



NVTC COMMISSION MEETING

**THURSDAY, JUNE 6, 2013
MAIN FLOOR CONFERENCE ROOM
2300 Wilson Blvd.
Arlington, VA 22201
8:00 PM**

NOTE: NVTC's Executive Committee meets at 7:30 P.M.
Dinner is also available at that time.

AGENDA

1. Minutes of the NVTC Meeting of May 3, 2013

Recommended Action: Approval.

2. WMATA Items

- A. New Electronic Payment Program (NEPP) Presentation – Closed Session
- B. Momentum Plan—Action Item/Approve Resolution #2218
- C. WMATA Board Members' Report
- D. Vital Signs/WMATA Dashboard
- E. Metrobus Off-Board Add-Value Machines RFP

Recommended Action:

3. VRE Items

- A. Report from the VRE Operations Board and Chief Executive Officer--Information Item.
- B. Authorization to Extend the Norfolk Southern's Operating/Access Agreement--Action Item/Resolution #2219.
- C. Authorization to Execute an Agreement with VRE for National Transit Database (NTD) Consulting Services--Action Item/Resolution #2220.

4. NVTA Report

Staff will provide an update on the recent activities of the Northern Virginia Transportation Authority (NVTA).

Information Item.

5. Preliminary State Aid for Transit in FY 2014

Staff will provide a report on the SYIP presentation and hearing before the Commonwealth Transportation Board, May 29.

Discussion Item.

6. Authorization to Submit NVTC's FTA Title VI Compliance Report.

Staff is submitting the NVTC Title VI program for approval by the Commission. Once approved it will be submitted to the FTA.

Recommended Action: Approve Resolution #2221.

7. Legislative Items and the Transit Service Delivery Advisory Committee (TSDAC).

Staff and commissioners will review the status of state and federal items of interest. This will include an update on recent TSDAC meetings to discuss the distribution process for state transit capital and operating funds.

Discussion Item.

8. DRPT Report

NVTC Commissioner Jim Dyke will give a monthly update on the Virginia Department of Rail and Public Transportation (DRPT) matters.

Information Item.

9. Regional Transportation Items

- A. Changes in Regional Commuter Patterns
- B. Virginia Transit Association (VTA) Conference

Information Item.

10. NVTC Financial Items for April, 2013

Information Item.

MINUTES
NVTC COMMISSION MEETING – MAY 2, 2013
NVTC CONFERENCE ROOM – ARLINGTON, VIRGINIA

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman McKay at 8:16 P.M.

Members Present

Sharon Bulova
Barbara Comstock
John Cook
James Dyke
William D. Euille
Jay Fisette
John Foust
Jeffrey Greenfield
Mary Hynes
Joe May
Jeffrey McKay
David Ramadan
Ken Reid
Thomas Rust
Paul Smedberg
David F. Snyder
Christopher Zimmerman

Members Absent

Richard H. Black
Mark R. Herring
Catherine Hudgins

Staff Present

Doug Allen (VRE)
Kelley Coyner
Mariela Garcia-Colberg
Rhonda Gilchrest
Claire Gron
Scott Kalkwarf
Steve MacIsaac (VRE)



Minutes of the April 4, 2013 Meeting

Mr. Zimmerman moved, with a second by Mrs. Bulova, to approve the minutes. Commissioners Bulova, Comstock, Cook, Dyke, Fisette, Foust, Greenfield, Hynes, May, McKay, Reid, Rust, Snyder and Zimmerman voted in favor. Mr. Smedberg abstained.

WMATA Momentum Presentation

WMATA General Manager Richard Sarles gave a detailed presentation on WMATA's strategic plan called Momentum: The Next Generation of Metro. He explained that this is the first such transit plan for the National Capital Region in more than a decade and is designed to plan for the future to ensure that WMATA is able to deliver more than 1.6 million trips per day and continue to support the region's economic growth.

Delegate Ramadan arrived at 8:19 P.M.

Mr. Sarles stated that today's Metro customers are experiencing the effects of years of chronic underfunding and underinvestment. Recent efforts over the last three years to renew the system are helping but will only bring the system back to where it should have been all along. Considerable progress has been made in improving system safety, but there is still more to do. WMATA is spending up to \$1 billion in capital funds annually to rebuild the system and bring it to a steady "state of good repair." These funds are being used for such things as track repair/improvements, station improvements, rebuilding the signal system, and rehabilitation or replacement of escalators. Mr. Sarles reported that WMATA is beginning to see improvements in key performance indicators. For example, Metrorail on-time performance is up from 89 percent to 92 percent and escalator availability has gone from the low 80's to 90 percent.

Mr. Sarles stated that while WMATA continues rebuilding the existing Metro system to improve safety, reliability and customer service, it is important to look to the future. Over the next three decades, the Washington region is forecast to experience increased growth, including a 30 percent increase in population and a 39 percent increase in employment. The Metrorail Core (Washington, DC and into Arlington County) is close to capacity. With the first phase of the Silver Line expected to begin operation in January 2014, more trains will need to go through the Rosslyn Tunnel. The tunnel is already at full capacity at 26 trains.

Mr. Euille arrived at 8:26 P.M. and joined the discussion.

Mr. Sarles explained that if nothing is done to expand capacity in the Metrorail Core, by 2020 passengers on the Orange Line will be standing shoulder-to-shoulder. Running eight-car trains would help solve this issue, which would increase capacity by 35 percent systemwide. Currently, only one-third of WMATA's fleet consists of eight-car trains. Part of the Momentum plan includes purchasing more railcars at an estimated FY 2025 project cost of \$2 billion so that WMATA can operate all eight-car trains during peak periods and be able to carry an additional 100,000 more passengers a day. Mr.

Sarles reviewed more details of various investments and improvements planned for the Metro 2025 and Metro 2040 initiatives, the medium and long-term elements of the Momentum plan.

Mr. Zimmerman asked if there are any technical solutions that would result in a higher rate of flow through the Rosslyn Tunnel. Mr. Sarles responded that any solution would only be a marginal improvement at best. Chairman McKay observed that another impact of the Silver Line will result in extending Metrorail headways to 12 minutes during peak periods on the Blue Line, which is an unacceptable headway in transit terms. In the long-term, the Rosslyn Tunnel issue needs to be resolved and he asked if WMATA has identified any short-term measures to give commuters an alternate transit route. Mr. Sarles responded that Mrs. Hynes has been advocating for WMATA to investigate every option. Mr. Sarles stated that he believes there is no bus enhancement component that is competitive enough for people to use it compared to waiting for the 12 minute headways. Mr. Zimmerman stated that he hopes WMATA continues to look for short and long-term solutions.

Mr. Zimmerman asked about eight-car trains, traction power and yard storage. Mr. Sarles reported that there are options on the existing Kawasaki railcar contract to purchase additional railcars. WMATA has begun to exercise the first option of 90 railcars and there's a remaining option for 220 more railcars. The first order of 90 railcars will not require additional yard storage. For traction power, WMATA can make a small investment in engineering; however, WMATA does not have funding for the entire project. WMATA is in the early planning stages for additional storage, but no specific site has been identified.

Mr. Reid stated that he has several questions from his constituents. He asked how long will WMATA continue to run the 1000 Series railcars and will they run on the Silver Line. Mr. Sarles explained that beginning next year WMATA will start to replace the 1000 Series railcars with 7000 Series railcars but it will take two-three years before they are all replaced. Currently the 1000 Series railcars run throughout the entire system so they will run on the Silver Line. In response to another question, Mr. Sarles stated that there will be a combination of six-car and eight-car trains on the Silver Line. Mr. Reid asked if there is any alternative to going through the Rosslyn Tunnel so that Orange Line trains could be rerouted south through Arlington. Mr. Sarles replied that currently there is no rail connection to be able to do this but there are improvements planned in the Momentum plan that could provide an all Virginia service.

Mr. Dyke reported that the WMATA Board has formed a committee of the whole to drive the Momentum plan and Mrs. Hynes is the chair. Mrs. Hynes stated that the Priority Corridor Network is an important component of the Momentum plan. The region will have to figure out ways to move buses through Alexandria and Arlington and across into Washington, DC, along with maximizing Metrorail service. Metro 2025 initiative focuses on these issues.

Mr. Dyke reported that at the June NVTC meeting Carol Kissal from WMATA is scheduled to give a presentation on the New Electronic Payment Program (NEPP). Chairman McKay noted that the commission will also be asked at the June meeting to take action to support the WMATA Momentum plan.

Chairman McKay thanked Mr. Sarles for coming to NVTC to give his presentation and asked him to introduce the other WMATA staff present. Mr. Sarles introduced Regina Sullivan, Director of Government Relations, and Greg Potts, Virginia Government Relations Officer.

VRE Items

Report from the VRE Operations Board and Chief Executive Officer. Mr. Allen reported that on-time performance for the month of April was 98 percent on the Manassas line and 97 percent on the Fredericksburg line. VRE ridership remains strong at an average of 19,000 daily trips. Mr. Allen also reviewed other VRE highlights, including Meet the Management events, the future Spotsylvania station, a grant application submitted for the remaining six new railcars, and VRE's marketing efforts to promote the new express bus service to Tysons from three VRE stations. In reference to Mr. Sarles' comments about future growth in this region, Mr. Allen noted that VRE plays a key role in moving people throughout the region. VRE is currently developing a system plan that will include long-range planning over the next 20 years broken down into seven-year increments.

Mrs. Bulova directed commissioners' attention to VRE's "Ride" magazine, which is periodically provided to VRE riders. The March 2013 edition highlights the Fairfax Connector express bus service to Tysons from two VRE stations as well as an article about VRE Operations Board Chairman Smedberg.

Fourth Year of the Keolis Operating and Maintenance Services Contract. Mrs. Bulova reported that the VRE Operations Board recommends that NVTC authorize the VRE CEO to modify the contract with Keolis Rail Services Virginia, LLC for operating and maintenance services by approving up to \$18,974,041 for a total contract value not to exceed \$75,481,507 for the fourth year of operations, through June 30, 2014. Resolution #2216 would provide this authority.

Mrs. Bulova moved, with a second by Mr. Smedberg, to approve Resolution #2216 (copy attached). The vote in favor was cast by commissioners Bulova, Comstock, Cook, Dyke, Euille, Fisette, Foust, Greenfield, Hynes, May, McKay, Ramadan, Rust, Smedberg, Snyder and Zimmerman. Mr. Reid abstained.

Mr. Snyder asked if this contract has been reviewed by legal counsel and Mrs. Bulova confirmed that it had. In response to a question from Delegate May, Mr. Allen explained that this is the fourth-year option of a five-year contract. VRE is developing a performance evaluation process which will be in place before VRE decides if it will exercise the fifth-year option or issue a new solicitation. Delegate May noted that he is chair of the House of Delegates Joint Commission on Transportation Accountability. He invited VRE staff to make a presentation to the committee on what VRE discovers regarding what works well and what doesn't with this process.

Submission of the VRE Project List to the Northern Virginia Transportation Authority (NVTA) for FY 2014 Funding Consideration. Mrs. Bulova reported that the passage of House Bill 2313 requires NVTA to fund highway projects that have been both included in TransAction 2040 and evaluated by VDOT for reducing congestion, as well as mass transit capital projects that increase capacity. NVTA is developing a list of highway and transit projects for consideration for FY 2014 funding and have requested agencies and jurisdictions submit candidate transit projects for inclusion on the list. The VRE Operations Board recommends that NVTC approve the submission of a list of VRE projects. Resolution #2217 would accomplish this.

Mrs. Bulova reviewed the list of VRE projects:

1. VRE rolling stock purchase (nine additional railcars)
2. VRE Gainesville-Haymarket Extension project development, NEPA and preliminary engineering
3. VRE Alexandria station tunnel and platform improvements
4. VRE Crystal City platform extension
5. VRE Lorton station second platform
6. VRE Rippon station second platform

Mrs. Bulova moved, with a second by Mr. Smedberg, to approve Resolution #2217. The vote in favor was cast by commissioners Bulova, Comstock, Cook, Dyke, Euille, Fisette, Foust, Greenfield, Hynes, May, McKay, Ramadan, Rust, Smedberg, and Zimmerman. Commissioners Reid and Snyder abstained. (A copy of the resolution is attached.)

Northern Virginia Transportation Authority (NVTA) Update

Ms. Coyner reported that at its meeting on April 25th NVTA established Working Groups (Legal, Financial, Organizational, Project Implementation and Public Outreach) to identify and coordinate key issues. Mr. Snyder is chairing the Legal Working Group and Mr. Zimmerman is chairing the Project Implementation Working Group. Jurisdictional staff as well as NVTC staff are heavily involved in these groups. Kala Quintana is serving as NVTA's Interim Public Information Officer. NVTA will consider the list of initial projects for the first year of funding at its next meeting on May 23, 2013.

Mrs. Bulova reported that at the April 25th NVTA meeting, NVTA members reviewed the list of potential projects, which was then referred to the Project Implementation and Legal Working Groups to make sure that the projects are consistent with the legislative requirements. Each jurisdiction was also asked to comment on the list of projects. She stated that Secretary of Transportation Connaughton attended the NVTA meeting and repeated his message that there is a strong desire to see that the funds are put to work quickly especially for this first year so that taxpayers can see that the funds are being used. Mrs. Bulova also stated that some jurisdictions have expressed interest in being able to use some of the funds for planning purposes to accelerate projects, such as the VRE Gainesville-Haymarket extension project.

Mr. Zimmerman reported that it is anticipated that NVTa will conduct a public hearing in June 2013. Since the new tax rate will go into effect July 1, 2013, it is important to show taxpayers that money is being used. Therefore, NVTa is working on a short-term list of projects that can be implemented right away, with the understanding that NVTa needs to develop a long-term comprehensive process of funding projects. Delegate May stated that he hopes that the projects selected result in congestion mitigation relief.

Mr. Smedberg moved, with a second by Mrs. Hynes, to send a letter to NVTa requesting a fair balance between roads and transit projects in the selection of projects to be funded.

Mr. Snyder stated that he will abstain from the vote. He provided an overview of the role of the Legal Working Group. The Legal Working Group is providing legal recommendations and opinions to NVTa to help make its decisions on the project list. Even as NVTa needs to quickly move forward, it is important to have a structure in place that will withstand immediate legal challenges as well as move NVTa toward a long-term future. In response to a question from Mr. Fisette, Mr. Snyder explained that he will abstain not because he opposes the motion but because of his role as chair of the Legal Working Group.

Mr. MacIsaac provided an overview of the potential legal challenges. In response to a question from Delegate Rust, Mr. MacIsaac explained that there is no deadline for litigation. Mr. Fisette asked if there is any legislative fix that could protect NVTa from this indefinite vulnerability. Mr. MacIsaac responded no; however, legislators did a good job during the Special Session to fix a number of potential problems. One option the Legal Working Group will consider is whether to institute a bond validation suit. Such a process would allow NVTa to consolidate a number of potential challenges in one proceeding and to improve certainty on ability of NVTa to proceed with projects.

Delegate Comstock inquired about the process for public comment. Ms. Coyner stated that there will be a public hearing in June and maybe other smaller gatherings will be scheduled as well. The public can also submit questions and comments on NVTa's website. She stated that she will convey to NVTa at its meeting on May 23rd the importance of providing public input into the process. Mr. Cook observed that commissioners all have ways to disseminate information to their constituents and he requested NVTC staff provide them with information on opportunities for public comment.

The commission then voted on the motion and it passed. The vote in favor was cast by commissioners Bulova, Comstock, Cook, Dyke, Euille, Fisette, Foust, Greenfield, Hynes, May, McKay, Reid, Rust, Smedberg and Zimmerman. Mr. Snyder and Delegate Ramadan abstained.

Preliminary State Aid for Transit in FY 2014

Ms. Coyner reported that the preliminary Six-Year Improvement Program (SYIP) is scheduled to be presented at the May 15th Commonwealth Transportation Board (CTB) meeting. After considering public comments, the CTB is expected to adopt its final program in June 2013. DRPT has not yet released the preliminary SYIP. Once it is available, NVTC staff will prepare testimony consistent with previous year's testimony.

On a motion by Mr. Zimmerman and a second by Mr. Euille, the commission unanimously authorized NVTC's chairman or his designee to provide NVTC's testimony at the CTB hearing on May 29, 2013. The vote in favor was cast by commissioners Bulova, Comstock, Cook, Dyke, Euille, Fisette, Foust, Greenfield, Hynes, May, McKay, Ramadan, Reid, Rust, Smedberg, Snyder and Zimmerman.

Request for Proposals for Collection of NTD Data

Ms. Coyner reported that the current contract with STANTEC expires June 30, 2013. A new contract is needed to comply with NTD reporting in FY 2014. As with the current contract, the RFP will seek proposals to provide all needed technical consulting services to comply with mandatory federal reporting requirements. The services include updating the sampling plans, completing data reports and preparing reports. Ms. Coyner explained that VRE is included in this contract along with the other six Northern Virginia transit systems.

Mr. Zimmerman moved, with a second by Mrs. Bulova, to authorize NVTC staff to issue the RFP for collection of NTD data. The vote in favor was cast by commissioners Bulova, Comstock, Cook, Dyke, Euille, Fisette, Foust, Greenfield, Hynes, May, McKay, Ramadan, Reid, Rust, Smedberg, Snyder and Zimmerman.

FTA Title VI Compliance Report and New Requirements for Jurisdictions

Ms. Coyner reported that NVTC staff is working with the Cities of Alexandria and Falls Church and Arlington County to develop this year's FTA Civil Rights Compliance Report required by Title IV of the Civil Rights Act of 1964. In the past NVTC has developed and implemented this program and reported on compliance. As of FY 2013, each subrecipient must adopt and submit its program to NVTC so that NVTC can report on compliance by the first week of June. Ms. Coyner stated that no action is needed at this time, but the commission will be asked to take action at its June meeting.

Legislative Items

Ms. Coyner provided an update on the Transit Service Delivery Advisory Committee (TSDAC). Following the last commission meeting, NVTC's chairman sent a letter to the Virginia Association of Counties (VACO), Virginia Municipal League (VML), Virginia Transit Association (VTA), and Virginia Department of Rail and Public Transportation (DRPT) expressing concern over the lack of representation from the

largest transit systems in the Commonwealth among the TSDAC appointees. There has been no change to the membership of the committee; however, there was an acknowledgement from DRPT that this is an ongoing process and there may be opportunities for changes in representation going forward. Chairman McKay further reported that during his discussion with DRPT Director Drake she assured him that it is an open process and anyone can participate and attend the meetings.

Ms. Coyner reported that NVTC staff has had discussions with Cindy Mester and Al Harf, who are both members of TSDAC, to ensure that NVTC is attuned to the direction of TSDAC and to provide input. Cindy Mester is serving as vice chair of TSDAC and she has offered to attend a NVTC meeting to interact with commissioners to better understand NVTC's concerns and to also give a status update.

Ms. Coyner underscored the importance for technical and legislative staff from the jurisdictions to be involved, including attending the TSDAC meetings to answer questions and provide comments.

Chairman McKay reminded commissioners that DRPT has given assurances that regardless of the timeline of TSDAC, the flow of funding for existing projects will not be affected. He also asked if the comprehensive list of comments catalogued by VTA has been introduced for consideration by TSDAC. Ms. Coyner replied that VTA made a presentation at the first meeting and also submitted comments. The TSDAC chair has requested DRPT allow comments to be submitted on the TSDAC webpage. She also observed that the audio recording of the meetings and minutes are on-line. The draft minutes of the first meeting are abbreviated but Cindy Mester has noted that she anticipates that the minutes will be amended at the next meeting to fully capture the comments made by VTA and others.

DRPT Report

Mr. Dyke reported that a procurement for a consultant for the Route 1 Corridor Study is underway and the study is expected to start later in May 2013. There will be a meeting at Fort Belvoir for delegates and senators who are involved in the study on May 22nd and NVTC commissioners and staff are welcome to attend. Mr. Dyke stated that he has talked with Chairman McKay about DRPT providing a briefing on this study at a future NVTC meeting. He also reported that DRPT Director Drake and Ms. Coyner had an initial meeting and a follow-up meeting is being planned with them and Mr. Dyke and Chairman McKay to discuss ways to improve communication between NVTC and DRPT.

Regional Items

VDOT I-66 Inside the Beltway Bus on Shoulder Pilot Program. Ms. Gron reported that VDOT anticipates starting preliminary design and engineering soon with construction completed in the summer of 2014 with operations starting in the fall of 2014. This effort is part of a broader Virginia and Metropolitan Washington effort to identify locations of Bus on Shoulder (BOS) operations. The pilot will test the ability of

bus on shoulder to improve the reliability of systems operating in the I-66 corridor including WMATA, Fairfax Connector, Loudoun County Transit, and PRTC OmniRide.

Mr. Snyder asked if emergency responders have been involved in the process. Mr. Zimmerman, who co-chairs the Transportation Planning Board BOS Task Force, stated that his committee has had direct participation from state police and other emergency responders.

Mr. Reid asked if there is funding to make improvements, such as adding pavement to shoulder areas along I-66. Mr. Zimmerman stated that the study analyzed sections of I-66 inside the Beltway and divided them into categories ranging from 1) minor changes at a minimal cost; 2) some investment in physical improvements; and 3) substantive investments. The pilot will cover the first category, which will cost an estimated \$2 million. Mr. Reid stated that Loudoun County supports this program, because Loudoun buses use this corridor.

Vanpool Incentive Program. Ms. Garcia-Colberg reported that this program is expected to launch at the end of summer 2013. Revenues from NTD data from this program are projected to be at least \$4 million annually within three years of inception. The vanpool service will generate \$5307 revenues that will offset local match that would otherwise be funded by the WMATA Compact Members. Ms. Garcia-Colberg stated that existing vanpool operators have already had a very positive response to this program.

VTA Conference. Chairman McKay announced that VTA's annual conference will be held May 30-31, 2013 in Alexandria. NVTC staff will be moderating panels and attending this conference which brings transit representatives and vendors together from across the Commonwealth. NVTC commissioners are encouraged to attend.

NVTC Financial Items for March 2013

The financial reports were provided to Commissioners and there were no questions.

Adjournment

Without objection, Chairman McKay adjourned the meeting at 9:35 P.M.

Approved this 6th day of June, 2013.

Jeffrey McKay
Chairman

David F. Snyder
Secretary-Treasurer



RESOLUTION #2216

SUBJECT: Fourth Year of the Keolis Operating and Maintenance Contract.

WHEREAS: On October 16, 2009, the VRE Operations Board recommended a contract with Keolis Rail Services Virginia for VRE operating and maintenance services and mobilization in the amount of \$18,459,348 through June 30, 2011;

WHEREAS: A contract amendment was recommended on December 17, 2010 to add \$2,085,000 to the contract value to reflect service enhancements, higher than anticipated insurance costs, items added during negotiations, contingency funds, and to remove the requirement that Keolis indemnify VRE for all liability claims arising from the contract service with a value of up to \$5,000,000;

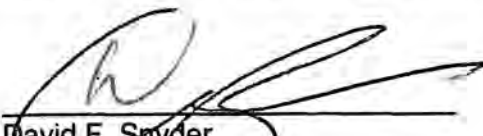
WHEREAS: On May 20, 2011, the Operations Board recommended the second contract year, through June 30, 2012, in the amount of \$17,954,527 for a total contract value not to exceed \$38,498,875; and

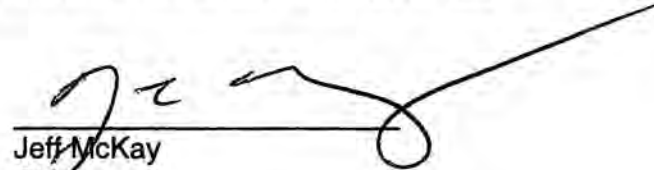
WHEREAS: On April 20, 2012, the VRE Operations Board recommended the third contract year as well as administrative contract amendments proposed by VRE staff.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission authorizes the VRE Chief Executive Officer to modify the contract with Keolis Rail Services Virginia, LLC for operating and maintenance services by approving up to \$18,974,041, for a total contract value not to exceed \$75,481,507, for the fourth year of operations through June 30, 2014.

BE IT FURTHER RESOLVED THAT the Northern Virginia Transportation Commission authorizes the VRE Chief Executive Officer to make administrative contract changes as approved by VRE Counsel to include service enhancements and the costs associated with lengthening one train; a 2.16 percent CPI increase to fixed cost services as required by the contract; and an increase in maintenance of equipment costs due to the expiring locomotive warranties and labor rate increases.

Approved this 2nd day of May, 2013.


David F. Snyder
Secretary-Treasurer


Jeff McKay
Chairman





RESOLUTION #2217

SUBJECT: Submission of VRE Project List to the Northern Virginia Transportation Authority (NVTA) for FY 2014 Funding Consideration.

WHEREAS: The passage of House Bill (HB) 2313 requires the NVTA to fund highway projects that have been both included in TransAction 2040 and evaluated for congestion relief and emergency evacuation by VDOT or mass transit capital projects that increase capacity;


WHEREAS: NVTA is developing a list of highway and transit projects for consideration for FY2014 funding; and

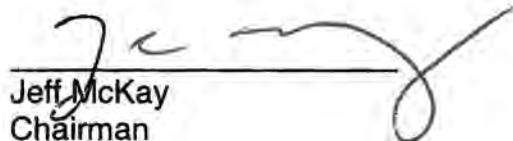
WHEREAS: NVTA has requested agencies and jurisdictions submit candidate transit projects for inclusion on the list.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission approve the submission of the following list of VRE projects to the NVTA for consideration for funding in FY2014:

1. VRE rolling stock purchase (9 additional coaches)
2. VRE Gainesville-Haymarket Extension project development, NEPA and preliminary engineering study
3. VRE Alexandria station tunnel and platform improvements
4. VRE Crystal City platform expansion
5. VRE Lorton station second platform
6. VRE Rippon station second platform

Approved this 2nd day of May, 2013.


David F. Snyder
Secretary-Treasurer


Jeff McKay
Chairman





AGENDA ITEM #2

TO: Chairman McKay and NVTC Commissioners
FROM: Kelley Coyner, Mariela Garcia-Colberg, and Claire Gron
DATE: May 30, 2013
SUBJECT: WMATA Items

A. New Electronic Payment Program (NEPP) Presentation (Closed Session)

In July, the Washington Metropolitan Area Transit Authority (WMATA) plans to award a contract for the New Electronic Payments Program (NEPP) which will replace the SmarTrip® fare collection system. NEPP will calculate fares through a Central Data System (CDS) rather than by field devices. The new system is designed to provide a seamless regional payment system and to reduce system costs. Chief Financial Officer Carol Kissal will discuss how the localities will be incorporated into the new system and review the status of the procurement in a Closed Session at the Commission meeting.

By way of background, WMATA issued the initial request for proposal (RFP) in December, 2010. As of May 28, 2013, WMATA has received finalized technical revised proposals from three offerors. Once the selection committee scores the proposals, the Regional Operators Advisory Team (ROAT) will consider price proposals. The WMATA Board was briefed on this procurement at an executive session on April 25, 2013.

Background material will be provided in Closed Session.

B. Momentum Plan

Last month, Mr. Sarles briefed NVTC on Momentum: The Next Generation of Metro, WMATA's proposed strategic plan for 2013-2025, and requested NVTC's endorsement of the plan. To date, the City of Alexandria and Arlington County have endorsed Momentum. The WMATA Board is scheduled to endorse the plan on June 13th.

Recommended Action: Approve Resolution #2218 endorsing the Momentum Plan.

C. WMATA Board Members' Report

NVTC's WMATA Board members will have the opportunity to bring relevant matters to the attention of the Commission.

D. Vital Signs/WMATA Dashboard

Each month staff provides copies of WMATA's Dashboard performance report and every quarter staff includes a summary of WMATA's Vital Signs report.

Please refer to Attachment #2D Vital Signs/WMATA Dashboard.

E. Metrobus Off-Board Add-Value Machines RFP

At the end of June, WMATA plans to release a request for proposals (RFP) for 100 SmarTrip® off-board fare loading machines. These machines will be installed at targeted locations throughout the bus network. Candidates for off-board fare loading machines include routes where there is a high incidence of Metrobus riders adding value to their SmarTrip® card at the farebox. By providing an opportunity for customers to add value to their SmarTrip® cards off-board the bus, WMATA seeks to improve bus on-time performance and customer convenience.

Please refer to Attachment #2E SmarTrip Bus Offboard Loading Project.

RESOLUTION #2218

SUBJECT: Momentum: The Next Generation of Metro Strategic Plan.

WHEREAS: The Washington Metropolitan Area Transit Authority (WMATA) is charting a new course to ensure the transit system meets the needs of the region through a strategic planning effort, the first for the Authority in more than a decade;

WHEREAS: Planning for the future and investing in WMATA is critical because Metro is the backbone of the region, with two million jobs located within a half mile of Metrorail or Metrobus routes;

WHEREAS: WMATA and its riders relieve the jurisdictions' need to construct at least 1,000 lane miles of roads and tens of thousands of parking spaces;

WHEREAS: While WMATA continues rebuilding virtually the entire system to improve safety, reliability and customer service, the Authority must be able to serve the expected millions of more future riders, and support the region's economic growth;

WHEREAS: Demand is already outstripping capacity and more growth is expected, and thus, additional investments are needed to prepare WMATA's core, and ultimately, to ensure the continued prosperity of the region;

WHEREAS: The plan, *Momentum: The Next Generation of Metro*, benefits from more than a year of unprecedented outreach to nearly 12,000 customers and stakeholders, provides a road map to achieve the goals, and guides WMATA's annual business plan;

WHEREAS: Recognizing that the region's mobility depends on the continued operation of WMATA's core network, *Momentum* includes the following key priorities for completion by 2025: Operation of all eight-car trains during rush hour; completion of the Metrobus Priority Corridor Network; a one-stop shop for all regional transit trip planning and payment; and a better, more efficient MetroAccess service;



WHEREAS: *Momentum* would provide a regional return by carrying 35,000 more passengers on trains per hour during rush hour; moving bus customers 50% faster using 12% less fuel while also removing *an additional* 100,000 trips from roadways each day; providing customers with one convenient hub to plan, pay for, and take a transit trip seamlessly and effortlessly; serving more customers with brighter, safer, and easier to navigate stations; offering customers information, everywhere, all the time, to keep them informed during trips; and increasing Blue Line service so that trains arrive every six minutes during rush hour; and

WHEREAS: *Momentum* has been vetted by business leaders, advocacy groups, legislative decision makers, jurisdictional partners, and riders; now, therefore be it

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission endorses *Momentum: The Next Generation of Metro*.

Approved this 6th day of June, 2013.

Jeff McKay
Chairman

David F. Snyder
Secretary-Treasurer

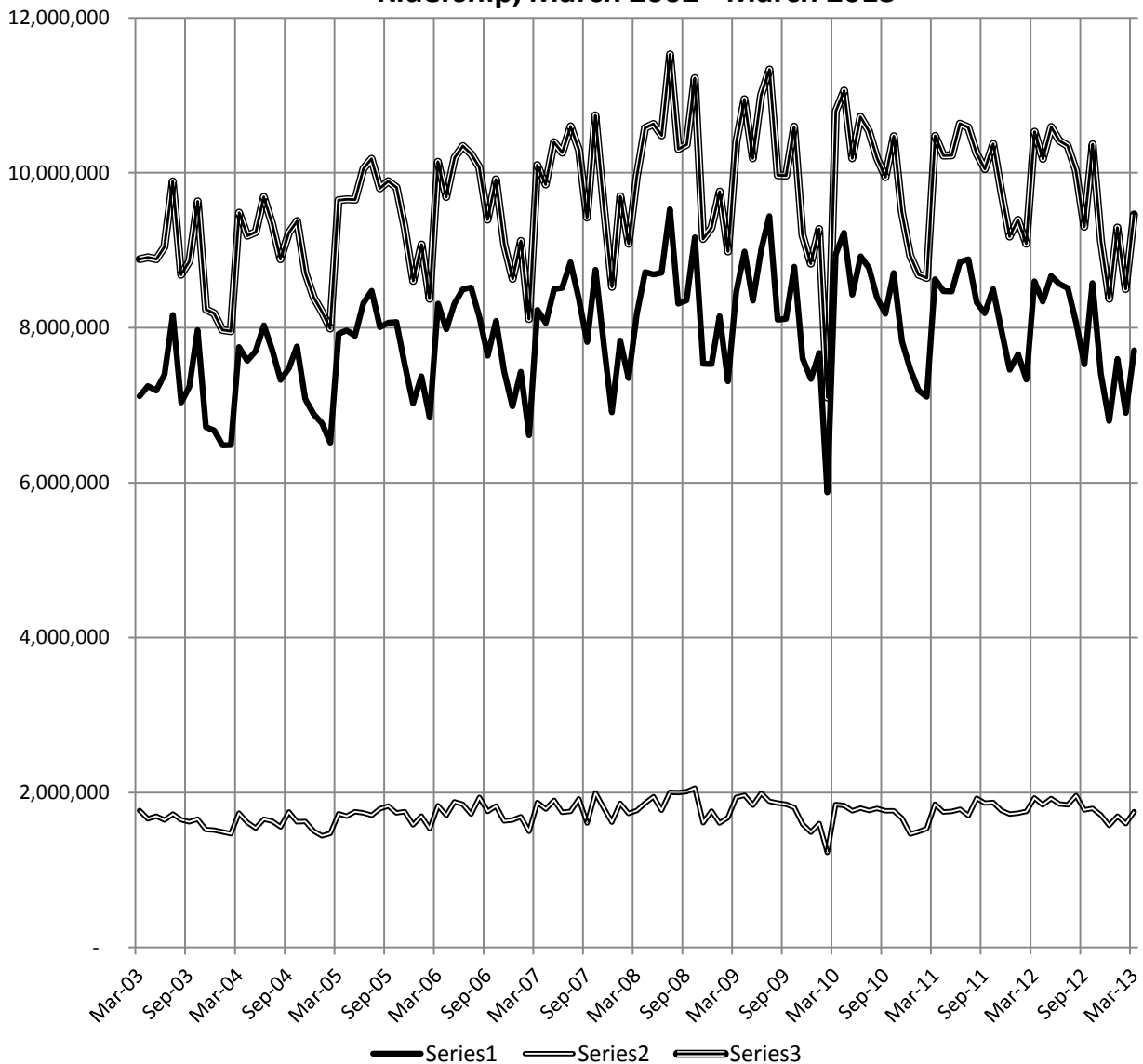
**NVTC Quarterly Summary of Systemwide
Metrorail and Metrobus Performance
Through March, 2013**

On-Time Performance							
Metrobus				Metrorail			
		FY 2012	FY 2013			FY 2012	FY 2013
	Mar	76.4%	78.4%		Mar	90.8%	92.1%
	Feb	77.8%	79.4%		Feb	89.2%	92.2%
Target	Jan	78.3%	78.8%	Target	Jan	89.3%	92.3%
= 78%	Dec	75.2%	76.9%	= 90.5%	Dec	90.6%	92.3%
	Nov	73.7%	76.3%		Nov	88.7%	91.7%
	Oct	72.6%	74.5%		Oct	90.5%	91.7%

Safety			
Preventable and Non-Preventable Passenger Injury Rate (per million passengers)*			
	CY 2012	CY 2013	
Mar	1.27	1.84	
Feb	1.23	1.45	
Jan	1.6	1.85	
*Includes Metrorail, rail facilities, Metrobus, and MetroAccess			
Customer Complaint Rate (per million passengers)			
	CY 2012	CY 2013	
Mar	132	116	
Feb	131	124	
Jan	123	125	
Crime Rate (per million passengers)			
	Jan-13	Feb-13	Mar-13
Bus	1.78	1.66	0.81
Rail	5.89	6.88	4.59
Parking	0.81	0.45	0.89

Reliability			
Bus Fleet Reliability by Fuel Type (miles without service interruption)			
	Mar-12	Mar-13	
CNG (30%)*	7,184	7,324	
Hybrid (27%)	12,681	12,593	
Clean Diesel (8%)	9,897	6,830	
Other (35%)	5,973	6,347	
* Percentage of fleet.			
Rail Fleet Reliability (miles without service interruption)			
	CY 2012	CY 2013	
Mar	43,537	71,225	
Feb	40,399	71,323	
Jan	40,253	67,500	
Escalator Availability		Elevator Availability	
Target = 89%		Target = 97.5%	
Mar-12	Mar-13	Mar-12	Mar-13
89.3%	92.0%	96.5%	96.1%

Northern Virginia Metrobus, Metrorail, and Combined Monthly Ridership, March 2002 - March 2013



Northern Virginia Ridership Data (thousands of one-way passenger trips)

	Oct	Nov	Dec	Jan	Feb	Mar
Metrorail						
CY 2013	8,575.0	7,409.1	6,796.2	7,595.6	6,902.7	7,707.8
CY 2012	8,499.1	7,971.0	7,458.2	7,657.4	7,331.3	8,600.0
5 yr. Avg.	8,782.3	7,744.0	7,340.5	7,701.6	6,995.1	8,563.3
Metrobus						
CY 2013	1,794.0	1,712.0	1,577.1	1,696.3	1,597.5	1,753.5
CY 2012	1,873.4	1,767.5	1,721.0	1,734.8	1,755.3	1,929.4
5 yr. Avg.	1,898.7	1,688.3	1,610.5	1,650.0	1,533.8	1,854.6



OPERATING BUDGET REPORT

April FY2013

OPERATING BUDGET (\$ in Millions)

MTD	Apr-FY2012	Apr-FY2013		Variance FY13	
	Actual	Actual	Budget	\$	Percent
Revenue	\$ 70.5	\$ 80.5	\$ 79.1	\$ 1.4	1.8%
Expense	\$ 123.3	\$ 129.5	\$ 132.9	\$ 3.3	2.5%
Subsidy	\$ 52.9	\$ 49.1	\$ 53.8	\$ 4.7	8.8%
Cost Recovery	57.1%	62.1%	59.5%		

YTD	FY2012	FY2013		Variance FY13	
	Actual	Actual	Budget	\$	Percent
Revenue	\$ 662.7	\$ 701.2	\$ 721.0	\$ (19.9)	-2.8%
Expense	\$ 1,196.1	\$ 1,256.1	\$ 1,307.4	\$ 51.3	3.9%
Subsidy	\$ 533.5	\$ 554.9	\$ 586.4	\$ 31.5	5.4%
Cost Recovery	55.4%	55.8%	55.2%		

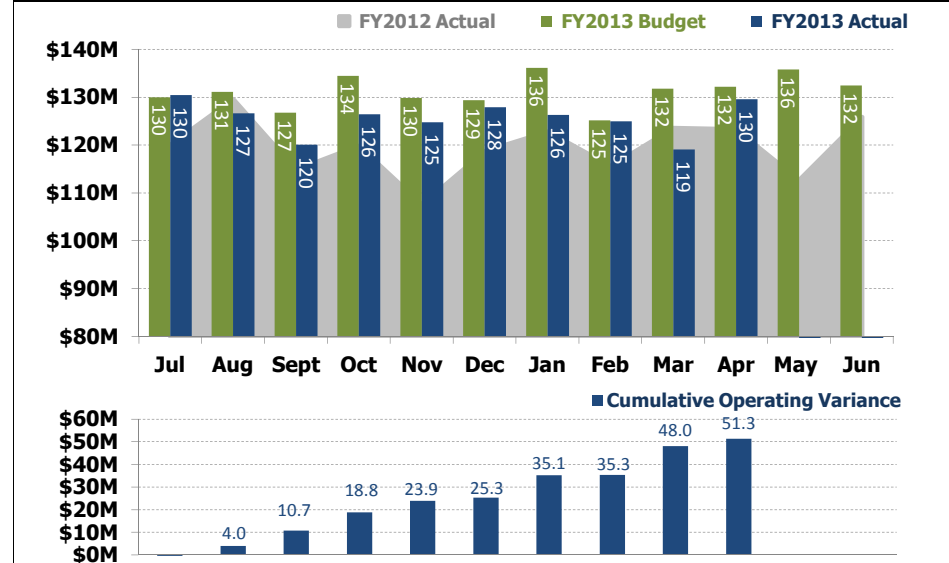
OPERATING PROGRAM HIGHLIGHTS

As of April YTD, Metro has a positive net position **to budget** of \$31.5M, or 5.4 percent.

