Summary: Management Report

FOR THE MONTH OF APRIL 2018

- A. RIDERSHIP:** Total system ridership for the month increased by 4.3% from last April, with 341,527 total passengers. Without the King Street Trolley, total ridership increased by 7.4% from last April, with 262,173 passengers. Note that these ridership gains are partially due to the low ridership levels that occurred during WMATA SafeTrack Surge 13 from March 4 – April 12, 2017.



- B. SAFETY:** DASH experienced four accidents during the month of April. No injuries reported.
- 04/02 – Bus made contact with car at King Street and Park Center Drive. (*Preventable*).
 - 04/05 – Vehicle rear-ended bus at Madison and Pitt Streets. (*Non-Preventable*).
 - 04/26 – Car made contact with bus at King and Harvard Streets. (*Non-Preventable*).
 - 04/30 – Car made contact with bus on Van Dorn Street. (*Non-Preventable*).

C. RELIABILITY & MAINTENANCE:

	April 2017	April 2018	% Change	Industry Avg.
On-Time Performance	95.1%	95.6%	0.5%	83.6%
Missed Trip Percent	0.02%	0.01%	0.1%	N/A
Avg. Miles Per Road Call	15,055	18,889	25.5%	11,439

D. SPECIAL EVENTS:

GEORGE WASHINGTON PARKWAY CLASSIC: On Sunday, April 22th, 2018, 40 buses were used to transport approximately 1,828 participants in the George Washington Parkway Classic 5K and 10-mile races.

ALEXANDRIA EARTH DAY: On Saturday, April 28, 2018 DASH attended and sponsored the Alexandria Earth Day at the Lenny Harris Memorial Fields with DASH passengers receiving free rides to the event.

5b Summary: Performance Reports
(System-Wide Ridership)

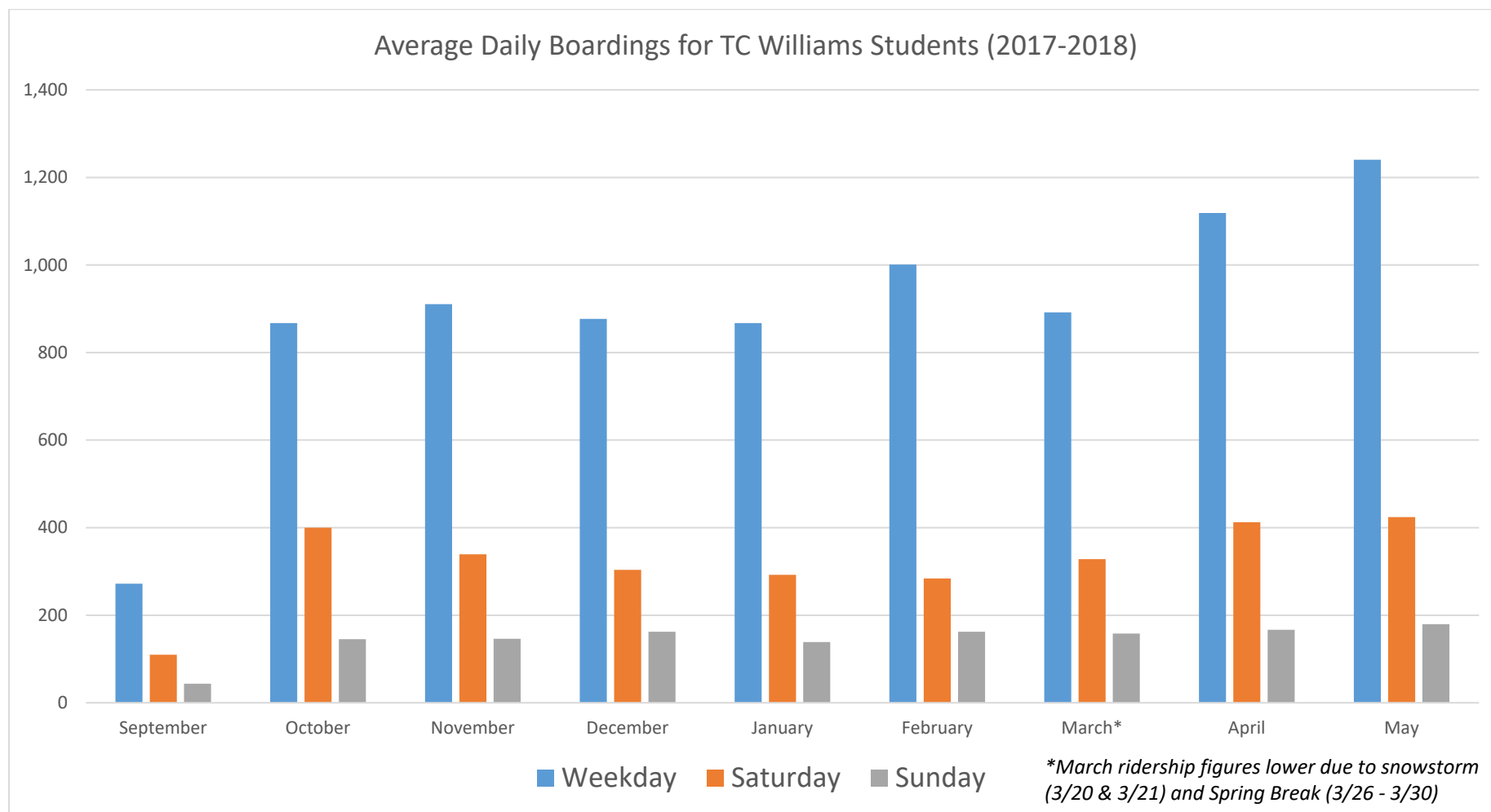
DASH Monthly Systemwide Ridership (FY2015-FY2018)



