



Alexandria Transit Company Board of Directors Meeting



Wednesday, September 12, 2018
5:30 p.m.
City Hall, Council Workroom, 2nd Fl.

Meeting Agenda

#1 Public Comment

#2 Consideration of Meeting Minutes Approval
June 6th, 2018

All

#3 Reports, Updates and Other Business

- a) Chairman's Report
- b) T&ES Directors Report
- c) Others

Chairman & Board
Members

#4 General Manager's Report

- a) Management Report
- b) Performance Reports
- c) Operating Report
- d) Overtime Report
- e) General Manager's Summary

Josh Baker,
General Manager

#5 Financial Report

- a) June Report (FY 2018 Year End Report)
- b) July Report

Evan Davis,
Director of Finance
& Administration

#6 New Business

- a) Alexandria Transit Vision Plan Update
- b) Zero Emission Bus Program Update
- c) Board Resolution for DASH NVTA 70% Grant Projects

Martin Barna,
Director of Planning
& Scheduling

#7 Next Meeting Date & Adjournment

The ATV Work Session is **Thursday, September 27th at 6:30 p.m.**,
Alexandria City Hall, Sister Cities Room 1101.

All

The next regular Board Meeting is **Wednesday, October 10th at 5:30 p.m.**,
Alexandria City Hall, Council Workroom, 2nd Fl.



ATC Board Agenda Detail

Agenda Item #: 2
Item Title: Meeting Minutes
Contact: Fatima Ahmed, Secretary
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, June 6, 2018 at the DASH Board Room, 3000 Business Center Drive, Alexandria, VA 22314.

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

Staff members and visitors attending were: Josh Baker, Raymond Mui, Fatima Ahmed, Rick Baldwin, Martin Barna, Swinda Carcamo, Evan Davis, John Lanocha, Lorenza Myers, Allyson Teevan, Mark Curry, Justin Isbel, Dale Dover, Nicole Evans, Allan Fye, Carmen Frasier and 2 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

The Chairman called the meeting to order at 5:34 p.m. and welcomed the Board members, staff and guests. There was no public comment.

Agenda Item #2 – Consideration of Meeting Minutes Approval

Mr. Abramson asked for consideration of approval of the minutes of May 6, 2018. Mr. Donley made a motion to accept the minutes as presented with Ms. MacNab seconding the motion, and the vote was carried in approval.

Agenda Item #3 – Chairman's Report

Mr. Abramson provided the renewal options for the First Transit Agreement which is due to expire on June 30, 2018. Mr. Donley moved to renew the First Transit Contract with Mr. Lawrence seconding the motion and the vote was carried in approval.

Mr. Abramson congratulated DASH Staff for being this year's 2018 VTA Outstanding Community Award recipient. The Chairman recognized Allyson Teevan, Marketing and Communications Manager and Mark Curry, Marketing & Design Specialist, for the successful DASH Staff the Bus campaign and outreach efforts.

Mr. Abramson concluded the Chairman's Report by congratulating the General Manager for being this year's Alexandria City Council's recipient of the 2018 John Collins Outstanding Advocate for Persons with Disabilities Award. Madam Mayor Allison Silberberg will present Mr. Baker with this honor on June 19, 2018.

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

Mr. Lambert shared the T&ES Director's report in advance to the Board and General Manager and welcomed any comments or questions. He summarized the main items from the report on the NVTA FY18-FY23 Funding for DASH, the King Street Metrorail Station Improvements and Metrorail Maintenance Work for 2018.



Staff Reports

Agenda Item #5 – General Manager’s Report

The General Manager summarized the month of April reports as presented to the Board, going over the Management and Performance Reports. Mr. Baker shared with the Board the success of the MetroAccess and DOT Programs. Mr. Baker reported that the T.C. Williams Student monthly bus passes are on sale for the summer period.

Mr. Baker introduced Mr. Davis the Director of Finance & Administration, who has been working hard diving deep into everything about our fiscal position. Mr. Baker stated that he is very pleased with the collaboration between DASH and City Staff and would like Mr. Davis to speak with the Board on a regular basis to be fully transparent throughout the fiscal year. Mr. Davis and would like Mr. Davis thanked the City Staff for working with him. Mr. Davis summarized the Financial Reports as presented to the board for their comments and feedback. Mr. Davis highlighted the additional funds that could be used to offset the deficit and the supplemental appropriation for this fiscal year. Mr. Donley suggested a quarterly cash report or blanch sheet for the board’s review. Mr. Davis recommended the Board consider approval to transfer the funds from the TMA SunTrust bank account to the City account for this purpose. Mr. Donley made a motion to transfer the funds from the TMA SunTrust bank account to the City account for the end of year deficit, with Ms. MacNab seconding the motion, and the vote was carried in approval.

Agenda Item #6 – New Business

Item #6a – The Board reviewed the General Manager’s proposal for the Fiscal Year 2019 Budget with Mr. Davis giving a summary on the budget as presented. Mr. Donley made a motion to adopt the Fiscal Year 2019 Operating Budget as presented, with Mr. Lawrence seconding the motion and the vote was carried in approval.

Item #6b – Mr. Barna provided a summary on the resolution supporting the SmartScale application and the Citywide Transit Signal Prioritization (TSP). Mr. Lambert moved to adopt the resolutions, with Mr. Kaplan seconding the motion and the vote was carried in approval.

Item #6c – Mr. Barna provided the Board with an update on the Alexandria Transit Vision Plan. Project updates will be presented to the Board every few months.

Item #6d – The Chairman reported that the Board members were approved at the Stockholders meeting on March 20, 2018. Ms. MacNab & Mr. Greaves of the ATC Nominating Committee submitted the recommendations for the slate of officers to the Board. On a motion by Mr. Lambert and seconded by Mr. Donley, the Board unanimously approved the slate of officers as presented.

Item #6e – Mr. Kaplan presented Mr. Abramson with a resolution on behalf of ATC, Ms. MacNab moved to accept the resolution with Mr. Lambert seconding the motion. Mr. Lambert presented Mr. Abramson with a street sign for ‘Paul St.’ on behalf of T&ES. Mr. Abramson thanked everyone for their hard work to make DASH what it is today. Mr. Baker presented Mr. Abramson with a Gold Pass for his service on the ATC Board of Directors.

Agenda Item #7 – Old Business

Item #7a: Mr. Baker provided the Board with an update on the overtime report and analysis..

Agenda Item #8 – 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 Ms. MacNab, the regular monthly meeting adjourned at 7:27 p.m.

The next meeting is Wednesday, September 12, 2018 at 5:30 p.m. at City Hall, City Council Workroom, 2nd Fl.