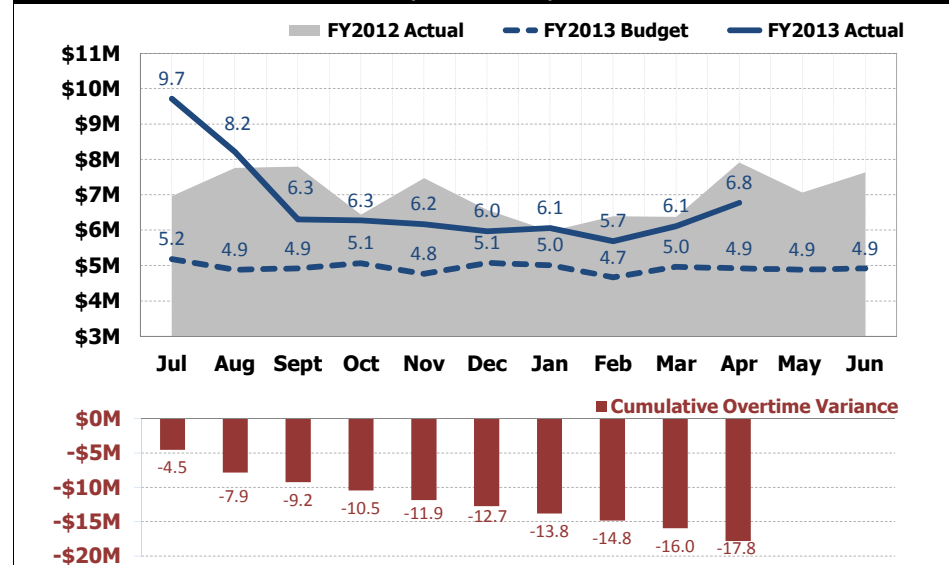
Year-to-date expenditures, \$51.3M or 3.9% favorable to budget.

- Salary & wages are below budget by \$28.8M or 4.9 percent due to vacancies.
- Overtime is (\$17.8M) over budget due to CMNT 2K, 3K and 5K maintenance, HVAC overhauls, midlife door inspections and friction brake maintenance, vacancy coverage, leave coverage, severe weather, incident response and special events, including Inauguration support activities. Over the last seven months we have increased investment and the rate of railcar maintenance to prepare for the introduction of revenue service on the Silver Line. In FY12, Metro operated approximately 770 railcars in daily service; in FY13 this rate has increased to 906 and when Metro begins operating revenue service on the Silver Line in January, 2014, a total of 954 railcars will be required to provide service each weekday.
- Fringe benefits are \$16.8M under budget due to lower than projected pension costs resulting from favorable market conditions (\$5.0M), lower than expected health care costs (\$8.6M, mainly due to a health care rebate of \$5.7M for Local 689), plus lower than budgeted FICA Expense (\$1.7M) and clothing, tools, and allowances (\$1.6M).
- Materials and Supply expenses are (\$14.8M) unfavorable mostly due to overruns in TIES (\$10.6M) attributed mainly to CMNT 2K, 3K and 5K maintenance and Bus material usage (\$6.1M). As described above, railcar maintenance has increased to prepare for Silver Line service. The CMNT overhaul is expected to continue through FY13 and into FY14. This unfavorability is offset mainly by DGMO Admin TSP training materials, IT Track Wayside equipment and CSCM bus and rail schedule printing materials expense.
- Service expenses were \$21.2M favorable due to savings in paratransit expenses (\$10.7M), late TIES contract awards (PLNT, SMNT, CMNT and ELES), timing of various JOC contracts (\$5.1M) and Financial services (\$2.4M): for disputed TRES Call Center invoices and contract modifications (\$1.3M), phasing out of the LAZ parking contract (\$465K) and timing of the Management Efficiency study (\$517K); CSCM (\$936K), HR (\$915K), DGMO (\$660K), COUN (\$516K) and RAIL (\$348K). TIES estimates some of their favorability will be utilized in the 4th quarter of FY13 with the ramp up of rail grinding, weed and other warm weather related activities.
- Propulsion/Diesel and Utilities were favorable to budget by \$18.6M due to lower than projected power consumption and favorable diesel rates in Metro hedges. The passage of the American Taxpayer Relief Act of 2012 included a Compressed Natural Gas (CNG) credit which will have an estimated favorable impact of \$5M on Metro's FY2013 expenditures; a \$4.5M CNG credit has been received YTD for FY12 and FY13 YTD refunds.

OPERATING EXPENDITURES (\$ in Millions)



YTD OVERTIME BUDGET VS ACTUAL (\$ in Millions)





REVENUE AND RIDERSHIP REPORT

April FY2013

RIDERSHIP (trips in Thousands)

MTD	Apr-FY2012	Apr-FY2013		Variance FY13	
	Actual	Actual	Budget	Prior Year	Budget
Metrorail	18,982	19,615	19,742	3.3%	-0.6%
Metrobuss	10,947	11,610	11,149	6.1%	4.1%
MetroAccess	174	182	176	4.3%	3.3%
System Total	30,104	31,407	31,067	4.3%	1.1%

YTD	FY2012	FY2013		Variance FY13	
	Actual	Actual	Budget	Prior Year	Budget
Metrorail	179,720	172,419	179,818	-4.1%	-4.1%
Metrobuss	109,860	109,108	107,698	-0.7%	1.3%
MetroAccess	1,728	1,681	1,831	-2.7%	-8.2%
System Total	291,309	283,209	289,347	-2.8%	-2.1%

REVENUE AND RIDERSHIP HIGHLIGHTS

Year-to-date Revenue

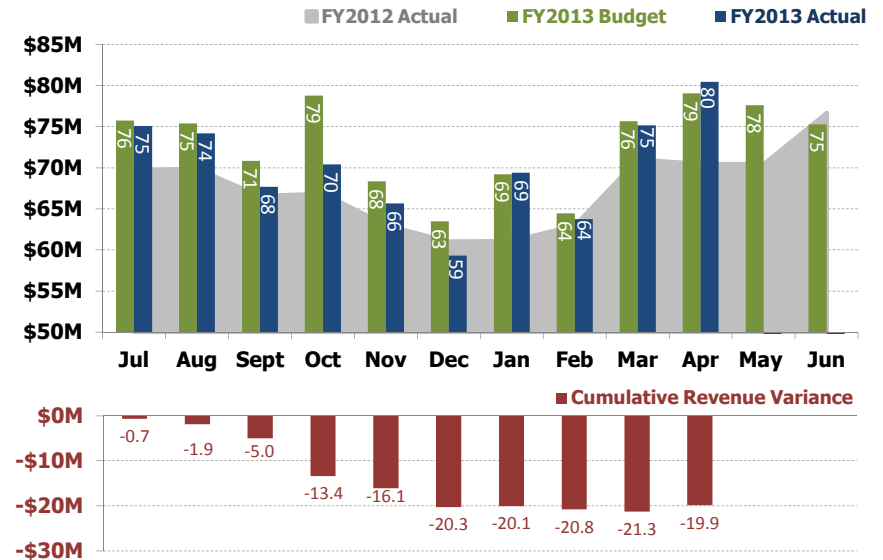
Total operating revenue is (\$19.9M) below budget, or -2.8%. Passenger revenues plus parking is (\$18.4M) below budget, while non-transit revenue is (\$1.5M) below budget.

- **Rail passenger fare revenue** is (\$16.3M) below budget YTD primarily as a result of lower rail ridership; average fare YTD is \$2.90, which reflects the impact of the July fare increase and is actually slightly above the budgeted average fare for FY13 of \$2.87. Rail revenue has also experienced negative impacts from Hurricane Sandy in October and the unanticipated federal Christmas Eve holiday as well as a positive impact from greater-than-expected Inauguration attendance.
- **Bus passenger revenue** is essentially on budget at only (\$0.2M) below plan YTD. However, average fare YTD is \$1.05, slightly below the budgeted average fare for FY13 of \$1.07. Bus revenue was also negatively impacted by Hurricane Sandy.
- **MetroAccess revenue** is \$0.4 million above budget YTD; although ridership is below budget, average fare is substantially higher at \$4.07 versus \$3.50 budget.
- **Parking revenue** is below budget YTD by (\$2.4M) or -5.9%, greater than the overall reduction in rail ridership, although April performance was on budget.
- **Other revenues** are (\$1.5M) below budget, with positive variances in advertising and fiber optic revenues outweighed by negative variances in joint development and other revenues. However, the negative variance in joint development revenue (primarily leases/rents from developers) is largely due to timing and is expected to be made up by the end up FY2013.

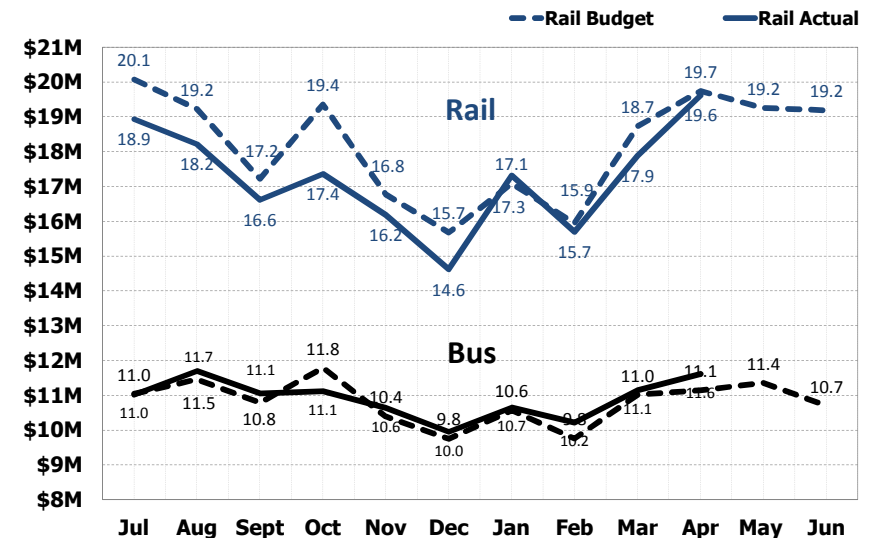
Year-to-date Ridership

- **Rail ridership** YTD is (7.4M) below budget, or -4.1%; rail ridership YTD is also down (7.3M) compared to the same period in FY12.
- **Bus ridership** is (1.4M) above budget YTD, or 1.3%; however, bus ridership YTD is down (0.8M) compared to the same period in FY12.
- **MetroAccess ridership** is -8.2% below budget YTD; Access ridership YTD is also down -2.7% compared to the same period in FY12.

REVENUE (in Millions)



MONTHLY RIDERSHIP FOR RAIL AND BUS (in Millions)





CAPITAL PROGRAM REPORT

April FY2013

SOURCES OF FUNDS (\$ in Millions)

	Expenditure-Based Year to Date Sources of Funds				
	Budget	Forecast	Awarded	Received	To be Rec.
FY2012 CIP	\$ 1,042	\$ 917	\$ 733	\$ 606	\$ 436
FY2013 CIP	\$ 1,073	\$ 975	\$ 936	\$ 730	\$ 343

	Obligation-Based to Date Sources of Funds				
	Budget		Awarded	Received	To be Rec.
Safety & Security	\$ 38		\$ 38	\$ 10	\$ 28
ARRA	\$ 8		\$ 8	\$ 7	\$ 1
Reimbursable	\$ 57		\$ 57	\$ 51	\$ 6
Total	\$ 104		\$ 104	\$ 68	\$ 36

USES OF FUNDS (\$ in Millions)

	Expenditure-Based Year to Date Uses of Funds					
	Budget	Plan	Obligated	Expended	% Obl.	% Exp.
FY2012 CIP	\$ 1,042	\$ 917	\$ 782	\$ 526	85.3%	57.4%
FY2013 CIP	\$ 1,073	\$ 975	\$ 680	\$ 572	69.7%	58.7%

	Obligation-Based to Date Uses of Funds					
	Budget		Obligated	Expended	% Obl.	% Exp.
Safety & Security	\$ 39		\$ 39	\$ 14	99.7%	35.9%
ARRA	\$ 8		\$ 7	\$ 10	87.5%	125.0%
Reimbursable	\$ 57		\$ 52	\$ 64	92.7%	113.3%
Total	\$ 104		\$ 98	\$ 88	95.0%	85.0%

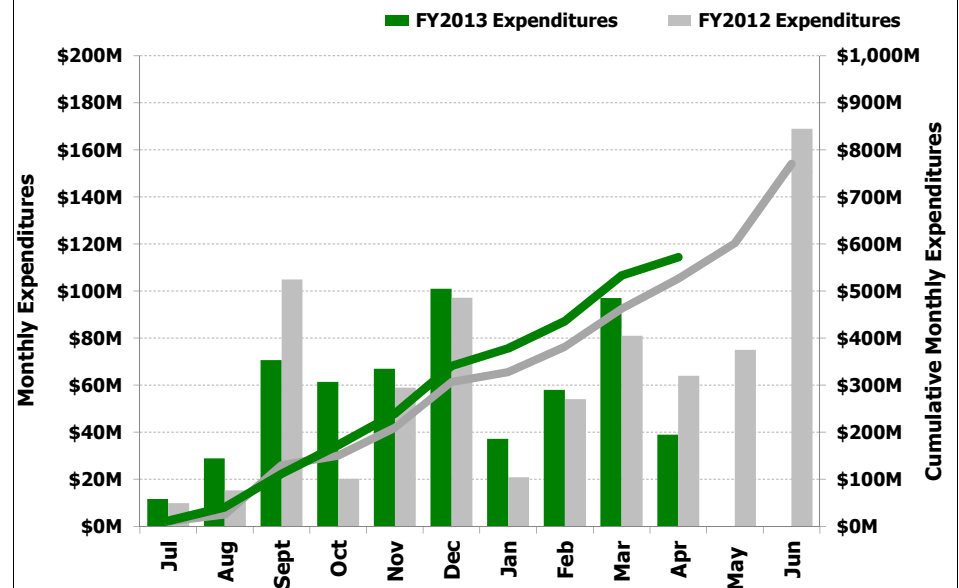
CAPITAL PROGRAM HIGHLIGHTS

As of April 30, 2013:

Metro continued to advance the delivery of the FY2013 Capital Improvement Program (CIP) in April, investing \$39 million during the month. Year-to-date, Metro has invested \$572 million through the CIP, \$46 million, or two percent, more than during the same period last year. Metro is currently forecasting that \$884 million will be invested through the CIP during FY2013, about 91% of the baseline investment plan for the year and on track to meet the performance target of 90%. The most recent forecast indicates that Metro has made significant progress in the delivery of key CIP investments during FY2013.

- **Bus Replacement:** 79 of the planned 105 forty-foot hybrid/electric buses have been received and are in service.
- **MetroAccess Vehicle Replacement:** 80 of the planned 138 new paratransit vehicles have been delivered and 55 are in service.
- **Escalator Rehabilitation:** 31 of the 54 planned FY2013 escalator rehabilitations/modernizations are complete and 10 are in progress. The multi-year escalator rehabilitation plan has been updated due to schedule delays. Nine escalator rehabilitations previously planned for FY2013 will now be completed in the FY2014-2019 CIP.
- **Elevator Rehabilitation:** Five of the 25 planned FY2013 elevator rehabilitations/modernizations are complete and 10 are in progress. The multiyear elevator rehabilitation plan has been updated due to schedule delays. Eight elevator rehabilitations previously planned for delivery in FY2013 will now be completed in the FY2014-2019 CIP and one elevator previously planned for future rehabilitation was accelerated into FY2013.
- **Station Rehabilitation:** Seven of the 12 planned full station enhancement projects are complete; 11 of the planned 12 mini station enhancements are complete and four full enhancements and one mini enhancement are underway.
- **Track Rehabilitation:** welded 583 open weld joints, retrofitted 465 linear feet of floating slabs, rehabilitated 7,451 linear feet of grout pads, tamped 34.56 miles of track, repaired 1,935 leaks, and replaced 10.24 miles of running rail, 3.79 miles of third rail, 12,323 cross ties, 18,418 fasteners, 7,307 insulators, 1,167 safety signs, 10 yard turnouts, 20 yard switches, and 5,165 direct fixation fasteners.

CIP EXPENDITURES (\$ in Millions)



CAPITAL IMPROVEMENT PROGRAM REPROGRAMMING

CIP FY2013 budget authority reprogramming actions approved in April:

From	Project Description	Amount
CIP 0084	Southern Ave Bus Garage Replacement	(23,100,000)
CIP 0119	Bus Garage Facility Repairs	(3,000,000)
CIP 0200	Breakers and Relays	(2,000,000)
CIP 0051	Police Dispatch and Records Management	(1,518,000)
CIP 0131	Credit Facility	(875,000)
Total		(30,493,000)

To	Project Description	Amount
CIP 0060	4000 Series Railcar Replacement	23,100,000
CIP 0116	Rail Yard Facility Repairs	3,000,000
CIP 0029	Warehouse Vertical Storage Units	2,000,000
CIP 0052	Network and Communications	1,518,000
CIP 0185	Escalator Replacement	875,000
Total		30,493,000



Washington Metropolitan Area Transit Authority

SmarTrip® Bus Offboard Loading Project

May 2013





Key Requirements

FEATURE	DESCRIPTION
Offboarding	Add value and bus passes to WMATA accepted smart cards & update WMATA's back-end systems
Payment Forms	Take bills, coins, debit & credit (no change; no escrow)
Streetscape	Attractive with reasonable footprint
Durability	Work under all DC weather conditions
Security	Vandal and Tamper Resistant Support Revenue Collection; Encryption
Regulations	Utility, Permitting, ADA and Civil Rights



The Marketplace

Parking Meter Vendors

- Solar-Power Option
- Smaller Footprints
- More Experience with Outdoor Machines
- Less Experience with Smart Cards

Traditional Ticket Vending Machine Vendors

- Remove the Ticket Printers to Meet Our Need
- Need Electric Service (no solar option)
- Larger Footprints
- Hardware & Install More Expensive than Parking Meters



Location Criteria & Quantity

Location Criteria

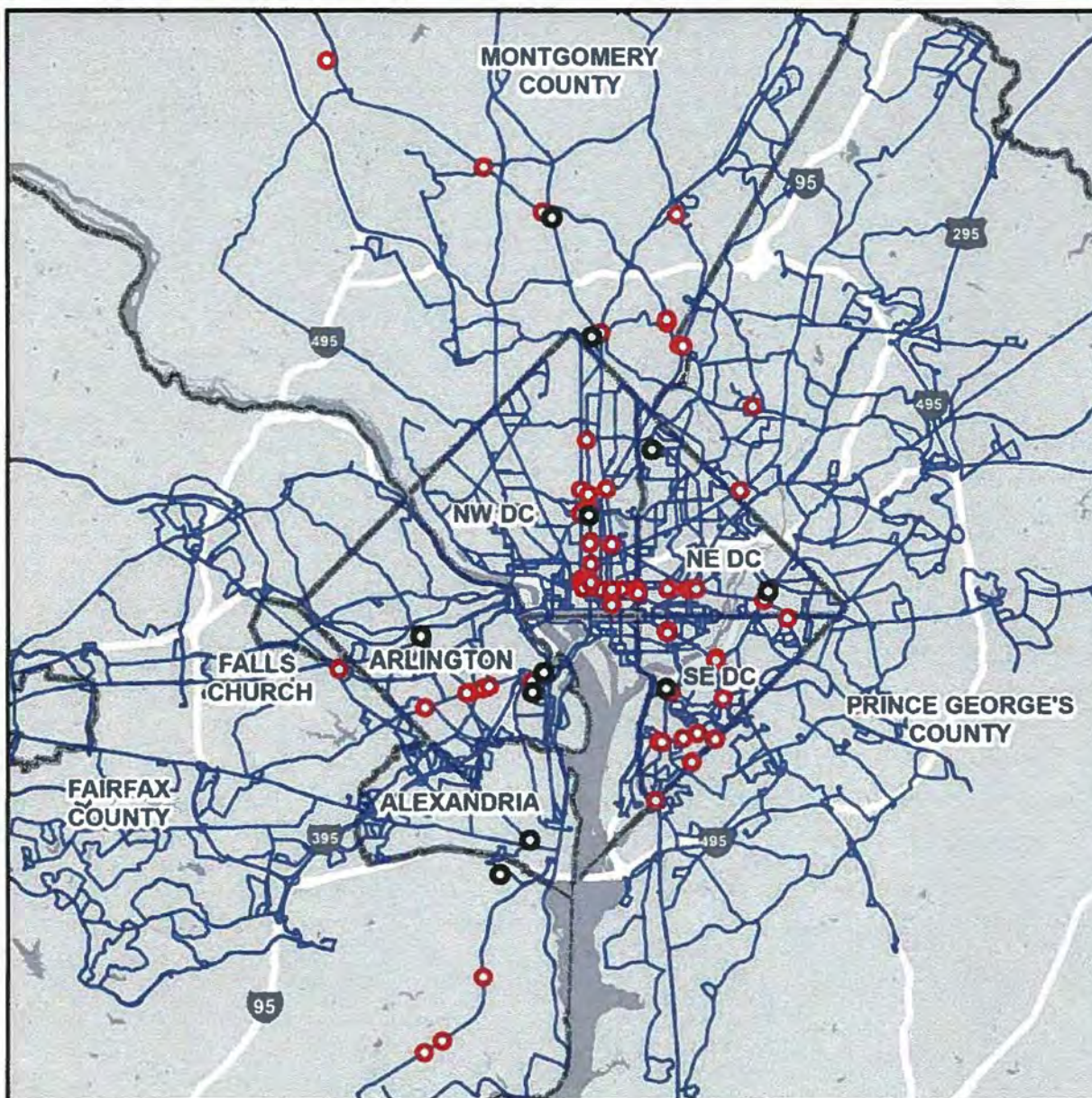
- **Lines with High SmarTrip Add Value Activity**
- **Lines with On-Time Considerations**
- **Regional Distribution**
- **Metrobus Stations**

Quantity

- **100 to Start**
- **Option for 100 More**



Tentative Bus Stops



**Selected
Bus Stops
for Off-Vehicle
Fare Loading**

Legend

- Rail Stations
- Bus Stops
- Bus Network
- Major Highways
- Water



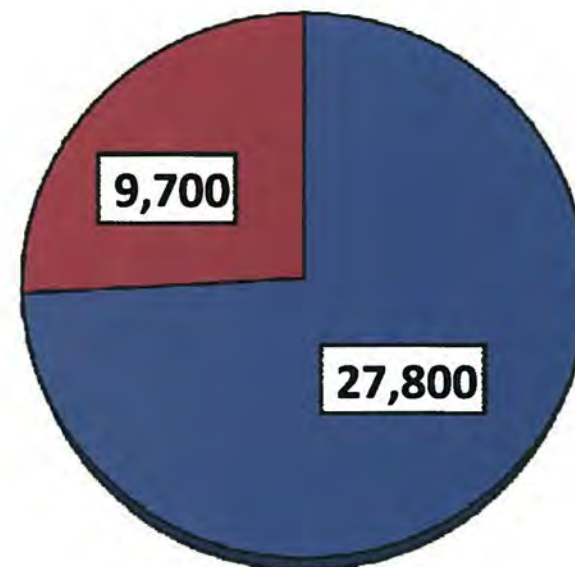
0 2.5 5 10 Miles



Challenges

- **Integration with Nextfare**
- **Solar vs. Electric**
 - Multiple Utilities
 - Meters and Tariffs
 - Avoid Underground Utilities
 - Relocation Easier with Solar
- **Limited Street Space**
- **Multiple Jurisdiction Permitting**
- **Security & Revenue Collection**
- **Utilization:** Retain Option for Value Add on Bus

**Total Unique Rider Count
for Project Routes (est)**



■ Go Card
■ MIFARE



Rough Timeline*



* An AC Mains solution would add months to the schedule



AGENDA ITEM #3

TO: Chairman McKay and NVTC Commissioners
FROM: Kelley Coyner and Claire Gron
DATE: May 30, 2013
SUBJECT: VRE Items

A. Report from the VRE Operations Board and Chief Executive Officer--Information Item.

Attached is the CEO report from May, including performance data. Minutes from the May 17, 2013 VRE Operations Board are also attached.

B. Authorization to Extend the Norfolk Southern's Operating/Access Agreement--Action Item/Resolution #2219.

The VRE Operations Board recommends that NVTC authorize the VRE Chief Executive Officer to execute an extension of the existing May 5, 2000 Amended Operating/Access Agreement with Norfolk Southern to extend the existing agreement from July 31, 2013 to January 31, 2014. Resolution #2219 would provide this authority.

Background:

VRE has an Operating/Access Agreement with Norfolk Southern (NS) for VRE operations in the Manassas to Washington corridor. The agreement, dated as of May 5, 2000, has been amended and extended several times, most recently this past December, with an agreed upon extension to July 31, 2013. A further extension is being requested at this time to provide sufficient time to complete negotiations of a new agreement. Negotiation sessions with Norfolk Southern representatives were held this Spring. Work is currently underway to conclude discussions on a few outstanding issues. VRE staff will return to the Operations Board once a final draft has been agreed upon.

C. Authorization to Execute an Agreement with VRE for National Transit Database (NTD) Consulting Services--Action Item/Resolution #2220.

NVTC is asked to authorize the Executive Director to execute an agreement with VRE, for services related to National Transit Database (NTD) reporting requirements to be provided to VRE via an NVTC consultant contract. Resolution #2220 would provide this authority.

Background:

As a recipient of Federal Urbanized Area Formula (§5307) grant funds, VRE is required to report ridership, passenger miles and other performance data to NTD on an annual basis. VRE conducts annual, random on-board ridership samples as well as triennial boarding/alighting surveys. The survey data is used to determine average trip lengths and passenger miles for NTD reporting purposes. VRE's GEC consultant currently provides these data collection services to support NTD reporting requirements.

NVTC provides similar data collection services to six Northern Virginia transit systems (ART, DASH, Alexandria Trolley, Fairfax Connector, CUE and Loudoun County Transit) via a consultant contract. While VRE could continue to use its GEC consultant contract for the NTD data collection, procuring these services through NVTC will allow for greater competition and the potential for financial and other efficiencies if those services are combined with other regional transit data collection efforts. NVTC has initiated the procurement process by issuing a request for proposals (RFP) in May and a contract award is anticipated in June 2013. NVTC will contract with the selected consultant on behalf of VRE. NVTC and VRE have agreed upon the scope of the services to be provided under the consultant contract. The agreement outlines the general terms of the services to be provided under the NVTC contract and the procedures for VRE to remit payment to NVTC for those services.



RESOLUTION #2219

SUBJECT: Authorization to Extend Amended Operating/Access Agreement with Norfolk Southern.

WHEREAS: The Commissions currently have an Operating/Access Agreement with Norfolk Southern, dated as of May 5, 2000, related to VRE operations in the Manassas to Washington corridor;

WHEREAS: This agreement, following several extensions, will expire on July 31, 2013;

WHEREAS: Staff has held negotiation sessions with Norfolk Southern representatives;

WHEREAS: Staff recommends extending the existing agreement to January 31, 2014 to allow time to conclude negotiations and finalize a new agreement; and,

WHEREAS: Necessary funding has been incorporated into the FY 2014 budget to allow VRE to continue its operations over Norfolk Southern tracks via this contract extension.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission authorizes the VRE Chief Executive Officer to execute an extension of the existing May 5, 2000 Amended Operating/Access Agreement with Norfolk Southern to January 31, 2014.

Approved this 6th day of June, 2013.

Jeff McKay
Chairman

David F. Snyder
Secretary-Treasurer





RESOLUTION #2220

SUBJECT: Authorization to Execute an Agreement with VRE for National Transit Database (NTD) Consulting Services.

WHEREAS: As a recipient of Federal Urbanized Area Formula (§5307) grant funds, VRE is required to report ridership, passenger miles and other performance data to the National Transit Database (NTD) on an annual basis;

WHEREAS: The Northern Virginia Transportation Commission (NVTC) provides these data collection services to six Northern Virginia transit systems via a consultant contract; and,

WHEREAS: NVTC has initiated the procurement process to issue a new contract for NTD data collection consultant services which includes collection of VRE-related NTD data.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission authorizes the Executive Director to execute an agreement with VRE to provide consultant services to VRE via an NVTC contract.

Approved this 6th day of June, 2013.

Jeff McKay
Chairman

David F. Snyder
Secretary-Treasurer



2300 Wilson Boulevard • Suite 620 • Arlington, Virginia 22201
Tel (703) 524-3322 • Fax (703) 524-1756 • TDD (800) 828-1120
E-mail nvtc@nvtc.org • Website www.thinkoutsidethecar.org



**VIRGINIA RAILWAY
EXPRESS**

BOARD MEMBERS

PAUL SMEDBERG
CHAIRMAN

PAUL MILDE
VICE-CHAIRMAN

JONATHAN WAY
TREASURER

JOHN COOK
SECRETARY

SHARON BULOVA
MAUREEN CADDIGAN
WALLY COVINGTON
JOHN JENKINS
MATT KELLY
SUHAS NADDONI
KEVIN PAGE
GARY SKINNER
BOB THOMAS
CHRIS ZIMMERMAN

ALTERNATES

MARC AVENI
THELMA DRAKE
BRAD ELLIS
JAY FISETTE
FRANK JONES
TIM LOVAIN
MICHAEL MAY
JEFF McKAY
MARTIN NOHE
BENJAMIN PITTS
SUSAN STIMPSON

DOUG ALLEN
CHIEF EXECUTIVE
OFFICER

1500 King Street, Suite 202
Alexandria, VA 22314-2730

MINUTES

VRE OPERATIONS BOARD MEETING
PRTC HEADQUARTERS – PRINCE WILLIAM COUNTY, VIRGINIA
MAY 17, 2013

MEMBERS PRESENT	JURISDICTION
Sharon Bulova (NVTC)	Fairfax County
Maureen Caddigan (PRTC)*	Prince William County
John Cook (NVTC)	Fairfax County
Wally Covington (PRTC)	Prince William County
John D. Jenkins (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
Paul Milde (PRTC)	Stafford County
Suhas Naddoni (PRTC)	City of Manassas Park
Kevin Page	DRPT
Gary Skinner (PRTC)	Spotsylvania County
Paul Smedberg (NVTC)	City of Alexandria
Bob Thomas (PRTC)	Stafford County
Jonathan Way (PRTC)	City of Manassas
Christopher Zimmerman (NVTC)*	Arlington County

MEMBERS ABSENT	JURISDICTION

ALTERNATES PRESENT	JURISDICTION

ALTERNATES ABSENT	JURISDICTION
Marc Aveni (PRTC)	City of Manassas
Thelma Drake	DRPT
Brad Ellis (PRTC)	City of Fredericksburg
Jay Fisette (NVTC)	Arlington County
Frank C. Jones (PRTC)	City of Manassas Park
Tim Lovain (NVTC)	City of Alexandria
Michael C. May (PRTC)	Prince William County
Jeff McKay (NVTC)	Fairfax County
Martin E. Nohe (PRTC)	Prince William County
Benjamin T. Pitts (PRTC)	Spotsylvania County
Susan Stimpson (PRTC)	Stafford County

STAFF AND GENERAL PUBLIC	
Doug Allen – VRE	Chris Henry – VRE
Gregg Baxter – Keolis	Kimberly Herman – Stafford County
Donna Boxer – VRE	Gerri Hill – VRE
Patrick Bracken – Segal Company	Christine Hoeffner – VRE
Nick Brand – Parsons Brinckerhoff	Ann King – VRE
Joanne Carter – PFM	Lezlie Lamb – VRE
Kevin Chisholm – Citizen	Bob Leibbrandt – Prince William County
Kelley Coyner – NVTC staff	Steve MacIsaac – VRE counsel
Rich Dalton – VRE	Betsy Massie – PRTC staff
John Duque – VRE	Sirel Mouchantaf – VRE
Patrick Durany – Prince William County	Lynn Rivers – Arlington County
Kip Foster – VRE	Mark Roeber – VRE
Rhonda Gilchrest – NVTC staff	Mike Schaller - Citizen
Al Harf – PRTC staff	Brett Shorter – VRE

* Delineates arrival following the commencement of the Board meeting. Notation of exact arrival time is included in the body of the minutes.

Chairman Smedberg called the meeting to order at 9:30 A.M. Following the Pledge of Allegiance, roll call was taken.

Approval of the Agenda – 3

Mr. Kelly moved, with a second by Ms. Bulova, to approve the agenda. The vote in favor was cast by Board Members Bulova, Cook, Covington, Jenkins, Kelly, Milde, Naddoni, Page, Skinner, Smedberg, Thomas and Way.

Approval of the Minutes of the April 19, 2013 Operations Board Meeting – 4

Mr. Way moved approval of the minutes and Mr. Kelly seconded. The vote in favor was cast by Board Members Bulova, Cook, Covington, Jenkins, Kelly, Milde, Page, Skinner, Smedberg, Thomas and Way. Mr. Naddoni abstained.

Chairman's Comments – 6

Chairman Smedberg thanked Board Members for arriving early so that a group photo of the VRE Operations Board could be taken. However, due to traffic issues several Board Members are delayed. He suggested taking a short recess when they arrive to take the photo. There were no objections.

Chairman Smedberg stated that Board Members received an email about an incident with a Keolis employee altering VRE on-time performance (OTP). He commended VRE staff for immediately identifying the problem and contacting Keolis, who removed the employee from VRE service. Independent audits were conducted by VRE and Keolis and it was determined that this was an isolated incident. Since then, VRE staff has added additional safeguards to the process. Chairman Smedberg thanked VRE and Keolis staff for being proactive and resolving this quickly.

In response to a question from Mr. Way, Mr. Allen reviewed the reasons why staff believes this is an isolated incident. He assured the Board that staff went back and cross-referenced other electronic data, including on-time performance reports and conductor reports, and found no evidence of any other alterations.

Mr. Kelly stated that moving forward he assumes VRE staff will do more cross checking. Mr. Allen replied in the affirmative. Chairman Smedberg noted that the process did work and it was caught and the issue resolved.

Chairman Smedberg also announced that he had a chance to participate in the Meet the Management event at the Alexandria King Street station. He provided highlights of the event and some of the comments he heard from riders. Riders love VRE and are very loyal customers. He encouraged Board Members to participate in VRE's last Meet the Management event on June 5th at the Franconia-Springfield station.

[Ms. Caddigan arrived at 9:42 A.M.]

Chairman Smedberg recessed the meeting at 9:45 A.M. for the Board photo and the meeting reconvened at 9:53 A.M.

Chief Executive Officer's Report – 6

Mr. Allen reported that overall on-time performance (OTP) for the month of April was 97 percent for both lines and ridership remains strong at 19,300 average daily riders. He reported that the Commonwealth Transportation Board approved VRE's track access funding at a level slightly higher than VRE's budget levels. He thanked DRPT for assisting and supporting this effort.

Mr. Allen reported that VRE will most likely see an increase in summons in the future as a result of VRE implementing 100 percent ticket checking by conductors to ensure tickets are validated. He announced that today is Bike to Work Day and VRE is doing "pit stop" events with refreshments and entertainment at four stations (Burke, Rippon, Woodbridge and Manassas). Also, VRE will be running four excursion trains at the annual Manassas Railway Festival on June 1, 2013. VRE has initiated its System Plan process, which will include a Board workshop scheduled for July 19th at PRTC. Mr. Allen mentioned that an IFB will be issued next week for the third track work in Spotsylvania.

[Mr. Zimmerman arrived at 9:58 A.M.]

Mr. Allen stated that VRE's Lorton Second Platform (\$1.5 million) and the Alexandria Tunnel project (\$1.3 million) have been selected to be included in the list of projects to be recommended to NVTA for funding. The Gainesville-Haymarket extension project was not included in the draft Six-Year Improvement Plan (SYIP). Mr. Allen stated that since it is a draft he is hopeful that this project will be included in the final SYIP. Mr. Zimmerman asked how much funding is being sought for the Gainesville-Haymarket extension project. Ms. Hoeffner answered \$2.8 million in rail enhancement funds and \$1.5 million in local/non-state match for a total of \$4.2 million. The funding request to NVTA is for \$1.5 million. Mr. Page reminded the Board that CTB conducts public hearings on the draft SYIP and he encouraged VRE to submit and provide comments at the hearing. Ms. Coyner stated that the public hearing in Northern Virginia is scheduled for May 29th. Board Members discussed sending a letter to NVTA regarding funding for the Gainesville-Haymarket project. There were no objections.

Mr. Way expressed his hope that the Gainesville-Haymarket study will look at a phased implementation with Gainesville as Phase 1 since costs are estimated to be less and it will not have the same environmental issues as Haymarket. This could make a shorter extension to Gainesville more marketable.

VRE Riders' and Public Comment – 7

Chairman Smedberg observed that Mr. Peacock was not in attendance. There were no other comments.

Compensation Study Update Presentation – 8

Mr. Patrick Bracken, compensation consultant for The Segal Company, gave an update on the progress being made to the compensation study for VRE and PRTC. He reported that the job classification analysis has been completed and provided to VRE and PRTC for their review and comment. Market assessments are also being completed to measure competitiveness of peer employers. There were no questions from Board Members.

Authorization to Issue an Invitation for Bids for Lubricating Oil Delivery Services – 9A

Mr. Allen explained that the VRE Operations Board is being asked to approve Resolution #9A-05-2013 which would authorize him to issue an IFB for lubricating oil delivery services. He explained that the current contract expires in October 2013. The IFB will be developed for the bulk delivery of locomotive lubricating oils and will be structured as a firm fixed unit price contract.

Mr. Covington moved, with a second by Mr. Kelly, to approve Resolution #9A-05-2013. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Covington, Jenkins, Kelly, Milde, Naddoni, Page, Skinner, Smedberg, Thomas, Way and Zimmerman.

Authorization to Extend the Amended Operating/Access Agreement with Norfolk Southern – 9B

Mr. Allen reported that the VRE Operations Board is being asked to recommend the Commissions authorize him to execute an extension of the existing Amended Operating/Access Agreement with Norfolk Southern to January 31, 2014. Resolution #9B-05-2013 would accomplish this.

Mr. Allen explained that an extension is being requested to provide sufficient time to complete negotiations of a new agreement. Mr. Dalton and Mr. Page have been working on the negotiations. In response to a question from Mr. Way, Mr. Dalton explained that the issues with liability insurance requirements have been resolved. There are a few minor issues, including a legacy betterment clause that needs to be resolved.

Mr. Zimmerman moved, with a second by Ms. Bulova, to approve the resolution. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Covington, Jenkins,

Kelly, Milde, Naddoni, Skinner, Smedberg, Thomas, Way and Zimmerman. Mr. Page abstained due to his involvement in the negotiations.

Authorization to Execute an Agreement with NVTC for National Transit Database (NTD) Consulting Services – 9C

Mr. Allen stated that the VRE Operations Board is being asked to authorize him to execute a project agreement with NVTC for services related to NTD reporting requirements to be provided to VRE via NVTC's consultant contract. Resolution #9C-05-2013 would accomplish this.

Mr. Allen stated that as a recipient of Federal Urbanized Area Formula (Section 5307) grant funds, VRE is required to report ridership, passenger miles and other performance data to the NTD on an annual basis. NVTC provides similar data collection services to six Northern Virginia transit systems via a consultant contract. This is a good opportunity for VRE to tie into NVTC's contract and realize some cost savings.

Ms. Coyner stated that NVTC welcomes the opportunity to include VRE in its NTD process. NVTC issued an RFP earlier in May and a contract award is anticipated in June 2013.

Mr. Kelly moved, with a second by Mr. Skinner, to approve Resolution #9C-05-2013. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Covington, Jenkins, Kelly, Milde, Naddoni, Page, Skinner, Smedberg, Thomas, Way and Zimmerman.

Authorization to Amend the Contract for the Employee Compensation Study – 9D

Mr. Allen explained that the VRE Operations Board is being asked to recommend that PRTC authorize a contract amendment with The Segal Company of Washington, D.C. for the employee compensation study. The contract amendment will be in the amount not to exceed \$10,750 (10 percent contingency) for a total contract value not to exceed \$118,250. Resolution #9D-05-2013 would accomplish this.

Mr. Allen explained that the original contract did not include a contingency. Since that time, The Segal Company was asked to increase the number of comparative agencies to include one additional rail system and two additional bus systems for the peer portion of the study. The contingency of \$10,750 is requested to accommodate this work as well as any other unforeseen changes to the scope of services in order to complete the study. In response to a question from Mr. Thomas, Mr. Allen explained that increasing the number of comparable agencies will not delay the schedule.

Mr. Jenkins moved, with a second by Ms. Bulova, to approve Resolution #9D-05-2013. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Covington, Jenkins, Kelly, Milde, Naddoni, Page, Skinner, Smedberg, Thomas, Way and Zimmerman.