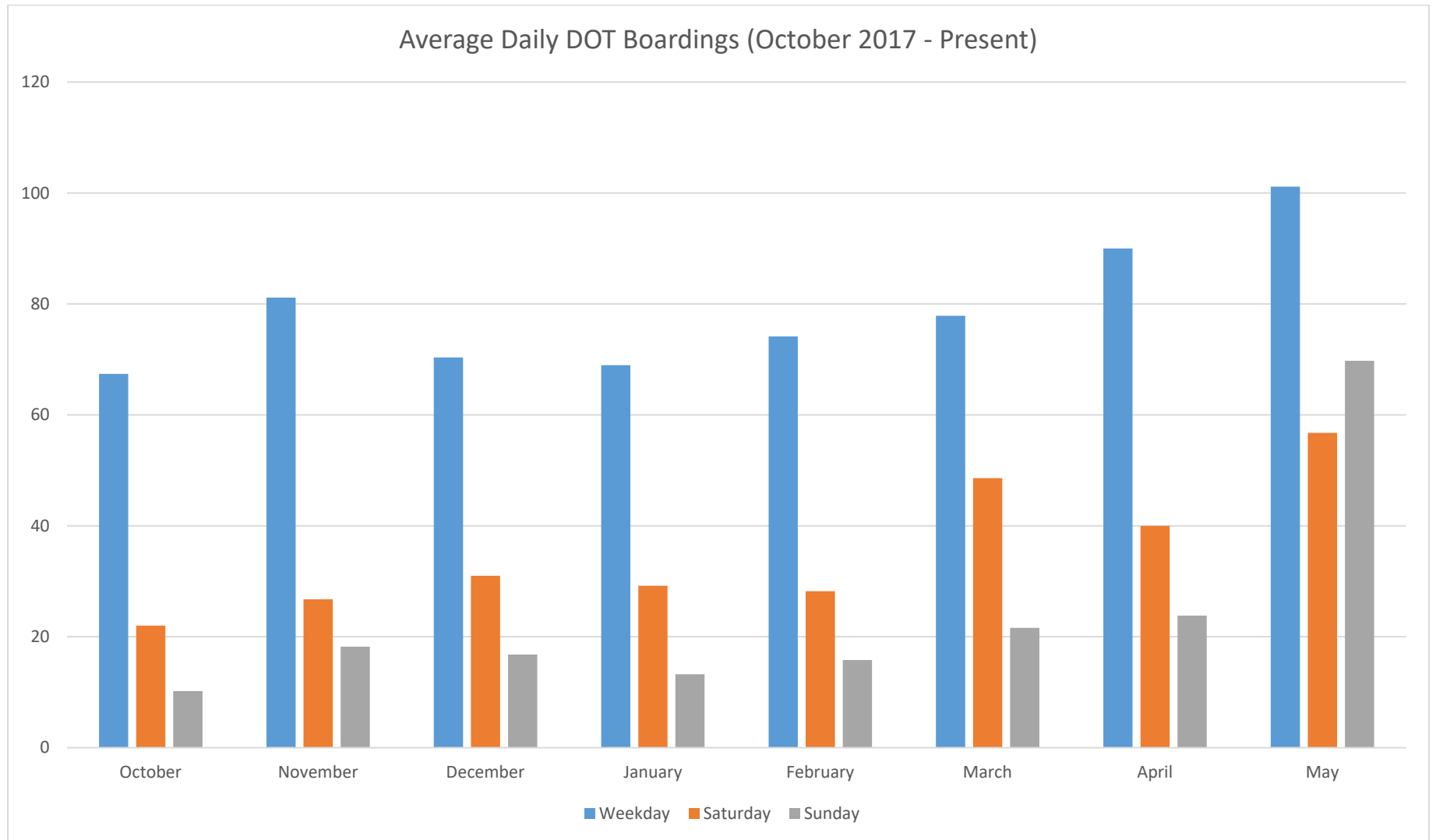
* Metrorail ridership (green columns) represents average daily total boardings at the city's four Metrorail Stations for FY15-17.