Minutes submitted by Fatima Ahmed, Secretary



ATC Board Agenda Detail

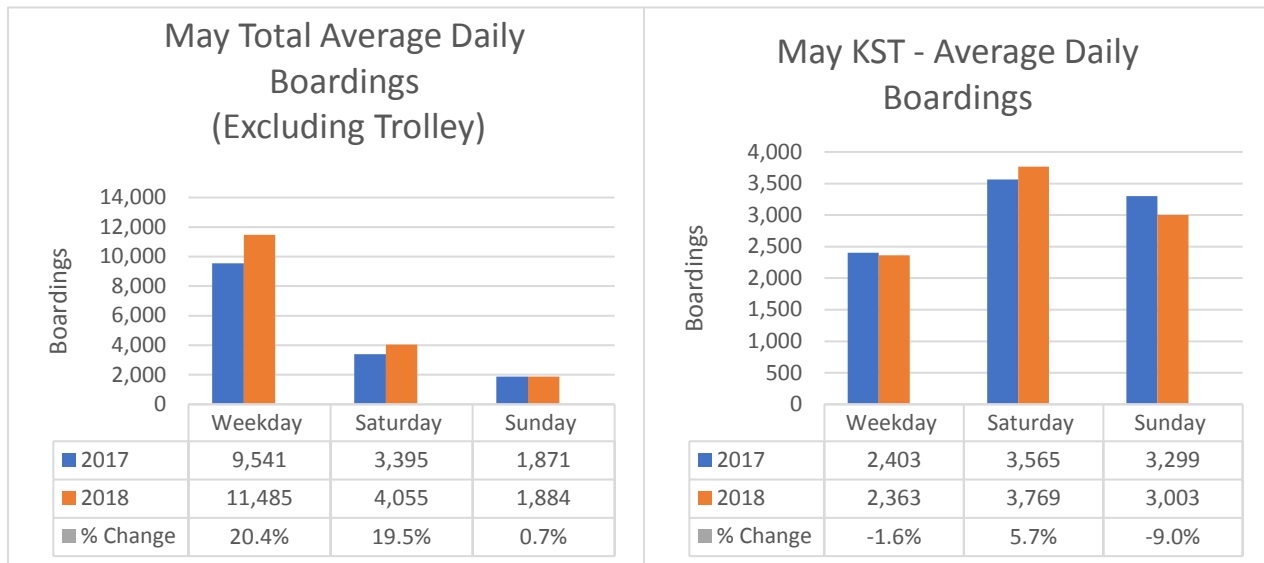
Agenda Item #: 4
Item Title: DASH General Manager's Report
Contact: Josh Baker, General Manager
Attachments: None
Customer Impact: None
Board Action: None/FYI



4a Summary: Management Report

FOR THE MONTH OF MAY 2018

- A. RIDERSHIP:** Total system ridership for the month increased by 4.3% from last May, with 360,382 total passengers. Without the King Street Trolley, total ridership increased by 6.3% from last May, with 278,299 passengers. Note that the large increases for the "Average Daily Boardings (Excluding Trolley)" is largely due to a farebox reporting error from May 2017 that resulted in daily ridership statistics being underreported by 10-15 percent.



- B. SAFETY:** DASH experienced two accidents during the month of May. No injuries reported.
- 05/15 –Construction bobcat made contact with trolley at King and Peyton Streets (*Non -Preventable*).
 - 05/18 – Bus made contact with vehicle at Stevenson and Whiting Streets. (*Preventable*)

C. RELIABILITY & MAINTENANCE:

	May 2017	May 2018	% Change	Industry Avg.
On-Time Performance	94.0 %	96.0%	2.1%	83.6%
Missed Trip Percent	0.00%	0.05%	0.1%	N/A
Avg. Miles Per Road Call	17,203	14,756	-14.2%	11,439

D. SPECIAL EVENTS:

VTLP Class: From May 10th to 11th, DASH hosted Virginia Transit Liability Pool (VTLP) Workshop for various transit agencies.

Employee Awards Picnic: ON May 12th, DASH held its annual Employee Safety & Awards Picnic honoring staff.

Senior Leadership Retreat: On May 31st, DASH's Senior Management Team participated in group sessions facilitated by Terrie Glass of Leadership Solutions Inc.



ATC Board Agenda Detail

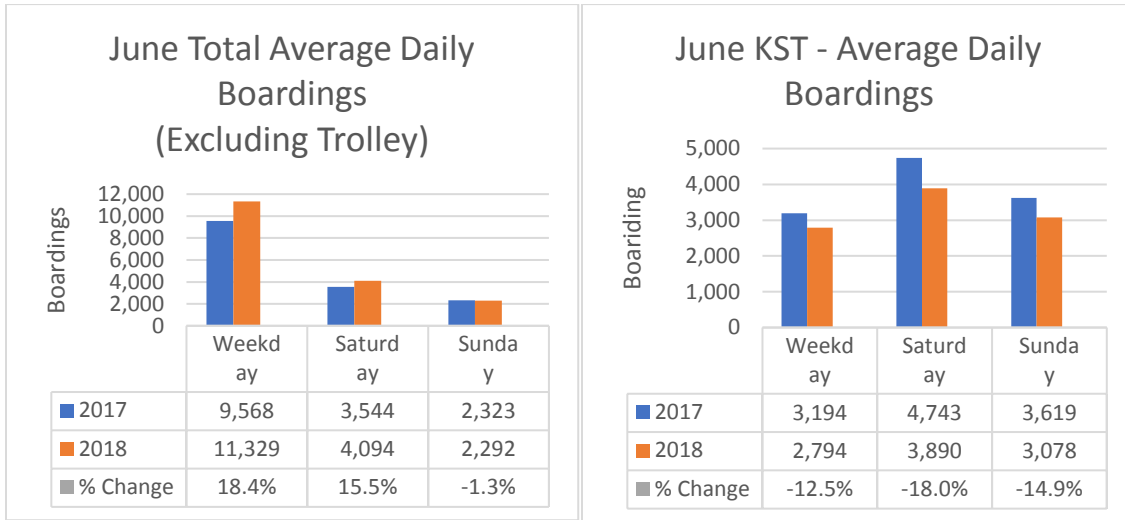
Agenda Item #: 4
Item Title: DASH General Manager's Report
Contact: Josh Baker, General Manager
Attachments: None
Customer Impact: None
Board Action: None/FYI



4a Summary: Management Report

FOR THE MONTH OF JUNE 2018

A. RIDERSHIP: Total system ridership for the month decreased by 1.8% from last June, with 357,979 total passengers. Without the King Street Trolley, total ridership increased by 2.5% from last June, with 267,542 passengers.



- B. SAFETY:** DASH experienced three accidents during the month of June. No injuries reported.
- 06/01 – Vehicle made contact with front of bus at Stevenson and Whiting Streets (*Non -Preventable*).
 - 06/05 – Vehicle made contact with rear of bus at Van Dorn Street and Edsall Road (*Non – Preventable*).
 - 05/18 – Bus made contact with vehicle at King and Menokin Streets. (*Preventable*).

C. RELIABILITY & MAINTENANCE:

	June 2017	June 2018	% Change	Industry Avg.
On-Time Performance	94.5%	92.1%	-2.6%	83.6%
Missed Trip Percent	0.03%	0.13%	337.1%	N/A
Avg. Miles Per Road Call	10,766	10,091	-6.3%	11,439

D. SPECIAL EVENTS:

CTAA Conference: From June 10th to 14th, selected DASH Staff members attended the 2018 CTAA Conference in Pittsburgh, PA. CTAA's Conference is a premier annual event for public transportation professionals to participate in essential transit training.