Authorization to Award a Contract for Track and Tie Rehabilitation at the VRE Broad Run and Crossroads Yards – 9E

Mr. Allen stated that the VRE Operations Board is being asked to authorize him to execute a contract with G.W. Peoples Contracting Company, Inc., for the track and tie rehabilitation at the VRE Broad Run and Crossroads Yards, in the amount not to exceed \$395,048, plus a contingency of 10 percent, for a total amount not to exceed \$434,553. Resolution #9E-05-2013 would accomplish this.

Mr. Allen stated that both yards were constructed over 20 years ago and all substandard ties, rail, switches and ballast need to be replaced. Following a competitive bid process, VRE received three bids. G.W. Peoples Contracting Company was the lowest responsive bidder.

Mr. Way observed that G.W. Peoples Contracting Company's bid is considerably lower than the other bids and asked if they have the specifications correct. Mr. Allen responded that staff checked to make sure they understand the scope of work. In response to a question from Chairman Smedberg, Ms. Hill stated that this is the first time VRE will have worked with this contractor. Mr. Page stated that this firm is a contractor that does business with the Commonwealth.

Mr. Covington moved, with a second by Mr. Kelly, to approve the resolution. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Covington, Jenkins, Kelly, Milde, Naddoni, Page, Skinner, Smedberg, Thomas, Way and Zimmerman.

Authorization to Award a Contract for Construction of the Spotsylvania Station Project – 9F

Mr. Allen reported that Resolution #9F-05-2013 would authorize him to execute a contract with Hammerhead Construction of Dulles, Virginia for the construction of the Spotsylvania VRE station project, in the amount not to exceed \$2,349,000, plus a ten percent contingency of \$234,900, for a total amount not to exceed \$2,583,900.

Mr. Allen explained that five bids were received. The day after the bids were opened, Dominion Construction Group, LLC withdrew their bid due to a mathematical error in their bid sheet. The error was examined and verified by VRE staff per procurement requirements. Consequently, VRE staff is requesting authorization to award the contract to the second lowest bidder, which is still within the project budget.

Mr. Skinner moved, with a second by Mr. Milde, to approve the resolution. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Covington, Jenkins, Kelly, Milde, Naddoni, Page, Skinner, Smedberg, Thomas, Way and Zimmerman.

Mr. Skinner observed that the bids came in even lower than the engineering estimates, which will result in savings close to \$1 million.

Authorization to Amend Task Orders for the Brooke and Leeland Parking Expansion Design – 9G

Mr. Zimmerman stated that based on state and local government Conflict of Interest Acts, he will recuse himself from the discussion and action of this agenda item because he has a consulting relationship with the company in question (disclosure attached). Mr. Zimmerman stepped away from the table and did not participate in the discussion.

Mr. Allen reported that the VRE Operations Board is being asked to authorize him to execute task order amendments with AECOM for final design of the parking expansion at the Brooke and Leeland VRE stations. This authorization is to reduce the Brooke task order by \$9,490, from \$255,200 to \$245,710 and to increase the Leeland task order by \$9,490, from \$298,100 to \$307,590. Resolution #9G-05-2013 would accomplish this.

Mr. Allen explained that during the contract closeout process it was identified that these additional engineering costs in the amount of \$9,490 were billed to Brooke rather than to Leeland and that the Leeland task order was fully expended, so the costs could not be transferred without Board authorization. The overall cost of both projects is unchanged and these projects were completed within the budgeted grant amounts. Sufficient funds are available in the Brooke task order for this transfer.

Mr. Milde moved, with a second by Mr. Kelly, to approve the resolution. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Covington, Jenkins, Kelly, Milde, Naddoni, Page, Skinner, Smedberg, Thomas and Way. Mr. Zimmerman did not participate in the vote.

Mr. Zimmerman returned to the table after the vote.

Authorization to Execute a Lease Agreement for 30 Parking Spaces at the Fredericksburg Station – 9H

Mr. Allen stated that the VRE Operations Board is being asked to authorize him to execute a lease agreement with AFM, LLC, doing business as Thomas J. Wack Company, for 30 parking spaces located at 400 Charles Street, Fredericksburg, Virginia. The lease would be in the amount of \$60,140 for three years. Resolution #9H-05-2013 would accomplish this.

Mr. Kelly moved, with a second by Mr. Thomas, to approve the resolution.

Mr. Kelly stated that he looks forward to working with VRE staff regarding the overall parking situation in Fredericksburg. Mr. Page reported that DRPT will soon begin a 96-month study of intercity rail along the I-95 corridor and looks forward to working with the City of Fredericksburg to share plans and opportunities that can be of joint benefit to commuter rail and intercity rail. Chairman Smedberg suggested that DRPT update the VRE Operations Board on this study. Mr. Page responded that DRPT anticipates that

VRE will be highly engaged in discussions regarding this study as it relates to VRE's territory.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Covington, Jenkins, Kelly, Milde, Naddoni, Page, Skinner, Smedberg, Thomas, Way and Zimmerman.

Operations Board Members' Time –11

Mr. Skinner observed that tremendous work and cooperation has been done between VRE, DRPT and CSX in regards to the Spotsylvania station. He thanked all the parties involved. He looks forward to the opening of the station.

Mr. Zimmerman announced that Arlington County has three events today for Bike to Work Day, which includes an event near the Crystal City VRE station. He stated that multi-modalism is an important part of moving people throughout the region and will become more important as the region continues to grow.

Mr. Zimmerman also noted that with taxes beginning to be collected on July 1, 2013 in response to HB 2313, NVRTA is moving quickly to develop an action plan for the first year. Revenues for the first year are estimated to be \$190 million. He observed that there has been tremendous cooperation from jurisdictions and agencies to get this work done quickly. He thanked VRE staff for their participation. He reported that a separate committee will be formed to look at regional issues relating to VRE and WMATA. Mr. Zimmerman stated that in comparison to other metropolitan areas, this region moves less people by commuter rail. However, commuter rail has more potential than some other modes and it needs to be part of the regional discussion. Ms. Bulova stated that she is serving as Vice-Chair of NVRTA's Organizational Working Group and she gave a brief update on the work of the group. Chairman Smedberg stated that he is impressed with the work and effort from elected officials and jurisdictional staff and all that they have accomplished in a very short time period.

Mr. Jenkins stated that he is impressed with the new format of the VRE CEO Report. Mr. Allen acknowledged Mark Roeber who is editor-in-chief of the report and other staff who contribute as well.

In response to a question from Mr. Naddoni, Mr. Allen explained that VRE does cost estimates as part of the process in preparing for a solicitation. Mr. Page stated that DRPT also does its own engineering review and cost estimates for VRE projects as well as being part of the notice to proceed process, so by the time a solicitation comes to the VRE Operations Board for approval, it is well vetted.

Mr. Page stated that in regards to additional service to Gainesville-Haymarket and the NVRTA process, it is important for Mr. Zimmerman and Ms. Bulova, as members of NVRTA, to understand the core capacity issues, which are a challenge for Metrorail and commuter rail service. If more trains are going to be added to the Norfolk Southern and CSX lines, there will be core capacity issues that need to be addressed. Capital

investments will be needed to provide any significant increase in service to and from the Core.

Adjournment

On a motion by Ms. Bulova and a second by Ms. Caddigan, the Board unanimously voted to adjourn. Chairman Smedberg adjourned the meeting at 10:44 A.M.

Approved this 21st day of June, 2013.

Paul Smedberg
Chairman

John Cook
Secretary

CERTIFICATION

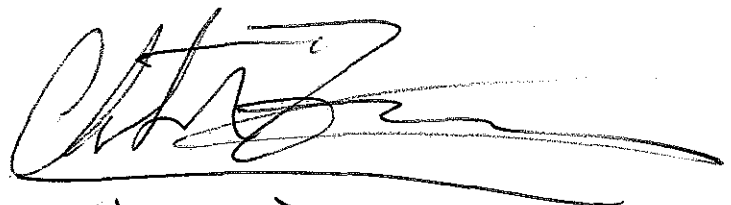
This certification hereby acknowledges that the minutes for the May 17, 2013 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

Rhonda Gilchrest

Rhonda Gilchrest

Disclosure

I have been advised that under the State and Local Government Conflict of Interests Act, I may have a personal interest in Agenda item 9 G because of a consulting arrangement I have with another subsidiary company of AECOM. Therefore, I have chosen to not participate in the discussion of and action on the item.



Chris Zimmerman

5/17/13

TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: MAY 17, 2013
RE: AUTHORIZATION TO ISSUE AN INVITATION FOR BIDS FOR
LUBRICATING OIL DELIVERY SERVICES

RESOLUTION
9A-05-2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

WHEREAS, the current contract with Quarles Petroleum, Inc. for lubricating oil delivery services expires in October of 2013; and,

WHEREAS, VRE's locomotives consume various types of lubricating oils; and,


WHEREAS, the level of activity involved in restoring lubricating oils in the locomotives requires bulk delivery of the product.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the VRE Chief Executive Officer to issue an Invitation for Bids for lubricating oil delivery services.

Approved this 17th day of May 2013.



John Cook
Secretary



Paul Smedberg
Chairman

TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: MAY 17, 2013
RE: AUTHORIZATION TO EXTEND AMENDED OPERATING/ACCESS
AGREEMENT WITH NORFOLK SOUTHERN

RESOLUTION
9B-05-2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

WHEREAS, the Commissions currently have an Operating/Access Agreement with Norfolk Southern, dated as of May 5, 2000, related to VRE operations in the Manassas to Washington corridor; and,

WHEREAS, this agreement, following several extensions, will expire on July 31, 2013; and,


WHEREAS, staff has held negotiation sessions with Norfolk Southern representatives; and,

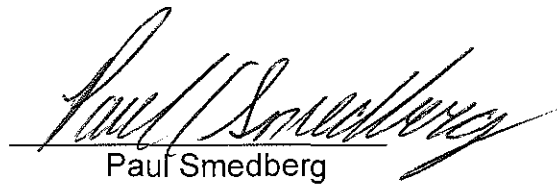
WHEREAS, staff recommends extending the existing agreement to January 31, 2014 to allow time to conclude negotiations and finalize a new agreement; and,

WHEREAS, necessary funding has been incorporated into the FY 2014 budget to allow VRE to continue its operations over Norfolk Southern tracks via this contract extension.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board recommends the Commissions authorize the Chief Executive Officer to execute an extension of the existing May 5, 2000 Amended Operating/Access Agreement with Norfolk Southern to January 31, 2014.

Approved this 17th day of May, 2013.


John Cook
Secretary


Paul Smedberg
Chairman

TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: MAY 17, 2013
RE: AUTHORIZATION TO EXECUTE AN AGREEMENT WITH NVTC
FOR NATIONAL TRANSIT DATABASE (NTD) CONSULTING
SERVICES

RESOLUTION
9C-05-2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

WHEREAS, as a recipient of Federal Urbanized Area Formula (§5307) grant funds, VRE is required to report ridership, passenger miles and other performance data to the National Transit Database (NTD) on an annual basis; and,

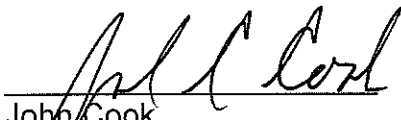
WHEREAS, VRE's GEC consultant currently provides these data collection services for VRE; and,


WHEREAS, the Northern Virginia Transportation Commission (NVTC) provides similar data collection services to six northern Virginia transit systems via a consultant contract; and,

WHEREAS, NVTC has initiated the procurement process to issue a new contract for NTD data collection consultant services which includes collection of VRE-related NTD data.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to execute an agreement with NVTC to provide NTD consultant services to VRE via an NVTC contract.

Approved this 17th day of May 2013


John Cook
Secretary


Paul Smedberg
Chairman

TO: CHAIRMAN SMEDBURG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: MAY 17, 2013
**RE: AUTHORIZATION TO AMEND THE CONTRACT FOR THE EMPLOYEE
COMPENSATION STUDY**

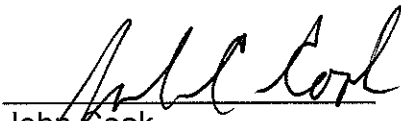
**RESOLUTION
9D-5-2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD**

WHEREAS, on March 7, 2013, the Potomac and Rappahannock Transportation Commission approved the contract in the amount not to exceed \$107,500 for a compensation study for all PRTC employees, including those staff employed through PRTC as Virginia Railway Express (VRE) employees; and,

WHEREAS, the contract did not include a contingency amount and additional services are desirable for the effort.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board requests the Potomac and Rappahannock Transportation Commission amend the contract with The Segal Company of Washington, DC for the employee compensation study in an amount not to exceed \$10,750 (10% contingency), for a total contract value not to exceed \$118,250.

Approved this 17th day of May, 2013.


John Cook
Secretary


Paul Smedberg
Chairman

TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: MAY 17, 2013
RE: AUTHORIZATION TO AWARD A CONTRACT FOR TRACK AND TIE REHABILITATION AT THE VRE BROAD RUN AND CROSSROADS YARDS.

**RESOLUTION
9E-05-2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD**

WHEREAS, both the VRE Crossroads and Broad Run yards were constructed in 1992; and,

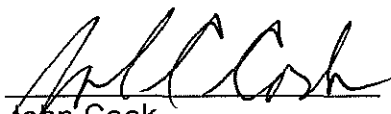
WHEREAS, based on the age and increased use of the tracks, tie replacement and resurfacing are now needed in order to sustain operations at the same level of safety and efficiency; and,


WHEREAS, the project will replace all substandard ties, rail, switches and ballast at both the Crossroads and Broad Run yards; and,

WHEREAS, authorization is required in order to meet an aggressive project schedule and complete work this summer.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to execute a contract with G.W. Peoples Contracting Company, Inc. for the track and tie rehabilitation at the VRE Broad Run and Crossroads Yards project in the amount not to exceed \$395,048, plus a 10% contingency, for a total amount not to exceed \$434,553.

Approved this 17th day of May, 2013.


John Cook
Secretary


Paul Smedberg
Chairman

TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: MAY 17, 2013
RE: AUTHORIZATION TO AWARD A CONTRACT FOR
CONSTRUCTION OF THE SPOTSYLVANIA STATION PROJECT

RESOLUTION
9F-05-2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

WHEREAS, Spotsylvania County requested that VRE assume project management responsibility for the platform and head-house portions of the new station project; and,

WHEREAS, Spotsylvania County will pay costs above the state grant (73113-01) of 55% of \$3.4 million, and,

WHEREAS, on March 15, 2013, the VRE Operations Board authorized a solicitation for bids for the construction of the Spotsylvania VRE station project; and,

WHEREAS, the project will be constructed in coordination with the Crossroads to Hamilton Third Track project.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer award a contract to Hammerhead Construction for the construction of the Spotsylvania VRE station project in the amount not to exceed \$2,349,000, plus a 10% contingency of \$234,900, for the total contract amount not to exceed \$2,583,900; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to execute permits and other documents related to the completion of this project.

Approved this 17th day of May, 2013.


John Cook
Secretary


Paul Smedberg
Chairman

TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: MAY 17, 2013
RE: AUTHORIZATION TO AMEND TASK ORDERS FOR THE BROOKE
AND LEELAND PARKING EXPANSION DESIGN

RESOLUTION
9G-05-2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

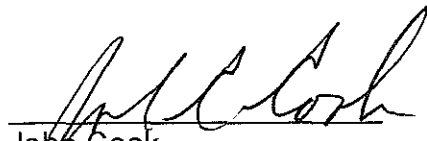
WHEREAS, the engineering and construction have been completed for a parking expansion at the Brooke and Leeland VRE stations; and,

WHEREAS, further engineering was required during the second round of rebidding for the Leeland project; and,

WHEREAS, budget between the Brooke and Leeland task orders to be shifted and no additional funding is needed for the project; and,

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to execute task order amendments with AECOM for final design of the parking expansion at the Brooke and Leeland VRE stations. This authorization is to reduce the Brooke task order by \$9,490 and increase the Leeland task order by \$9,490.

Approved this 17th day of May 2013


John Cook
Secretary


Paul Smedberg
Chairman

TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: MAY 17, 2013
RE: AUTHORIZATION TO EXECUTE A LEASE AGREEMENT FOR
THIRTY PARKING SPACES AT THE FREDERICKSBURG
STATION

RESOLUTION
9H-05-2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

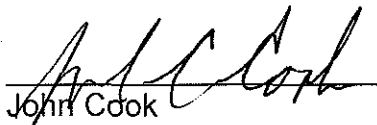
WHEREAS, in July 2011, a two year lease with AFM, LLC for 30 parking spaces at the Fredericksburg VRE Station was executed; and,


WHEREAS, these additional spaces were instrumental in offsetting the loss of available parking that would otherwise have been realized when the property owner of a nearby lot terminated a 38 space parking lease with VRE; and,

WHEREAS, VRE staff is requesting permission to execute a new three year lease effective upon expiration of the existing agreement, July 2013.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to execute a lease agreement with AFM, LLC for 30 parking spaces at the VRE Fredericksburg Station. The lease agreement would be in the amount of \$60,140 for a period of three years, terminating July 31, 2016.

Approved this 17th day of May 2013


John Cook
Secretary


Paul Smedberg
Chairman



Performance	2
Reasons for Delays – Graph	
On Time Performance	
Ridership Update	4
Monthly Citation Update	5
On Time System Performance Chart	6
On Time Performance by Line Chart	7
Ridership Table	8
Train Utilization Chart – Fredericksburg	9
Train Utilization Chart – Manassas	10
Parking Utilization Chart	11
Financial Report	12
Capital Committee Update	
Rail Operations	13
Railcar Status	
Locomotive Fuel Consumption	
General Information	14
VRE System Plan	15
Mobile Ticketing	
Meet the Management	
Customer Service Survey	16
National Train Day	
Capital Projects	17
Alexandria Tunnel	
Lorton Station Platform Extension	18
Franconia/Springfield Station Rehabilitation	19
Capital Project Summary	20



VIRGINIA RAILWAY EXPRESS

Chief Executive Officer's Report

PERFORMANCE:



Reasons for Delays



- Train Interference - 4
- Signal/Switch Failure - 2
- Passenger Handling - 7
- Amtrak Interference - 4
- Mechanical Failure - 1
- Restricted speed - 13
- Schedule - 8
- Weather - 1
- Other - 4

On Time Performance

Even with a more chaotic month than usual, VRE still performed great. On Time Performance for the month of April was **97%** overall, **98%** on the Manassas line and **97%** on the Fredericksburg line.

We experienced our first 90 degree day last month – which brought with it heat restrictions, a funnel cloud that downed trees and disrupted evening service on the Fredericksburg line and a myriad of other operational challenges that in the past would have most certainly curtailed performance. Things have changed, and everyone rallied together to make sure that our riders got home safely and we performed at a very high level in spite of the elements. This is a testament to the many partnerships working together to make VRE outstanding. My thanks go out to VRE staff, Keolis, our host railroads Amtrak, CSX, Norfolk Southern and DRPT for helping us achieve this success.

With all the issues out there in April, only **eighteen** trains were delayed during the month out of nearly **650** operated. The **97%** performance in April piggybacks the record **98%** set in March, which also included the highest OTP on the Fredericksburg line for a month at **99%**. There were a total of **ten** delayed trains on the Fredericksburg line and on the Manassas line there were a total of **eight** delayed trains.

The Trip Delay chart above has been modified over past few months to provide the Operations Board and Commissions with a better understanding of the issues that a particular train can encounter while in operation. In



VIRGINIA RAILWAY EXPRESS

Chief Executive Officer's Report

On Time Performance (Continued)

some cases, there can be cumulative delays overall that cause a train to be late. At other times, a train can encounter a delay or delays while operating and still make up the necessary time in route to not be late in the end.

SYSTEM-WIDE	FEBRUARY	MARCH	APRIL
Total delays	23	10	18
Average length of delay (mins.)	34	17	11
Number over 30 minutes	8	1	1
Total Days with heat restrictions	0/21	0/20	1/22
On-Time Performance	96%	98%	97%
FREDERICKSBURG LINE			
Total delays	11	4	10
Average length of delay (mins.)	52	18	11
Number over 30 minutes	6	0	0
On-Time Performance	96%	99%	97%
MANASSAS LINE			
Total delays	12	6	8
Average length of delay (mins.)	18	17	10
Number over 30 minutes	2	1	1
On-Time Performance	96%	98%	98%

Ridership Update



What a difference a few weeks makes, in April I reported to the Operations Board and Commissions that March ridership was off about **250** trips per day from March 2012. That trend completely reversed itself in April, where we saw about **290** more riders a day than April 2012. In terms of straight numbers, average daily ridership for April 2013 was **19,354**. In comparison to April 2012 average daily was **19,057**.

April is also a good gauge on ridership because unlike March, where ridership is in flux because of school breaks, and holidays,



VIRGINIA RAILWAY EXPRESS

Chief Executive Officer's Report

Ridership Update (continued)

April is the first real month where the regional work force is back to work without interruption.

Digging further down into the data, the key difference between April ridership in 2012 and 2013 was Friday ridership. April 2013 Friday average daily ridership was **16,204**. That is **460** more passenger trips per given Friday than April 2012. Even mid-week ridership (Tuesday, Wednesday and Thursday) averaged slightly higher at 20,273 than April 2012 by 53 passenger trips per day.

The table below depicts the ridership growth in terms of total passenger trips travelled on VRE during April 2012 and April 2013.

RIDERSHIP MONTH TO MONTH COMPARISON	
DESCRIPTION	MONTHLY RIDERSHIP
April 2013	425,792
April 2012	400,188
SERVICE DAYS (CURRENT/PRIOR)	(22/21)
PERCENT CHANGE	1.5% Normalized

Monthly Citations Update

VRE ACTIONS	OCCURANCES
Waived- Passenger showed proof of a monthly ticket	16
Waived- Per the request of the conductor	1
Waived- Due to defective tickets or other	4
TOTAL	21

For the month of April, VRE issued a total of **113** citations. Of those **113** citations issued, VRE waived 21 of them for our riders who showed proof of a monthly ticket or extenuating circumstances that either the conductor or VRE felt justified terminating the citation.



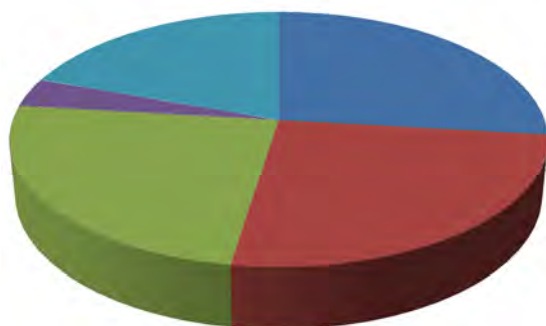
VIRGINIA RAILWAY EXPRESS

Chief Executive Officer's Report

Monthly Citations Update (continued)

Of the remaining citations, 0 were found not guilty, 16 were dismissed and 3 were continued. VRE will continue to emphasize ticket enforcement. Continued ticket checks will deter those individuals who are attempting to ride VRE with counterfeit or fraudulent tickets.

Fare Evasion Court Actions



- Guilty - 22
- Guilty in Absentia - 21
- Prepaid Prior to Court - 20
- Continued to Next Court Date - 3
- Dismissed - 16
- Not Guilty - 0



VIRGINIA RAILWAY EXPRESS

Chief Executive Officer's Report

On-Time Performance

System Performance

January 2010 – April 2013



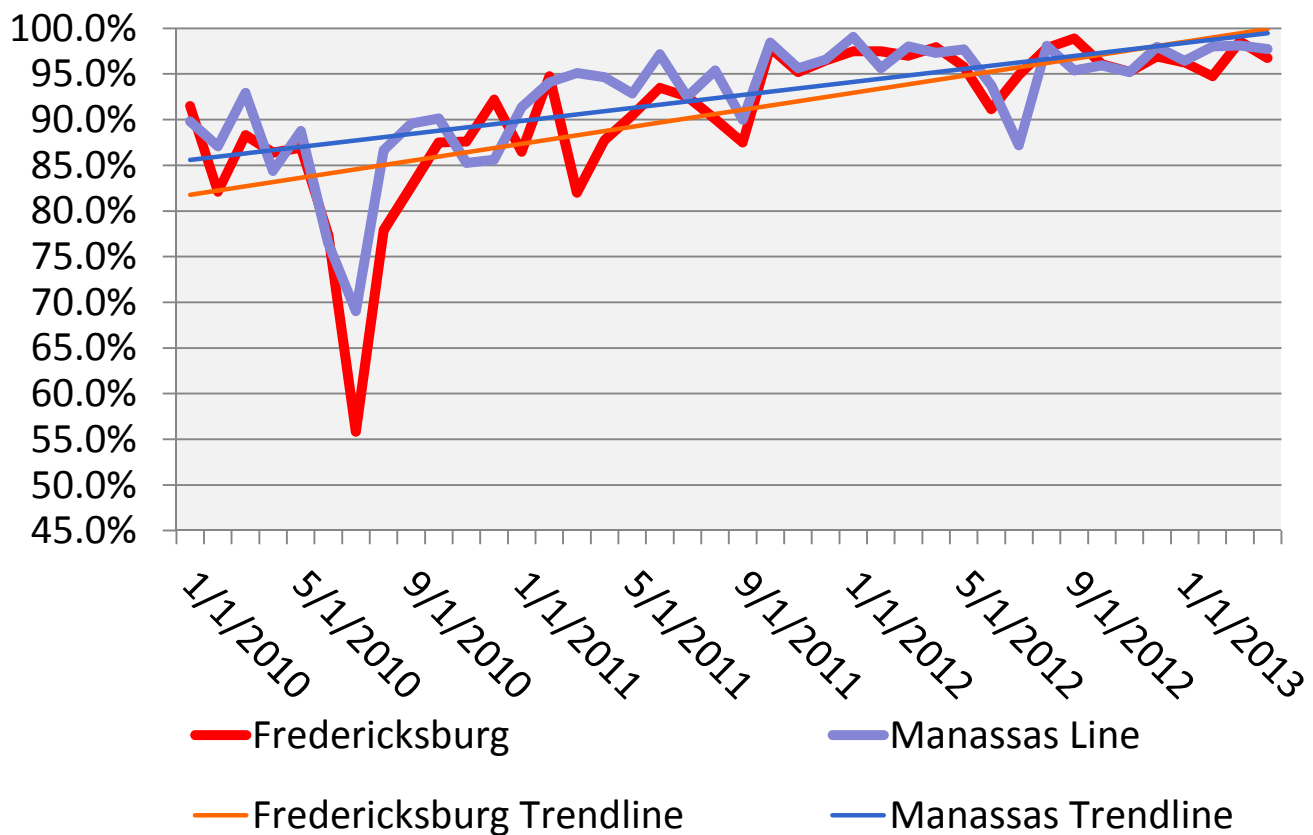


VIRGINIA RAILWAY EXPRESS

Chief Executive Officer's Report

On-Time Performance

Performance by Line January 2010 – April 2013





VIRGINIA RAILWAY EXPRESS

Chief Executive Officer's Report

Ridership

April 2013

Date	Manassas AM	Manassas PM	Total Manassas	Actual OTP TD	Fred'burg AM	Fred'burg PM	Fred'burg Total	Actual OTP TD	Total Trips	Actual OTP TD
1	4,599	4,187	8,786	100%	4,684	4,647	9,331	100%	18,117	100%
2	4,657	4,712	9,369	100%	5,417	5,219	10,636	100%	20,005	100%
3	4,746	4,954	9,699	100%	5,195	5,332	10,527	100%	20,226	100%
4	4,597	4,961	9,558	94%	4,952	5,090	10,042	100%	19,600	97%
5	3,860	3,743	7,602	94%	4,200	3,991	8,191	100%	15,793	97%
6										
7										
8	4,499	4,673	9,172	94%	5,044	4,766	9,810	93%	18,982	93%
9	4,670	5,101	9,771	94%	5,137	5,211	10,348	86%	20,118	90%
10	4,759	5,008	9,768	88%	5,088	5,144	10,232	79%	20,000	83%
11	4,679	4,587	9,265	100%	5,038	5,253	10,291	100%	19,557	100%
12	3,945	3,808	7,753	100%	4,027	4,344	8,371	100%	16,125	100%
13										
14										
15	4,331	4,430	8,761	100%	4,747	5,017	9,764	100%	18,525	100%
16	4,733	4,949	9,682	100%	5,026	5,208	10,234	100%	19,916	100%
17	4,644	4,985	9,630	100%	4,954	4,474	9,428	100%	19,057	100%
18	4,692	4,907	9,599	100%	4,926	5,156	10,082	100%	19,681	100%
19	4,041	3,955	7,996	94%	4,286	4,438	8,724	79%	16,720	87%
20										
21										
22	4,496	4,602	9,098	308%	4,931	4,814	9,745	100%	18,843	100%
23	5,158	4,921	10,078	100%	4,962	4,844	9,807	100%	19,885	100%
24	4,584	4,992	9,576	100%	4,935	5,193	10,128	100%	19,704	100%
25	4,967	5,241	10,208	100%	4,548	4,511	9,059	100%	19,267	100%
26	4,081	3,723	7,804	100%	4,115	4,260	8,376	100%	16,179	100%
27										
28										
29	4,463	4,851	9,314	100%	4,865	4,778	9,644	100%	18,958	100%
30	4,773	5,210	9,983	94%	5,468	5,310	10,778	93%	20,762	93%
31										
	99,975	102,499	202,474	98%	106,543	107,003	213,545	97%	416,019	97%
		Amtrak Trains:	929			Amtrak Trains:	8,844		9,773	
		Adjusted total:	203,403			Adjusted Total:	222,389	Adjusted Total:	425,792	
		# of Service Days:	22		Total	Trips This Month:	425,792	Adjusted Total:	425,792	
		Manassas Daily Avg. Trips:	9,203	Adjusted Avg.:	9246	Prior Total FY-2013:	3,293,065			
		Fred'burg Daily Avg. Trips:	9,707	Adjusted Avg.:	10109	Total Trips FY-2013:	3,718,857			
		Total Avg. Daily Trips:	18,910	Adjusted Avg.:	19,354	Total Prior Years:	57,778,565			
						Grand Total:	61,497,422			

Note: Adjusted Averages & Totals include all VRE trips taken on Amtrak trains, but do not include "S" schedule days.
 * designates "S" schedule day



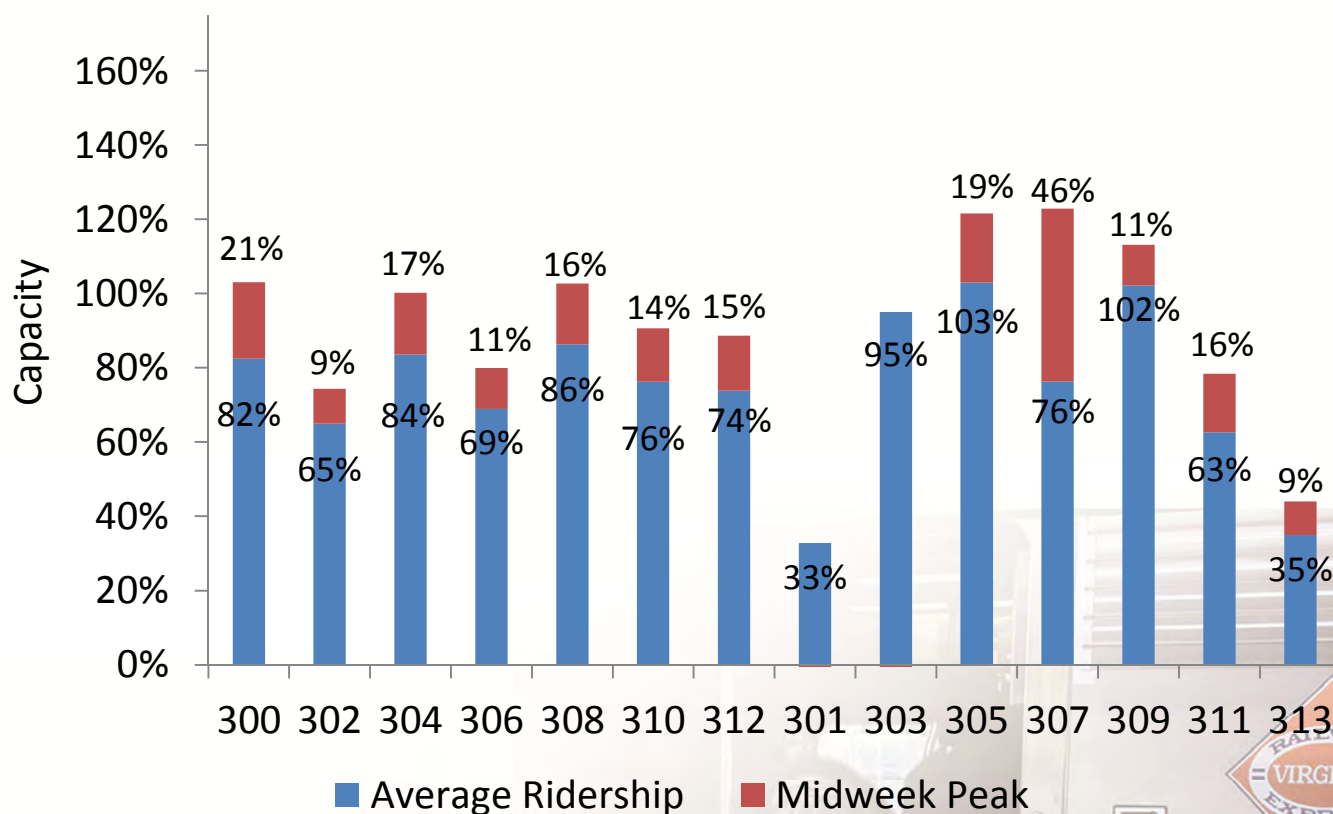
VIRGINIA RAILWAY EXPRESS

Chief Executive Officer's Report

Train Utilization

Fredericksburg Line

April 2013





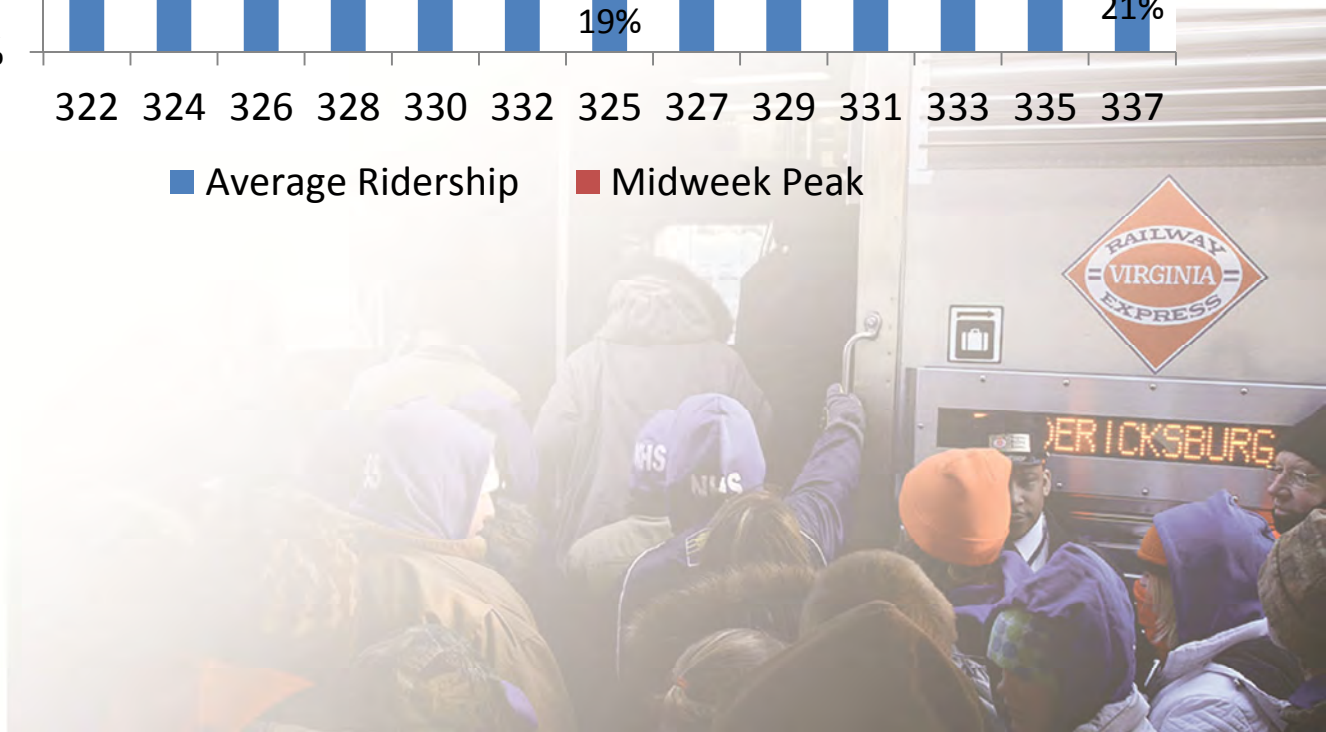
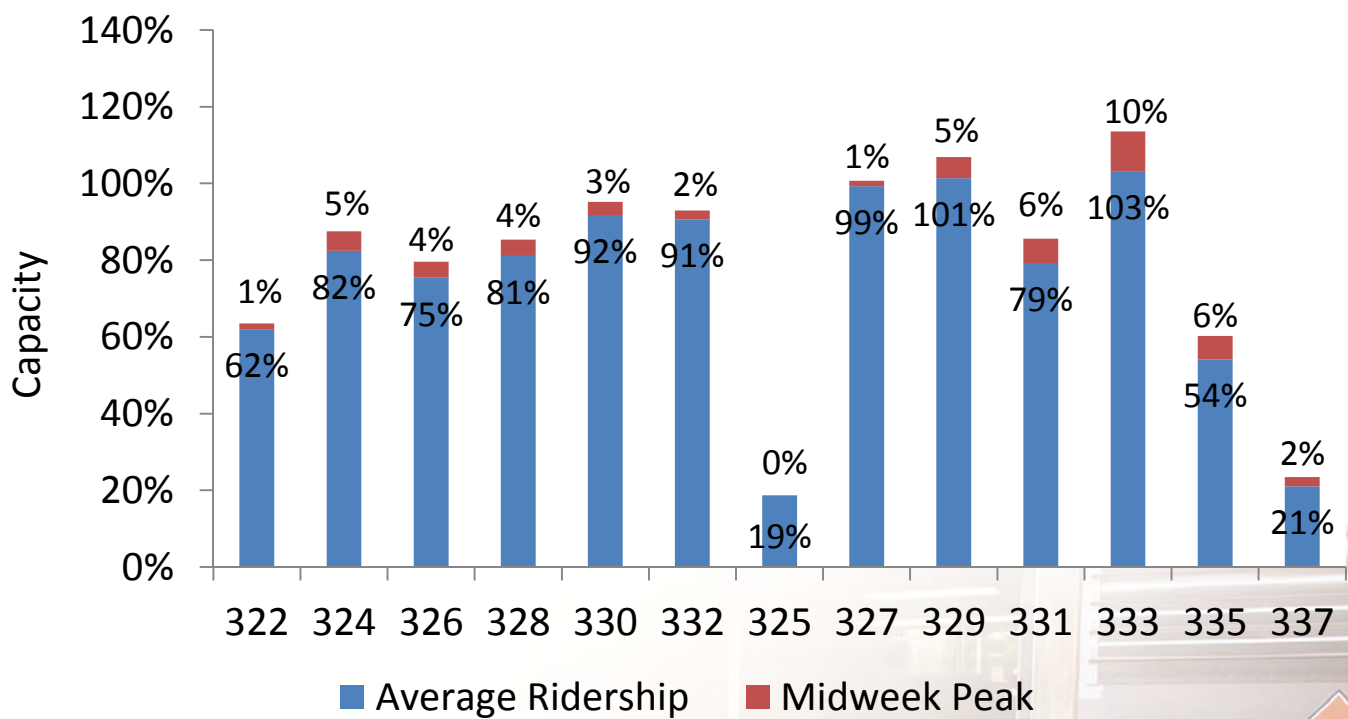
VIRGINIA RAILWAY EXPRESS

Chief Executive Officer's Report

Train Utilization

Manassas Line

April 2013



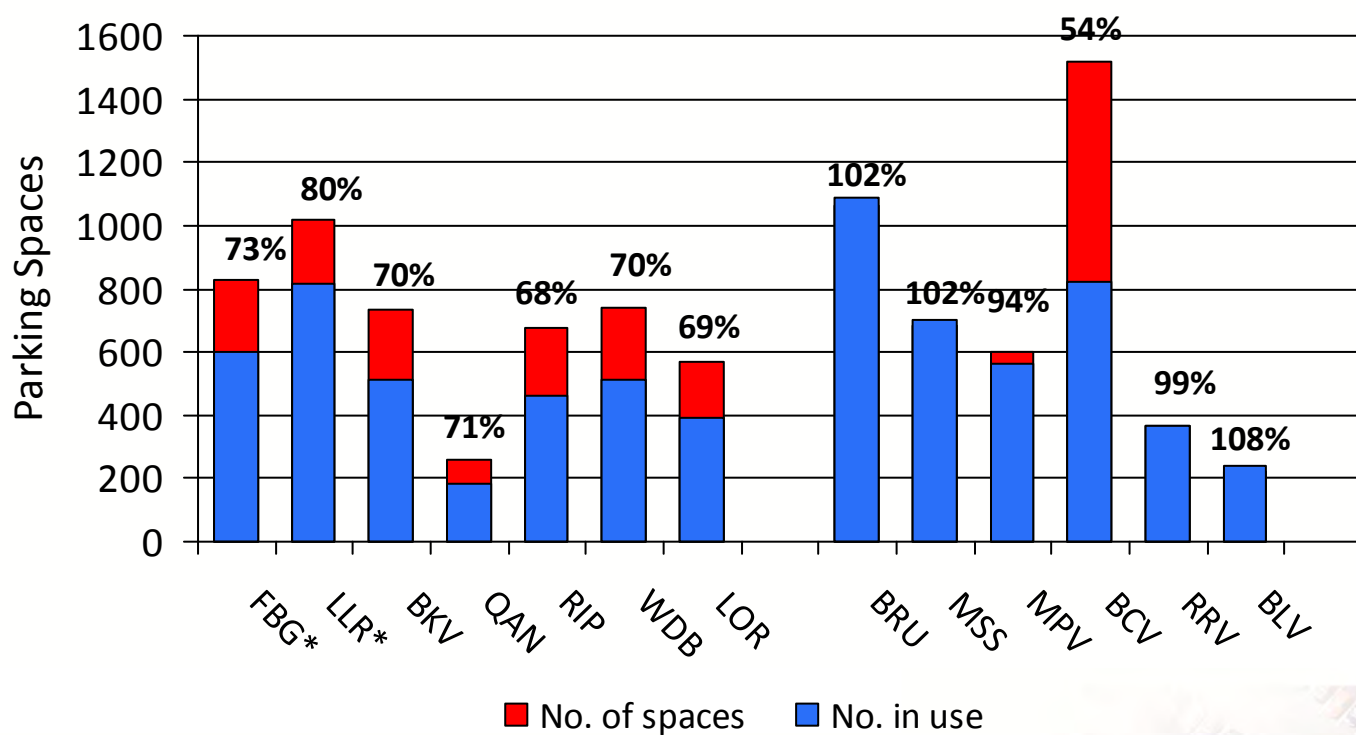


VIRGINIA RAILWAY EXPRESS

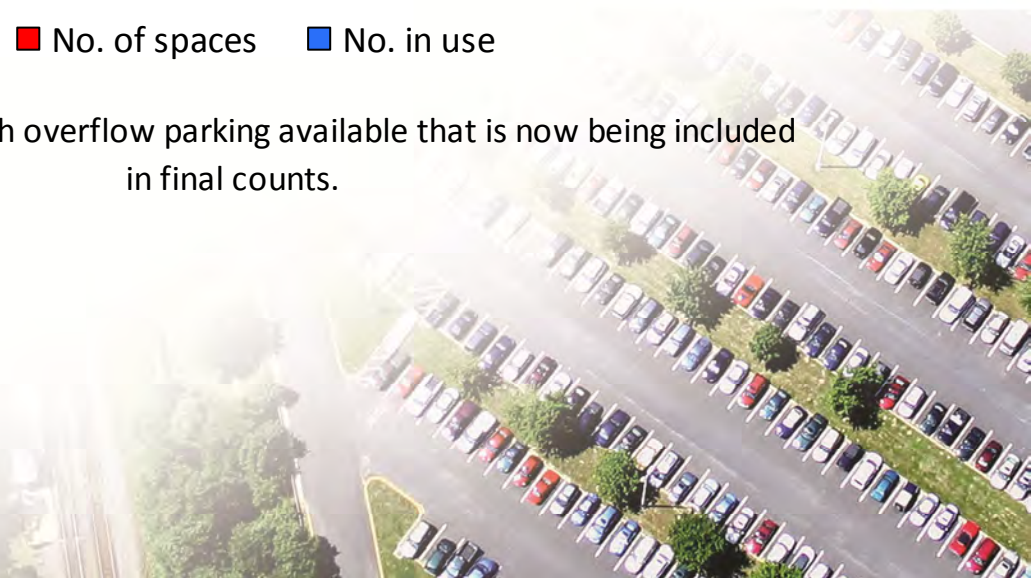
Chief Executive Officer's Report

Parking Utilization

April 2013



* Denotes stations with overflow parking available that is now being included in final counts.