** Totals were multiplied by 20 for comparison to DASH monthly data.

5b Summary: Performance Reports (TC Williams Average Ridership)



5b Summary: Performance Reports
(DOT Ridership)



5c Summary: Operating Report

DASH OPERATING REPORT (APRIL 2018)

	PREVIOUS YEAR (April 2017)	CURRENT YEAR (April 2018)	PERCENT CHANGE
<u>RIDERSHIP</u>			
Total Monthly Passengers	327,599	341,527	4.3%
Total Monthly Passengers (Excl.Trolley)	244,136	262,173	7.4%
Passengers / Revenue Mile	2.2	2.2	0.0%
Passengers / Revenue Hour	24.6	24.6	0.0%
<u>SERVICE LEVELS</u>			
Total Miles	165,606	170,002	2.7%
Revenue Miles	150,007	154,033	2.7%
<u>SAFETY</u>			
Accidents - Total	4	4	0.0%
Accidents - Preventable	1	1	0.0%
<u>FARES</u>			
Average Fare	\$1.11	\$0.99	-11.1%
ATC DASH Pass	17,789	29,244	64.4%
TC Williams Free Fare Pilot	0	20,375	100.0%
Regional Bus Transfers	19,497	18,227	-6.5%
Rail-Bus Transfers	29,249	35,516	21.4%
% Paid by SmartTrip	78.4%	71.8%	-6.6%
<u>FINANCIAL PERFORMANCE</u>			
Operating Expense / Total Mile	\$8.34	\$8.19	-1.8%
Operating Expense / Total Platform Hour	\$72.79	\$76.61	5.2%
Total Revenue / Operating Expense Ratio	33.0%	28.5%	-4.5%



5d Summary: Fiscal Reports

Income Statement Variance Analysis and FY18 Projection Report For the Ten Months Ended April 30, 2018

A Note on Report Format

Beginning this month, DASH is presenting its income statement based on numbers pulled from Munis rather than Dynamics GP (Great Plains). Since this is the system used by the City of Alexandria, analyzing from Munis allows us to “speak the same language.” This is especially important as it enables us to more accurately project financial results and discuss them with the Board and City staff.

The primary difference between the two systems is that revenue has been recorded on an accrual basis in GP, but it is recorded on the cash basis in Munis. As a result, you will see that the City’s operating subsidy to DASH has not yet been recorded. It will be made as part of the year end close process. However, we have included the King Street Trolley subsidy and DoD Mark Center charter revenue in this report so that it is consistent with prior months in FY18. In FY 2019, the subsidy (both regular and for the King Street Trolley) will be recorded in Munis on a quarterly basis.

However, please note that the difference in accounting method has no impact on the year-end projected results. Income earned and expenditures incurred in FY18 will be accrued at year end and these accruals are reflected in the projections.

April Results and FY18 Year End Projection

We are now projecting a net cash deficit of (\$722,263). The increase from last month’s projection of a (\$51,214) deficit is because we have now accounted for the third payroll in June and the accrued payroll recorded at year end. This represents approximately \$780,000 in additional spending not previously included in the projection. Offset by lower non-personnel spending and slightly higher revenue (BRAC contract), this accounts for the entire change in projected result.

The short story is that our FY 2018 budget assumed about a 1% increase in revenue and 2% decrease in spending. Instead, revenue is projected to be 1% lower than last year and spending 1% higher. Put together, revenue is 1.5% under budget and spending is 2.9% higher. That adds up to our (\$722,263) projected cash deficit, composed of a (\$246,165) revenue deficit and a (\$476,098) excess in spending over budget.

Significant variances from budget include:

- Passenger revenues are projected to be \$365,407 (10%) short of budget for FY18.
- Transportation labor is projected to be \$890,796 (10%) over budget, driven primarily by fringe benefits (33% over), payroll taxes (85% over), and retirement contributions (107% over). This is impacted in part by the discretionary contribution made earlier in FY18 but is also largely because the full cost of benefits for this department were not budgeted.
- On the other hand, Maintenance and Administrative labor are both projected to be under budget (13% and 4%, respectively), as are those departments in total.
- Non-personnel spending is over budget in total by only \$21,820 (0.6%). Variances in this area are largely a matter of better allocating our non-personnel budget to the right line items.



FY18 Year End Resolution

We are currently working with City Finance leaders to compensate for the projected FY18 cash deficit, especially the spending deficit which requires additional FY18 budget authority. We have agreed to take the following actions:

1. **Transfer of Funds from TMA Payroll Account:** DASH personnel are employees of Transit Management of Alexandria, Inc., and therefore are paid from a SunTrust bank account separate from the City of Alexandria. The cash needed for each biweekly payroll is wired from the City's account to TMA's account. Since at least 2010, a significant additional balance has existed in this account in excess of the amount required for payroll. It was likely accumulated over time with the intent of covering potential contingencies. At this time, approximately \$600,000 of surplus funds are available. After updating the City's Finance leaders about this balance, the staff recommendation is to transfer these funds back to the City's account. This transfer will increase cash and revenue for FY18, covering the remaining FY17 deficit of about \$250,000 and much of the current year deficit. Going forward, the TMA SunTrust account will have only a nominal balance between payroll runs as a simple buffer.
2. **Supplemental Appropriation:** The June supplemental appropriation ordinance is being drafted with a request for additional budget authority for DASH to cover the remaining current year deficit. The City's Finance department is handling this request in consultation with the City Manager.