ATC Board Agenda Detail

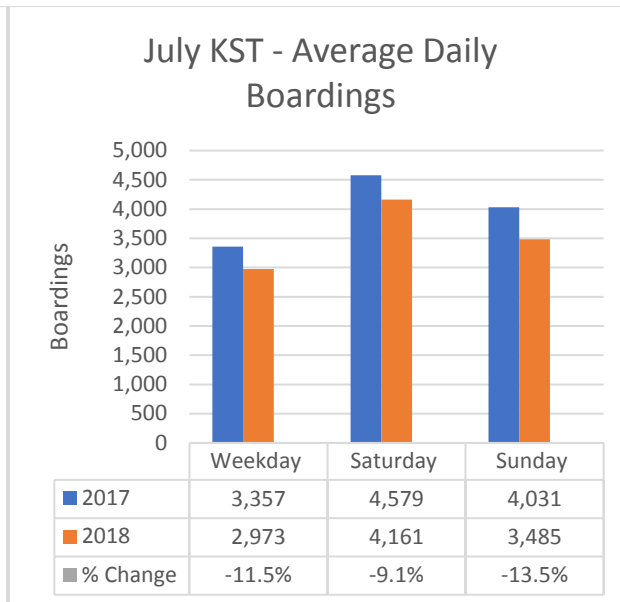
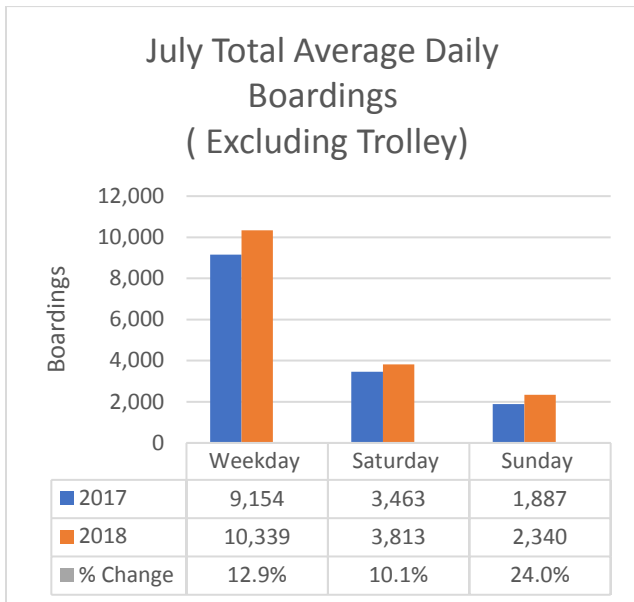
Agenda Item #: 4
Item Title: DASH General Manager's Report
Contact: Josh Baker, General Manager
Attachments: None
Customer Impact: None
Board Action: None/FYI



4a Summary: Management Report

FOR THE MONTH OF JULY 2018

A. RIDERSHIP: Total system ridership for the month increased by 0.4% from last July, with 346,394 total passengers. Without the King Street Trolley, total ridership increased by 6.7% from last July, with 246,414 passengers.



B. SAFETY: DASH experienced two accidents during the month of July. No injuries reported.

- 07/19 – Vehicle made contact with rear of bus at Braddock Road and Hancock Street (*Non -Preventable*).
- 07/30 – Bus made contact with garage door at bus parking garage. (*Preventable*).

C. RELIABILITY & MAINTENANCE:

	July 2017	July 2018	% Change	Industry Avg.
*On-Time Performance	95.7%	83.6%	N/A	83.6%
Missed Trip Percent	0.01%	0.12%	1251.3%	N/A
Avg. Miles Per Road Call	21,079	21,523	2.1%	11,439

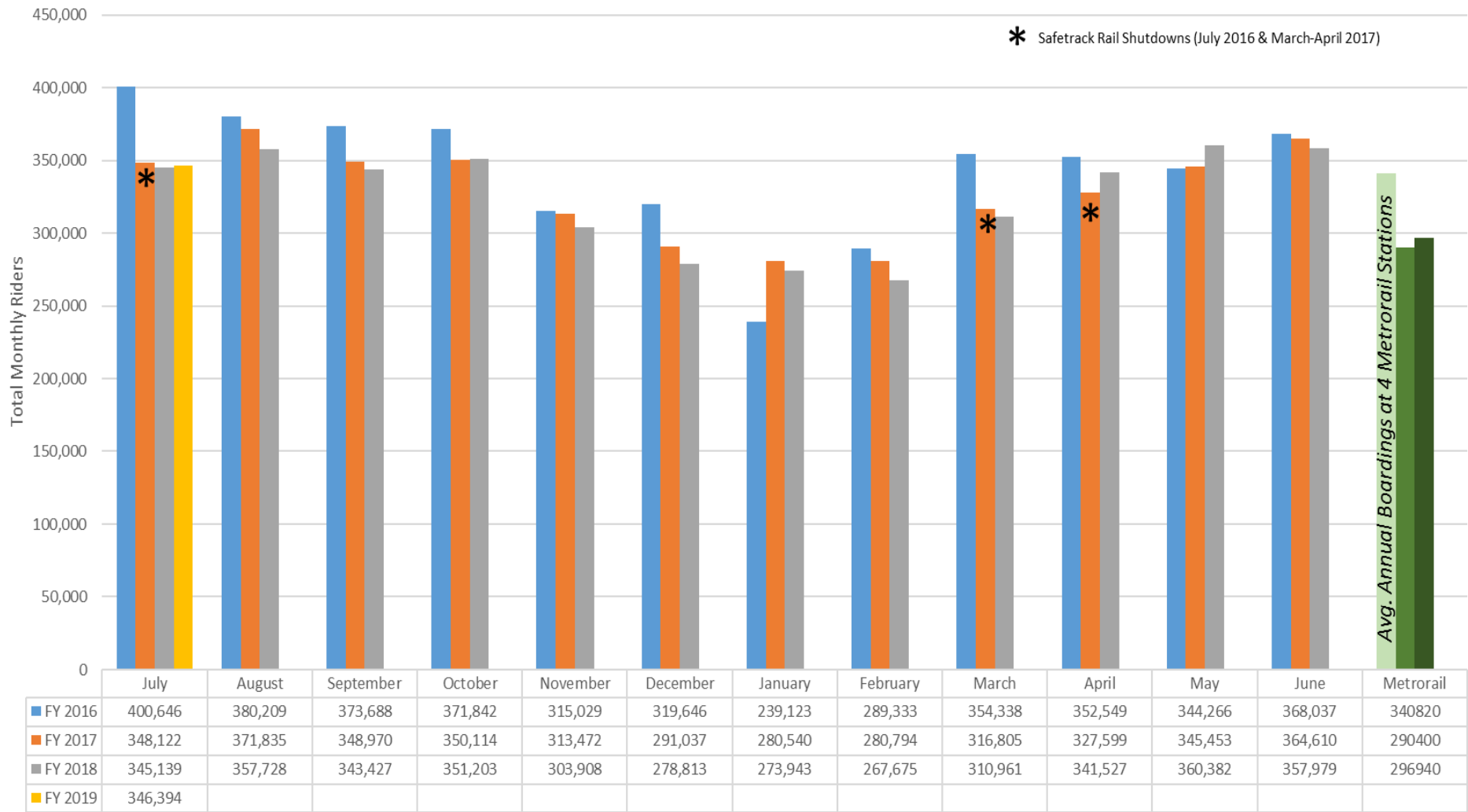
*Note – Beginning in FY19, Planning staff are using a new, more accurate methodology for calculating on-time performance using CAD/AVL data instead of the manual checks by field supervisors.

D. SPECIAL EVENTS: None.



4b Summary: Performance Reports
 (System-Wide Ridership from May 2018 to July 2018)

DASH Monthly Systemwide Ridership (FY2016-FY2019)