FINANCIAL REPORT:

Capital Committee Update – May Commission Meetings

The Capital Committee, chaired by Mr. Way, held its fourth meeting in April. At the April meeting, the creation of a maintenance sinking fund was further discussed, based on the Life Cycle Maintenance Action Plan for VRE's rolling stock and related facilities. Annual contributions in the range of \$3M to \$4M are needed in order to address major overhaul needs in the FY 2015 to FY 2021 timeframe.

In May, the Committee will discuss methods for prioritizing capital projects and finish discussion of the Financial and Debt Management Principles. The Committee's recommendations will be sent to the Operations Board in June and the Commissions in July for discussion and adoption.

The principles will be reflected in the budget guidelines and proposed budget for FY 2015. Future discussions will focus on the new state funding sources and the federal MAP-21 programs.



RAIL OPERATIONS:

Railcar Status

Passenger Cars – 8 VRE passenger car shells were loaded onto a ship at the port in Toyokawa, Japan on April 29, 2013. The ship is crossing the Pacific Ocean and due to arrive at the port in Savannah, GA in early June. The passenger cars will be off-loaded onto railcars in Savannah for transport to Rochelle, IL for final assembly. The cars are on schedule to be in VRE service by March 2014.



Locomotive Fuel Consumption

VRE continues to achieve reductions in fuel consumption through the use of the Centralized Diagnostic System (CDS) and improved mechanical processes. Working with Keolis (maintenance of equipment) and STV (mechanical engineering contractor) VRE was able to extend the time our trains are kept on ground power during the layover period at VRE maintenance facilities and save diesel fuel. This latest process was implemented in April and based



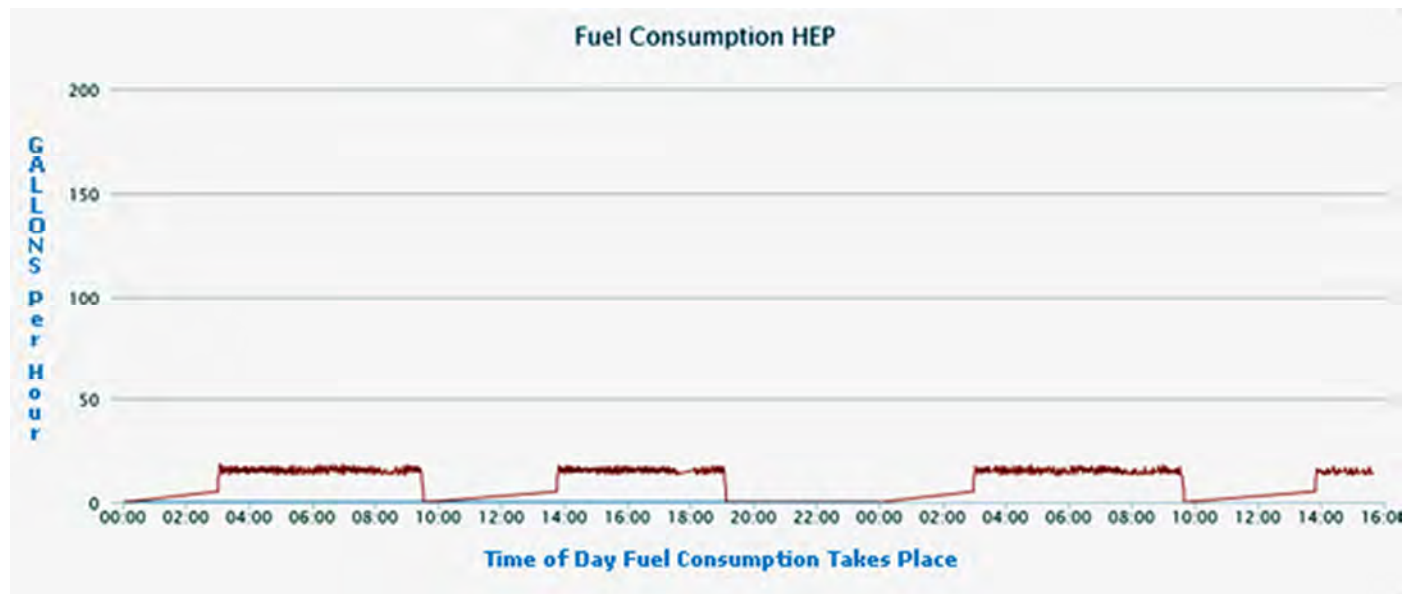
VIRGINIA RAILWAY EXPRESS

Chief Executive Officer's Report

Locomotive Fuel Consumption (continued)

on the first full month of data; VRE has the potential to realize an additional reduction in fuel consumption of approximately 42,000 gallons per year, or approximately \$135,000 over the next 12 months.

The graph below is an image taken from our locomotive diagnostic system. It shows spikes in fuel consumption at various times of day when the locomotives are running. Before the new locomotives and the installation of yard ground power at the yards, the graph would have shown constant and steady fuel consumption at a higher gallon per hour rate throughout the day instead of the current low consumption levels seen when the trains are stored at the yards.





VIRGINIA RAILWAY EXPRESS

Chief Executive Officer's Report



GENERAL INFORMATION:

VRE System Plan

A kick-off meeting was held with the consultant on May 3, 2013. The consultant is finalizing the work plan and schedule based on the kick-off meeting discussions. Capital project prioritization will be discussed at the May 17th Capital Committee meeting. The resulting prioritization method will be applied to prioritizing System Plan projects. A workshop is proposed with the Operations Board, recommended for July 19th during the regular Operations Board time slot.

Mobile Ticketing

The RFP for a Mobile Ticketing solution for VRE Fare Collections was issued on March 15, 2013. Eight proposals were received by the due date of April 26 from companies in the U.S., Denmark, England, and Argentina. These companies all have proven, in service, mobile applications with transit providers internationally as well as domestic agencies including MBTA (Boston), NY Waterways, TriMet (Portland), and DART (Dallas).

The selection committee is currently reviewing all proposals and will ask the top scoring proposers to come in for an in person presentation of their product, in the first week of June. While the timeline is tight, we plan on making a recommendation to award a contract at the June Operations Board meeting.

Meet the Management



On May 1st, VRE held the latest Meet the Management at our Crystal City station. The final Meet the Management sessions will be May 15th at Alexandria and May 29th at Franconia/Springfield.

Comments this year have been overwhelmingly positive focusing primarily on system wide On Time Performance, Crew/Customer



VIRGINIA RAILWAY EXPRESS

Chief Executive Officer's Report

Meet the Management (continued)

service, equipment, the upcoming Spotsylvania station and service to Gainesville-Haymarket. Crowding is still a concern on several of the afternoon trains, primarily 307, and we are working on a solution to resolve that particular issue. Other topics of interest have included the new Gallery IV Coaches, WiFi, station/platform refurbishments, and any additional planned system expansions.

Customer Service Survey

On May 8th, VRE conducted its annual Customer Service Survey aboard all northbound morning VRE trains as well as the Amtrak Cross-Honor trains. Representatives from VRE, PRTC and NVTC were on hand to help facilitate the survey and answer any questions that arose. Thank you to all involved for assisting in this valuable effort. I will bring the results back to the Operation Board in the fall.

National Train Day



On May 11, the VRE participated in its 5th National Train Day event. National Train Day was created by Amtrak to generate enthusiasm for the future of freight and passenger rail as well as celebrate its history. The event is held on the Saturday closest to May 10th, the anniversary of the completion of the transcontinental railroad with the laying of the golden spike in Utah.

VRE had an MP36 locomotive coupled to a newer cab car on display on the upper level platforms at Washington Union Station. Keolis Virginia provided a uniformed conductor for photo opportunities and to answer questions along with VRE staff members. VRE,

MARC, Norfolk Southern, Amtrak and several private owners displayed rail equipment demonstrating the railroading experience from the early 1900s to the present.



VIRGINIA RAILWAY EXPRESS

Chief Executive Officer's Report

CAPITAL PROJECTS:

Alexandria Tunnel

The Alexandria tunnel project will connect the King St-Old Town Metrorail station to the VRE Alexandria Station and allow all the three tracks to be accessible to VRE and Amtrak passenger trains. A feasibility study was conducted to determine if it was possible to construct an ADA accessible tunnel, platform and obtain a preliminary cost estimate. The draft feasibility study was completed and distributed to stakeholders in January. Comments have been received from all the stakeholders except CSX. In a meeting in February with VDOT, DRPT and the City of Alexandria it was discussed that the stakeholders will work collectively to find additional sources of funding so this project can be constructed. VRE was given notice to proceed with the design and is now in the process of doing soil borings, soil sampling and test pits to begin the design. The design is anticipated between summer 2013 to summer 2014. Construction to begin fall 2014.



Anticipated Location for tunnel



VIRGINIA RAILWAY EXPRESS

Chief Executive Officer's Report

Lorton Station Platform Extension

The Lorton Station consists of a 400-ft platform with a 65-ft steel canopy that can accommodate a five car train set. The existing platform will be extended an additional 250-ft northward with a 100-ft steel canopy. The platform will be approximately 650-ft long to accommodate an eight car train set and have 165-ft of covered space. The eight car train set will more efficiently and safely service the station. A concrete sidewalk will be added to connect the existing parking lot to the newly constructed platform extension. The platform will be 16-ft wide with handrails. The existing handrail connections to the platform will be repaired and the existing canopy will obtain new LED lights, decking and a gutter pan. The existing at grade crossing will be removed and placed at the end of the extension. All lighting will be updated to LED lighting. Coordination is being done between VRE and the utility owner to relocate the fiber optic line prior to construction. The design is 100% complete and is currently going through the permitting process at Fairfax county and awaiting comments. The IFB will be advertised no later than June 2013. Construction will begin Summer 2013 and be completed Winter 2014. Construction is estimated at \$972K.



Platform Extension with the at-grade crossing at the end of the proposed and the concrete walkway.



Extend existing side walk to tie into the proposed platform.



VIRGINIA RAILWAY EXPRESS

Chief Executive Officer's Report

Franconia/Springfield Station Rehabilitation

The Franconia-Springfield station is moving closer and closer to completion. The new concrete steps in the stairwell have now been completed. Also, all painting of existing stair tower, railing and surrounding features has been freshly painted.

The last remaining task is the replacement of the new window panes in the stairwell and walkways. That work is schedule to be completed over the course of the next two weeks. Once that work is done and minor punch list stuff is completed the station should be fully operational by the end of May.





Capital Project Summary

April 2013

See attachments



VIRGINIA RAILWAY EXPRESS CAPITAL PROJECTS - PROGRESS REPORT

Projects Underway in FY13

As of May 2013

PROJECT	LOCATION	TOTAL ADOPTED CIP BUDGET THRU FY13	TOTAL BOARD APPROVED FUNDS	PROJECT DESCRIPTION	PERCENTAGE (%) OF TOTAL PROJECT TASK COMPLETION	PROJECT/TASK COMPLETION DATE	STATUS
Track and Infrastructure							
Gainesville/Haymarket Expansion	NS "B" Line	\$4,286,000		Expansion of service to Gainesville and Haymarket		2nd Quarter 2013	
G/H Expansion Alternatives Analysis			\$1,537,338	Develop expansion alternatives for new service to Gainesville and Haymarket	Completed	Completed	Feasibility Study completed 9/28/09.
G/H Expansion PE and EA			\$2,749,076	Perform modeling, environmental analysis and preliminary engineering.	0%	2nd Quarter 2016	Contract award awaiting execution of match Addendum between VRE and NS and grant NTP. VRE sent agreement to NS for signature on 1/08/13.
L'Enfant Storage Track	L'Enfant	\$3,219,000		Construct approximately 1400 ft storage track just north of the existing platform and provide wayside power for two train sets.			
L'Enfant Storage Track Wayside Power Design			N/A	Design of wayside power for stored train sets	90%	2nd Quarter 2013	HDR Wayside Power design to be completed after VRE, PEPCO and CSX have coordinated electric service location.
L'Enfant Storage Track Wayside Power Construction			N/A	Construction of wayside power for stored train sets	30%	4th Quarter 2013	VRE, PEPCO and CSX coordinating location of new 1200-amp electric service. PEPCO to design and construct service when issue resolved.
L'Enfant Storage Track Switch and Signalization Design			\$250,000	Design of storage track switches and signalization	70%	2nd Quarter 2013	CSX anticipates completion of track and signal modification design in May 2013.
Spotsylvania Station Design	Spotsylvania	\$3,422,500	\$405,912	Design of the new platform and head house.	100%	2nd Quarter 2013	Final plans submitted 4/5/13. Posted for bid 4/9/13. Prebid meeting held 4/18/13. Bids due 5/13/13. Permitting underway with Spotsylvania County.
Crossroads to Hamilton Third Track		\$32,500,000		Construct approximately 2.5 miles of third track leading to the new Spotsylvania Station			
Crossroads to Hamilton Third Track Civil Design	Spotsylvania		\$817,703	Environmental Analysis and Final Design to extend the third track from Hamilton to Crossroads	100%	2nd Quarter 2013	Final plans resubmitted this month addressing CSX comments. Once CSX approval is obtained, project will be released for bid. Coordination underway with CSX and utilities. CSX reviewed structures and provided final comments. CE is being coordinated with FTA and FHWA.
Crossroads to Hamilton Third Track Signal Design	Spotsylvania		\$1,009,140	Signal design and engineering support	40%	2nd Quarter 2013	CSX to provide final comments this month in order for bid documents to be released. Utility relocation design underway. CSX has ordered long lead switch materials. Signal design underway and being coordinated with Civil design.
Planning Studies and Communications Projects							
Communication Cabinets Upgrade	All Stations	\$138,150	\$138,150	Communication cabinets at VRE stations to be equipped with an air conditioning (AC) unit and an uninterruptible power supply (UPS) unit for temperature control and power redundancy and surge fault protection.	80%	2nd Quarter 2013	All stations are completed except for 2 out of the 13. Contractor is scheduled to continue at L'Enfant this week and then Union Station next week. Amtrak required contracts to submit right of entry to access the property. Contractors must also go through an online safety training course.

Note 1: Total adopted CIP budget will be revised upon receipt of FY13 grant.

VIRGINIA RAILWAY EXPRESS CAPITAL PROJECTS - PROGRESS REPORT

Projects Underway in FY13

As of May 2013

Commuter Station Projects							
Amtrak Joint Recapitalization Projects				Amtrak and VRE joint benefit recapitalization projects			
Washington Union Terminal Rail Service Improvement Plan	Washington, D.C.	\$1,000,000	\$2,663,867	Joint study with Amtrak and MARC that will provide a phased approach to meeting current and forecasted growth in intercity and commuter rail service levels for target years 2017 and 2030.	Completed	1st Quarter 2013	Draft WUT Master Plan Executive Summary released 7/25/12; draft master plan review complete.
Coach Yard Wayside Power Upgrade	Washington, D.C.	\$750,000		Upgrade and replace wayside power station for VRE storage tracks at the Coach yard	100%	1st Quarter 2013	Cabinets and wiring installed. Testing completed. Received final invoice and project is closed out. The balance \$234K will be applied to the canopy and/or the Alexandria platform elevation project. Discussions with Amtrak are currently on going to transfer the funds.
WUT Canopy Roof Repairs	Washington, D.C.	\$600,000		Repairs of canopy roof at WUT lower level platforms	25%	4th Quarter 2013	The canopy roof at platform 25/26 north has begun. Amtrak crews started repainting the existing frame and preparing to rebuild the roof for that canopy. NTP was given to begin the next canopy in Nov 2012. Not much progress has been made due to the weather.
Alexandria - King St Station Platform Elevation	Alexandria, VA	\$278,867		Raise west platform elevation	0%	3rd Quarter 2014	Project scoping underway. An agreement with Amtrak is baing discussed for the budget.
Leeland Rd Station Parking Lot Expansion	Falmouth, VA			Expand lot by adding approximately 200 spaces			
Leeland Rd Station Parking Lot Expansion Environmental			\$172,700	Prepare an environmental assessment (EA) and Preliminary Engineering for an expansion of the VRE Leeland Road Station Park and Ride Lot.	Completed	Completed	
Leeland Rd Station Parking Lot Expansion Design			\$298,100	Design parking lot expansion and provide limited construction support	Completed	Completed	
Leeland Rd Station Parking Lot Expansion Construction			\$2,352,572	Construct surface parking lot expansion	100%	2nd Quarter 2013	Stafford County E&S SWM Final Inspection accomplished. Punchlist items addressed. Re-Inspection Scheduled. Project Closeout anticipated May 2013.
Brooke Station Parking Lot Expansion	Stafford, VA	\$4,408,400		Purchase property and expand lot by addition approximately 230 spaces			
Brooke Station Parking Lot Expansion Design			\$255,200	Design parking lot expansion and provide limited construction support	Completed	Completed	
Brooke Station Parking Lot Expansion Demolition			NA	Demolish existing structures at 1717 Brooke Road, Stafford, VA	Completed	Completed	
Brooke Station Parking Lot Expansion Environmental			\$275,124	Prepare an environmental assessment (EA) and Preliminary Engineering for an expansion of the VRE Brooke Station Park and Ride Lot.	Completed	Completed	
Brooke Station Parking Lot Expansion Construction			\$2,352,572	Construct surface parking lot expansion	100%	2nd Quarter 2013	Stafford County E&S SWM Final Inspection accomplished. Punchlist items addressed. Re-Inspection Scheduled. Project Closeout anticipated May 2013.

Note 1: Total adopted CIP budget will be revised upon receipt of FY13 grant.

VIRGINIA RAILWAY EXPRESS CAPITAL PROJECTS - PROGRESS REPORT

Projects Underway in FY13

As of May 2013

Lorton Station Expansion	Lorton, VA	\$2,820,000	\$306,350	Environmental Analysis and Preliminary Engineering to extend the exiting platform and construct a second platform.	100%	4th Quarter 2012	Completed
			\$103,400	Prepare construction documents for 250' platform expansion with upgraded LED lighting	90%	2nd Quarter 2013	100% plans due this month. Building plans and minor site plans have been submitted to Fairfax county for approval. Coordination for relocation of utilities are ongoing. Currently awaiting a cost estimate to relocate the fiber optic line prior to the start of the platform construction. Plans should be advertised for construction in Spring 2013.
Alexandria - King St Pedestrian Tunnel	Alexandria, VA	\$7,470,000	\$162,711	Prepare a feasibility study with limited survey to investigate challenges associated with designing, permitting and constructing a tunnel under a live CSX track.	95%	2nd Quarter 2013	Feasibility study was distributed to stakeholders Jan 2013. Comments received from all stakeholders except CSX. A meeting was held with DRPT, City of Alexandria and VDOT to discuss how to proceed and obtaining additional funding. NTP was given by VDOT to proceed through 30% design and DRPT recommended applying for some additional grant money. A task order was signed for soil borings, test pits & environmental contamination testing. Right of entry permits have been submitted to CSX & WMATA approx. 90 days before approval.
Broad Run Station Parking Expansion	Bristow, VA	\$3,420,000	\$2,031,263	Environmental Analysis and Engineering to expand parking by 700 spaces	15%	4th Quarter 2013	Environmental documents to be finalized for FTA review. Phase I archaeological survey completed in early April; results and recommendations sent to VDHR in late April. 30% design underway.
Franconia-Springfield Station Rehabilitation Construction		\$522,000	\$388,000	Infrastructure repairs and improvements to eastern platform and passenger walkway at VRE Franconia-Springfield Station.	95%	2nd Quarter 2013	Glass Installation for Existing Stair Tower scheduled for completion first part of May. Scheduled for Existing Stair Tower to be back in service in May. Project Completion scheduled for May.
			\$132,000	Provide flagging services during platform level repairs and overhead pedestrian bridge work.	Completed	1st Quarter 2012	No additional flagging expected.
Security Cameras	Fredericksburg, Woodbridge, Quantico, and Burke Center	\$320,000	\$320,000	Installation of security cameras on station platforms and rehabilitation of communication cabinet to support additional devices for the cameras.	Completed	4th Quarter 2012	Completed. Retainage is being held until the final submittals are received.
Yard Projects							
Broad Run Train Wash and Crossroads Warehouse		\$5,723,959		Design and construction of Broad Run Yard train wash and Crossroads Yard warehouse.			
Crossroads Warehouse Design	Fredericksburg, VA		\$629,248	Conceptual and final design of new Crossroads warehouse.	Completed	4th Quarter 2012	
Crossroads Warehouse Construction	Fredericksburg, VA		\$2,600,000	Construction of new Crossroads warehouse.	Completed	2nd Quarter 2013	Final payment issued in early April.
Broad Run Train Wash Design	Bristow, VA		\$325,513	Conceptual and final design of new Broad Run train wash.	40%	2nd Quarter 2013	60% design expected in May.

Note 1: Total adopted CIP budget will be revised upon receipt of FY13 grant.

VIRGINIA RAILWAY EXPRESS CAPITAL PROJECTS - PROGRESS REPORT

Projects Underway in FY13

As of May 2013

	Bristow, VA / Fredericksburg, VA	\$230,000					
Fall Protection			\$169,482	Installation of fall protection systems at Broad Run and Crossroads yards	10%	3rd Quarter 2013	NTP was given to ITAC March 14 2013. Design plans have been received and reviewed by VRE. Contractor to make corrections and resubmit plans this month.
	Bristow, VA / Fredericksburg, VA	\$380,000					
Yard Automated Train Gates			N/A	Install automated vertical pivot train gates at entrances to Broad Run and Crossroads yards	95%	2nd Quarter 2013	Final testing at Broad Run completed in early April. Presently scheduling training for yard, security and VRE personnel at both yards, to be followed by gates opening for service.
Rolling Stock							
		\$3,773,000					
PTC	System-wide		\$741,010	Positive Train Control for all locomotives, as mandated by the Rail Safety Improvement Act of 2008.	0%	2nd Quarter 2014	Task order issue on March 13, 2013 to STV for engineering and oversight work for implementation. MEC IV Task Order 0026
New Passenger Railcars Procurement No. 90-66-16060	System-wide	\$24,614,000					
New Railcar Manufacture (8 cars)			\$23,140,000	Base Order of 8 New Passenger railcars	4%	4th Quarter 2012	Manufacturing of 8 base order passenger railcars planning for manufacturing and scheduling is under way
New Railcars Engineering Oversight			\$1,474,000	On site engineering through warranty administration under MEC V task order STV-0017 under MEC V	11%	4th Quarter 2012	Continuing to provide manufacturing and engineering oversight

Note 1: Total adopted CIP budget will be revised upon receipt of FY13 grant.



AGENDA ITEM #4

TO: Chairman McKay and NVTC Commissioners

FROM: Kelley Coyner and Kala Quintana

DATE: May 30, 2013

SUBJECT: Northern Virginia Transportation Authority (NVTA) Update

On March 23, 2013 the Northern Virginia Transportation Authority approved a list of proposed projects for FY 2014 for funding under HB 2313. The list includes a total of 33 proposed projects: 12 classified as roadway product projects and 21 as transit/multimodal projects. The percentage funding split is 58 percent for roads and 42 percent for transit and multimodal. As recommended in Chairman Jeff McKay's letter on behalf of the Commission, this mix of projects represents a balance between transit and roadway projects.

NVTA announced that it plans to hold an open house and public hearing on the proposed project list on June 20th at City Hall in the City of Fairfax. In addition to the project list reported by the Project Implementation Working Group, NVTA received reports on the work of four other working groups: Organizational, Financial, Legal, and Public Outreach. All five groups will continue their work in the coming weeks.

Organizational Working Group. Chairman Scott York reported that the Organizational Working Group expects to receive a proposal from the Northern Virginia Regional Commission (NVRC) on co-location of NVTA with NVRC; plans to pursue the appointment of either an interim Executive Director and Chief Financial Officer or secure services from an consultancy; and will turn to the Northern Virginia Transportation Commission for support in financial management. The next meeting of the Organizational Working Group will be on held on June 30th.

Financial Working Group. The Financial Working Group has made no recommendations at this time and will also meet again on May 30th.

Legal Working Group. Chairman Dave Snyder reported that the Legal Working Group recommended the appointment of a Council of Counsels to represent the Authority. He further noted the opportunities that might be afforded by a bond validation suit. Detailed discussion of the bond validation was postponed to an executive session to be held as part of a future meeting of NVTA.

Public Outreach Working Group. In the discussion of the timing of the adoption of the proposed project list, Authority Chairman Marty Nohe noted that there are opportunities to hold local open houses in each NVTA jurisdiction. The Public Outreach Working Group created a PowerPoint presentation and will prepare additional materials in support of the local and NVTA-wide Open House.

NVTC staff has actively participated in the working groups to date. Kala Quintana will continue to serve as the NVTA Public Information Officer. Scott Kalkwarf and Kelley Coyner will support the newly formed WMATA and VRE subcommittees. In addition, staff will work with jurisdictional staff to prepare a presentation on TransAction 2040 and the development of a full Six-Year Implementation Plan.



MEDIA RELEASE

For Immediate Release

May 24, 2013

Contact: Kala Quintana
703/ 524-3322 ext. 104
kala@nvtdc.org

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY WANTS PUBLIC INPUT ON FIRST YEAR OF PROPOSED PROJECTS TO KICK START CONGESTION RELIEF

*Informational Open House and First Public Hearing
on Proposed Projects is June 20, 2013*

NORTHERN VIRGINIA—The Northern Virginia Transportation Authority (NVTa) today announced the first year of proposed transportation projects to be funded under the Commonwealth's landmark transportation bill that is estimated to bring Northern Virginia \$1.9 billion in new transportation funding over the next six years.

The Authority urges the public to get involved by learning about and commenting on the proposed first fiscal year FY2014 (July 1, 2013 to June 30, 2014) transportation project list during an Open House and Public Hearing on June 20, 2013 beginning at 5:30 p.m. at the Council Chambers at City Hall in the City of Fairfax, 10455 Armstrong Street, Fairfax, VA. The Open House will be followed by a presentation and the Public Hearing. There will also be opportunities for public comment during local community meetings to be held in several Authority jurisdictions in June and July. More information about those local meetings will be available soon. The public may email their comments on the projects to: fy14projects@thenovaauthority.org.

In addition to the June 20, 2013 Open House and Public Hearing a second Public Hearing will be held in July, 2013. Additional details will be provided in the coming weeks.

"Our goal is to jumpstart those congestion relief projects in the region that give us the most bang for our buck. The Authority wants to hear what the public thinks about these projects," said Martin Nohe, NVTa chairman. "However, this is only the first wave of projects. In the coming years The Authority will implement dozens of transit, rail and highway projects, all with the same basic goal: Getting Northern Virginia residents home from work faster. Through increased connectivity these projects will improve the ease of getting around the area and allow for greater opportunity for economic development."

THE PROPOSED PROJECTS FOR FY2014 ONLY INCLUDE:

- Alexandria (total \$6,360,000)
 - DASH Bus Expansion (5 new buses) – FY14 Revenue Service
 - Traffic Signal Upgrades/Transit Signal Priority – FY14 Construction/FY14 Design Start
 - Shelters and Real-Time Transit Information for DASH/WMATA – FY14 Construction Start
 - Potomac Yard Metrorail Station EIS – FY14 Planning Complete, Begin Design
- Arlington (total \$18,835,000)
 - Columbia Pike Multimodal Street Improvements – FY14 Construction Start
 - Boundary Channel Drive Interchange – FY14 Design Complete, FY15 Construction
 - Silver/Blue Line Mitigation (ART Fleet Expansion) (4 buses) – FY14 Revenue Service
 - Crystal City Multimodal Center – FY14 Construction Start
- Fairfax City (total \$5,000,000)
 - Chain Bridge Road Widening/Improvements – FY14 Right of Way Acquisition (ROW) & Construction Start
- Fairfax County (total \$74,200,000)
 - Route 28 Widening 6 to 8 lanes (SB from the Dulles Toll Road to Route 50) – FY14 Design/Build
 - Route 28 Widening 6 to 8 lanes (NB from McLearen Road to Dulles Toll Road) – FY14 Design/Build
 - Innovation Center Metrorail Station – FY14 Design/Build
 - Herndon Parkway Intersection Improvements at Van Buren St. – FY14 ROW
 - Herndon Parkway Intersection Improvements at Sterling Road – FY14 ROW
 - Herndon Metrorail Intermodal Access Improvements Herndon – FY14 ROW
- Falls Church (total \$1,700,000)
 - Pedestrian Access to Transit – FY 14 Design Complete
 - Funding for Bus Shelters – FY14 Construction Start
 - Pedestrian Bridge at Van Buren Street – FY14 Design Start
 - W&OD Trail Lighting connecting to East Falls Church Metro Station – FY14 Design Complete/Construction Start
- Loudoun (total \$29,280,000)
 - Belmont Ridge Road between Portsmouth Boulevard and Hay Road – FY14 Design/Build Start
 - Route 28 Hot Spot Improvements – Loudoun Segment (Sterling Boulevard and the Dulles Toll Road) – FY14 Construction Start
 - (Leesburg) Edwards Ferry Road at the Route 15 Leesburg Bypass Grade Separation – FY14 Design Start
 - Leesburg Park and Ride – FY14 ROW and Construction Complete
 - 2 New Transit Buses – FY14 Revenue Service
- Prince William County (total \$28,000,000)
 - Route 1 from Featherstone Road to Mary's Way – FY14 Design Start
 - Route 28 form Linton Hall Road to Fitzwater Drive – FY14 Construction Start
- Potomac and Rappahannock Transportation Commission (PRTC) (total \$580,000)

- PRTC New Gainesville Service (1 bus) – FY14 Revenue Service
- Virginia Railway Express (VRE) (total \$10,700,000)
 - VRE Lorton station second platform – FY14 Design
 - VRE Alexandria station tunnel and platform improvements – FY14 Construction
 - VRE Gainesville-Haymarket Extension Project Development – FY14 Planning & Design Start
- Washington Metropolitan Area Transit Authority (WMATA) (total \$12,000,000)
 - Traction Power Upgrades on the Orange Line in Virginia – FY14 Design Start
 - 10 New Buses on Virginia Routes – FY14 Contract Start/FY15 Revenue Service
- Northern Virginia Transportation Commission (total \$838,000)
 - Transit Alternatives Analysis Study in the Route 7 Corridor (King Street, Alexandria to Tysons Corner) (PHASE II) – FY14 Planning Start

There are a total of 33 proposed projects. 12 are classified as roadway projects and 21 are classified as transit/multimodal projects, representing a 58% (roads) v. 42% (transit/multimodal) cost split. These projects were selected based on specific criteria which include, but are not limited to:

- Congestion reduction;
- Identified in TransAction 2040 the Authority's regional transportation plan;
- Mass transit project that increases capacity;
- Project readiness;
- Mode balance (between transit, road, multimodal); and
- Leverages external funding.

Detailed information about these projects and criteria as well as the projects for consideration the future Six Year Plan can be found at: www.TheNoVaAuthority.org.

BACKGROUND OF HB 2313 AND TRANSACTION 2040

HB 2313 established a new transportation revenue source for Northern Virginia, which is estimated to be \$1.9 billion over the next six years. It will be allocated through the Northern Virginia Transportation Authority Fund and Northern Virginia localities.

Seventy percent of revenues collected will go to The Authority to be used on regional projects that are included within the [TransAction 2040](#) regional transportation plan or mass transit capital projects that increase capacity. Thirty percent of funds will be distributed to localities to be spent on urban or secondary road construction, capital improvements that reduce congestion, other projects that have been approved in the regional transportation plan, or for public transportation purposes.

TransAction 2040 is an update of the Northern Virginia 2030 Transportation Plan. While incorporating recent changes in our transportation network, TransAction 2040 prioritizes all of the transportation solutions presented in the 2030 Plan and includes a cost-benefit analysis. The 2030 plan itself was created as an answer to the growing problems with congestion in the

Northern Virginia region. During the development of TransAction 2030 and TransAction 2040, citizens and advisory groups aided Northern Virginia's transportation planners to map out a plan for making the vision a reality for the region's transportation future.

For information and regular updates Northern Virginians are encouraged to visit The Authority web site at www.TheNoVaAuthority.org. In addition, The Authority will provide status updates and information periodically on its [Facebook](#) page.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

NVTA was created by the General Assembly on July 1, 2002, to offer a common voice for Northern Virginia on transportation and other issues that confront the region. The Authority is made up of nine jurisdictions including: the counties of Arlington, Fairfax, Loudoun and Prince William; as well as the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park. As the entity responsible for long-range transportation planning for regional projects in Northern Virginia, The Authority recently completed TransAction 2040, its regional transportation plan.

NVTA Who's Who

The voting members of the Authority include:

Hon. Martin Nohe, NVTA Chairman; Prince William County
Hon. William D. Euille, NVTA Vice Chairman; City of Alexandria
Hon. R. Scott Silverthorne, City of Fairfax
Hon. Sharon Bulova, Fairfax County
Hon. Harry J. "Hal" Parrish II, City of Manassas
Hon. Bryan Polk, City of Manassas Park
Hon. David Snyder, City of Falls Church
Hon. Scott York, Loudoun County
Hon. Christopher Zimmerman, Arlington County
Hon. Adam Ebbin, Virginia Senate
Hon. Joe T. May, Virginia House of Delegates
Hon. Thomas Davis Rust, Virginia House of Delegates
Sandy Bushue, Governors Appointee
Gary Garczynski, Governors Appointee, CTB Member

Non-voting members of the Authority include:

Helen Cuervo, VDOT
Kevin Page, VDRPT
Gerald "Jerry" Foreman, Town of Dumfries

##TheAuthority##



AGENDA ITEM #5

TO: Chairman McKay and NVTC Commissioners

FROM: Kelley Coyner, Scott Kalkwarf and Kala Quintana

DATE: May 29, 2013

SUBJECT: Preliminary State Aid for Transit in FY 2014

DRPT has recommended the allocation of state transit assistance for FY 2014, and the CTB has included those recommendations in its preliminary Six-Year Improvement Program (SYIP). After considering public comments, CTB will adopt its final program in June, 2013.

Vice Chairman Smedberg provided testimony on behalf of NVTC at the CTB public hearing on the FY 2014-2019 Draft SYIP held on May 29th at the VDOT District Office in Fairfax, Virginia. In addition, Vice Chairman Smedberg testified on behalf of VRE. A copy of both NVTC and VRE testimonies is attached.

DRPT's presentation of the draft FY14 SYIP to the CTB and several tables prepared by NVTC staff are attached. Highlights from these documents are identified below.

DRPT Presentation to the CTB

- Draft FY14 SYIP totals \$2,951M for rail and transit, a \$574M or 24% increase over the FY13 approved SYIP.
- The FY14 draft program includes \$66.5M in new sales tax revenue for the Mass Transit Trust Fund (MTTF) and \$44.3M for the Intercity Passenger Rail Operating and Capital program (IPROC).
- SB 1140 set a \$160M threshold for performance based allocations from the MTTF, with \$54.3M in new operating assistance available for supplemental FY14 allocations subject to performance service delivery metrics.

- Operating assistance programmed at 17% of actual costs, a 9.6% decrease in statewide funding from FY13. If a supplemental allocation takes place during FY14, the statewide operating assistance would show a 28.7% increase over FY13.
- State capital funding provided at 80% for non-federal share of replacement rolling stock and 55% blended rate for all other assets.

Table A

- Table comparing statewide transit assistance of state funds to that provided to the Northern Virginia District (NVTC, PRTC, etc.).
- Statewide transit allocations increased 1.1%, with 75.7% of the FY14 allocations to NOVA, down from 79.2% in FY13.
- Including dedicated funding to WMATA, 80% of the FY14 state transit assistance is programmed for the Northern Virginia District.

Table B

- Similar comparison as previous table, but focuses on NVTC verses the entire NOVA region.
- FY14 allocations to NVTC jurisdictions equal 65.8% of the statewide total, up slightly from 64.2% in FY13.
- Draft program includes 54.1% of all transit funding for NVTC jurisdictions.