Impact on FY19 Operating Budget

We have revised the proposed FY 2019 operating budget to account for the updates to the FY18 projection. The total budget of \$17.1 million represents a 0.5% increase from FY18 projected expenditures. Notable revisions include the following:

- Accounted for new insurance policies (D&O, flood) and higher health and short-term disability insurance premiums
- Included local match on DRPT operating grants (varies by grant, but generally 20%)
- Shifted funds from Administration and Maintenance to Operations to better reflect actual spending

If overtime is controlled, this budget is attainable on the expenditure side. However, it does not leave room for any wage increases or additional hiring. On the revenue side, the almost 17% increase in passenger revenue will be difficult if not impossible to realize with the fare increases alone, as has been previously indicated by the General Manager.

Improved Budget Control in FY19

To improve monthly management oversight and budget control in FY 2019, we plan to implement the following changes:

- The budget will be further segmented by department so that each of DASH's directors will have a clear picture of his or her spending limits for the fiscal year. This will empower each director to make more informed decisions in authorizing discretionary purchases.
- The Director of Finance & Administration will meet with each director monthly to discuss spending activity and help each department remain within budget limits.
- Ridership and passenger revenue will be closely monitored throughout the year to update FY19 year-end projections.



5d Summary: Fiscal Reports (Income Statement Variance Analysis)