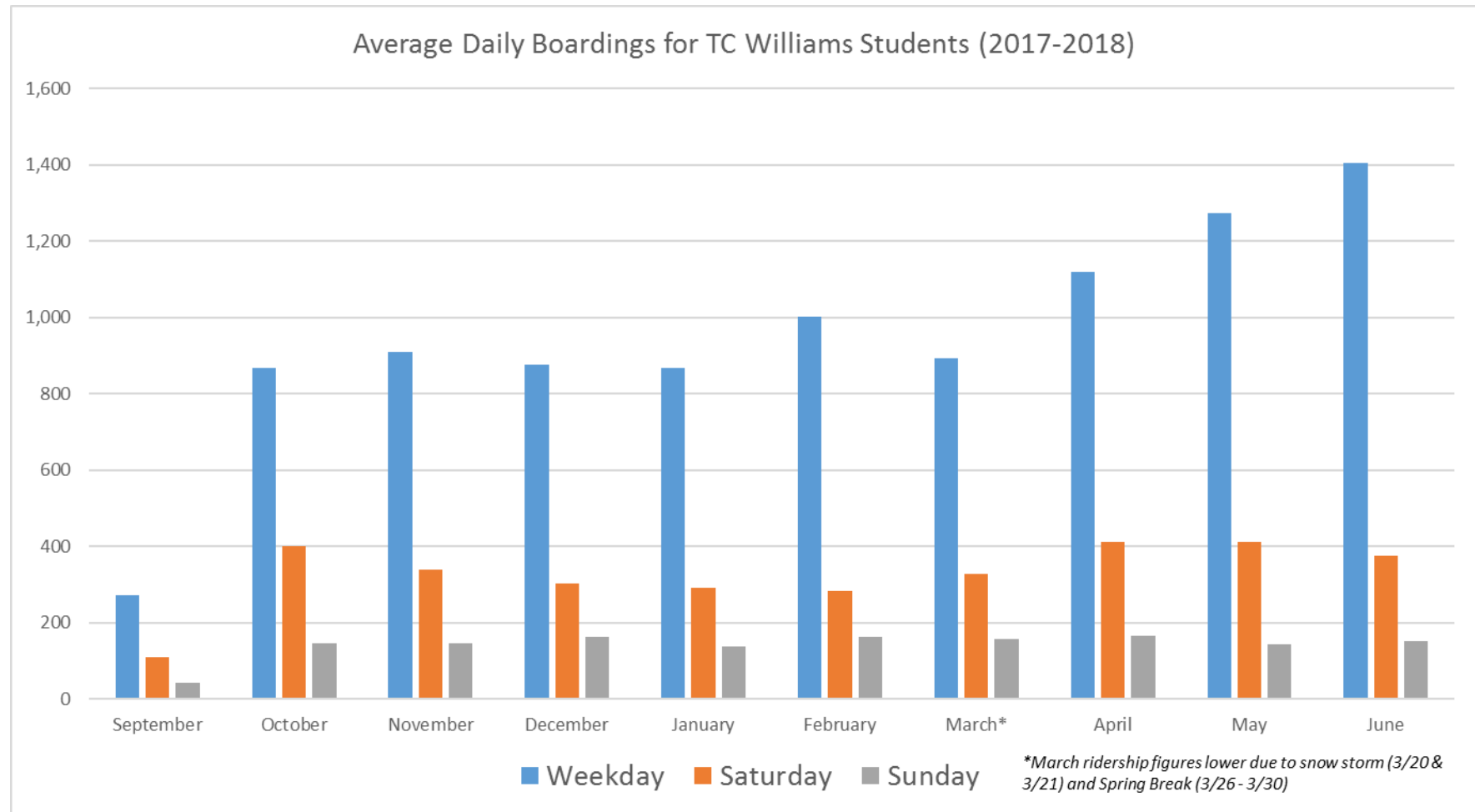


*Metrorail ridership (green columns) represents average daily total boardings at the city's four Metrorail Stations for FY15-17.

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

4b Summary: Performance Reports

(TC Williams Average Ridership May 2018 & June 2018)



4c Summary: Operating Report May 2018

DASH OPERATING REPORT (May 2018)

	PREVIOUS YEAR (May 2017)	CURRENT YEAR (May 2018)	PERCENT CHANGE
RIDERSHIP			
Total Monthly Passengers	345,453	360,382	4.3%
Total Monthly Passengers (Excl.Trolley)	261,838	278,299	6.3%
Passengers / Revenue Mile	2.2	2.2	4.5%
Passengers / Revenue Hour	24.2	24.9	2.9%
SERVICE LEVELS			
Total Miles	177,280	177,072	-0.1%
Revenue Miles	160,309	160,392	0.1%
SAFETY			
Accidents - Total	3	2	-33.3%
Accidents - Preventable	1	1	0.0%
FARES			
Average Fare	\$1.15	\$1.06	-7.8%
ATC DASH Pass	19,612	25,671	30.9%
TC Williams Free Fare Pilot	0	31,551	100.0%
Regional Bus Transfers	19,517	18,898	-3.2%
Rail-Bus Transfers	34,020	36,784	8.1%
% Paid by SmartTrip	80.0%	70.9%	-9.1%
FINANCIAL PERFORMANCE			
Operating Expense / Total Mile	\$7.59	\$9.58	26.2%
Operating Expense / Total Platform Hour	\$66.22	\$89.73	35.5%
Total Revenue / Operating Expense Ratio	32.5%	26.0%	-6.5%



4c Summary: Operating Report June 2018

DASH OPERATING REPORT (June 2018)

	PREVIOUS YEAR (June 2017)	CURRENT YEAR (June 2018)	PERCENT CHANGE
RIDERSHIP			
Total Monthly Passengers	364,610	357,979	-1.8%
Total Monthly Passengers (Excl.Trolley)	260,895	267,542	2.5%
Passengers / Revenue Mile	2.2	2.3	4.6%
Passengers / Revenue Hour	24.7	25.6	3.5%
SERVICE LEVELS			
Total Miles	175,934	171,552	-2.5%
Revenue Miles	159,012	155,280	-2.3%
SAFETY			
Accidents - Total	4	3	-25.0%
Accidents - Preventable	1	1	0.0%
FARES			
Average Fare	\$1.20	\$1.26	5.0%
ATC DASH Pass	20,429	24,871	21.7%
TC Williams Free Fare Pilot	0	27,491	100.0%
Regional Bus Transfers	19,518	18,326	-6.1%
Rail-Bus Transfers	33,869	35,627	5.2%
% Paid by SmartTrip	76.8%	77.3%	0.5%
FINANCIAL PERFORMANCE			
Operating Expense / Total Mile	\$7.33	\$8.77	19.7%
Operating Expense / Total Platform Hour	\$68.82	\$82.12	19.3%
Total Revenue / Operating Expense Ratio	36.1%	32.3%	-3.8%



4c Summary: Operating Report July 2018

DASH OPERATING REPORT (July 2018)

	PREVIOUS YEAR (July 2017)	CURRENT YEAR (July 2018)	PERCENT CHANGE
<u>RIDERSHIP</u>			
Total Monthly Passengers	345,139	346,394	0.4%
Total Monthly Passengers (Excl.Trolley)	230,913	246,414	6.7%
Passengers / Revenue Mile	2.3	2.2	-1.7%
Passengers / Revenue Hour	25.3	24.6	-2.8%
<u>SERVICE LEVELS</u>			
Total Miles	168,631	172,186	2.1%
Revenue Miles	152,827	156,068	2.1%
<u>SAFETY</u>			
Accidents - Total	3	2	-33.3%
Accidents - Preventable	0	1	100.0%
<u>FARES</u>			
Average Fare	\$1.13	\$1.19	5.0%
ATC DASH Pass	16,960	23,462	38.3%
TC Williams Free Fare Pilot	0	0	100.0%
Regional Bus Transfers	17,617	18,710	6.2%
Rail-Bus Transfers	30,857	36,302	17.6%
% Paid by SmartTrip	80.5%	80.6%	0.1%
<u>FINANCIAL PERFORMANCE</u>			
Operating Expense / Total Mile	\$8.09	\$8.83	9.1%
Operating Expense / Total Platform Hour	\$70.24	\$78.09	11.2%
Total Revenue / Operating Expense Ratio	29.0%	28.7%	-0.3%



ATC Board Agenda Detail

Agenda Item #: 4d
Item Title: Overtime Report
Contact: Josh Baker, General Manager
Attachments: None
Customer Impact: None
Board Action: None/FYI



4d Summary – Overtime Report

Fiscal Year 2019 has an overtime target of 7% per pay period, thus far we have not yet reached that target. We have a class of 18 drivers in training currently who are expected to graduate late November. If all graduate and there is no significant increase in attrition we will reach full staffing levels at that time.