Table C

- Table which illustrates the state assistance applied for by NVTC on behalf of its jurisdictions and VRE.
- The effective state capital percentage for NVTC changed from 55.7% in FY13 to 56.4% in FY14, with capital assistance increasing by \$13.6M or 26.4% due to increased needs.
- FY14 operating assistance for NVTC shows a decrease of \$8M or 9% from FY13, slightly less than the statewide average. FY14 includes additional allocations under DRPT's New Starts formula to the NVTC jurisdictions for the Silver Line, which nets an additional \$1.4M in assistance.

**Northern Virginia Transportation Commission
Comments on FY 2014 –FY2019 Six Year Program**

May 29, 2013

Good Evening Secretary Connaughton, Commissioner Whirley, Director Drake and members of the Commonwealth Transportation Board. I am Paul Smedberg, Vice Chairman of the Northern Virginia Transportation Commission.

On behalf of my fellow Board members, I am here to present our comments on the Six Year Improvement Plan and to express our appreciation of the Commonwealth's commitment to transit in our region.

Let me begin by thanking the Governor and the General Assembly for passing HB2313. This legislation will fund road, transit, and multimodal projects—after years of capital investments being essentially flat. We look forward to working with the Commonwealth Transportation Board and the Northern Virginia Transportation Authority to realize the promise of new transportation funding by including new transit projects that provide an immediate increase in capacity and mobility for Northern Virginia. Sound transit investments will make it easier to get to work and will spur economic growth in Northern Virginia.

We appreciate also that the Commonwealth continues to match the Federal PRIIA funding for the Washington Metropolitan Area Transit Authority. Your ongoing commitment ensures that this region can make the highest priority safety investments in Metro. These funds are vital to the safety of the system and to the economic health of the region. We hope that you will continue to provide these funds even if the Federal Government does not continue its share.

Additionally, the Commonwealth's help in funding the track access fees for the Virginia Railway Express is essential to the continued success of this commuter rail service. Your support ensures that VRE continues provide quality transit options to thousands of commuters to and from Northern Virginia.

NVTC's primary mission has been to help create a transit system in Northern Virginia in order to create jobs, move people, reduce congestion, clean our air and

improve the overall quality of life for our residents. Investments made in transit in Northern Virginia have had impressive results:

- People take more than 148 million transit trips annually on local and commuter buses, Metrorail and the Virginia Railway Express.
- 76% of all transit trips in all of Virginia occur in Northern Virginia and almost all of those are in NVTC's district.
- Ridership in Northern Virginia grew nearly 22% over the past decade. Though ridership dips from time to time, the trend is to increase reliance on bus and rail systems.
- Northern Virginia's 2.2 million residents took 66 trips per capita in FY2012, while NVTC's district residents took 81 trips per capita.
- Transit, including ridesharing, carries carrying two-thirds of all commuters throughout Northern Virginia's key corridors inside the beltway during peak periods and up to half of all commuters outside the beltway.

Despite the economic challenges of the past few years, demand continues to grow and ridership numbers have remained strong. The benefits of a strong regional transit system translate in savings, according to the Texas Transportation Institute.

Our investments in transit along with those of local governments save the Washington DC region **nearly three quarters of a billion dollars annually** in reduced fuel costs and congestion.

From Loudoun County to Arlington County, we no longer need to convince people to get out of their cars and onto transit; we now have to find a way to provide them a seat when they get on board.

However, we cannot continue this kind of success and meet the demands of our stabilizing and growing economy without your help. The assistance formulas—both capital and operating support -- are a key component of our ability to meet the needs of Virginians. The Commonwealth's increase in operating assistance will support service vital to riders in Northern Virginia. NVTC is working closely with the Transit Service Delivery Advisory Committee to identify how the allocation of new funds might be tied to effectiveness and efficiency so that an initial allocation of these funds can move forward.

As you finalize the FY2014 Six Year Improvement Plan, I ask that the Commonwealth Transportation Board give top priority to this region's transit funding needs. Thousands of students, workers and job seekers, seniors, and visitors all rely on safe, reliable transit in Northern Virginia. The investment in transit produces almost three quarters of a billion dollars in cost savings annually and results in economic success that benefits the entire Commonwealth.

Thank you for your time and for your service to the Commonwealth. We look forward to working with you toward our continued success.



COMMONWEALTH TRANSPORTATION BOARD
MAY 29, 2013 PUBLIC MEETING

- Without question transportation remains one of the most pressing issues here in Northern Virginia.
- As Chairman of the Virginia Railway Express Operations Board I wanted to touch on VRE's service in general and then address critical needs:
 - Last year VRE carried nearly 5 million passengers
 - That is 40% more than 5 years ago
 - Commonplace for trains to be full and have standees
- VRE's performance is second to none – On Time Performance is well above 95% for the year.
 - Meaning we're getting people to work on time and home in time to be with their families
- VRE's impact on the region and Commonwealth is extensive:
 - Every hour we run VRE carries the same as a lane of traffic on each of the three primary Interstate highways:
 - I-66, I-95, and I-395
 - VRE riders come from 45 jurisdictions in Virginia
 - That means VRE is serving nearly 20% of Virginia

- VRE is user-supported, with over 55% of the operating budget coming from passenger fares.
 - That is the highest fare ratio in the state.
 - Meaning we're saving Virginia money
- It is obvious that VRE is contributing to make Virginia better for everyone, not just commuters, and we've done so together with VDRPT, VDOT and the CTB.
- A prime example of that support is your continued assistance on funding track access to allow us to provide the service we do.
- These track access funds are critically important to VRE's success. The CTB's support allows VRE to partner with host railroads for the use of their tracks and provide the high level of service Virginia residents need.
 - Lose of this money could have led to potentially eliminating 12 trains; 40% of our service.
 - Rolls back service to 2002 levels, wipes out ten years of progress.
- When considering CTB's critical role in providing funding for the major corridors in our region – it is evident to me that it is appropriate for the state to continue making these commitments to track access because VRE greatly helps reduce the burden on each of those highways.
- We are appreciative of your support for track access fees and it is critical that the CTB support VRE continuing to receive this funding.
- Last month VRE started its first ever System Plan. That plan will map out the future growth potential of VRE and our potential impact on the region.

- I look forward to sharing the findings of that report with you all as the plan develops, but certain needs are already evident:
- Gainesville-Haymarket Extension - \$2.8 million
 - Perhaps single greatest ridership demand area – prior studies indicate that potential service could increase the Manassas line by upwards to 33%.
 - The project has strong support from Prince William County, NVTa, other regional partners and local members of the Virginia General Assembly.
 - NVTa funding is tentatively recommended.
 - Received State Rail Enhancement Fund previously, we request it be included in the Six Year Plan.
 - Work would advance this extension in cooperation with the Norfolk-Southern
 - This amount would make funding for preliminary engineering and environmental assessment and preliminary work whole.
- Acquisition of 11 High Capacity Railcars - \$25 million
 - Cars are necessary to ultimately grow the core business.
 - Without this funding, VRE will be forced to defer expansion of commuter rail service until more railcars can be brought into the fleet.
- In recapping, VRE has been responsive to our riders and stakeholders, such as the CTB.
 - VRE on time performance has been above 95% for the entire year
 - VRE customer survey results show a nearly 90% favorable rating for service
 - That is a reflection of quality service in any industry.

- As you can see, together we are doing some great things. We need your support to continue providing this valuable service.
- Thanks again for your time here tonight and your on-going support of VRE.

Table A.

**COMPARISON OF STATE FINANCIAL ASSISTANCE THROUGH DRPT
PROGRAM ALLOCATIONS
FY 2013 FINAL AND FY 2014 DRAFT
(in millions)**

	STATEWIDE				NOVA**			
	FY13	FY14	Increase(Decrease)		FY13		FY14	
			\$	%	\$	NOVA %	\$	NOVA %
Available for State-wide Transit Allocations:								
Operating Assistance Subprogram of MTTF, plus Recordation Tax (Note A)	\$ 141.9	\$ 128.3	\$ (13.6)	-9.6%	\$ 105.4	74.3%	\$ 95.2	74.2%
Capital Assistance Subprogram of MTTF (Note A)	34.4	34.6	0.2	0.6%	34.1	99.0%	29.8	86.0%
Mass Transit Capital Fund (Bond Funds) (Note B)	44.9	62.5	17.6	39.3%	36.9	82.2%	47.2	75.6%
Special Projects Subprogram of MTTF (Notes A, C)	1.4	0.1	(1.4)		1.1	73.6%	-	0.0%
State MTF Paratransit Capital (Note A)	0.5	0.6	0.2		-	0.0%	-	0.0%
Transportation Efficiency Improvement Fund (Note C)	4.5	4.0	(0.5)		2.9	64.0%	2.0	48.9%
Total Available for State-wide Transit Allocation	227.6	230.1	2.5	1.1%	180.3	79.2%	174.2	75.7%
Other State Transit Financial Assistance								
Transportation Capital Bonds / Federal Match (PRIIA)	50.0	50.0	-		50.0	100.0%	50.0	100.0%
Dulles Extension (MWAA) (Note D)	50.0	-	(50.0)		50.0	100.0%	-	0.0%
Senior Transportation Grants	0.1	0.1	0.0		-	0.0%	-	0.0%
Total State Transit Assistance	327.7	280.3	(47.5)	-14.5%	\$ 280.3	85.5%	\$ 224.2	80.0%
Other State Financial Assistance (estimated revenues)								
Virginia Rail Enhancement Fund (Note E)	32.7	32.9	0.2					
Virginia Shortline Railway Preservation Fund (Note F)	9.4	9.8	0.4					
Intercity Passenger Rail Operating Program (Note G)	35.5	43.9	8.3					
Total Other State Financial Assistance	77.6	86.6	9.0	11.6%				
Total State Financial Assistance Available Through DRPT	\$ 405.3	\$ 366.9	\$ (38.5)	-2.9%				

**NOVA includes NVTC, WMATA (direct PRIIA match funding) PRTC, VRE and MWAA

Notes

A. Mass Transit Trust Funds over \$160M not allocated in FY14 draft SYIP:

Operating Assistance	\$ 54.3
Capital Assistance	15.8
Special Projects	1.9
Paratransit Assistance	0.5
	<u>\$ 72.5</u>

B. \$33.2M carryover of Transit Bond revenue to FY14. \$30.7M of Transit Bond revenue not obligated in FY14 draft SYIP.

C. May include non-transit projects.

D. Balance funded through VDOT.

**COMPARISON OF STATE FINANCIAL ASSISTANCE THROUGH DRPT
PROGRAM ALLOCATIONS
FY 2013 FINAL AND FY 2014 DRAFT
(in millions)**

Notes, continued

E. Table reflects current year anticipated funding. Actual amount available and programmed in FY14 includes an additional \$7.6M carryover from previous fiscal years, plus \$6.7M transferred from IPROC, with \$11.7M unobligated. Total REF funding programmed for FY14 equals \$35.5M and includes the following projects:

I-81/Rt 29 Passenger Rail (NOVA)	\$ 0.6
Virginia Avenue Tunnel (NOVA)	10.5
APMT Intermodal Yard (Hampton Roads)	6.7
Port of Richmond Rail Improvements (Richmond)	1.6
Rehab of SunRay-Portlock and Bridge 6.8 (Hampton Roads)	0.2
Lipscomb Passing Track (Bristol/Salem/Staunton)	2.0
Kensey (Bristol/Salem/Staunton)	2.5
Montgomery Tunnel (Bristol/Salem/Staunton)	1.1
Roanoke Intermodal Facility Supplemental (Salem)	2.5
Hartland Corridor Roanoke Intermodal (Salem)	1.6
I-95 Corridor, MAS 90 PE (Richmond/Fredericksburg/NOVA)	1.1
I-95 Corridor, MAS 90 Tier II EIS (Richmond/Fredericksburg/NOVA)	0.6
Virginia City Dominion Power Plant Siding (Bristol)	1.1
Bridge Clearances in Richmond (Richmond)	3.5
	<u>\$ 35.5</u>

F. Table reflects current year anticipated funding. Actual amount available and programmed in FY14 includes an additional \$0.1M carryover from previous fiscal years. Total RPF funding programmed for FY14 equals \$9.9M for projects located in Culpeper, Lynchburg, and Hampton Roads districts.

G. Table reflects current year anticipated funding. Actual amount available and programmed in FY14 includes an additional \$35.5M carryover from previous fiscal years, less \$6.7M transferred to REF.

	Operating Costs	Capital	Total
Lynchburg Terminating Service (NOVA/Culpeper/Lynchburg)	\$ (0.6)	\$ 0.7	\$ 0.1
Richmond Terminating Service (NOVA/Fredericksburg/Richmond)	0.5	-	0.5
Norfolk Terminating Service (Richmond/Hampton Roads)	1.5	0.6	2.1
Richmond and Newport News Terminating Service (NOVA/Fredericksburg)	3.0	2.0	5.0
Lynchburg to Roanoke for Extension of Service Capacity Improvements (Lynchburg/Salem)		3.0	3.0
	<u>\$ 4.3</u>	<u>\$ 6.3</u>	<u>\$ 10.6</u>

Table B.

**COMPARISON OF STATE FINANCIAL ASSISTANCE THROUGH DRPT
PROGRAM ALLOCATIONS
FY 2013 FINAL AND FY 2014 DRAFT
(in millions)**

	STATEWIDE				NVTC**			
	FY13	FY14	Increase(Decrease)		FY13		FY14	
			\$	%	\$	NVTC %	\$	NVTC %
Available for State-wide Transit Allocations:								
Operating Assistance Subprogram of MTTF, plus Recordation Tax (Note A)	\$ 141.9	\$ 128.3	\$ (13.6)	-9.6%	\$ 90.4	63.7%	\$ 82.7	64.4%
Capital Assistance Subprogram of MTTF (Note A)	34.4	34.6	0.2	0.6%	27.0	78.4%	20.7	59.7%
Mass Transit Capital Fund (Bond Funds) (Note B)	44.9	62.5	17.6	39.3%	26.3	58.6%	46.4	74.2%
Special Projects Subprogram of MTTF (Notes A, C)	1.4	0.1	(1.4)		0.5	33.5%	-	0.0%
State MTF Paratransit Capital (Note A)	0.5	0.6	0.2		-	0.0%	-	0.0%
Transportation Efficiency Improvement Fund (Note C)	4.5	4.0	(0.5)		1.9	41.4%	1.8	45.0%
Total Available for State-wide Transit Allocation	227.6	230.1	2.5	1.1%	146.1	64.2%	151.5	65.8%
Other State Transit Financial Assistance								
Transportation Capital Bonds / Federal Match (PRIIA)	50.0	50.0	-		-	0.0%	-	0.0%
Dulles Extension (MWAA) (Note D)	50.0	-	(50.0)		-	0.0%	-	0.0%
Senior Transportation Grants	0.1	0.1	0.0		-	0.0%	-	0.0%
Total State Transit Assistance	327.7	280.3	(47.5)	-14.5%	\$ 146.1	44.6%	\$ 151.5	54.1%
Other State Financial Assistance (estimated revenues)								
Virginia Rail Enhancement Fund (Note E)	32.7	32.9	0.2					
Virginia Shortline Railway Preservation Fund (Note F)	9.4	9.8	0.4					
Intercity Passenger Rail Operating Program (Note G)	35.5	43.9	8.3					
Total Other State Financial Assistance	77.6	86.6	9.0	11.6%				
Total State Financial Assistance Available Through DRPT	\$ 405.3	\$ 366.9	\$ (38.5)	-2.9%				

**NVTC includes all NVTC jurisdictions.

Notes

A. Mass Transit Trust Funds over \$160M not allocated in FY14 draft SYIP:

Operating Assistance	\$ 54.3
Capital Assistance	15.8
Special Projects	1.9
Paratransit Assistance	0.5
	<u>\$ 72.5</u>

B. \$33.2M carryover of Transit Bond revenue to FY14. \$30.7M of Transit Bond revenue not obligated in FY14 draft SYIP.

C. May include non-transit projects.

D. Balance funded through VDOT.

**COMPARISON OF STATE FINANCIAL ASSISTANCE THROUGH DRPT
PROGRAM ALLOCATIONS
FY 2013 FINAL AND FY 2014 DRAFT
(in millions)**

Notes, continued

E. Table reflects current year anticipated funding. Actual amount available and programmed in FY14 includes an additional \$7.6M carryover from previous fiscal years, plus \$6.7M transferred from IPROC, with \$11.7M unobligated. Total REF funding programmed for FY14 equals \$35.5M and includes the following projects:

I-81/Rt 29 Passenger Rail (NOVA)	\$ 0.6
Virginia Avenue Tunnel (NOVA)	10.5
APMT Intermodal Yard (Hampton Roads)	6.7
Port of Richmond Rail Improvements (Richmond)	1.6
Rehab of SunRay-Portlock and Bridge 6.8 (Hampton Roads)	0.2
Lipscomb Passing Track (Bristol/Salem/Staunton)	2.0
Kensey (Bristol/Salem/Staunton)	2.5
Montgomery Tunnel (Bristol/Salem/Staunton)	1.1
Roanoke Intermodal Facility Supplemental (Salem)	2.5
Hartland Corridor Roanoke Intermodal (Salem)	1.6
I-95 Corridor, MAS 90 PE (Richmond/Fredericksburg/NOVA)	1.1
I-95 Corridor, MAS 90 Tier II EIS (Richmond/Fredericksburg/NOVA)	0.6
Virginia City Dominion Power Plant Siding (Bristol)	1.1
Bridge Clearances in Richmond (Richmond)	3.5
	<u>\$ 35.5</u>

F. Table reflects current year anticipated funding. Actual amount available and programmed in FY14 includes an additional \$0.1M carryover from previous fiscal years. Total RPF funding programmed for FY14 equals \$9.9M for projects located in Culpeper, Lynchburg, and Hampton Roads districts.

G. Table reflects current year anticipated funding. Actual amount available and programmed in FY14 includes an additional \$35.5M carryover from previous fiscal years, less \$6.7M transferred to REF.

	Operating Costs	Capital	Total
Lynchburg Terminating Service (NOVA/Culpeper/Lynchburg)	\$ (0.6)	\$ 0.7	\$ 0.1
Richmond Terminating Service (NOVA/Fredericksburg/Richmond)	0.5	-	0.5
Norfolk Terminating Service (Richmond/Hampton Roads)	1.5	0.6	2.1
Richmond and Newport News Terminating Service (NOVA/Fredericksburg)	3.0	2.0	5.0
Lynchburg to Roanoke for Extension of Service Capacity Improvements (Lynchburg/Salem)		3.0	3.0
	<u>\$ 4.3</u>	<u>\$ 6.3</u>	<u>\$ 10.6</u>

Table C.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
ASSISTANCE FOR CAPITAL AND OPERATING ASSISTANCE APPLIED FOR THROUGH NVTC
FY 2013 Final Six-Year Program and FY 2014 Draft Six-Year Program

	FY 2013		FY 2014		Increase (Decrease)	
	Final	Effective State %	Draft	Effective State %	\$	%
NVTC						
Capital Assistance						
WMATA						
MTTF (55% / 55%)	\$ 26.7		\$ 8.3		\$ (18.4)	
MTCF (55% / 55%)	1.5		27.8		26.3	
MTCF (80% / 80%)	4.3		5.3		1.0	
Total	<u>32.5</u>	<u>57.4%</u>	<u>41.4</u>	<u>57.3%</u>	<u>8.9</u>	<u>27.4%</u>
Local						
MTFF (0% / 55%)	-		11.6		11.6	
MTCF (39% / 0%)	1.8		-		(1.8)	
MTCF (55% / 55%)	17.5		12.4		(5.1)	
Total	<u>19.2</u>	<u>53.0%</u>	<u>24.0</u>	<u>55.0%</u>	<u>4.7</u>	<u>24.6%</u>
Total Capital	<u>51.7</u>	<u>55.7%</u>	<u>65.4</u>	<u>56.4%</u>	<u>13.6</u>	<u>26.4%</u>
Operating Assistance						
WMATA	71.8	17.9%	65.1	16.6%	(6.7)	-9.3%
Local	17.0	17.9%	15.7	16.6%	(1.3)	-7.9%
	<u>88.8</u>	<u>17.9%</u>	<u>80.8</u>	<u>16.6%</u>	<u>(8.0)</u>	<u>-9.0%</u>
Total NVTC Assistance	<u>\$ 140.5</u>		<u>\$ 146.2</u>		<u>\$ 5.6</u>	<u>4.0%</u>
VRE						
Capital Assistance						
MTTF (55% / 55%)	\$ 8.8		8.6		\$ (0.2)	
MTCF (55% / 55%)	0.3		-		(0.3)	
MTCF (49%)	1.4		-		(1.4)	
Total	<u>10.6</u>	<u>49.9%</u>	<u>8.6</u>	<u>55.0%</u>	<u>(2.0)</u>	<u>-19.1%</u>
Operating Assistance	<u>9.3</u>	<u>17.9%</u>	<u>8.1</u>	<u>16.6%</u>	<u>(1.2)</u>	<u>-13.1%</u>
Total VRE Assistance	<u>\$ 19.9</u>		<u>\$ 16.6</u>		<u>\$ (3.2)</u>	<u>-16.3%</u>

Notes:

Table excludes \$50M PRIIA match provided directly to WMATA.

MTTF - Mass Transit Trust Fund. Funds are allocated by statute to the FTM/Admin Program (73.5%), the Capital Program (25%) and Special Projects Program (1.5%). The actual capital and operating percentages are a product of the statewide capital needs and actual operating expenses and the funds available in the program.

MTCF - Mass Transit Capital Fund. Select capital programs funded at 80%, and blended percentage for other categories. For FY13, 805 rate for non-federal share of federally funded replacement rolling stock, and 55% rate for other capital assets.

DRPT Draft Six-Year Improvement Program FY 2014 - 2019

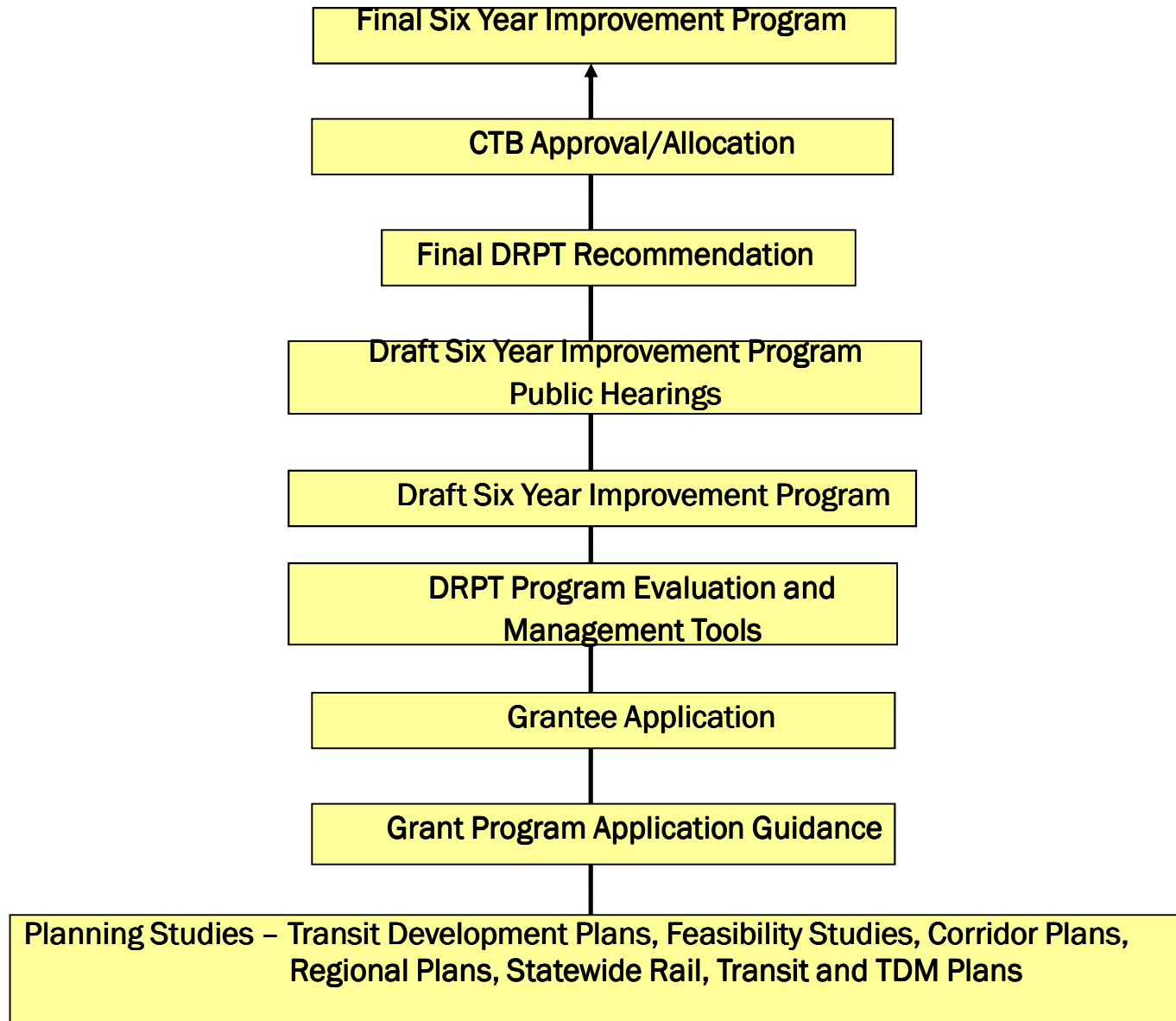
**Kevin Page, Chief Operating Officer
Steve Pittard, Chief Financial Officer
May 15, 2013**

Rail and Public Transportation Systems

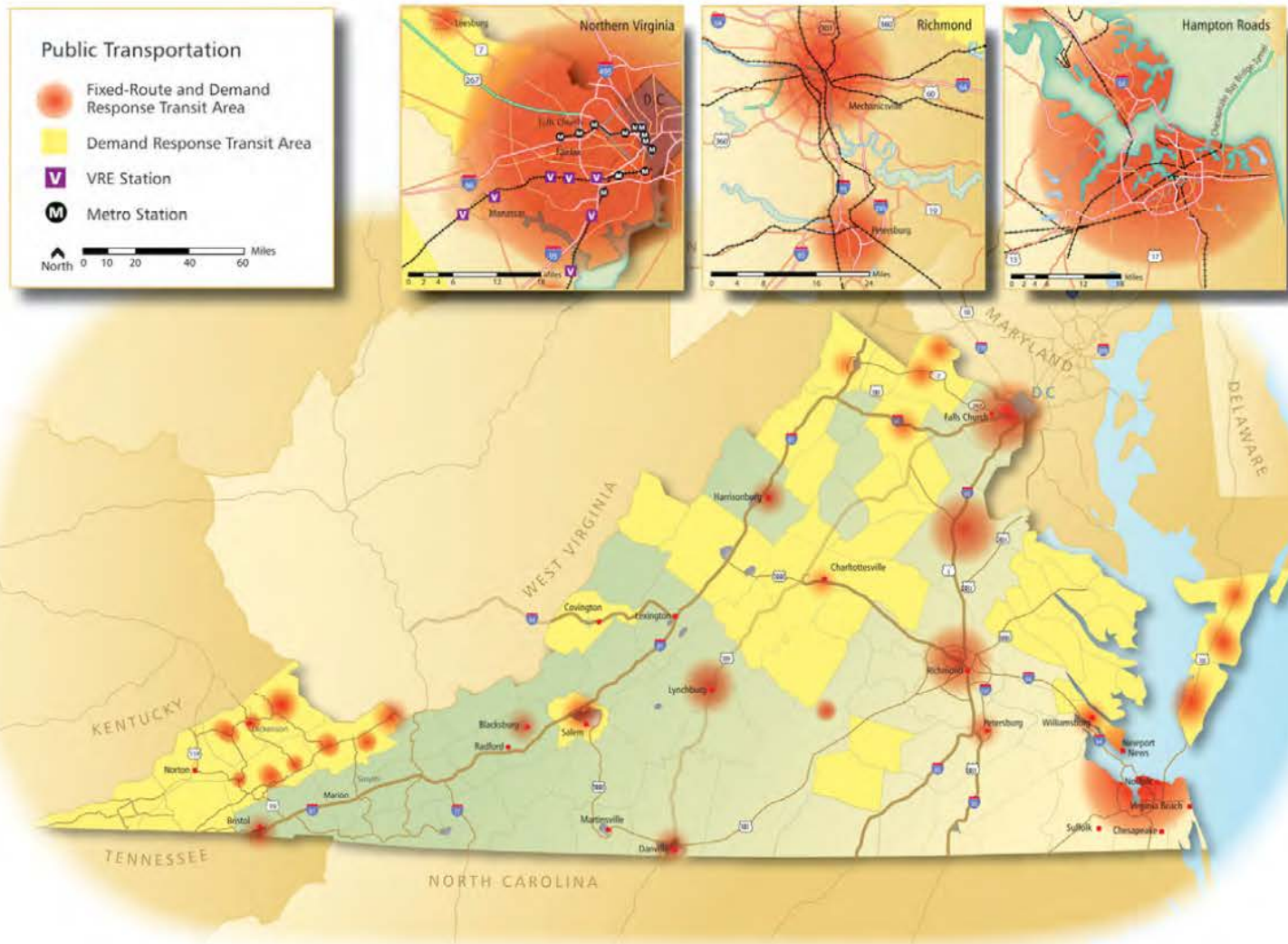
- 54 Transit Systems
- 55 Human Service Operators
- 1 Commuter Rail Operator (VRE)
- 18 Transportation Demand Management Agencies
- 14 Metropolitan Planning Organizations
- 9 Shortline Railroads
- 2 Class I Freight Railroads (CSX, NS)
- 1 Intercity Passenger Rail Operator (Amtrak)
- 34 Private Companies currently participating in Telework!VA



Six Year Improvement Program Process



Virginia Transit Systems



Transit Programming Highlights

❑ State of Good Repair

- 91 Replacement Vehicles (Buses, Ferry Boat, Vans)
- 156 buses to be Rehabilitated/Rebuilt

❑ Capacity Expansion

- 27 Service Expansion Buses
- Dulles Corridor Metrorail Extension
- Downtown Norfolk Transfer Center
- Fredericksburg Transfer Center

Transit Programming Highlights

❑ Safety Enhancements

- Collision Avoidance System-Positive Train Control (NVTC-VRE)

❑ Facility/Fleet Improvements

- Vehicle Conversion-Propane/CNG
- Facility Conversion-CNG (GRTC)
- Ferry Dock/Boat Refurbishment
- Ballston Multimodal Improvements
- Rosslyn Station Access Improvements

❑ CMAQ/RSTP funded projects that are being integrated into DRPT's portion of the SYIP.

Virginia Rail System



- Two passenger rail operators – Amtrak and Virginia Railway Express
- Eleven freight railroads –
 - Two national Class I Railroads: Norfolk Southern and CSX
 - Nine local shortline railroads

DRPT Draft SYIP FY 2014 – FY 2019

Rail Enhancement Fund

- ☐ National Gateway Virginia Avenue Tunnel
- ☐ Virginia Port Authority Projects
- ☐ Heartland Corridor Roanoke Intermodal Facility
- ☐ I-81 Crescent Corridor Projects
- ☐ I-95 Corridor Tier II EIS
- ☐ Richmond Bridge Clearance Project
- ☐ Virginia City Power Plant Truck Diversion Project

DRPT Draft SYIP FY 2014 – FY 2019

Rail Preservation

- ☐ Signal System Upgrades
- ☐ Main Line Capacity
- ☐ Track Safety Improvements
- ☐ Bridge and Yard Improvements

DRPT Draft SYIP FY 2014 – FY 2019

Passenger Rail

- ☐ IPROC funding for intercity passenger rail operations and capital – dedicated revenue source identified beginning in FY2014 = \$43,857,000
- ☐ PRIIA Section 209 requirement begins October 2013. Virginia will subsidize 6 regional trains operating in the Commonwealth
- ☐ Roanoke Amtrak Service Extension – Capacity Study Lynchburg to Roanoke and Roanoke Terminal Design in progress
- ☐ Norfolk Amtrak service - improvements to accommodate 2 more trains in progress

Five Year Comparison of Six Year Program

(\$ in millions)

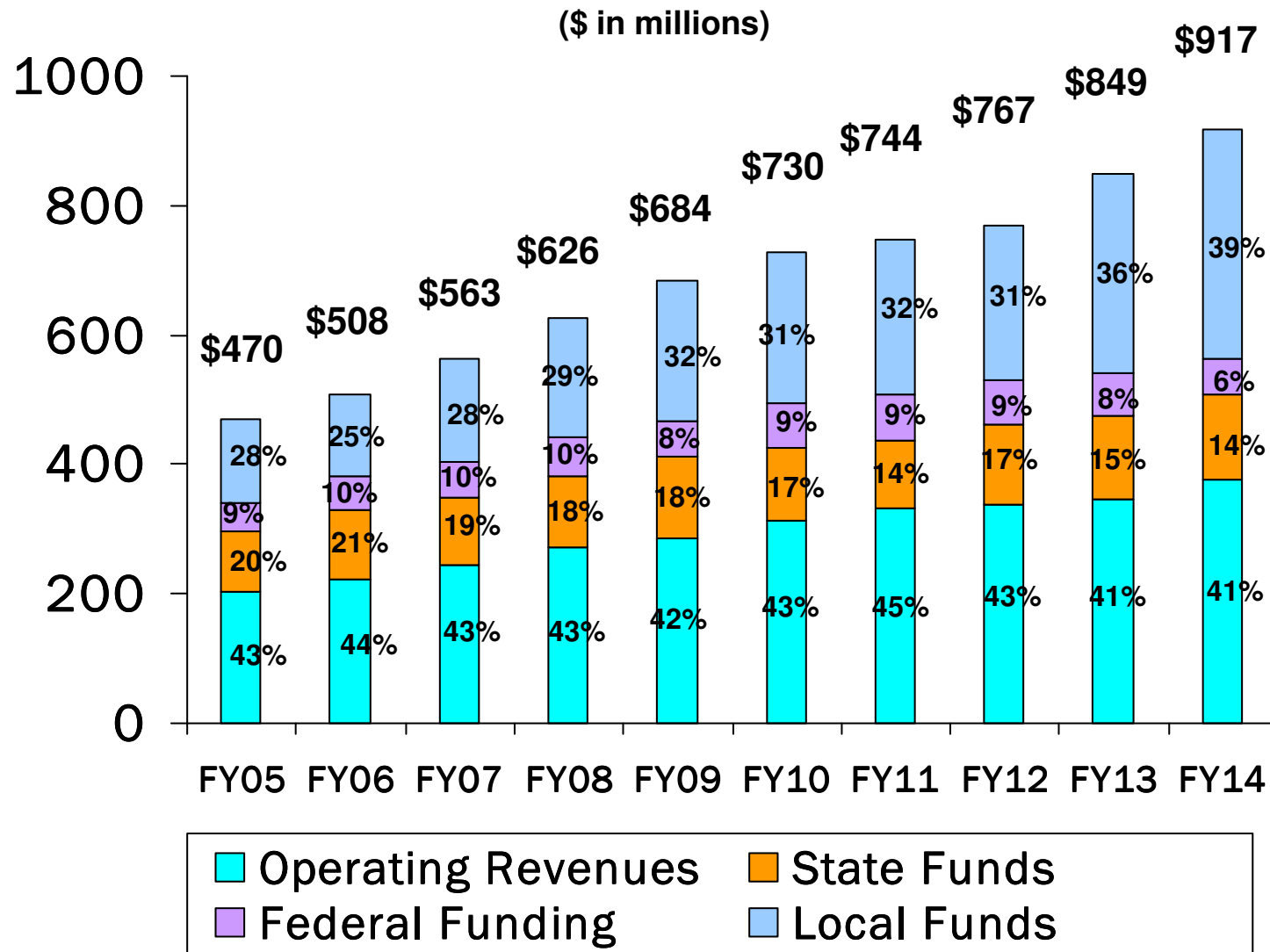
	Revised				Draft
	FY 10 - 15	FY 11 - 16	FY 12 - 17	FY 13 - 18	FY 14 - 19
Public Transit	\$1,790	\$1,894	\$2,007	\$2,059	\$2,504
Rail	243	226	319	268	447
Dulles Metrorail	46	28	7	50	0
Total	\$2,079	\$2,148	\$2,333	\$2,377	\$2,951

DRPT Draft SYIP FY 2014 – FY 2019

Five Year Comparison

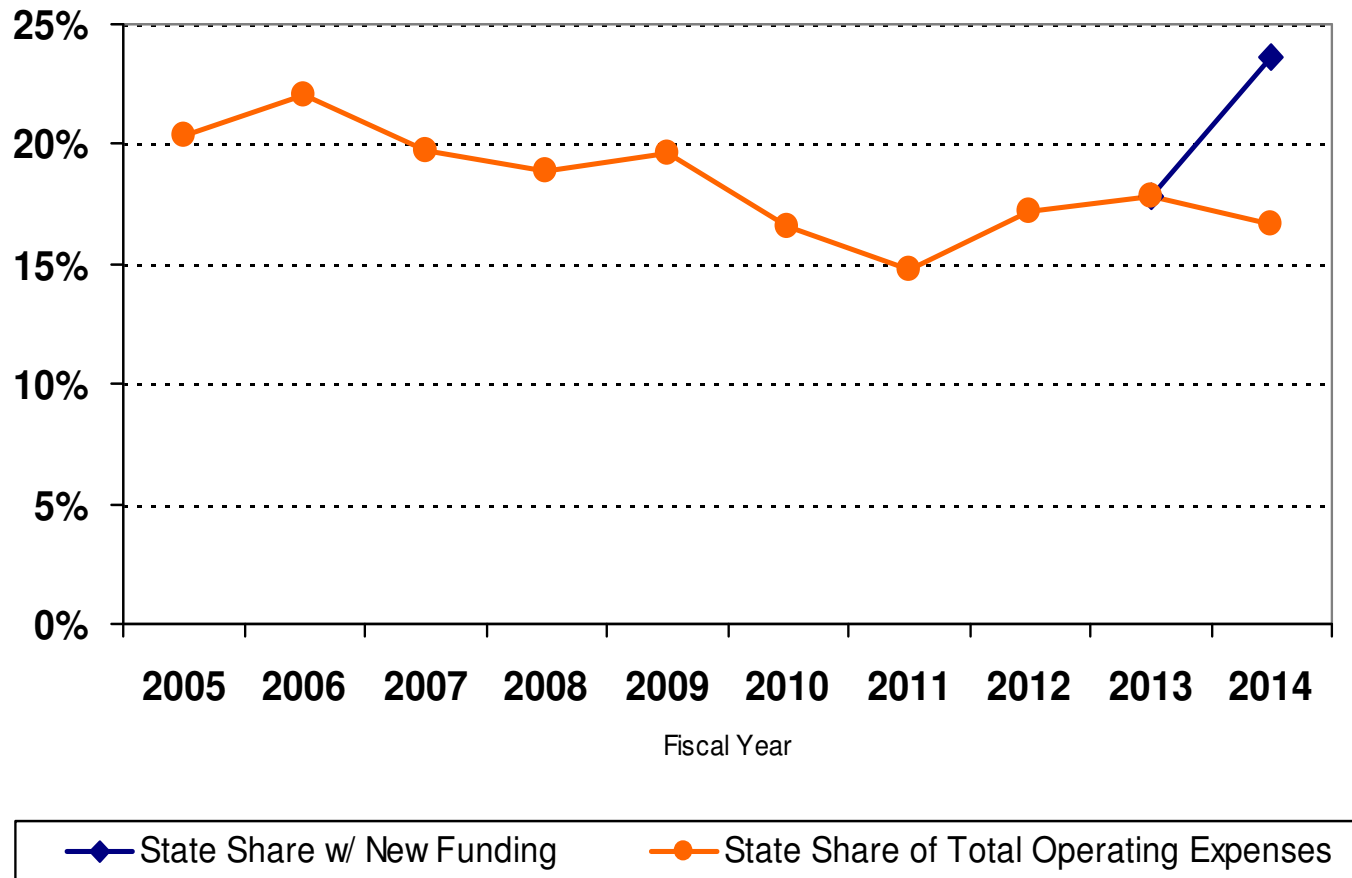
- ❑ Dedication of new sales tax revenue (0.125%) to transit (60%) and rail (40%)
- ❑ Increase in annual revenues to Mass Transit Trust Fund (MTTF) of \$66.5 M; Transit allocations up by 27%
- ❑ Established a dedicated revenue source for IPROC of \$44.3M; Rail allocations up by 86%
 - \$190 million funding gap last year in passenger rail fund (IPROC)
- ❑ Dulles Metrorail project funding in Transportation package of \$300 million allocated through VDOT

Transit Budgeted Operations Funding Funding Sources – 10 Yr. History



Public Transportation Operations Funding

17% of FY 2012 Total Costs



DRPT Draft SYIP FY 2014 – FY 2019

Transit Allocation Assumptions

- ❑ Chapter 639 of 2013 Acts of Assembly (SB 1140) establishes allocation provisions for transit funding for CTB
- ❑ Set a \$160 M threshold for allocation purposes
- ❑ Established TSDAC
 - New operating assistance to be applied in a SYIP supplement for FY2014 in late 2013 (\$54.3 M)
 - Requires establishment of tiers for capital funding to be applied in FY15 – no more blending

DRPT Draft SYIP FY 2014 – FY 2019

Transit Allocation Assumptions

- ❑ Capital program focused on maintenance as the first priority
 - Replacement rolling stock - 80% state share of non-federal costs
 - Other recommended capital projects - blended rate of 55% state match
- ❑ Federal funding allocations
 - Census related changes
 - MPOs - New Staunton MPO, Danville no longer an MPO, Roanoke transitioned to TMA status
 - Shifts from rural to urban funding - Staunton VRT, Loudoun Transit, Radford Transit
 - Formula changes
 - 5303 planning funds for MPOs
 - 5307 Governor's apportionment – follow Federal Register
- ❑ Showing new MPO-funded (CMAQ/RSTP) transit projects in DRPT portion of SYIP

DRPT Draft SYIP FY 2014 – FY 2019

Other Allocation Assumptions

- ❑ Estimated 1.0% allocation for project development, administration and compliance activities from the Mass Transit Trust fund and Rail funds
 - Larger base of funding and carryover from prior years
- ❑ VDOT annual subsidies to be eliminated beginning in FY 2015
 - Administrative costs {\$5 million of HMO funds}
 - TEIF {\$4 million of Highway Construction funds}
 - Rail Preservation {\$3 million of Highway Construction funds}
 - Requires a change to Code or Budget language

Next Steps

- ☐ Draft Six Year Improvement Program
Presented to CTB May 15th
- ☐ Public Hearings
 - Richmond (Culpeper, Fredericksburg) May 28th
 - NOVA May 29th
 - Roanoke
(Bristol, Lynchburg, Salem, Staunton) June 4th
 - Hampton Roads June 5th
- ☐ CTB Action June 19th



Thank You!

www.drpt.virginia.gov

drptpr@drpt.virginia.gov

804-786-4440

Questions?