Alexandria Transit Company (DASH)									
Operating Income Statement for the Ten Months Ended April 30, 2018									
Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	FY2018 Projected	FY2018 Annual Budget	Projected Year End Variance
OPERATING REVENUE									
City Contribution - Operating Revenue	-	1,003,823	(1,003,823)	-	10,038,230	(10,038,230)	11,092,941	11,092,941	-
City Contribution - King Street Trolley	79,412	79,412	-	794,120	794,120	-	952,938	952,938	-
DASH Passenger Revenue	253,689	302,667	(48,978)	2,498,588	3,026,670	(528,082)	3,266,593	3,632,000	(365,407)
DASH Charter Revenue	63,566	70,583	(7,017)	750,984	705,830	45,154	915,642	847,000	68,642
Miscellaneous Revenue	-	-	-	37,822	-	37,822	50,600	-	50,600
TOTAL OPERATING REVENUE	396,667	1,456,485	(1,059,818)	4,081,514	14,564,850	(10,483,336)	16,278,714	16,524,879	(246,165)
OPERATING EXPENDITURES									
TRANSPORTATION									
Wages - T	556,642	632,215	75,573	6,095,563	6,322,150	226,587	7,681,014	7,586,575	(94,439)
Fringe Benefits - T	111,102	96,667	(14,435)	1,243,832	966,670	(277,162)	1,541,542	1,160,000	(381,542)
Payroll Taxes - T	40,474	25,000	(15,474)	437,708	250,000	(187,708)	555,142	300,000	(255,142)
Retirement Contributions - T	-	12,417	12,417	308,673	124,170	(184,503)	308,673	149,000	(159,673)
Total Transportation Labor	708,218	766,299	58,081	8,085,776	7,662,990	(422,786)	10,086,371	9,195,575	(890,796)
Fuel & Lubricants	95,160	89,917	(5,243)	922,603	899,170	(23,433)	1,107,124	1,079,000	(28,124)
Operating Materials and Supplies	11,797	8,667	(3,130)	146,257	86,670	(59,587)	175,510	104,000	(71,510)
Tires	2,328	10,584	8,256	83,565	105,840	22,275	100,278	127,000	26,722
Training and Travel - T	183	1,999	1,816	13,891	19,990	6,099	16,669	24,000	7,331
TOTAL TRANSPORTATION EXPENDITURES	817,686	877,466	59,780	9,252,092	8,774,660	(477,432)	11,485,952	10,529,575	(956,377)
MAINTENANCE									
Wages - M	103,934	136,834	32,900	1,048,246	1,368,340	320,094	1,312,225	1,642,000	329,775
Fringe Benefits - M	19,511	22,833	3,322	216,337	228,330	11,993	267,130	274,000	6,870
Payroll Taxes - M	8,914	5,833	(3,081)	96,561	58,330	(38,231)	122,468	70,000	(52,468)
Retirement Contributions - M	-	4,167	4,167	62,813	41,670	(21,143)	63,813	50,000	(13,813)
Total Maintenance Labor	132,359	169,667	37,308	1,423,957	1,696,670	272,713	1,765,636	2,036,000	270,364
Repair Parts	74,501	40,083	(34,418)	391,065	400,830	9,765	469,279	481,000	11,721
Vehicle Maintenance Service	8,040	8,583	543	64,027	85,830	21,803	76,832	103,000	26,168
Tools and Equipment	732	3,834	3,102	11,634	38,340	26,706	13,961	46,000	32,039
Laundry	2,009	1,500	(509)	22,999	15,000	(7,999)	27,599	18,000	(9,599)
TOTAL MAINTENANCE EXPENDITURES	237,766	242,623	4,857	2,151,478	2,426,230	274,752	2,642,785	2,911,500	268,715
ADMINISTRATION									
Wages - A	92,476	105,513	13,037	920,192	1,055,130	134,938	1,157,277	1,266,166	108,889
Fringe Benefits - A	49,456	6,692	(42,764)	123,904	66,920	(56,984)	146,973	80,279	(66,694)
Payroll Taxes - A	6,409	6,454	45	66,603	64,540	(2,063)	84,472	77,455	(7,017)
Retirement Contributions - A	1,309	6,092	4,783	47,772	60,920	13,148	47,772	73,100	25,328
Total Administrative Labor	149,650	124,751	(24,899)	1,158,471	1,247,510	89,039	1,436,494	1,497,000	60,506
Insurance	129,604	41,859	(87,745)	522,157	418,590	(103,567)	522,157	502,304	(19,853)
Utilities	26,955	26,417	(538)	266,431	264,170	(2,261)	319,718	317,000	(2,718)
Professional Services	17,966	16,000	(1,966)	251,420	160,000	(91,420)	301,703	192,000	(109,703)
Printing & Advertising	1,964	8,167	6,203	53,610	81,670	28,060	64,332	98,000	33,668
Telecommunications	4,471	6,250	1,779	54,271	62,500	8,229	65,125	75,000	9,875
Dues and Subscriptions	325	1,500	1,175	30,444	15,000	(15,444)	36,533	18,000	(18,533)
Postage and Office Supplies	2,784	4,999	2,215	19,002	49,990	30,988	22,802	60,000	37,198
Training and Travel - A	2,396	4,542	2,146	32,520	45,420	12,900	39,024	54,500	15,476
Contingency	-	8,333	8,333	-	83,330	83,330	-	100,000	100,000
TOTAL ADMINISTRATIVE EXPENDITURES	336,115	242,818	(93,297)	2,388,326	2,428,180	39,854	2,807,888	2,913,804	105,916
TOTAL OPERATING EXPENDITURES	1,391,567	1,362,907	(28,660)	13,791,896	13,629,070	(162,826)	16,936,625	16,354,879	(581,746)
CAPITAL OUTLAYS (non-CIP)									
Non-Revenue Vehicle Replacement	-	3,333	3,333	-	33,330	33,330	-	40,000	40,000
Computer and Office Equipment	-	6,667	6,667	1,897	66,670	64,773	2,200	80,000	77,800
Power Train Rebuilds, Other Capital E	-	4,167	4,167	62,152	41,670	(20,482)	62,152	50,000	(12,152)
TOTAL CAPITAL OUTLAYS (non-CIP)	-	14,167	14,167	64,049	141,670	77,621	64,352	170,000	105,648
NET SURPLUS (DEFICIT)	(994,900)	79,411	(1,074,311)	(9,774,431)	794,110	(10,568,541)	(722,263)	-	(722,263)
Budget Comparison									
	FY2018 Projected	FY2018 Budget	Variance	% Variance					
City Contributions	12,045,879	12,045,879	-	0.0%					
DASH Operating Revenue	4,232,835	4,479,000	(246,165)	-5.5%					
Total Revenue	16,278,714	16,524,879	(246,165)	-1.5%					
Total Personnel	13,288,501	12,728,575	(559,926)	-4.4%					
Total Non-Personnel	3,648,124	3,626,304	(21,820)	-0.6%					
Total Capital Outlay (non-CIP)	64,352	170,000	105,648	62.1%					
Total Expenditures	17,000,977	16,524,879	(476,098)	-2.9%					
Year over Year Comparison									
	FY2018 Projected	FY2017 Actual	Variance	% Variance					
City Contributions	12,045,879	12,051,967	(6,088)	-0.1%					
DASH Operating Revenue	4,232,835	4,383,342	(150,507)	-3.4%					
Total Revenue	16,278,714	16,435,309	(156,595)	-1.0%					
Total Personnel	13,288,501	13,055,253	(233,248)	-1.8%					
Total Non-Personnel	3,648,124	3,660,865	12,741	0.3%					
Total Capital Outlay (non-CIP)	64,352	99,147	34,795	35.1%					
Total Expenditures	17,000,977	16,815,265	(185,712)	-1.1%					



ATC Board Agenda Detail

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



5e Summary: General Manager's Summary

During the month of April, DASH in partnership with Alexandria Department of Recreation, Parks and Cultural Activities featured the DASHing in Motion Poetry series. The selected poems have been displayed on DASH buses as well as social media.

We were honored that Business View Magazine reached out to discuss with the General Manager and Marketing Manager some of the hard work and dedication that goes into running our transit company and highlighted our programs including "Plan Ahead Pay It Forward" and our most recent successful ACPS and DOT/MetroAccess Programs. Here is a look at DASH's feature in the May issue [Business View Magazine](#), this hyperlink will lead you to the article on pages 228 to 233.