Payroll Period	Total Overtime	Total Payroll	Percentage of Total Payroll
Saturday, July 7, 2018	\$38,831.79	\$407,700.69	9.52%
Saturday, July 21, 2018	\$43,091.65	\$437,432.29	9.85%
Saturday, August 4, 2018	\$38,373.16	\$397,779.79	9.65%
Saturday, August 18, 2018	\$40,926.90	\$394,789.21	10.37%



ATC Board Agenda Detail

Agenda Item #: 4e
Item Title: DASH General Manager's Summary
Contact: Josh Baker, General Manager
Attachments: None
Customer Impact: None
Board Action: None/FYI



4e Summary: General Manager's Summary

On July 24th, the General Manager participated in WMATA's Stakeholder Engagement for the Bus Transformation Project. The strategy and roadmap will help develop the region's business model for the bus provider service areas.

On August 15th, WMATA's Operations Staff joined DASH Operations and Planning Staff to discuss Phase I of the King Street Station Access Improvement Project beginning in late Fall 2018. The group visited the temporary bus bay locations during the King Street Station Access Improvement Project. More information about the project can be found at <https://www.dashbus.com/ksmproject>.

From August 20th to 24th, the General Manager, Assistant General Manager and Director of Maintenance visited the Gillig Headquarters in Hayward, California for the Bus Bild Inspection of DASH Fleet. While there, the same personnel met with Proterra bus at their headquarters to learn about their battery production, research and technology.

The set of new buses is currently being delivered with 5 out of the 16 delivered so far. These buses feature all new interiors, a refreshed paint layout and additional markings. Passengers will start seeing these new buses on the road within the next two months.

The General Manager ended the summer welcoming the newly appointed Board members, Mr. Jim Kapsis and Mr. Matt Harris on a tour of the DASH Facility.



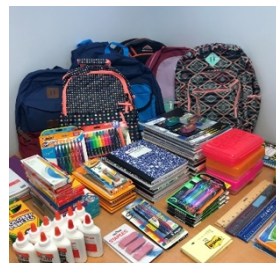
DASH in the Community (Marketing)



Alexandria Tons of Trucks Event



ACPS Back-to-School Drive



Alexandria Earth Day Event



ATC Board Agenda Detail

Agenda Item #: 5a
Item Title: Financial Report – June 2018
Contact: Evan Davis, Director of Finance & Administration
Attachments: None
Customer Impact: None
Board Action: None/FYI



**Alexandria Transit Company (DASH)
Financial Update
For the Twelve Months Ended June 30, 2018**

Reporting Package

As discussed at the June meeting, beginning with the September meeting and going forward we will present a more complete set of financial reports, to include:

1. a Balance Sheet
2. an Income Statement, and
3. a Budget vs. Actual Report (“BVA”)

The BVA is essentially the report the Board has received in the past, and it will continue to include a year-end projection (except at year end). The balance sheet and income statement provide a higher level, easier to digest snapshot of the company’s financial position and results to date, respectively.

June Results and FY18 Close Out

Fiscal year 2018 concluded as we projected, with passenger revenues about 10% off budget and operations labor 10% over budget. The budget deficit was offset by the following:

- ATC’s transfer of excess funds in the payroll bank account back to the City
- The City Council’s supplemental appropriation and additional revenue transfers
- The remaining cash deficit of 254,614 (budget deficit of 196,464, difference of 58,150 in FY17 encumbrances) will be offset by fixed asset capitalizations

The focus for ATC going forward is budget control during FY19. As mentioned previously, line items are being closely monitored and the budget has been segmented by department so that each director has a clear area of financial responsibility.



Balance Sheet

As the balance sheet is new to our monthly Board reports, here are a few notes:

- The pooled cash with the City of Alexandria is ATC's main source of cash. It represents the share of all the City's cash which ATC has spent or earned. Since most of ATC's revenue is the City's subsidy, which has historically only been transferred at year end, this pooled cash balance is generally negative. The negative cash position is presented as "Due to Other Funds" and totals \$190,451 at June 30, 2018.
- The payroll account is with SunTrust Bank. It receives a wire transfer every two weeks from the City to fund wages and benefits paid to employees and providers. The balance of \$161,026 consists of payroll deductions and employer contributions for taxes and benefits, the payment of which was still in process at June 30.
- The receivables balance of \$980,057 consists primarily of the invoice to the Department of Defense for the AT2X Mark Center Express charter (\$762,787) and the June SmarTrip settlement from WMATA (\$208,998).

As you can imagine, capital assets consist almost entirely of ATC's fleet of 85 buses and on-board intelligent transportation systems (ITS) equipment. ATC's facility at 3000 Business Center Drive is held separately by the City.

- The accrued vacation balance of \$682,630 is significant. ATC has recently implemented a new comp time policy to eliminate comp time accrual and is considering further changes to the vacation time accrual policy.

Grants

Grant activity for the year is captured on the income statement. ATC incurred \$221,326 in grant expenditures during FY18, which funded new transit displays at key stations, the Smart Yard project in our garage, and our marketing intern position. All of ATC's current grants operate on a reimbursement basis, therefore grant revenues follow the expenditures.

A grant summary is included on the last page of the BVA, which shows the total award amount for each grant, the total expended to date, and amount remaining. These numbers span multiple fiscal years, as opposed to the current year grant activity on the income statement.



Alexandria Transit Company (DASH)
Preliminary Balance Sheet as of June 30, 2018
(before final fixed asset & depreciation entries)

ASSETS

Cash - City of Alexandria Pooled	\$	-
Cash - Payroll Account		161,026
Receivables		980,057
Due from Other Governments		14,189
Parts and Supplies Inventory		693,531
Prepaid Expenses		2,501
Capital Assets		43,268,979
Less: Accumulated Depreciation		(19,146,856)
TOTAL ASSETS	\$	25,973,427

LIABILITIES

Accounts Payable	\$	240,847
Payroll Liabilities		265,708
Accrued Wages		237,005
Accrued Vacation		682,630
Due to Other Funds (Negative Cash Position)		190,451
Total Liabilities		1,616,641

NET POSITION

Net Investment in Capital Assets		24,122,123
Unrestricted		234,663
Total Net Position		24,356,786

TOTAL LIABILITIES AND NET POSITION	\$	25,973,427
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This statement is unaudited and prepared for the sole use of management and the Board of Directors of ATC.



ALEXANDRIA TRANSIT COMPANY
Summary Income Statement for the Twelve Months Ended June 30, 2018

OPERATING REVENUES:	Actual	Budget	Variance
City Contribution - Operating Revenue	11,387,952	11,342,941	45,011
City Contribution - King Street Trolley	952,938	952,938	-
DASH Passenger Revenue	3,303,985	3,632,000	(328,015)
DASH Charter Revenue	923,347	847,000	76,347
Miscellaneous Revenue	287,811	-	287,811
	16,856,033	16,774,879	81,154
OPERATING EXPENSES:			
Operations	11,387,106	10,529,575	(857,531)
Maintenance	2,657,311	2,911,500	254,189
Administration	2,946,810	3,163,804	216,994
Capital Outlay	119,420	228,150	108,730
	17,110,647	16,833,029	(277,618)
GRANT ACTIVITY:			
State Grants	180,083		
Local Match on State Grants	41,243		
Grant Expenditures	(221,326)		
Total Grant Activity	-	-	-
Change in Net Position before Nonoperating Items	(254,614)	(58,150)	(196,464)
Depreciation			
Capital Contribution (from CIP funds)			
Change in Net Position	(254,614)		
Net Position at Beginning of Year	24,611,400		
Net Position at End of Year	24,356,786		

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



Alexandria Transit Company (DASH)

Preliminary Budget vs. Actual Report for the Twelve Months Ended June 30, 2018
(before final fixed asset & depreciation entries)