Commonwealth of Virginia
Office of Governor Bob McDonnell

FOR IMMEDIATE RELEASE

May 15, 2013

Office of the Governor

Contact: Jeff Caldwell

Phone: (804) 225-4260

Email: Jeff.Caldwell@Governor.Virginia.Gov

**Governor McDonnell Announces New Transportation
Funding Law Pumps an Additional \$4 Billion into the
Draft Six-Year Transportation Program**

*Commonwealth Transportation Board releases greatly enhanced draft program
which includes new and sustainable revenues from HB 2313 for highway, rail and
other transportation projects*

RICHMOND – Governor Bob McDonnell announced today that HB 2313, the transportation funding bill he signed into law this week, went into immediate action today when the Commonwealth Transportation Board (CTB) released the state's working draft of the Fiscal Years 2014-2019 Six-Year Improvement Program. The program allocates \$15.4 billion, a \$4 billion increase, in funding to transportation improvements over the next six fiscal years beginning July 1, 2013. Improvements include highway, road, rail, transit and bridge projects and other improvements across the state. Each year the six-year program is updated to reflect the latest projected revenues and transportation priorities.

"Because of the new sustainable funding, the CTB can now look at the entire six-year-program with a long-term focus on improving the transportation system we have, building projects and planning new ones," said Governor McDonnell. "The program reflects hundreds of transportation projects identified as critical priorities by localities, regional entities and the Commonwealth. Most importantly, the work created by the program will sustain thousands of jobs and have a multi-billion dollar impact on Virginia's economy."

Secretary Sean T. Connaughton added, "The CTB is putting the new funding into action by programming where the transportation dollars will go, including rehabilitating existing roads, adding new capacity to ease congestion and expanding intercity passenger rail service. The draft program is about making all modes of transportation better statewide. The new funding allows the Commonwealth to advance many

projects that are already in the existing six-year program and move ahead on getting new projects ready for construction.”

“A key component of the program is the ongoing rehabilitation of the existing transportation system,” said Greg Whirley, commissioner of the Virginia Department of Transportation (VDOT). “The new, sustainable revenues will accelerate VDOT’s efforts to extend the life of existing pavements and bridges, so we can get the most out of our current infrastructure. Motorists will see more paving projects than usual in the short-term and more highway construction projects in the long-term as we get new projects ready for construction. The result will be a better transportation system.”

“Timing was critical to identify a dedicated funding source for continued intercity passenger rail for Virginia and provide funding for greater public transit choices to meet the needs and challenges of the Commonwealth’s growing transportation system. With the end of federal funding for Amtrak Regional train service this year, Virginia is now prepared to support intercity passenger rail as an integral part of its transportation solutions and is able to meet the new federal law requiring the Commonwealth to support all regional Amtrak train services originating in Virginia,” said Thelma Drake, director of the Virginia Department of Rail and Public Transportation (DRPT). “This new funding also allows for the continued expansion of Amtrak Virginia from Lynchburg to Roanoke within four years and for additional train service to Norfolk. The six-year program also provides new funding for high performance public transportation services.”

The draft six-year program funding breakdown, including additional funding for Hampton Roads is below:

Highways and bridges - \$11.1 billion (\$2.1 billion increase)
Rail and public transportation - \$3.0 billion (\$0.6 billion increase)
Hampton Roads transportation fund - \$1.3 billion (new funding for transportation improvements in the Hampton Roads region)
Total: \$15.4 billion (\$4.0 billion increase)

HB 2313 also established a new transportation revenue source for Northern Virginia, which is \$1.9 billion over six years. This amount is not reflected in the draft six-year program because it will be allocated regionally through the Northern Virginia Transportation Authority Fund.

Below is a partial listing of high priority projects that the new funding makes possible:

Statewide

- Pavement and bridge rehabilitation
- Smart roadway technology

Northern Virginia

- Funding to advance the Metro Silver Line and help reduce tolls on the Dulles Toll Road
- I-66/Route 28 interchange improvements
- Route 606 Dulles loop

Fredericksburg

- I-95/Route 17 improvements over the Rappahannock River
- Route 630 interchange relocation

Hampton Roads

- Increased intercity passenger rail service between Norfolk, Petersburg, and Richmond

- I-64 widening from Newport News to Williamsburg
- Route 165 widening (Military Highway) in Norfolk

Richmond

- Rail improvements between Petersburg, Richmond, and Washington, DC
- I-95/I-64 overlap safety improvements
- Lewistown Road bridge replacement

Culpeper, Shenandoah Valley and southwestern Virginia

- Extension of intercity passenger rail service to the City of Roanoke within four years
- Route 29/Route 666 interchange improvement in the Culpeper region
- I-81 bridge replacement over the New River in Salem region
- Route 340 bridge replacement in Staunton region
- Greenview Drive widening in Lynchburg region
- AltaVista/Town of Hurt bridge replacement
- Coalfields Expressway's Cranes Nest section in Bristol region
- Route 19/Route 460 Claypool Hill intersection improvements in Bristol region

Public Meetings

The public has the opportunity to review the program and provide input, which will be taken into the consideration by the CTB before the final program is adopted in June. The FY 2014-2019 program will go into effect July 1, 2013.

The working draft six-year program is online at <http://www.virginiadot.org/projects/syp-default.asp>. The program can also be reviewed at Virginia Department of Transportation's district and residency offices and the Virginia Department of Rail and Public Transportation's Richmond office.

The public may comment about essential rail, public transportation, commuter service, bicycle, pedestrian and highway projects (except local/secondary roads) at the hearings. Public comments will be considered before the board adopts a final program in June.

Districts	Location	Date
Richmond, Culpeper, Fredericksburg	VDOT Central Office Auditorium 1401 East Broad Street Richmond, VA 23219	May 28, 2013, 6 PM
Northern Virginia	VDOT District Office Potomac Conference Center 4975 Alliance Drive Suite 1N201 Fairfax, VA 22030	May 29, 2013, 6 PM
Salem, Bristol, Lynchburg, Staunton	Northside High School 6758 Northside High School Road Roanoke, VA 24019	June 4, 2013, 6 PM
Hampton Roads	Chesapeake Conference Center 900 Greenbrier Circle Chesapeake, VA 23320	June 5, 2013, 6 PM

Note: If you can't attend a hearing, comments will be accepted via mail and email. For VDOT projects, the mailing address is Programming Director, Virginia Department of Transportation, 1401 East Broad St., Richmond, VA 23219 or email six-yearprogram@vdot.virginia.gov. For DRPT projects, the mailing address is Public Information Office, VA Dept. of Rail and Public Transportation, 600 East Main Street, Suite 2102, Richmond, VA 23219, or email drptpr@drpt.virginia.gov by June 7, 2013.

###





AGENDA ITEM #6

TO: Chairman McKay and NVTC Commissioners

FROM: Kelley Coyner and Mariela Garcia-Colberg

DATE: May 30, 2013

SUBJECT: Authorization to Submit NVTC's FTA Title VI Compliance Report

FTA requires that all recipients document their compliance to Title VI regulations by submitting a Title VI Program and Compliance Report to their FTA regional civil right officer once every three years. NVTC's Title VI Program and Compliance Report is due to the FTA by June 11, 2013.

In FY13, FTA issued Circular 4702.1B which requires subrecipients to have their own Title VI program. Subrecipients shall submit Title VI programs to the primary recipient from whom they receive funding, in order to assist the primary recipient in its compliance efforts.

NVTC staff worked with the Cities of Alexandria and Falls Church to develop their Title VI Program. Both City Councils approved their programs at their meeting of May 28th. Jurisdictional staff has submitted their Title VI Program to NVTC and NVTC has appended the programs as an attachment to its own Title VI Program and Compliance Report.

The Commission is asked to approve Resolution #2221 which would authorize staff to submit the Title VI Program and Compliance Report to the Federal Transit Administration (FTA).



RESOLUTION # 2221

SUBJECT: Title VI Program and Compliance Report.

WHEREAS: The Federal Transit Administration (FTA) requires grant recipients to submit a Title VI Program and Compliance Report every three years;

WHEREAS: NVTC's Title VI Program and Compliance Report needs to be submitted to the FTA by June 11, 2013;

WHEREAS: The FTA has promulgated a new set of regulations that clarifies the requirements which must be met to demonstrate compliance with Title VI of the Civil Rights Act of 1964;

WHEREAS: NVTC staff has reviewed these requirements, and has prepared a program in compliance with Title VI of the Civil Rights Act, as amended;

WHEREAS: As part of the requirement, subrecipients are required to have their own Title VI Program and to submit their Title VI Program and Compliance Report every three years to the direct recipient of FTA funds;

WHEREAS: Both the City of Falls Church and the City of Alexandria have prepared their own Title VI Program and Compliance Report which have been approved by their respective City Councils on May 28th, 2013 . The Cities have submitted the report to NVTC; and

WHEREAS: NVTC has appended the City of Falls Church's and the City of Alexandria's Title VI Program and Compliance Report as an attachment to its own report.

NOW, THEREFORE BE IT RESOLVED that the Northern Virginia Transportation Commission hereby approves the Title VI Program and Compliance Report and authorizes its staff to submit it to FTA.

Approved this 6th day of June, 2013.

Jeffrey McKay
Chairman

David Snyder
Secretary-Treasurer



2300 Wilson Boulevard • Suite 620 • Arlington, Virginia 22201
Tel (703) 524-3322 • Fax (703) 524-1756 • TDD (800) 828-1120
E-mail nvtc@nvtc.org • Website www.thinkoutsidethecar.org



NORTHERN VIRGINIA TRANSPORTATION COMMISSION

TITLE VI PROGRAM

The Northern Virginia Transportation Commission (hereinafter "NVTC" or the "Commission") was established to manage and control the functions, affairs, and property of the Northern Virginia Transportation District--which was created by the 1964 Acts of Assembly of the Commonwealth of Virginia, Chapter 630; and the Transportation District Act. The purpose of the Act is to facilitate "planning and developing a transportation system for Northern Virginia and for the safety, comfort and convenience of its citizens and for the economical utilization of public funds."

Twenty Commissioners make up NVTC's Board of Directors. Thirteen are locally elected officials from its six member jurisdictions: Arlington (3), Fairfax (5), and Loudoun (1) counties, and the cities of Alexandria (2), Fairfax (1), and Falls Church (1). Six of the 20 Commissioners are appointed from the General Assembly (2 senators and 4 delegates). The other Commissioner, currently the director of the Virginia Department of Rail and Public Transportation (VDRPT), represents the Virginia Secretary of Transportation. NVTC officers are appointed in January and serve for one year.

NVTC is a strong advocate of adequate, stable, and reliable funding to finance public transit and also supports improved efficiency of the region's transportation system. NVTC provides a policy forum for its region and allocates up to \$200 million in state, regional, and federal transit assistance each year among the member jurisdictions. Its budget is funded primarily by the Commonwealth of Virginia and by its local governments. NVTC also appoints Virginia's two principal and two alternate members to the Board of Directors of the Washington Metropolitan Area Transit Authority (WMATA or Metro) and is a co-owner of the Virginia Railway Express, appointing three voting members and an alternate to VRE's Operations Board.

POLICY STATEMENT

NVTC has established a Title VI Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 21. The Commission has received federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the Commission has signed assurances that it will comply with 49 CFR Part 21.

The Commission Title VI program primary goal is to ensure all management, staff, contractors and service beneficiaries are aware of the provisions of Title VI and the responsibilities associated with Title VI of the Civil Rights Act of 1964.

FTA requires recipients to report certain general information to determine compliance with Title VI. The collection and reporting of this program information constitutes the recipient's Title VI Program. To ensure compliance with 49 CFR Section 21.9(b), FTA requires that all recipients document their compliance by submitting a Title VI Program to FTA's regional civil rights officer once every three years.

Following is Northern Virginia Transportation Commission's Title VI Program submittal:

A. ASSURANCES

The Northern Virginia Transportation Commission assurances and certifications have been attached in TEAM.

NVTC requires its subrecipients to also sign assurances and certifications. NVTC keep the subrecipients assurance and certifications on file.

B. NOTICE TO THE PUBLIC REGARDING TITLE VI OBLIGATIONS

NVTC has posted notices on its website regarding Title VI obligations and the protections afforded to the public by Title VI. See **Attachment I**.

The notice states in English that the Commission operates its programs without regard to race, color and national origin. It informs the public how to request additional information on NVTC's Title VI obligations. It directs the public to a copy of NVTC's procedures for filing, receiving, and tracking complaints. The notice also include a Title VI complain form. See **Attachment II**. The notice states further that the Commission will translate it into other languages on request.

Because NVTC does not operate any transit services (nor are any of NVTC's grants for subrecipients are being used to operate transit), NVTC does not enjoy direct access to stations or transit vehicles and therefore does not utilize posters or placards.

C. TITLE VI COMPLAINT INVESTIGATION AND TRACKING PROCEDURES

Attachment III is NVTC's internal procedures for handling and processing Title VI Complaints.

D. TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

NVTC has had no Title VI Complaints since its last submission in 2010.

Our subrecipients have had no Title VI complaints since the last submission in 2010.

E. NVTC's PUBLIC PARTICIPATION STRATEGY

To seek out and consider viewpoints of minority, low-income and Limited English Proficiency ("LEP") persons in the course of NVTC's public outreach and involvement activities, the Commission will evaluate opportunities for each of its projects. It will consider the composition of the population affected by the project,

the type of practical public outreach to be undertaken and the resources available to NVTC. The Commission will seek to overcome linguistic, institutional, cultural, economic, historical or other barriers that might prevent minority and low-income people from effectively participating in NVTC's decision-making process.

To that end, NVTC will:

1. Provide opportunities for individuals and groups in these communities who can assist NVTC in communication. Request assistance via NVTC's website with a page describing opportunities and a link to provide contact information.
2. Conduct NVTC's meetings at locations and times convenient to low-income and minority populations, especially within walking distance of a Metrorail station.
3. Distribute media releases broadly to include news outlets tailored to such communities.
4. Utilize NVTC's board members (who are all elected officials) to establish and maintain contacts within those communities.
5. Fully implement NVTC's policies on reaching out to persons with LEP (see policy below).
6. Advertise new NVTC programs and initiatives in non-English publications and media outlets.

For appropriate projects, identify outreach opportunities in schools and universities; churches, temples, mosques and other places of worship; ethnic marketplaces; and neighborhood and cultural centers

In the last three years NVTC conducted the following outreach activities:

In 2011 NVTC directed public outreach activities for a million dollar update of Northern Virginia's 2040 Transportation Plan. Multiple language surveys, interpreters at public hearings, public hearing notices in English and Spanish, ads published in Spanish-language publications, ads on Latino radio stations and outreach to reporters from Spanish-language publications are some of NVTC's recent activities..

NVTC has a link on its website to Google Translator as well as initial direction in Spanish to translate Title VI notices and other key NVTC policies.

F. NVTC's POLICY FOR MEANINGFUL ACCESS TO LIMITED ENGLISH PROFICIENT (LEP) PERSONS

The following are the responsible steps NVTC has taken to ensure meaningful access to programs and activities:

1. Language Implementation Plan

NVTC has limited resources (a full-time staff of six) and has chosen not to prepare a formal plan, but is implementing several elements of such a plan as described in FTA's Policy Guidance at 70 FR 74087 (2005).

- a. NVTC will translate informational brochures into languages other than English when it is cost-effective to do so.

In the 2040 Transaction Plan, a public outreach open house was conducted. To meet the public outreach requirements, staff provided adequate legal notice of the meeting, distributed multiple media releases to all major print and electronic media outlet including the Latino and Korean Media.

- b. NVTC will, with seven days notice, offer free of charge the services of an interpreter for its annual public hearing on the Commission workplan.
- c. NVTC will, on request, consider providing the services of an interpreter for its training programs. The Commission has provided interpreters for Spanish- and Amharic (Ethiopian) -speaking persons participating in Senior Mobility Training.
- d. NVTC has a link on its website to Google Translator as well as initial direction in Spanish to translate Title VI notices and other key NVTC policies.
- e. NVTC works closely with subrecipients to ensure that whenever possible they perform a USDOT Four-Factor analysis of their FTA funded programs. By encouraging subrecipients to perform the analysis, and the subsequent outreach, we are hopeful that LEP clients will become more involved in the process of planning transportation services.

G. REQUIREMENT TO COLLECT DEMOGRAPHIC DATA

While NVTC is part of a large urbanized area, NVTC is not a transit service provider and its subrecipients are not transit systems either. Accordingly, NVTC is referencing Title VI demographic data provided by NVTC's transit provider, the Washington Metropolitan Area Transit Authority and by NVTC's Metropolitan

Planning Organization, the Transportation Planning Board of the National Capital Area (TPB). NVTC is a co-owner of the Virginia Railway Express commuter rail service. The Potomac and Rappahannock Transportation Commission (PRTC) completes the Title VI program for that system, including demographic data.

H. REQUIREMENT TO SET SYSTEMWIDE SERVICE STANDARDS AND POLICIES, TO EVALUATE SERVICE AND FARE CHANGES, AND TO MONITOR SERVICE

Neither NVTC nor its subrecipients are transit providers. Accordingly they are unable to set service standards and policies, to evaluate service and fare changes, and to monitor service. WMATA is this region's transit provider and its Title VI program does contain such information. Excerpts will be provided to FTA upon request.

I. SUBRECIPIENTS COMPLIANCE REPORTS

The City of Alexandria, Arlington County and the City of Falls Church are all subrecipients of Northern Virginia Transportation Commission. Arlington County is a direct recipient of FTA funds and therefore reports directly to FTA.

NVTC monitors both the City of Falls Church and the City of Alexandria. Both cities are expected to report their Title VI activity every three years to NVTC. The cities new Title VI programs and compliance reports are attached (**See Attachment IV**).

ATTACHMENT I -

NVTC's NOTICE TO THE PUBLIC

A copy of the notice is posted on NVTC's website (www.thinkoutsidethecar.org) in English and Spanish.

It reads as follows:

NVTC's Commitment to the Civil Rights (Title VI)

The Northern Virginia Transportation Commission (NVTC) is committed to ensuring that no person is excluded from participation in, is denied the benefits of its or is subjected to discrimination under its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended.

Toward this end, it is NVTC's objective to:

- Ensure that the level and quality of transportation service is provided without regard to race, color or national origin;
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- Promote the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).

The Executive Director and all NVTC employees share the responsibility for carrying out NVTC's commitment to Title VI.

NVTC's Title VI Complaint Procedures

Any person who believes that he or she has been subjected to an unlawful discriminatory practice under Title VI may file a Title VI complaint with NVTC within 180 days from the date of the alleged discrimination. Complaints may either be filed with NVTC or with the U.S. Department of Transportation.

Filing a Complaint with NVTC

- Online: Complaints may be filed via e-mail at nvtc@nvtc.org.
- By Mail: Complaints may be filed with NVTC in writing and may be addressed to:

NVTC
Executive Director
2300 Wilson Blvd #620
Arlington, Virginia 22201

NVTC will provide appropriate assistance to complaints who are limited in their ability to communicate in English.

Filing a Complaint Directly to the U.S. Department of Transportation

A complainant may file a Title VI complaint with the U.S. Department of Transportation by contacting the Department at:

U.S. Department of Transportation
Federal Transit Administration's Office of Civil Rights
1760 Market Street, Suite 500
Philadelphia, PA 19103-4124

ATTACHMENT II

TITLE VI COMPLAINT FORM



TITLE VI COMPLAINT FORM

Northern Virginia Transportation Commission (NVTC)

NVTC is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Title VI Coordinator by calling 703-524-3322. The completed form must be returned to NVTC, Title VI Coordinator, 2300 Wilson Boulevard, Suite 620, Arlington, VA 22201.

Section I:

Name:

Address:

Telephone (Home):

Telephone (Work):

E-Mail Address:

Accessible Format Requirements?

Large Print ☐Audio Tape ☐TDD ☐Other (specify) ☐**Section II:**

Are you filing this complaint on your own behalf?

Yes* (if yes, go to Section III) ☐No ☐

If not, please supply the name and relationship of the person for whom you are filing a complaint.

Please explain why you have filed for a third party.

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.

Yes No

Section III:

I believe the discrimination I experienced was based on (check all that apply):

Race ☐ Color ☐ National Origin ☐

Date of Alleged Discrimination (Month, Day, Year):

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

Section IV
Have you previously filed a Title VI complaint with this agency? Please explain.
Section V
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? [] Yes [] No
If yes, check all that apply: [] Federal Agency; [] Federal Court; [] State Agency; [] State Court; [] Local Agency
Please provide information about a contact person at the agency/court where the complaint was filed.
Name:
Title:
Agency:
Address:
Telephone:
Section VI
Name of agency complaint is against:
Contact person:
Title:
Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature Date _____

Please submit this form in person at the address below, or mail this form to: Northern Virginia Transportation Commission, Title VI Coordinator, 2300 Wilson Boulevard, Suite 620, Arlington, VA 22201

ATTACHMENT III

NVTC'S INTERNAL PROCEDURES FOR HANDLING AND PROCESSING TITLE VI COMPLAINTS.

1. NVTC's Executive Director will issue notification to the person submitting the complaint of its receipt by NVTC within 2 working days.
2. Within 15 working days from receipt of the complaint, NVTC's Executive Director will initiate a review of the complaint. He/she may request additional relevant information from the complainant.
3. Within 30 working days from receipt of the complaint, NVTC's Executive Director will provide a response containing findings and remedies, or if such a response cannot be completed, a progress report to the complainant with an estimate of when the response will be completed. NVTC will endeavor to complete its investigation and issue its findings and remedies within 180 days of receipt of the complaint and additional information it may request.
4. Upon completion of the response and notice to the complainant, NVTC will record the findings and inform FTA in NVTC's next Title VI progress report.
7. Complainant will be informed of NVTC's appeal procedure, which is consistent with the Code of Virginia.
8. If the complaint results in a modification to NVTC policies, procedures or practices, compliance with the change will be monitored by the Executive Director or his/her designee and recorded at least twice each year for a period of at least three years.

ATTACHMENT IV

SUBRECIPIENTS TITLE VI PROGRAMS
AND COMPLIANCE REPORTS



CITY OF **FALLS** **CHURCH**

TITLE VI PROGRAM FOR CITY OF FALLS CHURCH VIRGINIA

***U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION***

Adopted May 28, 2013

THE CITY OF FALLS CHURCH TITLE VI PROGRAM

The City of Falls Church (the "City") is an independent city in the Commonwealth of Virginia which receives Federal Transit Administration (FTA) funds as a subrecipient of the Northern Virginia Transportation Commission (NVTC). The FTA funded transit projects performed by the City are either studies, or are used to provide facilities for the Washington Metropolitan Area Transit Authority (WMATA), which, in its role as a direct recipient of FTA funds, produces its own Title VI report.

The City has established a Title VI Program to comply with the US Department of Transportation ("DOT") Title VI regulations (49 CFR part 21) and to integrate into their programs and activities considerations expressed in the DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficiency ("LEP") Persons (70 FR 74087, December 14, 2005).

On October 1, 2012, FTA issued Circular 4702.1B which supersedes Circular 4702.1A and now requires subrecipients to have their own Title VI program. The Title VI program shall follow all the requirements of Chapter III-3 of the Circular and must be approved by the subrecipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions. Subrecipients shall submit Title VI Programs to the primary recipient from whom they receive funding in order to assist the primary recipient in its compliance efforts.

I. General Policy Statement

The City of Falls Church (CITY) is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Toward this end, it is City's objective to:

- Ensure that the level and quality of transportation service is provided without regard to race, color or national origin
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations
- Promote the full and fair participation of all affected populations in transportation decision making
- Prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations and
- Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).

The City Manager and all City employees share the responsibility for carrying out City's commitment to Title VI.

II. Annual Assurances to NVTC that the City of Falls Church Is Complying with Title VI of the Civil Rights Act of 1964

The City of Falls Church has signed the certifications and assurances document required by FTA and have forwarded it to NVTC as required by the Subrecipient agreement signed between NVTC and the City.

III. Notice to the Public

The City of Falls Church has posted notices regarding its Title VI obligations and the protections afforded to the public by Title VI. See Appendix A for posting locations and a copy of the notice. The notice indicates that the City complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI. Included in the Appendix is a list of locations where the policy is posted.

IV. Complaint Procedures

See Appendix B for a copy of The City of Falls Church's instructions to the public regarding how to file a Title VI discrimination complaint and a copy of the complaint form.

V. Previous Investigations, Complaints, and Lawsuits

The City of Falls Church has had no Title VI Complaints since its last submission in 2010.

VI. Public Participation Plan

The City of Falls Church will seek out and consider viewpoints of minority, low-income, and Limited English Proficiency persons in the course of its public outreach and involvement activities. The City will consider the composition of the population affected by the project, the type of practical public outreach to be undertaken and the resources available to the City. The City will seek to overcome linguistic, institutional, cultural, economic, historical or other barriers that might prevent minority and low-income people from effectively participating in the City's decision-making process. To that end, the City will:

- Provide opportunities for individuals and groups in these communities who can assist the City in communication.
- Maintain portions of the City's website in audio format and include other best practices to keep the website accessible to persons with disabilities.
- Advertise new City programs and initiatives in non-English publications and media outlets.
- Conduct meetings at locations and times convenient to low-income and minority populations and accessible to persons with disabilities.
- Distribute media releases broadly to include news outlets tailored to such communities and make those releases accessible to persons with disabilities.
- Fully implement the City's policies on reaching out to persons with Limited English Proficiency as well as those with disabilities.

VII. Meaningful Access to LEP Persons and Persons with Disabilities

The City of Falls Church will adhere to its existing LEP and ADA policies. See Appendices D and E for copies of these policies.

VIII. Membership of Non-Elected Committees

The City of Falls Church does not have a transit-related, non-elected planning board, advisory council or committee, or similar body.

IX. Requirement to Collect Demographic Data

The City is not a transit service provider and therefore is not required to collect demographic data.

X. Monitoring of Subrecipients

The City of Falls Church is not a primary recipient, and does not have any subrecipients to monitor.

XI. Equity Analysis of Facilities

The City of Falls Church is not a transit provider and has not constructed any facilities requiring an equity analysis.

XII. Resolution Approving this Policy

Attached as Appendix C, you will find the resolution from The city Council authorizing the city of Falls Church's Title VI program.

Appendix A: Notice to the Public

This appendix lists the location where The City of Falls Church Title VI Program is displayed and includes a copy of the public notice.

Posting Locations

The City of Falls Church posts its Title VI policy notifications in the following places:

- The City's website,
- The City's public library,
- The City's planning department,
- The City's Multimodal Transit station, after it is built.

Public Notice

- The City of Falls Church, Virginia operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Falls Church.
- For more information on the City of Falls Church's civil rights program, and the procedures to file a complaint, contact 703.248.5004 (TTY 711); email citymanager@fallschurchva.gov; or visit our administrative office at 300 Park Avenue, Suite 303 E, City of Falls Church, Virginia, 22046.
- A person may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- For information in your language please call 703 248-5040 (TTY 711).
- Para recibir información en su idioma por favor llame al 703 248-5040.
- Để có thông tin bằng ngôn ngữ của quý vị, xin gọi 703-248-5040.

Appendix B: Complaint Procedures and Complaint Form

This appendix describes the City of Falls Church's complaint procedures and shows a copy of the complaint form.

Complaint Procedures

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the City of Falls Church ("herein referred to as "the City") may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The City investigates complaints received no more than 180 days after the alleged incident. The City will process complaints that are complete.

Once the complaint is received, the City's Director of Development Services will review it to determine the City office has jurisdiction. The Complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the City. If the complaint will be investigated, the Director of Development Services will assign an investigator to the case.

The City has 180 days to investigate the complaint. If more information is needed to resolve the case, the investigator may contact the complainant. The complainant has 25 business days from the date of the letter to send the requested information to the investigator. If the investigator is not contacted by the complainant or does not receive the additional information within 25 business days, the City can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue the case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training, or other action will occur. If the complainant wishes to appeal the decision, she/he has 25 business days after the date of the letter of the LOF to do so. Appeals should be made to the City Manager.

A person may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Complaint Form

Section I:			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail (email) Address:			
Accessible Format Requirements?	Large Print		
	TDD/TTY		
	Audio Tape		
	Other		
Section II:			
Are you filing the complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are complaining:			
Please explain why you have filed for a third party:			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of the third party.		Yes	No
Section III			
I believe the discrimination I experienced was based on (check all that apply):			
Race	<input type="checkbox"/>		
Color	<input type="checkbox"/>		
National Origin	<input type="checkbox"/>		
Date of Alleged Discrimination (Month, Day, Year):			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. Please write on the back of this form.			
Section IV			
Have you previously filed a Title VI complaint with this City?		Yes	No
Section V			
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, check all that apply:			
<input type="checkbox"/>	Federal Agency		
<input type="checkbox"/>	Federal Court		
<input type="checkbox"/>	State Agency		
<input type="checkbox"/>	State Court		
<input type="checkbox"/>	Local Agency		
Please provide information about a contact person at the agency/court where the complaint was filed.			

Name:
Title:
Agency:
Address:
Telephone:
Section VI
Name of agency complaint is against:
Contact person:
Title:
Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below.

Signature

Date

Appendix C: Resolution Approving this Policy

RESOLUTION 2013-18

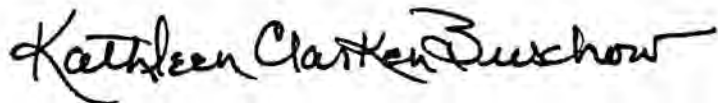
RESOLUTION TO ADOPT TITLE VI PROGRAM FOR CITY OF FALLS CHURCH, VIRGINIA

- WHEREAS, the City of Falls Church is a subrecipient of NVTC and receives FTA funds; and
- WHEREAS, the FTA issued Circular 4702.1B dated October 1, 2012 which requires sub recipients to have their own Title VI programs and to submit the Program to the direct recipient, in this case NVTC; and
- WHEREAS, the City of Falls Church staff has developed a Title VI Program in adherence to Circular 4702.1B dated October 1, 2012 so that no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program receiving federal financial assistance; and
- WHEREAS, the Title VI Plan has been reviewed by City of Falls Church and Northern Virginia Transportation Commission staff members and their comments incorporated into the Plan.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Falls Church, Virginia that the Title VI Program is hereby adopted; and that the City Manager is hereby authorized and directed to implement the Title VI Program in compliance with Federal Law.

Reading: 05-28-13
Adoption: 05-28-13
(TR13-18)

IN WITNESS WHEREOF, the foregoing was adopted by the City Council of the City of Falls Church, Virginia on May 28, 2013 as Resolution 2013-18.



Kathleen Clarken Buschow
City Clerk

Appendix D: Language Access Policy

City of Falls Church



ADMINISTRATIVE REGULATION 8-34

Language Access Policy

I. PURPOSE

Administrative Regulation 8-34 is the City's policy regarding effective communication for all employees interacting with Limited English Proficiency (LEP) customers. The City supports and encourages language access for all employees interacting with LEP customers.

II. AFFECTED EMPLOYEES

All City employees and employees of Constitutional Officers included in the City's personnel system.

III. POLICY

No person is denied equal access to City services based on his inability, or limited ability, to communicate in the English language. Quality service to LEP customers requires all City employees to utilize professional interpreter/translation resources as the primary means of communication. This ensures that the communication is accurate, complete, impartial, and confidential and meets or exceeds professional interpreter qualifications. Vital documents will be identified and translated as appropriate.

Bilingual staff may be utilized, with their permission and that of their supervisor, on a limited basis to provide basic instructions or schedule appointments. Professional interpreters should be secured for complex and detailed interactions such as information gathering or providing complicated instructions. Volunteers or family and friends of the client should not be used to interpret unless the client specifically requests their services.

Authority. Title VI of the Federal Civil Rights Act of 1964 and its implementing regulations provide that no individual shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance. The courts have held that Title VI of the Civil Rights Act prohibits recipients of Federal financial assistance from denying individuals with Limited English Proficiency (LEP) access to programs, on the basis of their national origin. Executive Order 13166 issued in 2000 further addresses providing meaningful access to LEP persons and thus complying with Title VI. All organizations or individuals that receive Federal financial assistance, either directly or indirectly, through a grant, contract or subcontract have an obligation to ensure that individuals with LEP have meaningful and equal access to benefits and services.

IV. DEFINITIONS

Interpretation: The conversion of an oral language message from one language into another. This includes face-to-face interpretation and telephone interpretation. Interpretation may be simultaneous ("on the heels of each phrase spoken") or consecutive which requires that the speaker pause after a few sentences and wait for the interpreter to transmit the message before proceeding.

Limited English Proficient Individual (LEP): Person who does not speak English as his/her primary language and who has a limited ability to read, write, speak, or understand English.

EFFECTIVE DATE: 13 March 2007

REVISION DATE:

Qualified Interpreter/Translator: Person formally trained (certified or qualified) in converting oral or written language between persons who do not share a common language.

Sight Translation/Interpretation: The transmission of written materials from one language into another spoken language.

Translation: The conversion of written text from one language into another.

V. RESPONSIBILITIES

The following describes the responsibilities of various City Departments. The responsibilities are tiered to ensure the most complete level of compliance with this Regulation.

A. Office of the City Manager

1. Provide leadership and sponsorship of the Language Access Policy and initiative;
2. Provide direction for Language Access goals and procedures; and
3. Provide information and guidance through the Housing and Human Services Division/ Human Services Specialist.

B. Housing and Human Services Division

1. Maintain resources and materials related to language issues;
2. Disseminate updates to Division Directors on advances in software, equipment, resources and materials;
3. Recommend interpretation and translation contracts as well as new technology;
4. Provide education and training to employees about language resources, accessibility of services, and effective use of interpretation and translation services as well as available equipment and materials;
5. Provide guidelines for translated documents; and
6. Provide guidance on Web page accessibility.

C. Division Directors

1. Consult with Housing and Human Services Division;
2. Disseminate Language Access information and resources to all employees;
3. Ensure that all employees are aware of, have access to and understand how to use available language resources including, but not limited to: telephone interpretation services, and speaker phones/conference call capability and cell phones for field workers;
4. Disseminate access codes provided by vendors;
5. Direct employees to proactively inform LEP customers of the availability of language access services and utilize telephone interpretation services as primary means of communication; monitor compliance;
6. Promote professional development in cultural competency and foreign language skills; and
7. Identify vital documents for translation; work with identified vendors;

D. Employees

1. Understand and utilize language access resources such as telephone interpretation services;
2. Seek and attend language access training;
3. Proactively inform LEP customers of the availability of language services in their primary language;

4. Request professional development in the areas of cultural competence, foreign languages, or interpreter certifications, if desired;
5. Utilize bilingual staff on a limited basis **only** (Appropriate use of bilingual staff includes simple interactions only and requires the permission of the employee and his supervisor); and
6. Utilize volunteers, family and friends only if requested by the customer.

F. Wyatt Shields, City Manager

Date

ADMINISTRATIVE REGULATION (#)

(Title)

Appendix E: Americans with Disabilities Act Policy

City of Falls Church



ADMINISTRATIVE REGULATION 8-30

Americans with Disabilities Act

I. PURPOSE

Administrative Regulation 8-30 is the City's policy to provide reasonable accommodations to qualified job applicants and employees with disabilities consistent with the provisions of Title I of the Americans with Disabilities Act (ADA).

II. AFFECTED INDIVIDUALS

All City departments and offices are covered by the accessibility and notification requirements cited in the ADA, and all qualified job applicants, permanent, probationary, and term employees are covered by the reasonable accommodation requirements. This Federal law also covers elected and appointed City officials and their employees.

III. POLICY

By a Resolution adopted January 10, 1992, the City affirms its commitment to the letter and to the spirit of the Americans with Disabilities Act. It is the City's policy to ensure equal employment opportunity to all individuals, including those with disabilities. The City of Falls Church will provide reasonable accommodation to qualified job applicants and employees, in accordance with the provisions of the Act, when: an applicant requests a reasonable accommodation during the application process; and an employee requests a reasonable accommodation to enable him/her to perform essential job functions.

The City of Falls Church has designated the Human Resources Director and the ADA Compliance Officer as responsible for enacting this policy and administering the program. Job applicants and employees needing reasonable accommodation should contact the Human Resources Director or the ADA Compliance Officer.

The City of Falls Church will process requests for reasonable accommodation in a timely manner and, as appropriate, provide accommodation promptly.

IV. DEFINITIONS

Disability: Defined by the ADA as a physical or mental impairment that substantially limits one or more major life activities.

Person with a disability: Refers to any person who has a disability, has a record of a disability, or is regarded as having a disability.

Has a 'record of disability': Means the person has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

Is 'regarded as having a disability': Means the person has a physical or mental impairment that does not substantially limit a major life activity but is treated by others as constituting such a limitation; has a physical or mental impairment that substantially limits a major life activity only as a result of the attitudes of others toward such impairment; or has no physical or mental

EFFECTIVE DATE:

1

REVISION DATE:

impairment but is treated by others as having such an impairment.

Short-term conditions, such as a broken ankle, do not constitute a disability covered under the ADA.

Essential Functions: The basic job duties that an employee must be able to perform with or without reasonable accommodation, as defined by the employer and outlined in job descriptions. Essential functions can be determined as follows: 1) the position exists to perform the function. 2) the number of other employees that may be available to perform that task. 3) the position requires a certain degree of skill or specialization.

Major Life Activity: Everyday activity that an average person can perform with little or no difficulty. Major life activity means a function such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Qualified Job Applicants and Employees: Person with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position. Only qualified job applicants and employees with disabilities must be accommodated.

Reasonable Accommodation: Any change or adjustment to the job application process, job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. It is not necessary to provide a reasonable accommodation if doing so would cause an undue hardship, as defined below.

Reasonable accommodations may include, but are not limited to: modifying work sites, e.g., to provide wheelchair access; acquiring or modifying equipment, devices or software; adjusting work schedules to facilitate medical treatment; job restructuring; reassignment to a vacant position for which the employee with a disability is qualified; flexible leave options, including unpaid leave; providing readers or sign language interpreters; and providing materials in alternative format.

Undue Hardship: An accommodation that would be unduly costly, extensive, substantial, or disruptive, or would fundamentally alter the nature or operation of the business. Among the factors to be considered in determining whether an accommodation is an undue hardship are the cost of the accommodation, the overall financial resources of the City, and the nature and structure of its operation. The City Manager makes all final decisions regarding reasonable accommodation and undue hardship.