On Saturday, May 12th, DASH showcased and demonstrated Proterra Catalyst at our Annual Employee Awards and Picnic. This bus was at DASH for a week-long demo and was operated on various fixed routes throughout our system. Special thanks to the Operations, Planning and Marketing teams for putting this successful demo together, and for the industry leading data collection and analysis we have conducted for this Demo and the previous with New Flyer of America.



ATC Board Agenda Detail

Agenda Item #: 6
Item Title: New Business
Contacts: Josh Baker, General Manager
Attachments: None
Customer Impact: a) Significant ● b) Minimal ● c) Moderate ● d) Minimal ●
Board Action: a) Final Adoption



6a Summary – Final Adoption of the Fiscal Year 2019 Budget

The Final Draft of the Fiscal Year 2019 Budget is provided for Board Approval and Adoption. The proposed budget is adjusted slightly per the Director of Finance's actions as outlined in the Management Report. No additional comments were received.

Board Action: Motion and Approval of the Fiscal Year 2019 Operating Budget
Next Steps: None.

6b Summary – Resolution Supporting SmartScale Electric Bus Program and Citywide Transit Signal Prioritization Applications

DASH is submitting applications for SmartScale funding to equip the DASH Facility for the future Electric Bus Program. Additionally the funding request incorporates the purchase of additional Electric Buses for implementation and expansion of an electric bus fleet. If awarded these funds are 100% and require no local match contributions.

The second resolution is also for SmartScale funding to equip the DASH fleet and work to incorporate improvements to the City infrastructure to fully implement Transit Signal Prioritization throughout all areas with signals equipped to handle the technology.

Martin Barna, Director of Planning is the lead on these applications and can answer any questions.

Board Action: Motion and Approval of the included resolutions
Next Steps: None.

6c Summary – Alexandria Transit Vision Plan Update

Martin Barna, Director of Planning will provide the Board with a brief update of the ongoing Alexandria Transit Vision Plan.

Board Action: None.
Next Steps: Board will be updated and asked for additional input in the Fall of 2018.

6d Summary – Nominating Committee Report & Election of Officers

Please review attachment memorandum from Chairman Abramson.

Board Action: Motion & Approval to accept the slate of officers recommended by the Committee.
Next Steps: None.



ATC Board Agenda Detail

Agenda Item #: 7
Item Title: Old Business
Contacts: Josh Baker, General Manager
Attachments: None
Customer Impact: a) Minimal ●
Board Action: None/FYI



7a Summary – OT Report and Analysis

DASH overtime report included below. While we have not yet reached our target of 7% we have made great progress. There is another training class in session now with 13 participants. The Safety & Training Department is working hard to reach our goal by July 1st.

Payroll	Total Overtime	Total Payroll	Percentage of Total Payroll
Saturday, January 6, 2018	\$22,315.86	\$386,088.71	6%
Saturday, January 20, 2018	\$43,452.38	\$426,697.51	10%
Saturday, February 3, 2018	\$42,003.15	\$377,846.05	11%
Saturday, February 17, 2018	\$37,110.45	\$369,719.16	10%
Saturday, March 3, 2018	\$24,066.39	\$369,932.26	6.5%
Saturday, March 17, 2018	\$34,109.06	\$370,382.91	9%
Saturday, March 31, 2018	\$34,916.59	\$376,679.22	9%
Saturday, April 14, 2018	\$41,173.89	\$378,129.71	11%
Saturday, April 28, 2018	\$50,379.27	\$421,657.62	12%
Saturday, May 12, 2018	\$41,372.55	\$424,791.14	10%

Board Action: No Board Action Required.
Next Steps: None.



ATC Board Agenda Detail

Agenda Item #: 8
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.

There will be no meetings July and August.

The next ATC Board of Directors Meeting will take place:

**Wednesday, September 12th at 5:30 p.m.
in the Council Workroom, 2nd Floor Alexandria City Hall**

Consider Adjournment

-- Board Attendance Log on Next Page --



Alexandria Transit Company Board of Directors

ATTENDANCE LOG

2017 - 2018 REGULAR (and special) BOARD MEETINGS

("P" present - "A" absent - "E" excused)

Meeting Date	Paul Abramson	Vacant	David Kaplan	Kerry Donley	Stephen Klejst	Yon Lambert	Richard Lawrence	Meredith MacNab	Ian Greaves
07/2017	<i>No Meeting</i>								
08/2017	<i>No Meeting</i>								
09/13/2017	P		P	P	E	E	P	P	
10/18/2017	P		P	P	P	P	E	P	
11/08/2017	P		P	P	P	P	E	P	
12/13/2017	P		P	P	P	P	E	P	
01/10/2018	P		P	P	P	P	P	P	
02/14/2018	P		P	P	P	E	P	P	
03/14/2018	P		P	P	P	P	P	P	P
04/11/2018	P		P	P	P	P	P	E	P
05/09/2018	P		P	P	P	P	P	P	P
06/06/2018									





Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #6a Attachments:

Fiscal Year 2019 Final Budget

Alexandria Transit Company

Fiscal Year 2019 Manager's Final Proposed Operating Budget

	FY19 ORIGINAL DRAFT BUDGET	FY19 FINAL MANAGER'S PROPOSED	FY18 Projected Year End	FY 19 Budgeted vs. FY18 Projected
SERVICE CALCULATIONS & ASSUMPTIONS				
Miles	2,044,000	2,044,000		
Hours	237,000	237,000		
Revenue Ridership	2,784,000	2,784,000		
Total Ridership	3,851,000	3,851,000		
REVENUE				
City Contribution Operating Revenue	\$ 11,566,655	\$ 11,354,656	\$ 11,092,941	2.4%
City Contribution Trolley Revenue	\$ 981,526	\$ 958,936	\$ 952,938	0.6%
DASH Passenger Revenue	\$ 3,581,000	\$ 3,812,357	\$ 3,266,593	16.7%
DASH Transit Charter Fares	\$ 847,000	\$ 938,000	\$ 915,642	2.4%
Miscellaneous Revenue		\$ 55,000	\$ 50,600	8.7%
TOTAL REVENUE	\$ 16,976,181	\$ 17,118,949	\$ 16,278,714	5.2%
EXPENSES				
Administration	FY 2019 DRAFT	FY19 FINAL	FY 2018	FY19 vs. FY18
Labor	\$ 1,347,430	\$ 1,222,495	\$ 1,157,277	6%
Fringe Benefits	\$ 124,762	\$ 125,000	\$ 146,973	-15%
Payroll Taxes	\$ 131,943	\$ 93,483	\$ 84,472	11%
Retirement Costs	\$ 83,769	\$ 56,688	\$ 47,772	19%
Personnel Recruitment and Training	\$ 88,000	\$ 30,000	\$ -	
Overtime (7% of Labor Expense)	\$ -	\$ -	\$ -	
Printing - Marketing	\$ 40,000	\$ 40,000	\$ 64,332	1%
Advertisement - Marketing	\$ 40,000	\$ 25,000	\$ -	
Vehicle Liability Insurance	\$ 494,428	\$ 500,471	\$ 522,157	29%
Other Ins. (D&O, Property, Workers Comp)		\$ 173,157		
Telecommunications	\$ 71,269	\$ 70,000	\$ 65,125	7%
Utilities	\$ 300,000	\$ 320,000	\$ 319,718	0%
Contractual Services	\$ 372,624	\$ 250,000	\$ 301,703	-17%
Dues and Subscriptions	\$ 9,199	\$ 10,000	\$ 36,533	-73%
Training and Travel	\$ 13,252	\$ 15,000	\$ 39,024	-62%
Postage, Office Supplies, Photocopying	\$ 12,000	\$ 10,000	\$ 22,802	-56%
Grant Local Match (DRPT Operating Grants)	\$ 87,039	\$ 81,739		
Contingencies	\$ 100,000	\$ 50,000		
Total Administration Expenses	\$ 3,315,715	\$ 3,073,033	\$ 2,807,888	9%

-- Continued on Next Page --

Maintenance	FY 2019 DRAFT	FY19 FINAL	FY 2018	FY19 vs. FY18
Labor	\$ 1,497,359	\$ 1,402,000	\$ 1,252,339	12%
Fringe Benefits	\$ 268,360	\$ 268,000	\$ 267,130	0%
Payroll Taxes	\$ 111,897	\$ 123,000	\$ 122,468	0%
Retirement Costs	\$ 92,447	\$ 70,000	\$ 63,813	10%
Overtime (5% of Labor Expense)	\$ 104,815	\$ 70,100	\$ 59,886	17%
Repair Parts	\$ 275,000	\$ 470,000	\$ 469,279	0%
Vehicle Maintenance Service	\$ 75,000	\$ 77,000	\$ 76,832	0%
Tools and Equipment	\$ 25,000	\$ 15,000	\$ 13,961	7%
Laundry	\$ 18,000	\$ 30,000	\$ 27,599	9%
Building Maintenance (incl. personnel)	\$ 175,000	\$ 275,000	\$ 275,506	0%
Training and Travel	\$ 2,880	\$ 15,000	\$ 13,972	7%
Total Maintenance Expenses	\$ 2,645,759	\$ 2,815,100	\$ 2,642,785	6.52%
Operations	FY 2019 DRAFT	FY19 FINAL	FY 2018	FY19 vs. FY18
Labor	\$ 7,020,732	\$ 6,800,624	\$ 6,433,285	6%
Fringe Benefits	\$ 1,579,460	\$ 1,540,000	\$ 1,541,542	0%
Payroll Taxes	\$ 534,328	\$ 520,248	\$ 555,142	-6%
Retirement Costs	\$ 378,915	\$ 298,900	\$ 308,673	-3%
Overtime (7% of Labor Expense)	\$ 491,451	\$ 476,044	\$ 1,247,729	-62%
Fuel & Lubricants	\$ 1,151,040	\$ 1,200,000	\$ 1,107,124	8%
Operating Materials and Supplies	\$ 120,000	\$ 170,000	\$ 175,510	-3%
Tires	\$ 85,000	\$ 110,000	\$ 100,278	10%
Training and Travel	\$ 12,294	\$ 15,000	\$ 16,669	-10%
Total Operations Expenses	\$ 11,373,220	\$ 11,130,816	\$ 11,485,952	-3.1%
TOTAL OPERATING	\$ 17,334,694	\$ 17,018,949	\$ 16,936,625	0.5%
Capital Outlay	\$ 140,000	\$ 100,000	\$ 64,352	55.4%
Grand Total Surplus/(Defecit)		\$ -	\$ (722,263)	
DASH Operating Grants		FY19 FINAL		
DRPT State Grant Funding		\$ 430,403		
Local Match on DRPT State Grants		\$ 81,739		
Grant Project Expenditures		\$ (512,142)		
		\$ -		





Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #6b Attachments:

Resolution for SmartScale Application
Resolution for Citywide Transit Signal Prioritization (TSP)



Resolution Authorizing the Application for State Aid to Public Transportation

BE IT RESOLVED by the Alexandria Transit Company Board of Directors that Josh Baker, CEO/General Manager, is authorized, for and on behalf of the Alexandria Transit Company in coordination with the City of Alexandria, hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Virginia Department of Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance through the FY 2024 – FY 2025 SMART Scale Program in the amount of \$12,000,000 to defray the costs borne by the **PUBLIC BODY** for purposes of the “DASH Zero Emission Fleet Program” implementation, and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize Josh Baker, CEO/General Manager, to furnish to the **DEPARTMENT** in coordination with the City of Alexandria, such documents and other information as may be required for processing the grant request. No local matching funds are required for applications submitted through the FY 2024 – FY 2025 SMART Scale program.

The Alexandria Transit Company certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Chairman of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Alexandria Transit Company Board of Directors held on the Sixth day of June, 2018.

(Signature of Recording Officer)

(Title of Recording Officer)

June 6, 2018
(Date)



Resolution Authorizing the Application for State Aid to Public Transportation

BE IT RESOLVED by the Alexandria Transit Company Board of Directors that Josh Baker, CEO/General Manager, is authorized, for and on behalf of the Alexandria Transit Company in coordination with the City of Alexandria, hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Virginia Department of Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance through the FY 2024 – FY 2025 SMART Scale Program in the amount of \$2,160,000 to defray the costs borne by the **PUBLIC BODY** for purposes of implementing “City-wide Transit Signal Prioritization (TSP) on Major Corridors” and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize Josh Baker, CEO/General Manager, to furnish to the **DEPARTMENT** in coordination with the City of Alexandria, such documents and other information as may be required for processing the grant request. No local matching funds are required for applications submitted through the FY 2024 – FY 2025 SMART Scale program.

The Alexandria Transit Company certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Chairman of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Alexandria Transit Company Board of Directors held on the Sixth day of June, 2018.

(Signature of Recording Officer)

(Title of Recording Officer)

June 6, 2018
(Date)





Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #6d Attachments:

Report of the Nominating Committee and Election of Officers



MEMORANDUM



DATE: June 1st, 2018
TO: ATC Board of Directors
FROM: Paul R. Abramson, Chairman
RE: ATC Board of Directors' Nominating Committee
Proposed Slate of Officers

Dear Alexandria Transit Company Board of Directors:

The Nominating Committee of Ms. MacNab and Mr. Greaves submitted the proposed slate of officers for the Board to consider for election. I recommend approval of the following Officers as recommended by the Nominating Committee to take office effective immediately.

David Kaplan	Chairman
Kerry Donley	Vice Chairman
Mark Jinks	President
Yon Lambert	Vice President
Ian Greaves	Treasurer
David Clark	Assistant Treasurer
James Banks	General Counsel
Meghan Roberts	Assistant General Counsel
Fatima Ahmed	Secretary

Paul R. Abramson
Chairman
Alexandria Transit Company





Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #6e Attachments:

Resolution for the Outgoing ATC Board Chairman



Alexandria Transit Company

WHEREAS, Paul Abramson has served as a member of the ATC Board of Directors for Thirty Years, and

WHEREAS, he has served admirably and made invaluable contributions to the Board that will be greatly missed, and

WHEREAS, he has continually been an advocate and supporter of public transit, and

WHEREAS, he has faithfully executed his duties as a member of the Board, keeping in mind his responsibilities to all the citizens of Alexandria, Virginia,

NOW THEREFORE BE IT RESOLVED, by the Alexandria Transit Company Board of Directors that Paul Abramson is to be commended for his dedication, service, and expertise; and further, that the Board members send him every good wish for success and happiness now and in the future.

ATTEST, by unanimous resolution of the Alexandria Transit Company Board Members: David Kaplan (Incoming Chairman), Kerry Donley (Incoming Vice-Chairman), Yon Lambert, Meredith MacNab, Ian Greaves, Richard Lawrence, Stephen Klejst.

David Kaplan
Incoming Chairman, Alexandria Transit Company
Board of Directors

(Date)