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance
OPERATING REVENUE						
City Contribution - Operating Revenue	11,387,952	1,024,656	10,363,296	11,387,952	11,342,941	45,011
City Contribution - King Street Trolley	79,406	79,412	(6)	952,938	952,938	-
DASH Passenger Revenue	517,954	302,667	215,287	3,303,985	3,632,000	(328,015)
DASH Charter Revenue	71,266	70,583	683	923,347	847,000	76,347
Miscellaneous Revenue	240,198	-	240,198	287,811	-	287,811
TOTAL OPERATING REVENUE	12,296,776	1,477,318	10,819,458	16,856,033	16,774,879	81,154
OPERATING EXPENDITURES						
OPERATIONS						
Wages - O	791,829	632,215	(159,614)	7,766,968	7,586,575	(180,393)
Fringe Benefits - O	81,533	96,667	15,134	1,453,055	1,160,000	(293,055)
Payroll Taxes - O	54,964	25,000	(29,964)	556,564	300,000	(256,564)
Retirement Contributions - O	(131,995)	12,417	144,412	176,677	149,000	(27,677)
Total Operations Labor	796,331	766,299	(30,032)	9,953,264	9,195,575	(757,689)
Fuel & Lubricants	89,234	89,917	683	1,137,063	1,079,000	(58,063)
Operating Materials and Supplies	21,980	8,667	(13,313)	174,208	104,000	(70,208)
Tires	11,597	10,584	(1,013)	96,302	127,000	30,698
Training and Travel - O	1,332	1,999	667	26,269	24,000	(2,269)
TOTAL OPERATIONS EXPENDITURES	920,474	877,466	(43,008)	11,387,106	10,529,575	(857,531)
MAINTENANCE						
Wages - M	133,640	136,834	3,194	1,335,430	1,642,000	306,570
Fringe Benefits - M	13,446	22,833	9,387	251,270	274,000	22,730
Payroll Taxes - M	12,140	5,833	(6,307)	122,781	70,000	(52,781)
Retirement Contributions - M	(24,382)	4,167	28,549	38,431	50,000	11,569
Total Maintenance Labor	134,844	169,667	34,823	1,747,912	2,036,000	288,088
Repair Parts	42,770	40,083	(2,687)	475,880	481,000	5,120
Vehicle Maintenance Service	44,781	8,583	(36,198)	118,343	103,000	(15,343)
Tools and Equipment	1,397	3,834	2,437	13,743	46,000	32,257
Laundry	4,933	1,500	(3,433)	30,048	18,000	(12,048)
Building Maintenance	18,317	18,165	(152)	259,741	218,000	(41,741)
Training and Travel - M	-	791	791	11,644	9,500	(2,144)
TOTAL MAINTENANCE EXPENDITURES	247,042	242,623	(4,419)	2,657,311	2,911,500	254,189
ADMINISTRATION						
Wages - A	186,609	126,347	(60,262)	1,249,464	1,516,166	266,702
Fringe Benefits - A	5,098	6,692	1,594	139,471	80,279	(59,192)
Payroll Taxes - A	21,405	6,454	(14,951)	97,639	77,455	(20,184)
Retirement Contributions - A	(9,482)	6,092	15,574	39,599	73,100	33,501
Total Administrative Labor	203,630	145,585	(58,045)	1,526,173	1,747,000	220,827
Insurance	1,166	41,859	40,693	520,080	502,304	(17,776)
Utilities	17,202	26,417	9,215	305,361	317,000	11,639
Professional Services	44,174	16,000	(28,174)	315,194	192,000	(123,194)
Printing & Advertising	19,356	8,167	(11,189)	73,726	98,000	24,274
Telecommunications	5,352	6,250	898	66,905	75,000	8,095
Dues and Subscriptions	-	1,500	1,500	34,407	18,000	(16,407)
Postage and Office Supplies	1,917	4,999	3,082	21,106	60,000	38,894
Training and Travel - A	2,783	4,542	1,759	42,615	54,500	11,885
Local Grant Match	41,243	-	(41,243)	41,243	-	(41,243)
Contingency	-	8,333	8,333	-	100,000	100,000
TOTAL ADMINISTRATIVE EXPENDITURES	336,823	263,652	(73,171)	2,946,810	3,163,804	216,994
TOTAL OPERATING EXPENDITURES	1,504,339	1,383,741	(120,598)	16,991,227	16,604,879	(386,348)
CAPITAL OUTLAYS (non-CIP)						
Non-Revenue Vehicle Replacement	-	3,333	3,333	55,371	98,150	42,779
Computer and Office Equipment	-	6,667	6,667	1,897	80,000	78,103
Power Train Rebuilds, Other Eq.	-	4,167	4,167	62,152	50,000	(12,152)
TOTAL CAPITAL OUTLAYS (non-CIP)	-	14,167	14,167	119,420	228,150	108,730
NET SURPLUS (DEFICIT)	10,792,437	79,410	10,713,027	(254,614)	(58,150)	(196,464)

(see next page for further analysis)

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



Budget Comparison	FY2018 Actual	FY2018 Budget	Variance	% Variance
City Contributions	12,340,890	12,295,879	45,011	0.4%
DASH Operating Revenue	4,515,143	4,479,000	36,143	0.8%
Total Revenue	16,856,033	16,774,879	81,154	0.5%
Total Personnel	13,227,349	12,978,575	(248,774)	-1.9%
Total Non-Personnel	3,763,878	3,626,304	(137,574)	-3.8%
Total Capital Outlay (non-CIP)	119,420	228,150	108,730	47.7%
Total Expenditures	17,110,647	16,833,029	(277,618)	-1.6%

Year over Year Comparison	FY2018 Actual	FY2017 Actual	Variance	% Variance
City Contributions	12,340,890	12,051,967	288,923	2.4%
DASH Operating Revenue	4,515,143	4,383,342	131,801	3.0%
Total Revenue	16,856,033	16,435,309	420,724	2.6%
Total Personnel	13,227,349	13,055,253	(172,096)	-1.3%
Total Non-Personnel	3,763,878	3,660,865	(103,013)	-2.8%
Total Capital Outlay (non-CIP)	119,420	99,147	(20,273)	-20.4%
Total Expenditures	17,110,647	16,815,265	(295,382)	-1.8%

DASH Operating Grant Summary as of June 30, 2018

Grantor	Grant	End Date	Amount Awarded	Amount Expended	Remaining
DRPT	Transit Displays / Real-Time Bus Information	12/31/2018	200,000	83,406	116,594
DRPT	Transit Fleet Management System (SmartYard)	12/31/2018	375,000	223,365	151,635
DRPT	Transit Signal Prioritization	6/30/2019	120,000	-	120,000
DRPT	Pedestrian Collision Avoidance Program	5/31/2019	20,000	-	20,000
DRPT	FY18 Intern Grant	6/30/2019	66,660	10,404	56,256
DRPT	FY19 Intern Grant	6/30/2019	40,000	-	40,000



ATC Board Agenda Detail

Agenda Item #: 5b
Item Title: Financial Report – July 2018
Contact: Evan Davis, Director of Finance & Administration
Attachments: None
Customer Impact: None
Board Action: None/FYI



Alexandria Transit Company (DASH) Financial Update For the Month Ended July 31, 2018

A New Fiscal Year

Happy New Fiscal Year! As we turn the corner into FY19, we are very aware that this will be another tight budget year for ATC. Our personnel spending and every purchase are being closely scrutinized.

With the new fiscal year, we made two small changes of which you should be aware:

- Expenditures are classified with the department which holds responsibility for the corresponding budget line. For example, fuel & lubricants are listed with maintenance because maintenance makes fuel purchases and is responsible for fuel costs.
- All material revenues will be accrued into the month when earned. The City's regular subsidy has been isolated on the reports as nonoperating revenue.