V. ADA COMPLIANCE OFFICER

The City's ADA Compliance Officer is the Senior Human Services Specialist in the Housing and Human Services Division. This position provides technical assistance and monitors the City's compliance with the ADA.

VI. REASONABLE ACCOMMODATION PROCESS FOR EMPLOYEES

The process for identifying and providing reasonable accommodation for employees is:

1. Using the Reasonable Accommodation Request form (attached), an employee submits a reasonable accommodation request, in writing, to the Human Resources Director and to the ADA Compliance Officer. The request should include an explanation of how his/her disability affects job duties and specify the accommodation the employee is seeking. The Human Resources Director and the ADA Compliance Officer reserve the right to request medical documentation of the nature and the extent of the disability.
2. The Human Resources Director and the ADA Compliance Officer in consultation with the employee's supervisor evaluates the employee's job to determine its purpose and essential functions, and remains in contact with the employee and his/her supervisor throughout the reasonable accommodation process.
3. The Human Resources Director and the ADA Compliance Officer consult with the employee to determine his/her physical or mental abilities and limitations, as they relate to the job's essential functions.
4. The Human Resources Director and the ADA Compliance Officer determine if the employee has a disability covered by the ADA, and whether the employee is qualified with or without a reasonable accommodation.
5. The Human Resources Director and the ADA Compliance Officer determine, based on objective medical or other evidence, whether an employee with a disability poses a direct threat of harm to himself or to others, and whether the threat may be removed by a reasonable accommodation.
6. The supervisor and the employee identify potential accommodations. The supervisor may consult with expert resources such as the ADA Compliance Officer or the Job Accommodation Network (800 526-7234 voice, 877 781-9403 tty).
7. While the employee's preference should be considered, the supervisor, in consultation with the Human Resources Director and the ADA Compliance Officer, may choose an alternate accommodation that is less expensive or easier to provide.
8. Should the Human Resources Director and the ADA Compliance Officer determine that a particular accommodation would impose an undue hardship on the City, the supervisor may consider whether an alternative accommodation imposes such a hardship.
9. If a reasonable accommodation is available, the supervisor, in consultation with the Human Resources Director and the ADA Compliance Officer, selects and implements the accommodation, requesting any additional funds necessary to accommodate the employee.

VII. APPEAL PROCEDURE FOR EMPLOYEES AND JOB APPLICANTS

The City provides an appeal procedure for timely resolution of potential disputes for reasonable accommodation made by employees and job applicants.

1. The employee or job applicant files a written appeal request with the City Manager and provides copies to the Human Resources Director and to the ADA Compliance Officer.
2. The City Manager or his/her designee consults with the Human Resources Director, the ADA Compliance Officer, and the City Attorney, and sets a hearing date, conducts a hearing, gathers any necessary information and/or documentation, and conducts any pertinent interviews.
3. The City Manager renders a decision, in writing, to the employee or job applicants within 30 calendar days of the filing of the request for reconsideration. The City Manager is the final authority on all appeals for reasonable accommodation.
4. Any employee dissatisfied with the City Manager's decision may contact the US Department of Justice or the US Equal Employment Opportunity Commission for additional guidance.

VIII. REASONABLE ACCOMMODATION PROCESS FOR JOB APPLICANTS

An applicant for employment submits, in writing, a request for reasonable accommodation to the City's Human Resources Director and to the ADA Compliance Officer, to include requests for reasonable accommodation in pre-employment testing. The Human Resources Director and the ADA Compliance Officer review the request and advise the applicant of the decision. Reasonable accommodation is provided, if indicated, in accordance with the provisions of the ADA.

IX. STAFF RESPONSIBILITIES DURING THE REASONABLE ACCOMMODATION PROCESS FOR EMPLOYEES

A. Supervisors. Supervisors will cooperate with the Human Resources Director and the ADA Compliance Officer in all aspects of the process of determining reasonable accommodation. Supervisors will provide information, as requested, to the Human Resources Director and to the ADA Compliance Officer regarding the purpose and the essential functions of the employee's job. Supervisors will work to identify potential reasonable accommodations. Supervisors will inform their immediate supervisor, Division Director, and General Manager of the request and the process for reasonable accommodation.

Supervisors with responsibility for hiring also ensure that pre-employment inquiries of a job applicant relate solely to the applicant's ability to perform job-related functions and not to whether the applicant is an individual with a disability or to the nature and the severity of such disability.

B. Division Directors and General Managers. Subordinate supervisors should advise Directors and Managers of requests for reasonable accommodation and the process involved. Directors and Managers may request to be included in the efforts by the Human Resources Director and the ADA Compliance Officer to provide reasonable accommodation. Division Directors and General Managers will cooperate with the Human Resources Director in identifying vacant positions that may be appropriate for a qualified employee with a disability. Directors and Managers may request additional funds, if needed, to provide reasonable accommodation to qualified employees with disabilities.

C. Human Resources Director. The Human Resources Director coordinates all requests for reasonable accommodation with the ADA Compliance Officer, in consultation with the employee and his/her supervisor; complies with all steps in the Reasonable Accommodation Process referenced above; and requests that the ADA Compliance Officer research available resources to provide recommendations on potential accommodations for a qualified applicant or employee with a disability.

D. ADA Compliance Officer. The ADA Compliance Officer monitors the City's compliance with all aspects of the ADA with regard to requests for reasonable accommodation; coordinates with the Human Resources Director on all requests for reasonable accommodation; and researches and provides technical assistance, to include recommendations of potential accommodations.

E. City Manager. The City Manager rules on all appeals for reasonable accommodation and makes a final determination on whether the City can provide reasonable accommodations.

without causing undue hardship.

X. PRE-AND POST-EMPLOYMENT GUIDANCE

A. Pre-Employment Medical Issues.

1. It is unlawful to: ask an applicant whether he/she is disabled; ask about the nature or severity of a disability; or require the applicant to take a medical examination before making a job offer.
2. It is lawful to: ask applicants questions about their ability to perform job-related functions, so long as the questions are not phrased in terms of a disability and to ask applicants to describe or to demonstrate how, with or without reasonable accommodation, they will perform job-related functions.

B. Post-Employment Medical Issues.

1. It is unlawful to require a medical examination or to ask an employee questions about a disability unless the supervisor can demonstrate that these requirements are job-related and necessary for the conduct of business.
2. It is lawful to require a medical examination prior to commencement of employment duties, if an examination is required of everyone who will be working in the job category prior to employment, and to request a medical examination after an employee asks for a reasonable accommodation.

C. Pre-Employment Substance Abuse Issues.

1. Alcoholism is a covered disability under the ADA. It is unlawful to ask applicants how much alcohol they drink or whether they have participated in any program to curb alcohol consumption.
2. It is lawful to ask applicants about illegal drug use. Current illegal drug users are excluded from protection under the ADA. However, the ADA does protect persons who are no longer illegally using drugs including those who have successfully completed or who are currently in a rehabilitation program.

F. Wyatt Shields, City Manager

Date

Attachment:

J:\AD\68-16-6-ADA final 2008.doc

ADMINISTRATIVE REGULATION (#)

{Title}

The City of Alexandria's Title VI Program

The City of Alexandria (the "City") is an independent City in the Commonwealth of Virginia which was founded in 1749. The City receives Federal Transit Administration ("FTA") funds as a subrecipient of both the Northern Virginia Transportation Commission ("NVTC") and of the Metropolitan Washington Council of Governments ("MWCOC"). The FTA funded transit projects performed by the City are either studies, or provide facilities for the Washington Metropolitan Area Transit Authority ("WMATA"), which, in its role as a direct recipient of FTA funds, produces its own Title VI report.

The City has established a Title VI Program to comply with the US Department of Transportation ("DOT") Title VI regulations (49 CFR part 21) and to integrate into their programs and activities considerations expressed in the DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficiency ("LEP") Persons (70 FR 74087, December 14, 2005).

On October 1, 2012, FTA issued Circular 4702.1B which supersedes Circular 4702.1A and now requires subrecipients to have their own Title VI program. The Title VI program shall follow all the requirements of Chapter III-3 of the Circular and must be approved by the subrecipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions. Subrecipients shall submit Title VI Programs to the primary recipient from whom they receive funding in order to assist the primary recipient in its compliance efforts.

1.0 Annual Assurance to MWCOC/NVTC that the City of Alexandria is Complying with Title VI of the Civil Rights Act of 1964

Assurance of Compliance

It is the policy of the City of Alexandria not to discriminate against any employee because of race, color, religion, age, sex, national origin, ancestry, or disability.

Title VI Assurance

In accordance with 49 CFR Section 21.7, every application for financial assistance from the Federal Transit Administration (FTA) must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI of the Civil Rights Act of 1964. The City of Alexandria will fulfill this requirement by submitting the annual assurance to NVTC prior to receiving FTA funds. The City of Alexandria provides this assurance in consideration of and for the purpose of obtaining FTA grants, loans, contracts, property, discounts or other FTA financial assistance.

The City has signed the certifications and assurance document required by FTA and has forwarded it to NVTC as required by the subrecipient agreement signed between the parties.

2.0 Notice to the Public Regarding Title VI Obligations

The City of Alexandria has chosen to adopt the MWCOG notice, which has been changed to accommodate the City's information. It is included in Appendix A.

The notice states in English and Spanish that the City operates its programs without regard to race, color, and national origin. It informs the public how to request additional information on the City of Alexandria's Title VI obligations. It directs the public to a copy of the City's procedures for filing, receiving, and tracking complaints. The notice also includes the Title VI complaint form. See Appendix B. The notice states further that the City will translate it into other languages on request.

This notice will be posted in or proximate to large facilities having many transit patrons, such as the City Hall, all of the City's libraries, and such major transit facilities as the King St-Old Town Metrorail station, and on the City's web site.

3.0 Investigations of Alleged Discrimination

The City of Alexandria has a staffed Office of Human Rights which investigates any allegations of discrimination by the City. The City of Alexandria will record any Title VI investigations, complaints, or lawsuits. This list shall include the date of the investigation, lawsuit, or complaint filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the City of Alexandria in response to the investigation, lawsuit, or complaint. The City will employ the complaint form attached in Appendix B to catalogue any complaints received by the Office of Human Rights.

4.0 Title VI Investigations, Complaints, and Lawsuits

The City of Alexandria has had no Title VI complaints since its last submittal in 2010. No Title VI complaints had been filed prior to 2010.

5.0 Public Participation Plan

The City of Alexandria believes public participation is an integral part of transportation planning and decision making. The City of Alexandria provides access to minority, low-income, and LEP populations on opportunities for public participation in transportation decisions. By providing such access, the City of Alexandria offers an inclusive, representative, and equal opportunity for two-way communication resulting in appropriate action that reflects public involvement. The City of Alexandria's Transportation & Environmental Services Department has and will continue to coordinate with the City of Alexandria's Communications Department and the City of Alexandria's Human Rights Department and other organizations to implement strategies to reach out to members in affected minority, low-income, and LEP communities on proposed transportation decisions.

The City employs a wide variety of means to involve citizens in transportation planning. Examples are the following:

- Public meetings before many groups who have expressed interest in different projects, such as making a presentation about the King Street Access Improvement project before the Alexandria Federation of Civic Federations.
- Holding project-specific public meetings to solicit input. In areas of the City with large populations of LEP people, the city written materials in their native language and makes sure that translators are present at these meetings.
- Holding a series of public meetings on major issues, such as 15 meetings held in determining the feasibility of high-capacity transitways in the City.
- Employing the City's General Web Site and the City's Local Motion Web Site to provide announcements of public meetings and to provide information to the general public about issues which were raised at the meetings.
- Before transportation surveys are administered, making sure that all people affected by the action who may have Limited English Proficiency, have surveys available in their native language. In the past, we have printed transportation surveys in Spanish and Amharic, which is one of the languages of Ethiopia. This will be done by pulling down corridor level demographic information, prior to the survey being administered to ensure that it is in the appropriate language.
- In corridors with a large LEP population, translators will be available at all public meetings and any written materials which will be distributed at the meeting will be available in the second predominant language as well as English.
- Releasing news releases on important meetings which are picked up by the Washington Post and local newspapers.
- Distributing information monthly about transportation issues on the City's Local Motion web site.
- In some cases, distributing paper flyers to the houses and/or businesses in the travel corridors being analyzed.
- Establishing ad hoc committees of citizens and elected officials to assist staff in gauging transportation decisions.
- City Council meetings.
- Web proceedings from City Council meetings.
- Information on the local cable television station.
- Information is distributed through such social media as Twitter and Facebook.

6.0 A Plan for Meaningful Access for Persons with Limited English Proficiency (LEP)

Four Factor Analysis

The City of Alexandria has performed a USDOT Four-Factor analysis of its program to encourage people with Limited English Proficiency (LEP) to become more involved in the process of planning transportation services.

This analysis consists of these four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the grantee;
2. The frequency with which LEP individuals come into contact with the City of Alexandria's plans, programs, and activities;
3. The nature and importance of the program, activity, or service provided by the City of Alexandria to the LEP population; and
4. The resources available to the City of Alexandria and overall costs to provide LEP assistance.

Factor 1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the grantee;

In order to get the total number of LEP people in the City the results of the FY2007-FY2017 American Community Survey conducted by the U.S. Census were used. According to these figures, 70.4% of the population of the City only speak English. Out of the 29.6% who speak other languages, 13.7% of the population speak Spanish or Spanish Creole. Out of this population, 50.2% speak English less than very well. Other Indo-European languages are used by 6.6% of the population, with 24.0% of this group not speaking English very well. Asian and Pacific Islanders represent 3.1% of the population, with 39.9% of them not speaking English well. Finally, there is another sizable group of non-English speakers. These are people speaking other languages, such as Amharic, who constitute 6.6% of the City's population. According to these figures, 39.1% of these people do not speak English well.

The City or its contractor will perform a demographic analysis of the service area impacted by any transit project. As an illustration of this, the City reviewed the U.S. Census for part of the area which will be analyzed as part of the FTA funded Van Dorn Beauregard Alternative Analysis/Environmental Assessment. City staff compared the demography of Zip Code 22311, west of I-395 with the rest of the City by using the American Community Survey (2007-2011 5-year estimate), and found that this area has a higher percentage of Hispanics than the City as a whole. According the U.S. Census, 18.2% of the people in this Zip Code are Hispanics, in contrast to 15.4% in the City as a whole. The demographic analysis also reviewed.

The City also reviewed another piece of data from the American Community Survey and it indicated for those households where English was not spoken at home, respondents answered whether they could speak English less than very well. For those speaking Spanish in the City,

6.7% of people stated that they can speak it less than very well. For those in Zip Code 22311, 7.3% indicated that they can speak English less than very well. In attempting to gauge the LEP population, it was suggested that the level of literacy of the population should be gauged. Doing a cross-tabulation of ability to speak English well and levels of education would have provided the best information. However that information was not obtainable. Comparing low levels education (less than 9th grade education) in Zip Code 22311 with the City as a whole finds them to be almost identical, with 4.6% of people in Zip Code 22311 having low levels of education while in the entire City the number is 4.5%. All of this data does suggest that as the City embarks on the analysis of the Van Dorn-Beauregard corridor, we must fashion various methods to actively solicit the inputs of LEP people. Attached in Appendix C are census tract maps that indicate where the five major languages most spoken at home other than English are located. Attached in Appendix D are maps which indicate the percentage of Black or African American people and the percentage of Hispanics in each census tract in the City.

Factor 2: The frequency with which LEP individuals come into contact with the City of Alexandria's plans, programs, and activities;

The City has provided translation services and appointed representatives of non-English speaking groups to commissions, however it has not documented previously how many LEP individuals actually interface with the City. The City will make an effort to document the number of LEP people who wish to be involved in the transportation planning process and how these people became involved in the process.

Factor 3: The nature and importance of the program, activity, or service provided by the City of Alexandria to the LEP population

The transit programs which are assisted by the City's Department of Transportation and Environmental Services are of critical importance to many in the LEP community. These services oftentimes represent the only means of transportation to members of this community, which enable them to find and keep jobs, and to take advantage of the many benefits provided for citizens of Alexandria. The City will renew its efforts to reach out to this important group in providing transit services and facilities which can improve their travel experience. We will investigate the best means of developing a continuing dialogue with this population.

The City will make an effort to ensure that identify important projects which will affect LEP populations and will increase its efforts to get these people involved in the transportation planning process.

Factor 4: The resources available to the City of Alexandria and overall costs to provide LEP assistance.

The City worked with the United Way to develop a Hispanic Assessment in 1999. This study determined that that City needed to provide better interpretive services to Hispanic persons, to fully provide them with all City services. In response to these findings, the City developed its Language Assistance plan in 2003 and was updated in 2008. This plan, provided in Appendix

E, indicates all of the resources which the City has available to those who have Limited English Proficiency. The City has historically provided an extensive amount of resources for interpretive services. Annually, the City invests almost \$200,000 in language interpretation.

7.0 Analysis of Non-Elected Transportation Boards and Commission Appointed by Alexandria

The City of Alexandria has had three city commissions or advisory groups which deal with transit issues. These are the Transportation Commission, the High Capacity Transit Corridors Working Group, and the Beauregard Rezoning Advisory Group. The following table illustrates the composition of these groups:

Table of the Composition of Transit-Related Citizen Groups

Name of Group	No. of Caucasians	No. of African-Americans	No. of Hispanics	No. of Asians/Pacific Islanders	Total
Transportation Commission	7-8	2-1			9
High Capacity Transit Corridors Working Group	8	1			9
Beauregard Rezoning Advisory Group	9	1	1		11

The Transportation Commission helps our City Council develop transportation policies. The Transportation Commission has one African-American representative, the Mayor of Alexandria. Until recently, the Transportation Commission also had another long-serving African-American member. There are a total of nine people on the Commission, whose members are appointed by other City Commissions and the City Council. Its meetings are widely publicized in various local and city media and we have had considerable representation from audience members from such minority groups as African-Americans.

The second non-elected group dealing with transit issues was the High-Capacity Transit Corridors Work Group. This group held 15 meetings from October 2010 to March 2012 to develop recommendations for high-capacity transitway corridors within the City. While most of the notifications were posted on the internet, one effort involved City staff delivering hard copy notices individually to almost all households within one corridor. The work group was composed of nine individuals, with one person being African-American. The meetings of this group were widely publicized and many minority group residents participated in the meetings, particularly African-Americans.

The third non-elected group was the Beauregard Rezoning Advisory Group. It was a committee which advised the City Council on a range of issues involving the rezoning of the Beauregard corridor. This group, consisting of eleven individuals, had two minority members, one Hispanic and one African-American. Considerable efforts were made to do community outreach to people with limited English proficiency. Informational materials and meeting notices regarding the overall planning effort were translated into English, Amharic and Spanish. These materials and notices were posted online on the City's website, and hard copies were distributed at public places throughout the Plan area, from libraries and schools (including flyers in student backpacks in cooperation with the Alexandria public school system) as well as popular local retail spaces such as coffee shops, laundromats, and grocery stores. Spanish language interpreters attended every City-sponsored meeting, with headsets provided, to facilitate audience participation and comment. Spanish interpretation was also provided at meetings of the Beauregard Rezoning Advisory Group.

The City will renew its efforts to identify both members of minority groups and people with LEP who will be affected by major City actions. These people will be strongly considered for appointment to the community service boards which provide the City with policy guidance regarding some of these major transportation issues. The City will review the make-up of these boards and ensure that such representation is provided on these Boards, as vacancies become available.

8.0 Requirement to Collect Demographic Data

The City is not a transit service provider, and therefore is not required to collect demographic data. The Alexandria Transit Company is independent of the City and does not accept FTA capital and operating funds. Nevertheless, the City performed the following analysis of **the FTA Funded Projects** in Alexandria. In the next fiscal year, the City of Alexandria will be drawing down funds from most of its FTA grants.

8.1 Crystal City-Potomac Yard Transitway

The City has several grants funding the Crystal City-Potomac Yard Transitway (CCPY) and its stations. The transitway is currently under construction, and should be completed by March, 2014. This project received a documented categorical exclusion from the FTA on March 25, 2011, which contained a section on environmental justice. WMATA conducted a Metrobus Ridership survey of all of its bus routes in 2008. Route 9A, which serves the CCPY Transitway corridor has the following demographic data. The route serves a total of 1,688 people on an average weekday. Among its riders 74.37% are members of minority groups, 16.49% are Hispanic, and 45.43% are low income (Under \$30,000 household income). Please understand that these statistics are for the entire line. The portion of the line within the CCPY Transitway portion of the corridor is a smaller piece of the corridor. No title VI issues have arisen in the design or construction of this facility.

8.2 Van Dorn-Beauregard Alternatives Analysis/Environmental Assessment

The City of Alexandria is also about to undertake a combination of an Alternatives Analysis/Environmental Assessment for a bus rapid transit service in the Van Dorn-Beauregard Corridor of Alexandria. The RFP was sent out on April 26, 2013. The RFP will be returned to the City by May 30, 2013. The City's current plans are for this work to be completed by July, 2015. This corridor is served by several WMATA bus routes. The major ones are Routes 7, 25B, 21A, and 8. These routes were also surveyed by WMATA in its regional bus survey of 2008. Based upon the results of the survey, these routes have the following characteristics:

Demographics of WMATA Bus Riders in the Van Dorn/Beauregard Corridor

	Route 7	Route 25B	Route 21A	Route 8
Percentage of Minority Members	50.25%	72.76%	51.92%	36.38%
Percentage of Hispanics	8.89%	18.26%	2.32%	8.05%
Percentage of People earning Below \$30,000/year	21.34%	37.11%	7.38%	7.98%
Total Number of People Using Line on an Average Weekday	4,974	1,476	633	1,254

Please understand that as with the previous information on the CCPY Transitway, only a portion of each route is in the Van Dorn-Beauregard corridor.

This data indicates that these routes are traversing through areas which have large numbers of People with Limited English Proficiency (LEP). We will rely on our consultants to develop the final public involvement plan, but an important consideration we will make in reviewing the proposals to do this work is the ingenuity the prospective consulting team will use in engaging the LEP community in this corridor. We know from the information we have presented here that there is a large group of Hispanics living in the corridor. The consultant will develop methods to positively involve this group of people in the study's work on a continuing basis. In addition, this corridor may also contain other minority groups who do not speak English proficiently. The consultant will review detailed demographic information and determine if or how these people can also be involved in the study.

We expect to use techniques such as:

- Pro-actively reaching out to the community, such as attending festivals or other large gatherings, and making presentation to local community groups;
- Developing programs for school students;
- Producing project materials in Spanish as well as English;
- Providing translation services at all public meetings; and
- Providing meeting notices at locations in the community and in community-based newspapers.

8.3 King St-Old Town Metrorail Access Improvements

By the end of calendar year 2013, a contractor will be employed by WMATA and funded by Alexandria to rebuild a set of access improvements for the King St-Old Town Metrorail station. These improvements have gone through an extensive vetting process. We have performed a demographic analysis of the users of this facility, using the results of the WMATA 2012 Metrorail customer survey and have determined the following. The station is used by 9,986 people on an average workday with 34.65 % being members of minority groups , 5.18% being Hispanics, and 8.67% low income people (People earning less than \$30,000 Annual Income).

Since this facility is used by a number of LEP riders, an effort will be in place through using the Hispanic media to make sure that this group of transit patrons is aware of the project, and the temporary dislocations which will occur as part of the project. This project should be completed by April, 2015.

8.4 Eisenhower South Metrorail Improvements

In the next year, a final design will be developed for the Eisenhower South and construction should begin. The demographics of this station are such that while not many Hispanics may live near the station, a significant number of Hispanics use the movie theaters and governmental facilities near the station. These are the findings of the results of the WMATA 2012 Metrorail customer survey which verify this conclusion. The station is used by 2,017 people on an average weekday, with 39.78% members of minority groups 5.93% Hispanics, and 6.88% low income people (People earning less than \$30,000 Annual Income). When construction begins, an outreach effort will be made to make the LEP population using the station aware of any short term service disruptions due to construction.

8.5 Alexandria Transit Service Improvements

The final major FTA project involves the erection of new bus shelters, amenities, and pedestrian travel paths to bus shelters throughout the City. The design of the bus shelters will be finished shortly, and the actual construction is scheduled to begin in September, 2013. The pedestrian walkways to transit are scheduled to begin construction in the summer of 2013. This work should be finished up in 2014. In any areas where large concentrations of LEP individuals are identified

which might be impacted by the construction, information will be distributed to the individuals who will be adversely impacted by this construction.

Appendix A

Notice to the General Public

In order to comply with 49 CFR Section 21.9(d), the City of Alexandria shall provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded to them by Title VI. The paragraph below will be inserted into all significant publications that are distributed to the public. The text will be placed permanently on the City's website: <http://alexandriava.gov>.

"The City of Alexandria fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to file a Title VI related complaint, see <http://alexndriava.go> or call (703) 746-3140. Para información en español, llame al (703) 746-3140."

Apéndice A

Aviso al Público en General

A los fines de cumplir con la Sección 21.9(d) del 49 CRF, la Ciudad de Alexandria le proporcionará al público información relacionada con las obligaciones de esta ciudad con respecto al Título VI y hará saber a todos las protecciones anti-discriminatorias que les brinda esta ley. El párrafo citado a continuación va a ser insertado en todas las publicaciones importantes que se distribuyen al público. Dicho texto también ocupará un lugar permanente en el sitio Web de la ciudad en: <http://alexandriava.gov>.

“La Ciudad de Alexandria cumple a plenitud con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 y los estatutos y regulaciones afines en todos los programas y actividades. Para más información, o para presentar una queja relacionada con el Título VI, visite: <http://alexandriava.gov> o llame al (703) 746-3140. Para información en español, llame al (703) 746-3140.”

Appendix B

INSTRUCTIONS FOR FILING A COMPLAINT AND COMPLAINT FORM

Procedures

1. Any individual, group of individuals, or entity that believes he/she, they, or it have been subjected to discrimination prohibited by Title VI nondiscrimination procedures may file a written complaint with the City of Alexandria's Title VI Officer. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:
 - a. Complaint shall be in writing and signed by the complainant(s).
 - b. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
 - c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained-of incident.
 - d. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or e-mail transmittal for COG to be able to process it.
 - e. Complaints received by telephone will be entered into a log listing time, date, and complainant. Complainants will be informed to file a complaint in writing and will be directed to the website or other templates suggesting complaint form.
2. Upon receipt of the complaint, the Title VI Officer will refer the matter to the City Attorney who will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. Complaints against the Alexandria will be referred by the City Attorney to the appropriate state or federal agencies for proper disposition pursuant to their procedures. In special cases warranting intervention to ensure equity, these agencies may assume jurisdiction and either complete or obtain services to review or investigate matters.
3. In order to be accepted, a complaint must meet the following criteria:
 - a. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.

- b. The allegation(s) must involve a covered basis such as race, color, natural origin, gender, disability, or retaliation.
 - c. The allegation(s) must involve a program or activity of a Federal-aid recipient, sub-recipient, or contractor, or, in the case of ADA allegations, an entity open to the public.
 - d. The complainant(s) must accept reasonable resolution based on the City's administrative authority (reasonability to be determined by Alexandria).
- 4. A complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint.
 - b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
 - c. The complainant cannot be located after reasonable attempts.
- 5. Once Alexandria or a state or federal agency decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five calendar days. The complaint will receive a case number and will then be logged in the records of Alexandria or the agency referred to identifying its basis and alleged harm, and the race, color, national origin, and gender of the complainant.
- 6. In cases where Alexandria assumes the investigation of the complaint, Alexandria will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days from the date of Alexandria's written notification of acceptance of the complaint to furnish his/her response to the allegations.
- 7. In cases where Alexandria assumes the investigation of the complaint, within 40 calendar days of the acceptance of the complaint, the City Attorney, with assistance from the appropriate Title VI Coordinator will prepare an investigative report for review by the City Manager. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.
- 8. The City Attorney and the appropriate Title VI Coordinator will discuss the report and recommendations with the City Manager within 10 calendar days. The report will be modified as needed and made final for its release.
- 9. Alexandria's final investigative report and a copy of the complaint will be forwarded to the appropriate state agency within 60 calendar days of the acceptance of the complaint.
- 10. Alexandria will notify the parties of its preliminary findings, which may be subject to concurrence from the appropriate Commonwealth agency.
- 11. Once a Commonwealth agency issues its final decision, Alexandria will notify all parties involved about such determination. State determinations are not subject to an appeal.

**City of Alexandria
Title VI Complaint Form
February 11, 2013**

Name: _____

Address: _____

Telephone Numbers:

(Home) _____ (Work) _____

Electronic Mail Address: _____

Accessible Format Requirements?

Large Print _____ Audio tape _____

TDD _____ Other _____

Are you filing this complaint on your own behalf?

Yes _____ No _____

[If you answered "yes" to this question, go to Section III.]

If not, please supply the name and relationship of the person for whom you are complaining:

Please explain why you have filed for a third party. _____

If you are filing on behalf of a third party, have you have obtained the permission of the aggrieved party?

Yes _____ No _____

Have you filed this complaint with any other federal, state or local agency, or with any federal or state court?

Yes _____ No _____

If Yes, please list:

Federal agency _____

State Agency _____

Local Agency _____

Federal Court _____

Have you filed a lawsuit regarding this complaint? Yes _____ No _____

If you answered "yes" to either of the two previous questions, please provide a copy of the complaint form or lawsuit.

[Note: This above information is helpful for administrative tracking purposes. However, if litigation is pending regarding the same issues, we defer to the decision of the court, and Alexandria will not take action.]

Name of office or department you believe discriminated against you:

Office or Department _____

Name of Individual (if applicable) _____

Address _____

City _____ State _____ Zip code _____

Telephone _____

Basis(es) for complaint, check all that apply:

☐ Race ☐ Color ☐ National Origin

On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.

Please sign here: _____

Date: _____

[Note - We cannot accept your complaint without a signature.]

You may attach any written materials or other information that you think is relevant to your complaint.

Please mail your completed form to: The City Attorney, City of Alexandria, 301 King Street, Suite 1300, Alexandria, VA 22314

Alternative formats of this form can be made available by request: Robin.wilson@alexandriava.gov.
Phone: 703-746-3750 or please use the free Virginia Relay System at 7-1-1. Please allow seven (7) working days for preparation of the material.

Apéndice B

INSTRUCCIONES PARA PRESENTAR UNA QUEJA Y FORMULARIO DE QUEJA

Procedimientos

1. Toda persona, grupo de personas o entidades que crean que han sido objeto de un acto discriminatorio prohibido en los procedimientos sobre no discriminación del Título VI, podrán presentar una queja por escrito ante el Oficial del Título VI de la Ciudad de Alexandria. La queja formal tiene que ser presentada dentro de los 180 días calendarios siguientes a la supuesta ocurrencia, o cuando el demandante se enteró de la supuesta discriminación. La queja tiene que cumplir los requisitos siguientes:
 - a. La queja tiene que: estar por escrito y firmada por el demandante o demandantes.
 - b. Incluir la fecha del presunto acto discriminatorio (fecha en que el demandante o demandantes se enteraron de la supuesta discriminación; o la fecha en que se descontinuó esa conducta o la última vez que ocurrió.)
 - c. Presentar una descripción detallada de los actos, incluyendo los nombres y títulos de cargos ocupados por las personas de las que se percibió que fueron partes del incidente objeto de la queja.
 - d. Se acusará recibo de las acusaciones enviadas por fax o correo electrónico, y se procesarán una vez que se haya(n) establecido la(s) identidad(es) del demandante o demandantes y su intención de seguir adelante con la queja. Para esto, el demandante tiene que enviar por correo una copia original firmada del fax o correo electrónico, para que el Consejo de Gobiernos (COG) pueda procesarla.
 - e. Las quejas recibidas por teléfono serán anotadas en un registro indicando la hora, fecha y naturaleza de cada queja. A los demandantes se les informará que presenten la queja por escrito, para lo cual serán dirigidos al sitio Web para obtener plantillas que sugieren el formulario para la queja.
2. Una vez recibida la queja, el Oficial del Título VI la enviará al Procurador de la Ciudad, quien determinará su jurisdicción, aceptabilidad y si se necesita más información, además de investigar los méritos de la misma. Las quejas contra la Ciudad de Alexandria serán remitidas por el Procurador de la Ciudad a las agencias estatales o federales correspondientes para su debido procesamiento conforme a sus procedimientos. En casos especiales que justifiquen una intervención para asegurar equidad, estas agencias podrán asumir jurisdicción, o bien completar u obtener servicios para examinar o investigar los hechos.

3. Para que sea aceptada, una queja tiene que cumplir los criterios siguientes:
 - a. La queja tiene que ser presentada dentro de los 180 días calendarios siguientes a la presunta ocurrencia, o cuando el demandante se enteró de la supuesta discriminación.
 - b. La acusación o acusaciones tienen que referirse a un hecho previsto en la ley, tal como raza, color, nacionalidad, género, discapacidad o represalia.
 - c. La acusación o acusaciones tienen que estar relacionadas con un programa o actividad de un beneficiario o sub-beneficiario de ayuda federal, o contratista, o en el caso de acusaciones relacionadas con la Ley de Americanos con Discapacidades (ADA), una entidad abierta al público.
 - d. El demandante o demandantes tienen que aceptar una resolución razonable basada en la autoridad administrativa de la Ciudad (la calidad de razonable será determinada por Alexandria).
4. Una queja podrá ser rechazada por las razones siguientes:
 - a. El demandante solicita la retirada de la queja.
 - b. El demandante no responde a repetidas solicitudes de información adicional necesaria para procesar la queja.
 - c. No se puede localizar al demandante después de varios intentos razonables.
5. Una vez que Alexandria o una agencia estatal o federal decidan aceptar la queja e investigarla, el demandante y el demandado serán notificados por escrito de dicha determinación en el plazo de cinco días calendarios. A la queja se le asignará un número de caso y luego será asentada en los registros de Alexandria o de la agencia a donde fue enviada para identificar su fundamento y el supuesto perjuicio ocasionado, así como la raza, color, nacionalidad y género del reclamante.
6. En los casos en que Alexandria asuma la investigación de la queja, la Ciudad brindará al demandado la oportunidad de responder por escrito a las acusaciones. El demandado tendrá diez (10) días calendarios a partir de la notificación escrita de Alexandria de haber aceptado la queja, para responder a las acusaciones.
7. En los casos en que Alexandria asuma la investigación de la queja, y dentro de los 40 días calendarios siguientes a la fecha de su aceptación, el Procurador de la Ciudad, con la asistencia del correspondiente Coordinador del Título VI, preparará un informe de la investigación para que lo examine el Administrador de la Ciudad. Este informe incluirá una descripción narrativa del incidente, la identidad de las personas entrevistadas, los resultados y recomendaciones para su disposición.
8. El Procurador de la Ciudad y el Coordinador correspondiente del Título VI discutirán el informe y recomendaciones con el Administrador de la Ciudad dentro de un plazo de

diez días calendarios. El informe será enmendado en la medida necesaria y se redactará en forma final para su publicación.

9. El informe final de la investigación realizada por Alexandria, junto con una copia de la queja, serán enviados a la agencia estatal correspondiente dentro de los 60 días calendarios siguientes a la aceptación de la queja.
10. Alexandria notificará a las partes sus conclusiones preliminares, las cuales podrán estar sujetas al acuerdo de la agencia estatal correspondiente.
11. En cuanto una agencia del Estado emita su decisión final, Alexandria notificará esa determinación a todas las partes involucradas. Las determinaciones del Estado no están sujetas a apelación.

Ciudad de Alexandria
Formulario de Quejas sobre el Título VI
Febrero 11, 2013

Nombre: _____

Dirección: _____

Números de teléfono:

(Casa) _____ (Trabajo) _____

Dirección de correo electrónico: _____

¿Requisitos de formato accesible?

Letra de imprenta grande _____ Cinta de audio _____

Dispositivo telefónico para sordos (TDD) _____ Otro _____

¿Está usted presentando esta queja en su propio nombre?

Sí _____ No _____

[Si contestó que "sí" a esta pregunta, pase a la Sección III.]

Si contesta que no, por favor dé el nombre y relación de la persona por quien usted está presentando la queja: _____

Por favor explique por qué está presentando la queja a nombre de un tercero. _____

Si está presentando la queja en nombre de un tercero, ¿ha obtenido el permiso de la parte agraviada?

Sí _____ No _____

¿Ha presentado esta queja ante cualquier otra agencia federal, estatal o local, o ante cualquier tribunal federal o estatal?

Sí _____ No _____

Si contestó que sí, por favor indique cuál:

Agencia federal _____

Agencia estatal _____

Agencia local _____

Tribunal federal _____

¿Ha presentado usted una demanda sobre esta queja? Sí _____ No _____

Si contestó que "sí" a cualquiera de las dos preguntas anteriores, por favor proporcione una copia del

formulario de queja o demanda.

[Nota: La información arriba mencionada es útil para los fines de seguimiento administrativo. No obstante, si está pendiente un pleito sobre los mismos problemas, deferiremos nuestra decisión a la del tribunal, y Alexandria no tomará ninguna acción al respecto.]

Nombre de la oficina o departamento que usted cree que discriminó contra usted:

Oficina o Departamento _____

Nombre de la persona (si procede) _____

Dirección _____

Ciudad _____ Estado _____ Código postal _____

Teléfono _____

Base(s) de la queja. Marque todas las que correspondan:

☐ Raza ☐ Color ☐ Nacionalidad

Haga el favor de describir su queja en horas separadas. Usted deberá incluir detalles específicos, tales como nombres, fechas, horas, testigos y cualquier otra información que nos ayude en nuestra investigación de sus acusaciones. Sírvase también proporcionar cualquier otra documentación pertinente a esta queja.

Favor de firmar aquí: _____

Fecha: _____

[Nota – No podemos aceptar su queja sin una firma.]

Usted puede adjuntar cualquier material escrito u otra información que considere que es importante para su queja.

Por favor envíe su formulario debidamente llenado a: The City Attorney, City of Alexandria, 301 King Street, Suite 1300, Alexandria, VA 22314

Puede obtener otros formatos diferentes a este solicitándolos a: Robin.wilson@alexandriava.gov:

Teléfono: 703-746-3750 o por favor use el sistema gratuito de relevos de Virginia (Virginia Relay System) en el 7-1-1. La preparación de estos materiales tomará siete (7) días hábiles.