July Results – Budget vs. Actual Report

We ended the first month with a deficit of \$140,264 (\$145,119 with grants), consisting of a revenue deficit of \$44,260 and an expenditure deficit of \$96,004. Here are the most significant budget variances for your consideration:

- Passenger revenues were relatively strong (\$287,895), reflecting strong ridership, yet still lagged the budget target by 9%. This reflects a high and likely unattainable revenue budget.
- Various expenses such as insurance, annual software contracts, and subscriptions are front-loaded, pushing us into a current month expenditure deficit.
- Overtime continues to be a significant cost (see Overtime Report). We have taken steps to streamline bus operator scheduling to reduce unnecessary overtime hours. What remains is mostly driven by a current shortage of full time operators. A new class is beginning in September which, if all goes well, will bring us to full operator staffing. We are taking actions to recruit continuously to maintain full staffing which will enable us to reach our overtime goal of 7% of wages.

FY19 Projection

Projecting out eleven months is an uncertain business, but we carefully reviewed each line item and its activity to forecast the following:

- An overall year end deficit of \$334,245, driven by a \$341,490 passenger revenue deficit (9%). Again, we believe the FY19 passenger revenue target will be nearly impossible to reach even in the best of circumstances. However, the combination of the bus bay construction at King Street and the beginning of the summer Metrorail shutdown in May and June 2019 virtually guarantee we will miss our revenue budget.

We are projecting that expenditures will come in at \$17,111,704, about \$7,000 under budget and essentially level with our FY18 actual spending. Every effort will be made to stay within budget on the expenditure side.



ALEXANDRIA TRANSIT COMPANY
Summary Income Statement for the Month Ended July 31, 2018

	Actual	Budget	Variance
REVENUES:			
City Contribution - King Street Trolley	79,911	79,911	-
DASH Passenger Revenue	287,895	317,696	(29,801)
DASH Charter Revenue	65,473	78,167	(12,694)
Miscellaneous Revenue	2,818	4,583	(1,765)
Total Operating Revenue	436,097	480,357	(44,260)
City Contribution - Regular Subsidy	946,221	946,221	-
Total Revenue	1,382,318	1,426,578	(44,260)
EXPENDITURES:			
Operations	703,385	804,465	101,080
Maintenance	315,447	344,661	29,214
Administration	501,510	270,366	(231,144)
Capital Outlay	2,240	7,086	4,846
Total Expenditures	1,522,582	1,426,578	(96,004)
GRANT ACTIVITY:			
State Grants	-	-	-
Local Match on State Grants	-	-	-
Grant Expenditures	(4,855)	-	-
Total Grant Activity	(4,855)	-	-
Net Surplus (Deficit)	(145,119)	-	(140,264)

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



Alexandria Transit Company (DASH)
Budget vs. Actual Report for the Month Ended July 31, 2018

Description	CM Actual	CM Budget	Variance	YTD Actual	YTD Budget	Variance	FY2019 Projected	FY2019 Annual Budget	Projected Year End Variance
REVENUE									
City Contribution - King Street Trolley	79,911	79,911	-	79,911	79,911	-	958,936	958,936	-
DASH Passenger Revenue	287,895	317,696	(29,801)	287,895	317,696	(29,801)	3,470,867	3,812,357	(341,490)
DASH Charter Revenue	65,473	78,167	(12,694)	65,473	78,167	(12,694)	938,000	938,000	-
Miscellaneous Revenue	2,818	4,583	(1,765)	2,818	4,583	(1,765)	55,000	55,000	-
TOTAL OPERATING REVENUE	436,097	480,357	(44,260)	436,097	480,357	(44,260)	5,422,803	5,764,293	(341,490)
City Contribution - Regular Subsidy	946,221	946,221	-	946,221	946,221	-	11,354,656	11,354,656	-
TOTAL REVENUE	1,382,318	1,426,578	(44,260)	1,382,318	1,426,578	(44,260)	16,777,459	17,118,949	(341,490)
OPERATING EXPENDITURES									
OPERATIONS									
Wages - O	425,217	625,035	199,818	425,217	625,035	199,818	7,437,070	7,500,440	63,370
Fringe Benefits - O	228,968	115,084	(113,884)	228,968	115,084	(113,884)	1,488,058	1,381,000	(107,058)
Payroll Taxes - O	33,537	43,175	9,638	33,537	43,175	9,638	529,579	518,100	(11,479)
Retirement Contributions - O	12,262	14,908	2,646	12,262	14,908	2,646	217,072	178,900	(38,172)
Total Operations Labor	699,984	798,202	98,218	699,984	798,202	98,218	9,671,779	9,578,440	(93,339)
Operating Materials and Supplies	769	4,875	4,106	769	4,875	4,106	56,728	58,500	1,772
Training and Travel - O	2,632	1,388	(1,244)	2,632	1,388	(1,244)	16,650	16,650	-
TOTAL OPERATIONS EXPENDITURES	703,385	804,465	101,080	703,385	804,465	101,080	9,745,157	9,653,590	(91,567)
MAINTENANCE									
Wages - M	88,133	138,875	50,742	88,133	138,875	50,742	1,449,646	1,666,500	216,854
Fringe Benefits - M	23,964	22,829	(1,135)	23,964	22,829	(1,135)	256,211	273,950	17,739
Payroll Taxes - M	7,463	10,125	2,662	7,463	10,125	2,662	129,359	121,500	(7,859)
Retirement Contributions - M	2,599	4,208	1,609	2,599	4,208	1,609	45,049	50,500	5,451
Total Maintenance Labor	122,159	176,037	53,878	122,159	176,037	53,878	1,880,265	2,112,450	232,185
Fuel & Lubricants	132,131	95,375	(36,756)	132,131	95,375	(36,756)	1,165,350	1,144,500	(20,850)
Repair Parts	39,966	35,883	(4,083)	39,966	35,883	(4,083)	442,164	430,600	(11,564)
Tires	1,490	8,250	6,760	1,490	8,250	6,760	99,000	99,000	-
Vehicle Maintenance Service	6,054	5,833	(221)	6,054	5,833	(221)	72,312	70,000	(2,312)
Laundry	(7)	2,500	2,507	(7)	2,500	2,507	27,500	30,000	2,500
Tools and Equipment	116	1,250	1,134	116	1,250	1,134	15,000	15,000	-
TOTAL MAINTENANCE EXPENDITURES	315,447	344,661	29,214	315,447	344,661	29,214	3,922,419	4,135,950	213,531
ADMINISTRATION									
Wages - A	86,996	104,735	17,739	86,996	104,735	17,739	1,324,260	1,256,800	(67,460)
Fringe Benefits - A	16,824	11,898	(4,926)	16,824	11,898	(4,926)	144,183	142,800	(1,383)
Payroll Taxes - A	(6,667)	8,020	14,687	(6,667)	8,020	14,687	114,011	96,250	(17,761)
Retirement Contributions - A	2,801	2,267	(534)	2,801	2,267	(534)	47,457	27,200	(20,257)
Total Administrative Labor	99,954	126,920	26,966	99,954	126,920	26,966	1,629,911	1,523,050	(106,861)
Insurance	296,318	57,667	(238,651)	296,318	57,667	(238,651)	692,000	692,000	-
Professional Services	79,010	35,639	(43,371)	79,010	35,639	(43,371)	436,150	427,670	(8,480)
Utilities	1,195	26,792	25,597	1,195	26,792	25,597	322,784	321,500	(1,284)
Printing & Advertising	7,149	5,500	(1,649)	7,149	5,500	(1,649)	64,750	66,000	1,250
Telecommunications	5,125	5,417	292	5,125	5,417	292	61,500	65,000	3,500
Training and Travel - A	2,674	2,708	34	2,674	2,708	34	32,164	32,500	336
Postage and Office Supplies	2,340	1,665	(675)	2,340	1,665	(675)	22,380	20,000	(2,380)
Dues and Subscriptions	7,745	1,246	(6,499)	7,745	1,246	(6,499)	15,750	14,950	(800)
Grant Local Match	-	6,812	6,812	-	6,812	6,812	81,739	81,739	-
TOTAL ADMINISTRATIVE EXPENDITURES	501,510	270,366	(231,144)	501,510	270,366	(231,144)	3,359,128	3,244,409	(114,719)
TOTAL OPERATING EXPENDITURES	1,520,342	1,419,492	(100,850)	1,520,342	1,419,492	(100,850)	17,026,704	17,033,949	7,245
CAPITAL OUTLAYS (non-CIP)									
Computer and Office Equipment	2,240	1,544	(696)	2,240	1,544	(696)	18,500	18,500	-
Power Train Rebuilds, Other Eq.	-	5,542	5,542	-	5,542	5,542	66,500	66,500	-
TOTAL CAPITAL OUTLAYS (non-CIP)	2,240	7,086	4,846	2,240	7,086	4,846	85,000	85,000	-
NET SURPLUS (DEFICIT)	(140,264)	-	(140,264)	(140,264)	-	(140,264)	(334,245)	-	(334,245)

(see next page for further analysis)

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Budget Comparison	FY2019 Projected	FY2019 Budget	Variance	% Variance
City Contributions	12,313,592	12,313,592	-	0.0%
DASH Operating Revenue	4,463,867	4,805,357	(341,490)	-7.1%
Total Revenue	16,777,459	17,118,949	(341,490)	-2.0%
Total Personnel	13,181,955	13,213,940	31,985	0.2%
Total Non-Personnel	3,844,749	3,820,009	(24,740)	-0.6%
Total Capital Outlay (non-CIP)	85,000	85,000	-	0.0%
Total Expenditures	17,111,704	17,118,949	7,245	0.0%

Year over Year Comparison	FY2019 Projected	FY2018 Actual	Variance	% Variance
City Contributions	12,313,592	12,340,890	(27,298)	-0.2%
DASH Operating Revenue	4,463,867	4,515,143	(51,276)	-1.1%
Total Revenue	16,777,459	16,856,033	(78,574)	-0.5%
Total Personnel	13,181,955	13,227,349	45,394	0.3%
Total Non-Personnel	3,844,749	3,763,878	(80,871)	-2.1%
Total Capital Outlay (non-CIP)	85,000	119,420	34,420	28.8%
Total Expenditures	17,111,704	17,110,647	(1,057)	0.0%

DASH Operating Grant Summary as of July 31, 2018

Grantor	Grant	End Date	Amount Awarded	State Portion	Local (DASH) Portion	Funds Expended	Remaining
DRPT	Transit Displays / Real-Time Bus Information	12/31/2018	200,000	190,000	10,000	83,406	116,594
DRPT	Transit Fleet Management System (Smart Yard)	12/31/2018	375,000	300,000	75,000	230,841	144,159
DRPT	Transit Signal Prioritization	6/30/2019	120,000	96,000	24,000	-	120,000
DRPT	Pedestrian Collision Avoidance Program	5/31/2019	20,000	19,200	800	-	20,000
DRPT	FY18 Intern Grant	6/30/2019	66,660	53,328	13,332	19,728	46,932
DRPT	FY19 Intern Grant	6/30/2019	40,000	32,000	8,000	-	40,000



ATC Board Agenda Detail

Agenda Item #: 6
Item Title: New Business
Contacts: Martin Barna, Director of Planning
Attachments: Board Resolution for DASH NVTA 70% Grant Projects
Customer Impact: 6a) Minimal ● 6b) Minimal ● 6c) Significant ●
Board Action: 6c) Consideration of Approval



6a Summary – Alexandria Transit Vision Plan Update

Martin Barna, Director of Planning, will provide an update on the Alexandria Transit Vision Plan, including a brief overview of the project, an updated timeline, and information on upcoming events and deliverables for the Board.

Board Action: None.
Next Steps: None.

6b – Zero Emission Bus Program Update

Martin Barna, Director of Planning, will provide an update on the agency's planned transition to a zero emission bus fleet, including the consultant-led Zero Emission Fleet Feasibility Review, and some relevant notes from a recent Zero Emission Bus conference.

Board Action: None.
Next Steps: None.

6c Summary – Board Resolution for DASH NVTA 70% Grant Projects

DASH was recently awarded NVTA 70% grant funding for two upcoming projects – the Alexandria Bus Network ITS Improvements project (\$150,000), and the DASH Transit Service Enhancement and Expansion project (\$11.9 million). The attached board resolution authorizes the City Manager to execute two Standard Project Agreements (SPA's) between the City of Alexandria and NVTA, which will allow for the local administration of the projects. A similar resolution from City Council in support of these projects will also be prepared.

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



ATC Board Agenda Detail

Agenda Item #: 7
Item Title: Next Meeting and Adjournment
Contact: All
Attachments: None
Customer Impact: None
Board Action: Motion and Approval of Adjournment



The next ATC Board of Directors Meeting will take place:

**Thursday, September 27th at 6:30 p.m., in the Sister Cities Room 1101,
Alexandria City Hall.**

The next monthly Board Meeting will take place:

**Wednesday, October 10th 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**

2018 - 2019 REGULAR (*and special*) BOARD MEETINGS
("P" present - "A" absent - "E" excused)

Meeting Date	David Kaplan	Kerry Donley	Ian Greaves	Matt Harris	Jim Kapsis	Stephen Klejst	Yon Lambert	Richard Lawrence	Meredith MacNab
09/12/2018									
10/10/2018									
11/14/2018									
12/12/2018									
01/09/2019									
02/13/2019									
03/13/2019									
04/10/2019									
05/08/2019									
06/12/2019									





Alexandria Transit Company Board of Directors Meeting



Meeting Agenda Detail #6c Attachments:

Board Resolution for DASH NVTVA 70% Grant Projects





AUTHORIZE THE DESIGNATION OF THE CITY MANAGER TO EXECUTE TWO STANDARD PROJECT AGREEMENTS BETWEEN THE CITY OF ALEXANDRIA AND THE NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

WHEREAS, in April 2013 the General Assembly and Governor approved a new transportation funding bill (HB2313) with all taxes and fees imposed by the General Assembly; and

WHEREAS, 70% of HB2313 revenues will be provided in the Northern Virginia Transportation Authority (NVTA) for mass transit capital projects that increase capacity, and for regional highway projects included in TransAction 2040 that have been evaluated by the Virginia Department of Transportation (VDOT) for congestion relief, and

WHEREAS, the NVTA has awarded funds for two such projects to the City of Alexandria, for the benefit of the Alexandria Transit Company, in its FY 2018-2023 Six Year Program (SYP); and

WHEREAS, the NVTA approved a standard project agreement for the local administration of a project and for implementing jurisdictions and agencies to enter into a formal agreement with the Authority to receive the HB2313 70% funds on a reimbursement basis; and

WHEREAS, the City and ATC will need to budget and appropriate funds for these projects to do environmental work, design, construction, and acquire equipment; and

WHEREAS, the City and ATC will be reimbursed for these costs through the provisions outlined in the NVTA standard funding agreement;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Alexandria Transit Company does hereby authorize the execution of Standard Project Agreements between the City of Alexandria and the Northern Virginia Transportation Authority for the local administration of Project #2018-042-1 (Alexandria Bus Network ITS, \$150,000 awarded) and Project #2018-043-0 (DASH Transit Service Enhancements and Expansion, \$11,933,161 awarded) to be reimbursed with 70% HB2313 revenues; and

FURTHER BE IT RESOLVED that the City Manager be designated to execute these agreements on behalf of the City of Alexandria and the Alexandria Transit Company.

Signature of Recording Officer

Title of Recording Officer

September 12, 2018