Appendix C

Largest Groups of Languages Spoken at Home Other than English in Alexandria

People Speaking Spanish at Home in Alexandria

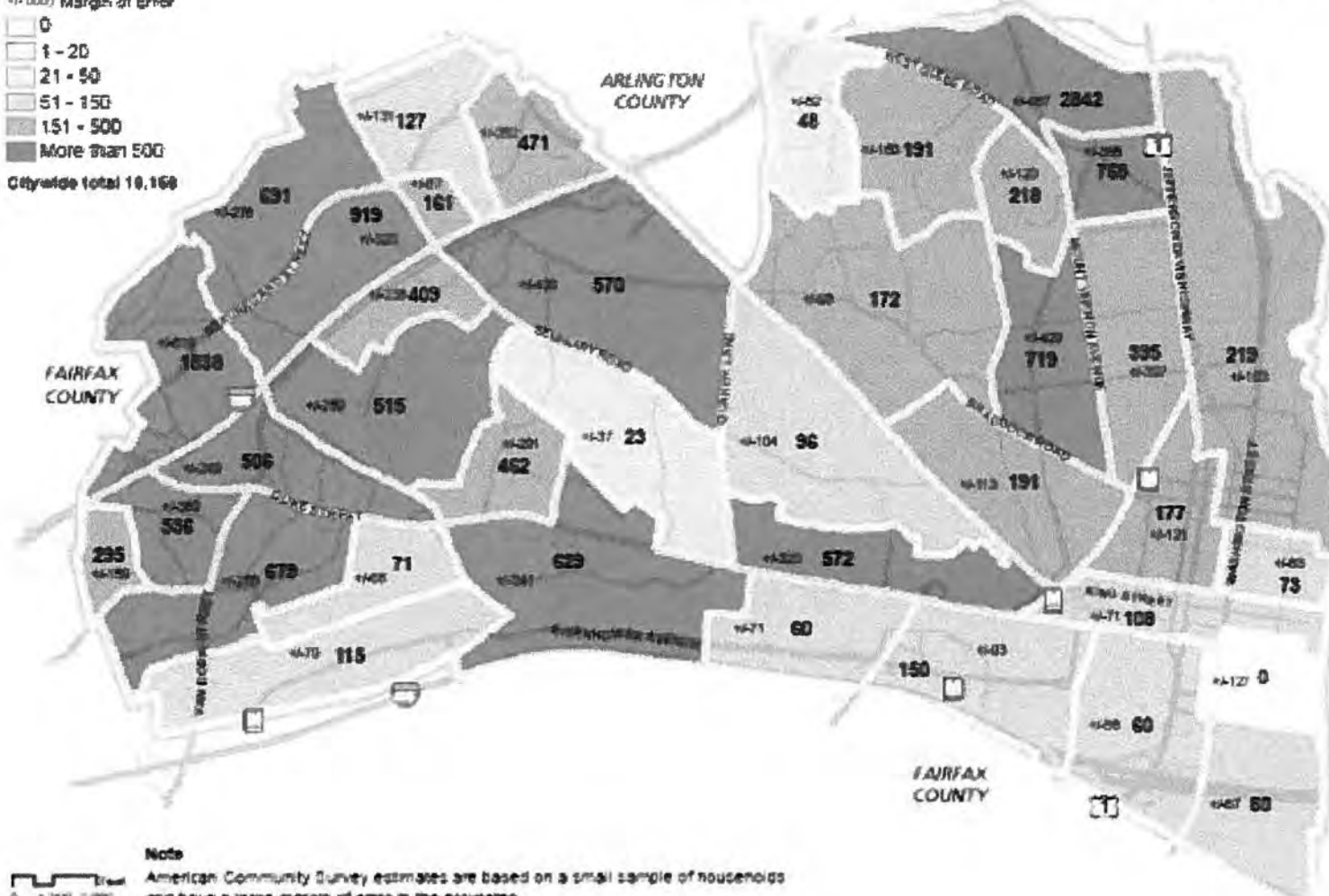
N=18,168

Estimated Number of People 5 Years Old and Older Speaking Spanish at Home
American Community Survey 2006-2010 5-year Average

000 Estimate
+/- 000 Margin of Error

- 0
- 1 - 20
- 21 - 50
- 51 - 150
- 151 - 500
- More than 500

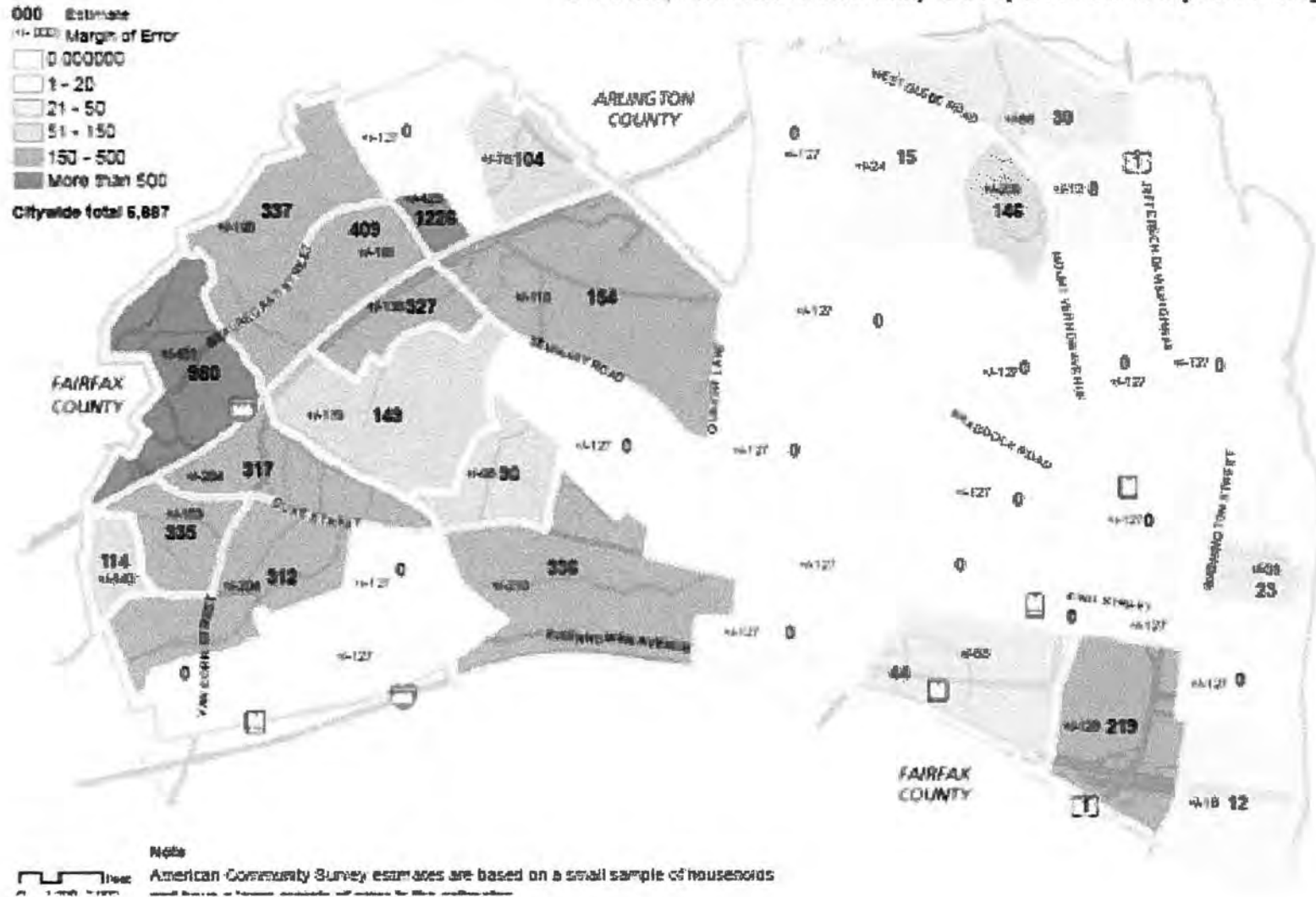
Citywide total 18,168



People Speaking African Languages at Home in Alexandria

N=6,687

Estimated Number of People 5 Years Old and Older Speaking African Languages at Home, American Community Survey 2006-2010 5-year Average



People Speaking Arabic in Alexandria

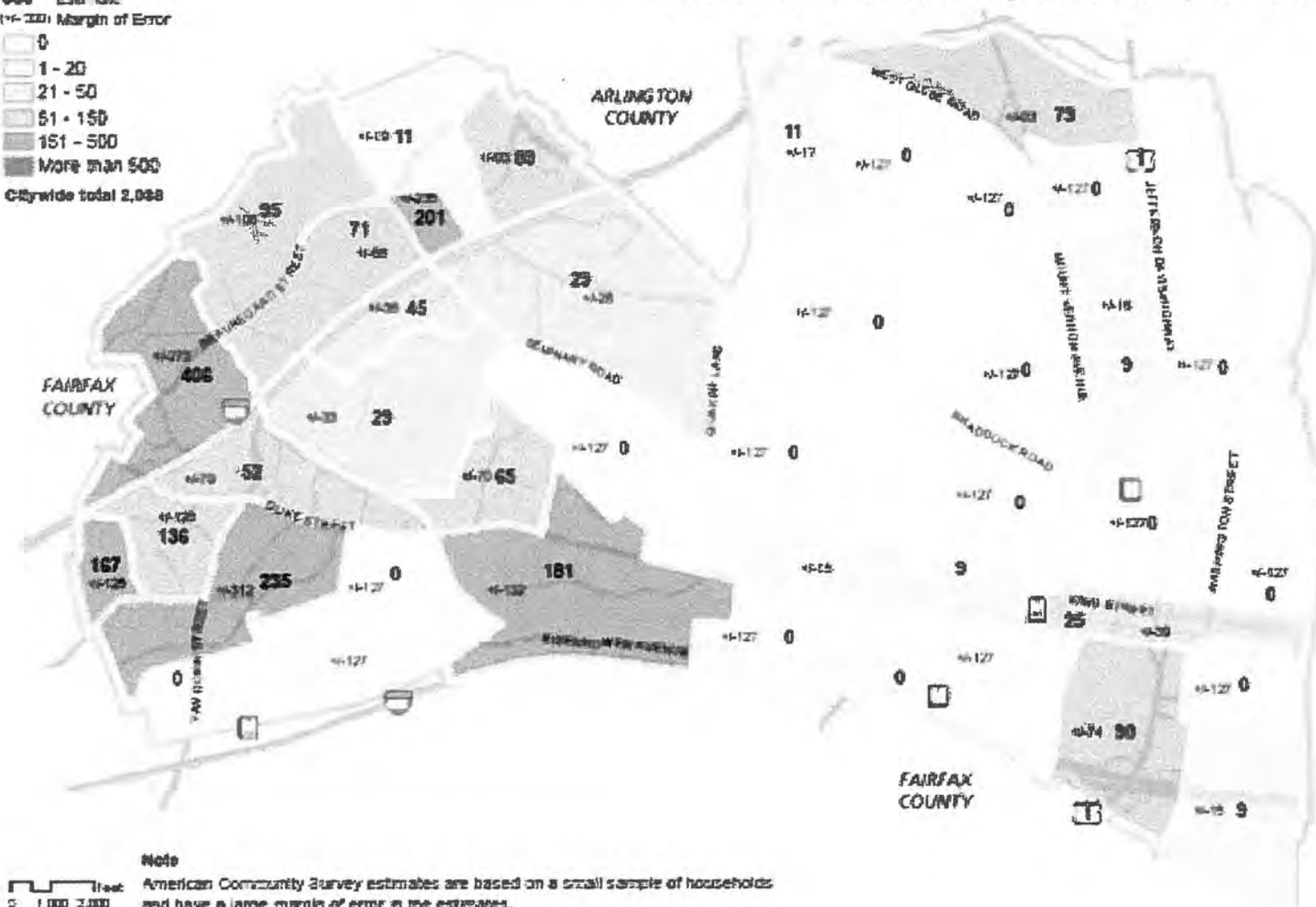
N=2,038

Estimated Number of People 5 Years Old and Older Speaking Arabic at Home
American Community Survey 2006-2010 5-year Average

000 Estimate
(+/- 333) Margin of Error

0
1 - 20
21 - 50
51 - 150
151 - 500
More than 500

Citywide total 2,038



People Speaking French at Home in Alexandria

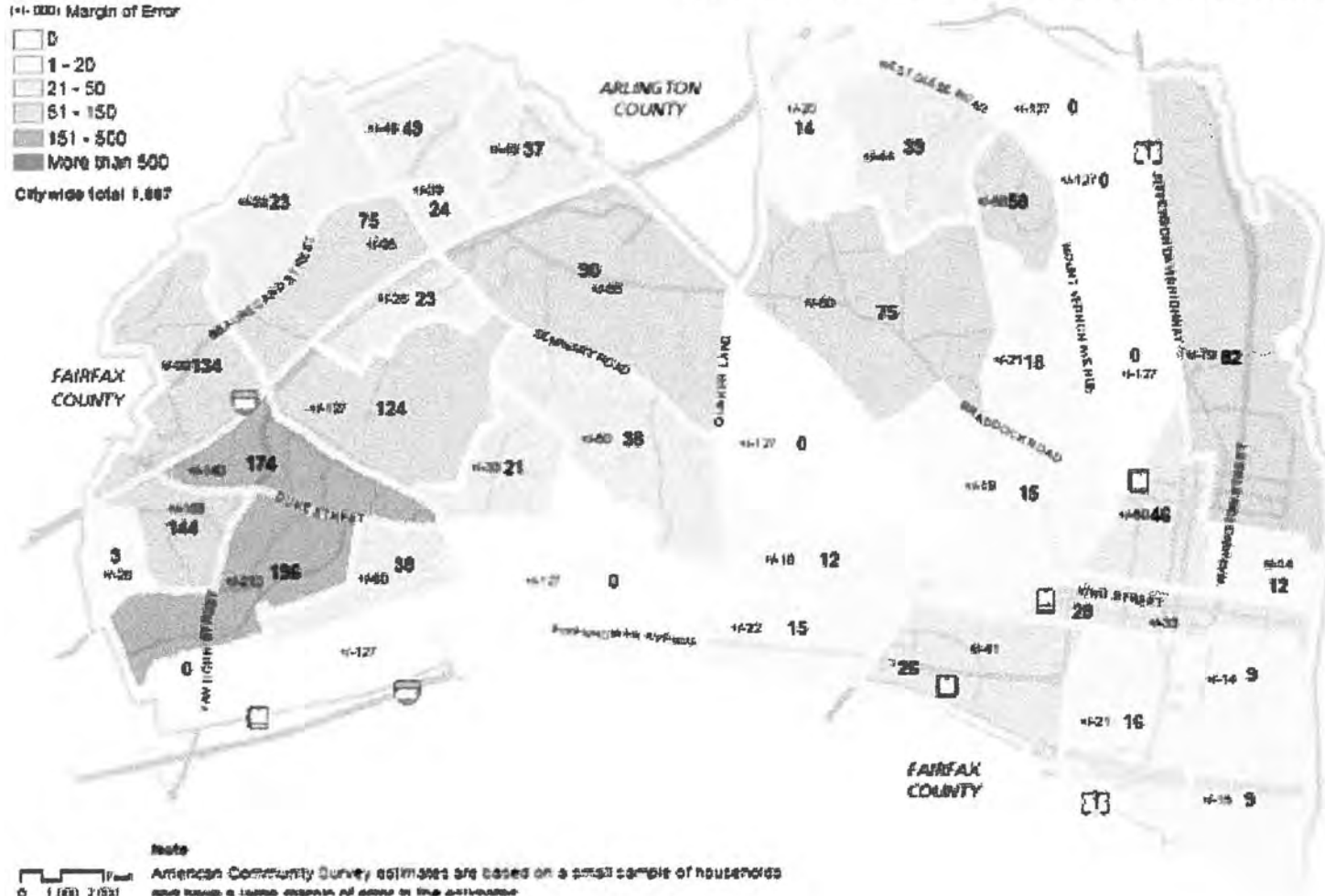
N=1,667

Estimated Number of People 5 Years Old and Older Speaking French at Home
American Community Survey 2006-2010 5-year Average

000 Estimate
(+/- 000) Margin of Error

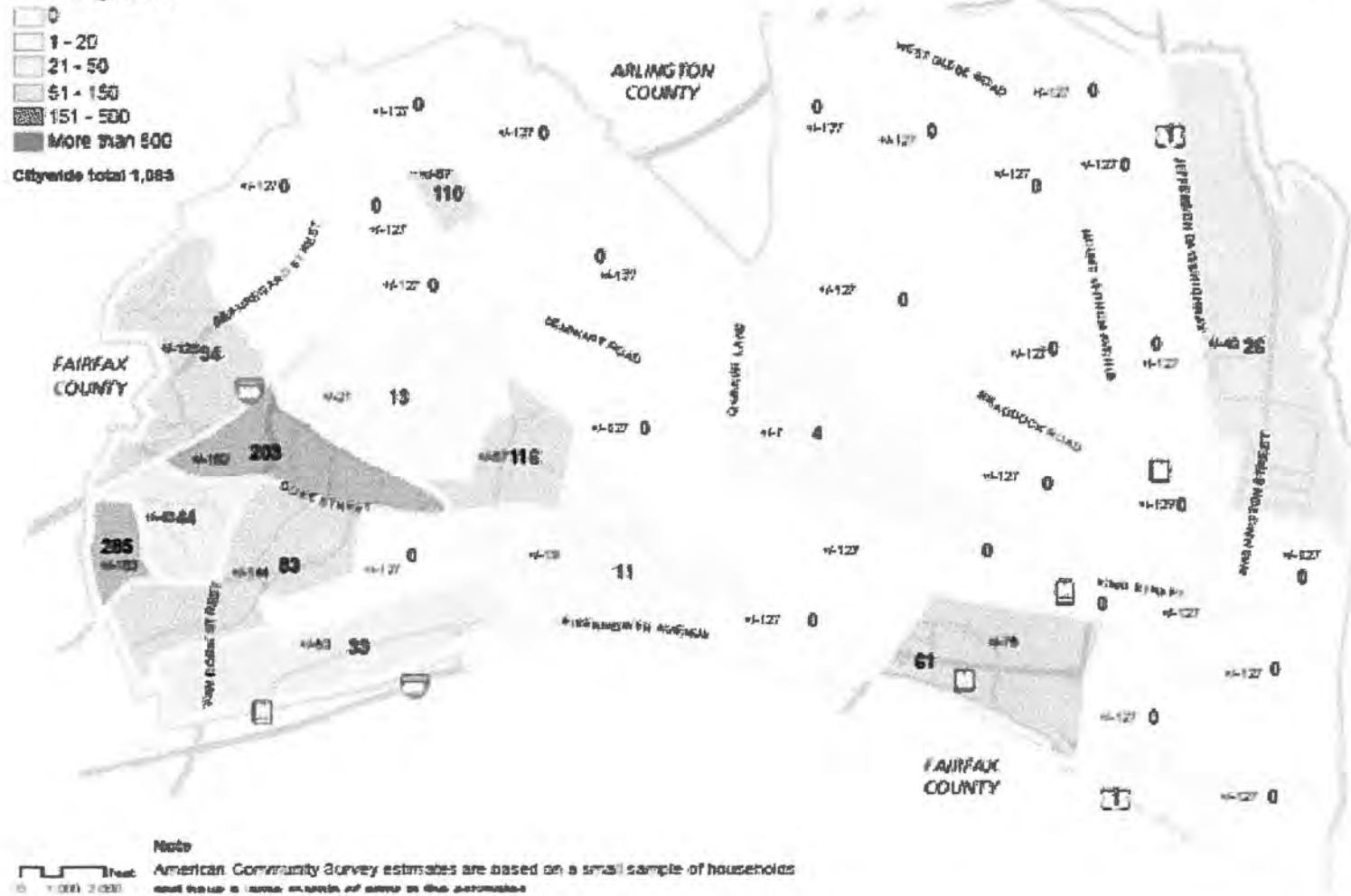
- 0
- 1 - 20
- 21 - 50
- 51 - 150
- 151 - 500
- More than 500

Citywide total 1,667



N=1,083

000 Estimate
(16-000) Margin of Error



Appendix D

Percentages of Ethnic Groups by Census Tracts in Alexandria

Percent Black or African American in Alexandria by Census Tract

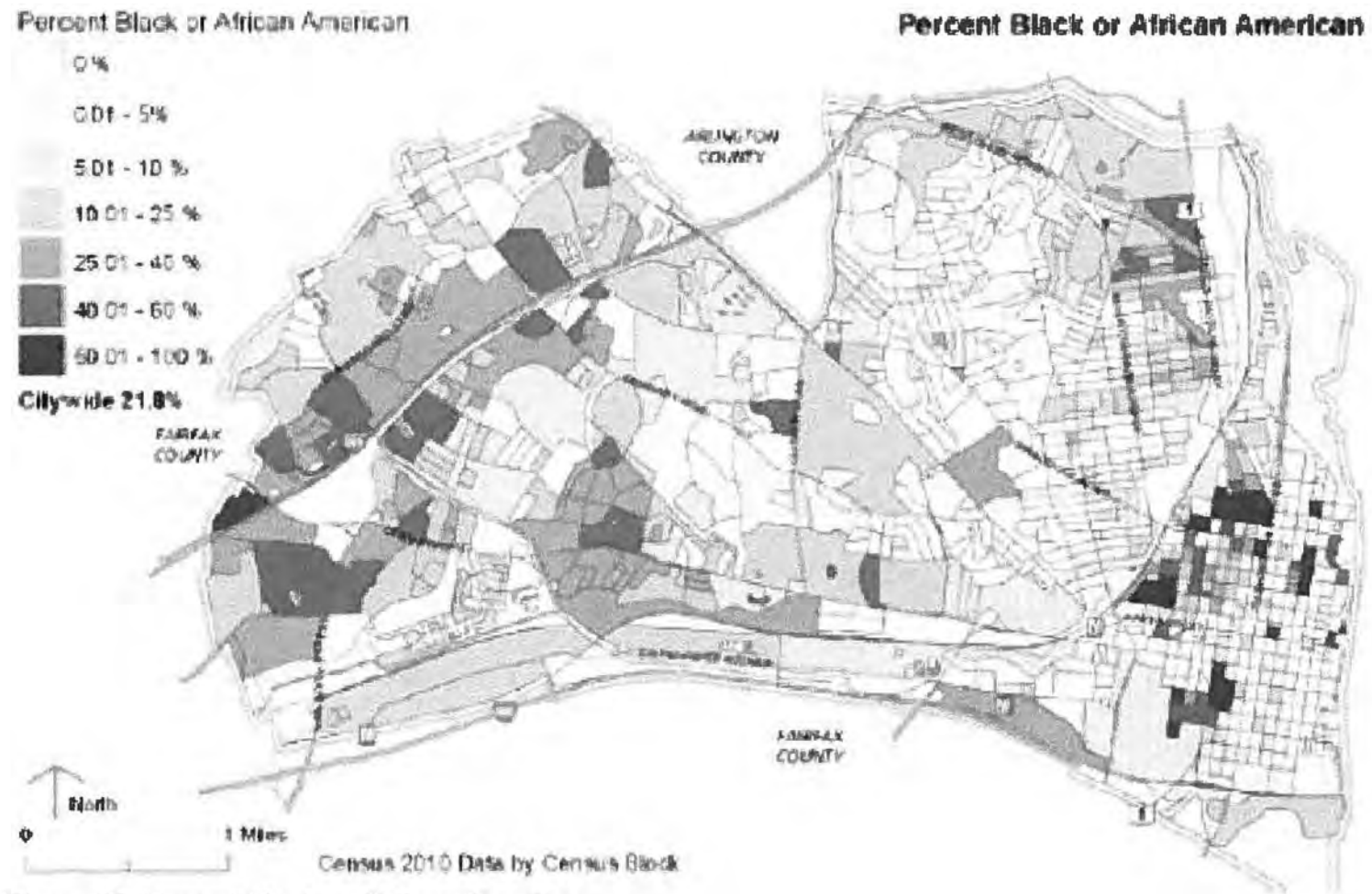


Figure 10. Percent Black or African American.

Percent Hispanic in Alexandria by Census Tract

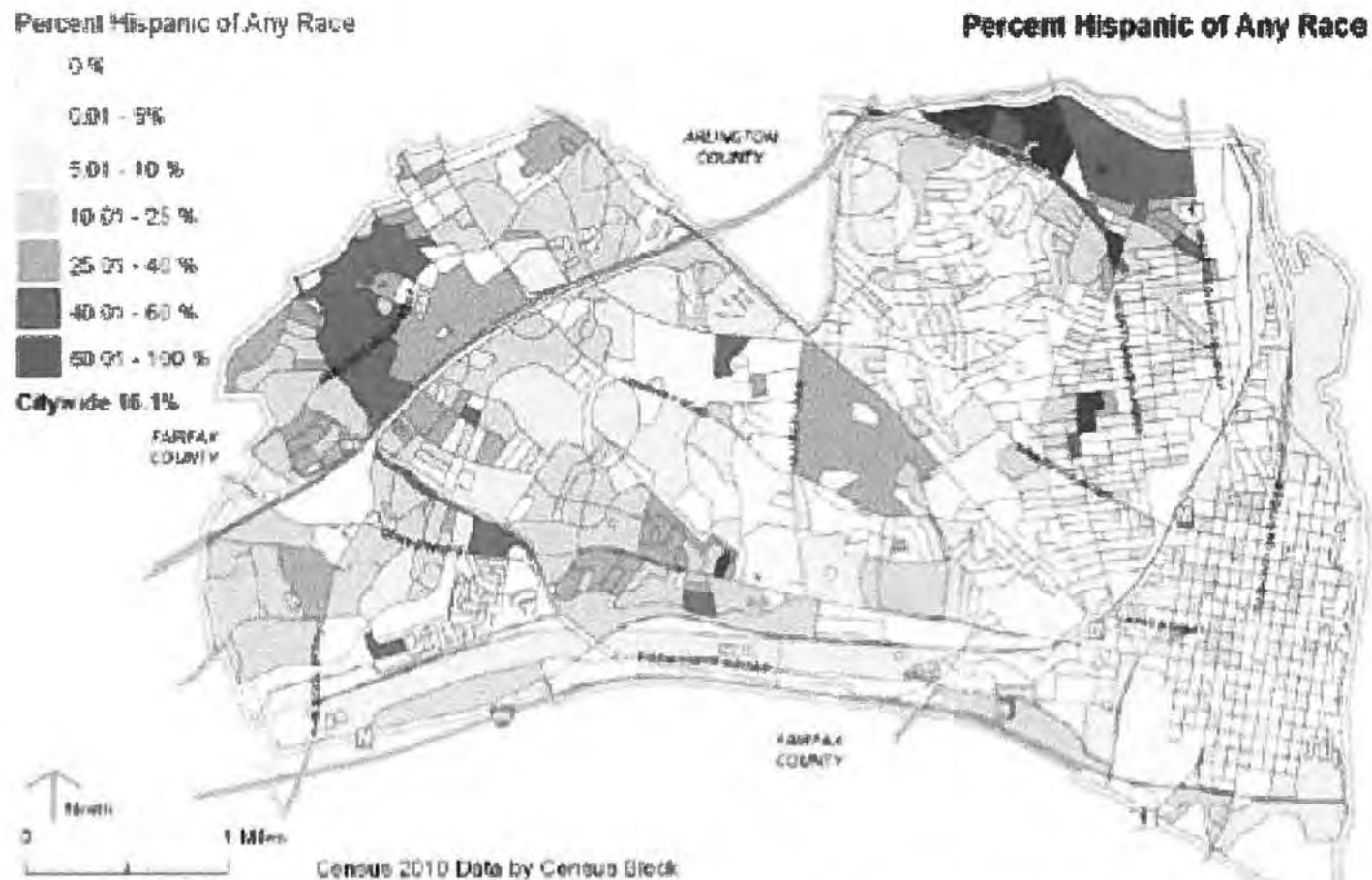


Figure 12. Percent Hispanic. This figure shows the concentrations of Hispanic residents in the City in 2010. Many blocks that show 0% Hispanic are commercial or open space blocks that do not have residents.

Appendix E

The City of Alexandria's Language Access Policy

- Policy:** All City departments will ensure that Persons with Limited English Proficiency (LEP) receive the language assistance necessary to allow access to services through individual department language assistance plans.
- Title:** Title VI of the Civil Rights Act of 1964; Policy on the Prohibition against National Origin Discrimination as it Affects Persons with Limited English Proficiency
- Staff:** The City of Alexandria has people in different departments facilitating this plan, with one person in the Communications and public Information/Community Relations coordinating all LEP services provided by the City.

1.0 CITY'S LANGUAGE ASSISTANCE PLAN

A. Persons covered by this plan

This plan was developed to serve all City of Alexandria residents who do not speak, read, write or understand English or who do so on a limited basis. A city resident has Limited English Proficiency (LEP) when he/she is not able to speak, read, write or understand the English language to the extent that allows him/her to interact effectively with English-speaking City staff.

B. City of Alexandria Commitment to Program Access

No person will be denied access to City information, programs or services because he/she does not speak English or communicates in English on a limited basis. City staff will provide effective communication with Limited English Proficiency (LEP) residents and staff by making appropriate language assistance services available when city residents need these services. The City of Alexandria will provide its residents access to City information, programs and services in a timely manner at no cost to the resident.

C. Affirmative Offer of Language Assistance

City staff will initiate an offer for language assistance services to residents who have difficulty communicating in English. In many offices, bilingual City employees are available to assist LEP people. If a person is not available, the Language Line can also be used to provide interpretive services to LEP people. In addition, when residents ask for language assistance, staff must offer free interpretation services in a language they understand, in a way that **preserves confidentiality**, and in a timely manner. Whenever possible, staff are encouraged to follow the Limited English Proficiency (LEP) person's preferences.

2.0 USING AN INTERPRETER

A. General Requirements

- **Document Use of Language Assistance Services**

Staff must always document in the Limited English Proficiency (LEP) person's file, keeping appropriate records when an interpreter is used or when a Limited English Proficiency (LEP) person makes use of another form of language assistance. Accurate documentation is especially important for direct service staff. If the Limited English Proficiency (LEP) person has been offered free interpretive services and chooses to utilize their own interpreter, i.e. friend, family member or community member, the Limited English Proficiency (LEP) person must sign a waiver indicating that they are giving up their right to free interpreter services. The waiver will be in effect for the time period indicated on the form (to be determined jointly between the staff person and the Limited English Proficiency (LEP) person but will not exceed the period of one year. **Staff should never require, suggest, or encourage a Limited English Proficiency (LEP) person to use family members or friends as interpreters.**

- **Do Not Use Minor Children**

At no time will anyone under 18 years of age, including friends, family members or children, be utilized to provide interpretive services.

- **In-Person Interpreter Services**

If an interpreter is needed in-person, rather than over the telephone, staff will make every reasonable effort to have an interpreter available at a time and place that is convenient for both the interpreter and the Limited English Proficiency (LEP) person. Staff may arrange for in-person interpreting by contacting City-approved Language Assistance Services vendors directly.

- **Limited English Proficiency (LEP) person cannot read or write in their own language**

When confronted with a situation in which the Limited English Proficiency (LEP) person is illiterate – cannot read or write in his or her own language – the staff person, with assistance from an interpreter, will assist the Limited English Proficiency (LEP) individual in the completion of necessary forms and documents. Preferably, an in-person interpreter will be used. However, if that is not possible, a contracted Language Assistance Services interpreter will be utilized.

3.0 INTERPRETER RESOURCES (by Order of Preference)

As much as possible, staff should use interpreter services in the following order of preference:

1. Bilingual Staff

- a.** City departments will use their best efforts to assign Limited English Proficiency (LEP) persons to bilingual staff who speak their language. In the event that there are not enough direct service bilingual staff available to assist with spoken language needs, the department's staff interpreters will augment available language assistance services on an as-needed basis. As not all departments have staff interpreters on site, the protocol may vary from department to department. Each department/unit must maintain a current and accessible list of staff with language interpretation capacity.

2. Volunteers and Interns

- a.** In the event that an insufficient number of permanent staff is available to assist with spoken language needs, volunteers and interns for that department are accessed for services for these language groups. As not all departments have volunteers or interns on site, the protocol may vary from department to department. Each department/unit must maintain a current and accessible list of volunteers and interns with language interpretation capacity.

3. Telephone Interpreter Services- Language Line Services

- a.** Language Line Services, formerly known as AT&T Language Line, provides telephone interpretation in over 150 languages 24 hours a day, seven days a week.
- b.** Staff should use Language Line Services when bilingual staff, volunteer staff interpreters or volunteers and interns are not available.
- c.** Access to Language Line:
 - Users of Language Line are charged on a per-minute basis.
 - Current flat rate is a \$1.30 per minute for all languages.
 - To access Language Line Services, staff are provided an ID number and access code.
 - All staff should be given the opportunity to familiarize themselves with the Language Line before they actually need to use it.

4.0 TRANSLATION RESOURCES (WRITTEN MATERIALS)

A. Translation of Written Materials

Each Department must translate written material, including vital documents for each Limited English Proficiency (LEP) language group that constitutes 5% or 1,000 (whichever is less) of population eligible to be served. The City of Alexandria has identified Spanish as one language that currently meets the above criteria for translation of vital documents.

1. Vital Documents or Information

Vital documents or information are those that are critical for accessing City services.

2. Limited English Proficiency (LEP) person cannot read or write in their own language

When confronted with a situation in which the Limited English Proficiency (LEP) person is illiterate – cannot read or write in his or her own language – the staff person, with assistance from an interpreter, will assist the Limited English Proficiency (LEP) individual in the completion of necessary forms and documents. Preferably, an on-site interpreter will be used. However, if that is not possible, a contracted service interpreter will be utilized.

RESOLUTION NO. 2562

Resolution Adopting a Title VI Plan for the City of Alexandria

WHEREAS, the City of Alexandria is a subrecipient of Federal Transit Administration (FTA) funds from both the Northern Virginia Transportation Commission and the Metropolitan Washington Council of Governments;

WHEREAS, any recipient or subrecipient of FTA funds must provide information which quantifies how the recipient and its subrecipients are complying with Title VI of the Civil Rights Act of 1964;

WHEREAS, the FTA has promulgated a new set of regulations that clarifies the requirements which must be met to demonstrate compliance with Title VI of the Civil Rights Act of 1964;

WHEREAS, City staff have reviewed these requirements, and have prepared a plan that indicates the City's compliance with Title VI of the Civil Rights Act.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL
OF ALEXANDRIA, VIRGINIA**

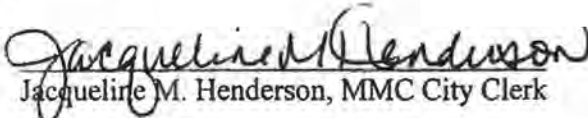
That the City Council of Alexandria, Virginia:

Adopt the attached plan for Title VI compliance and transmit it to the Northern Virginia Transportation Commission and Metropolitan Washington Council of Governments for submission to the Federal Transit Administration.

Adopted: May 28, 2013


WILLIAM D. EULLE MAYOR

ATTEST:


Jacqueline M. Henderson, MMC City Clerk

ATTACHMENT V

COPY OF NVTC COMMISSIONERS RESOLUTION
REVIEWING AND APPROVING THE TITLE VI PROGRAM.



AGENDA ITEM #7

TO: Chairman McKay and NVTC Commissioners

FROM: Kelley Coyner and Kala Quintana

DATE: May 30, 2013

SUBJECT: Legislative Items and the Transit Service Delivery Advisory Committee (TSDAC)

Transit Service Delivery Advisory Committee (TSDAC)

The Transit Service Delivery Advisory Council (TSDAC) met most recently on June 3rd to consider options for operating assistance funding formula, data needs, and how to proceed with respect to capital tiering. NVTC and jurisdictional staff identified criteria for data needed to implement a performance measurement based on allocation funding; shared ideas regarding principles that should be taken into account in any performance measurement concept that would be the basis for an allocation formula for the distribution of new transit dollars; and assessed whether various proposed metric scenarios adequately measure the key objectives of localities and transit systems. To date, TSDAC aims to define a concept performance measurement system at its June 17th meeting. NVTC staff will provide an updated status on key issues and recent developments at the NVTC meeting.

TRANSIT SERVICE DELIVERY ADVISORY COMMITTEE AGENDA

12th Floor North Conference Room

600 East Main Street

Richmond, VA 23219

Monday, June 3, 2013

10 a.m. – 2 p.m.

1. Call to order – Chair (10:00 a.m.)
2. Public comment period (10:05 a.m.)
3. Approval of minutes (10:15 a.m.)
4. Discussion of options for operating funding formula (10:25 a.m.)
5. Data Needs (11:15 a.m.)
6. Lunch Break (12:00 p.m.)
7. Discussion of Capital Tiering and “Parked” Items (12:45 p.m.)
8. Public Comment (1:15 p.m.)
9. Next Steps/Meeting Confirmation (1:40 p.m.)
10. Adjourn (2:00 p.m.)

TRANSIT SERVICE DELIVERY ADVISORY COMMITTEE MINUTES

12th Floor North Conference Room

600 East Main Street

Richmond, VA 23219

Monday, May 13, 2013

10 a.m. – 2 p.m.

1. Call to order – Chair (10:05 a.m.)

Members Present:

John McGlennon – Chair

Cindy Mester – Vice Chair

Steve Pittard

Kevin Page

Roger Cole

Ken Pollock

Al Harf

Donna Shaunesey

2. Public comment period – None

3. Approval of minutes – Minutes were approved by committee without change. The committee requested more detail in the minutes.

4. Review of legislation: Goals/responsibilities of TSDAC

Two issues to be resolved were discussed

a. Formula/Funding Schemes

b. Allocation of \$160M

The group clarified that the responsibilities of the TSDAC apply to FY14 funding that becomes available July 1 and beyond. Several items were discussed and tabled for resolution at a later date, including whether operating funding allocations should employ proposed operating budgets or prior year actual operating costs, the methodology for performance-based, operating assistance allocations, and the timing for allocating additional capital assistance (i.e., in a mid-year revision to the SYIP or carry it over to FY15).

VDRPT staff clarified the assumptions it used in fashioning the draft, six year improvement program, namely:

1. Operating assistance allocations limited to the “\$160 million” pot, and based on proposed operating budgets rather than prior year actuals
2. All operating costs treated as eligible, consistent with the change made by SB 1140
3. 95% eligibility cap eliminated ~~scrapped~~, again consistent with the change made by SB 1140

4. Capital distribution based on same tiering structure VDRPT has used in recent years
5. Operating and capital assistance resulting from new money acknowledged only as a revenue source, without any distribution knowing that the distribution of new money awaits the outcome of the TSDAC deliberation

5. Goals and associated performance measures

1. Changes were made to the Transit Delivery Service Outcome Threshold Chart in the Fourth Quad and other facets of the Chart were discussed.
 - Consensus to strive for Q4
 - Important to define “high quality” and well as “E&E”
 - Discussed demographic vagaries, noting that service area population is sometimes more than how the Census defines it (e.g., college students), a point to be mindful of if performance measures ultimately chosen include a demographic variable
 - Important to define a “rider” (e.g., unlinked trips)
2. Key notes were made to the working draft of the framework.

Discussion regarding Efficiency versus Effectiveness took place. The objectives all deal with effectiveness, not efficiency. Efficiency is an essential consideration too, requiring the inclusion of measure(s) that get at efficiency which are based on data common to all systems despite their differences. .[note: suggest we not totally delete the peer vs self-comparison item as this was mentioned at the meeting and not formally resolved although self-comparison has been a predominant focus]

6. Lunch Break

7. Public Comment - Public provided comments on how the operating assistance formulas should be structured.

Jim Regimald (VML) – Presentation is located on the DRPT website under TSDAC

Steve Yaffe (Arlington) – Presentation is located on the DRPT website under TSDAC. Be inclusive of all modes and do not use peer grouping.

Marc Adelman (Danville) – A “one size fit all” model will not be appropriate. Clarification was requested on separating modes of service and whether there would be a “worst case scenario” within the formulas. Different types of service need to be evaluated separately.

Gha-is Bashir Paige (PAT) – Poor performance should not be punished and innovation should be rewarded. Commuter services should be awarded extra points as they reach out to others. His organization is an example of reaching out to the community and making partnerships to encourage more ridership. A goal should be to increase the number of “choice riders”.

Becky Martin (Blacksburg) – Measures should recognize the inherent differences between demand response and fixed routes.

Linda McMinimy (VTA) – Goals and objectives come in many forms with transit.

Kevin Danker (WATA) – Using surveys would not be useful as data availability is likely to vary. . He also mentioned the need to account for Title VI considerations. The needs of transit dependent individuals need to be considered. Susan Wilson (Portsmouth) – Congestion relief is great for economic development, and it was better for regional transit over local transit.

8. TSDAC Resources needed to develop formulas –

The group discussed the desirability for 3 years worth of data. FY11 data is in hand and FY12 data has been requested. Prompted question whether use of NTD data would meet the “three year” desire; VDRPT staff said no because not all systems have three years of NTD history. Several scenarios were discussed, including using the SJ297 metrics, without closure..

9. Plan for June Meetings/Schedule required to prepare for GA and CTB Meetings

Next Meeting has been scheduled for Monday, June 3rd from 10 a.m. to 2 p.m. at 600 East Main Street, 12th Floor Conference Room North, Richmond, 23219

10. Adjourn (2:10 p.m.)



AGENDA ITEM #8

TO: Chairman McKay and NVTC Commissioners
FROM: Kelley Coyner
DATE: May 30, 2013
SUBJECT: DRPT Report

NVTC Commissioner Jim Dyke will present information about the Virginia Department of Rail and Public Transportation (DRPT) matters.



AGENDA ITEM #9

TO: Chairman McKay and NVTC Commissioners
FROM: Kelley Coyner and Claire Gron
DATE: May 30, 2013
SUBJECT: Regional Items

A. Changes in Regional Commuter Patterns – Claire Gron

The Transportation Planning Board (TPB) recently completed an analysis of new U.S. Census Bureau data concerning commuting patterns in the region. The data indicate a slight shift away from driving to and from work to using other forms of transportation. From 2000 to 2011, single occupancy vehicle (SOV) and carpool mode shares decreased, while transit, walking, biking, and telework rates increased. The transit mode share increased in all Virginia jurisdictions in the region, from 23.5 to 30.6% in Arlington, 16.7 to 17.5% in Alexandria, 7.3 to 10.3% in Fairfax, 2.8 to 4.8% in Prince William, and 1.0 to 2.1% in Loudoun.

Please refer to Attachment #9A.

B. Virginia Transit Association Conference -- Kala Quintana

The Virginia Transit Association (VTA) held its annual conference on May 30-31, 2013 in Alexandria, VA. NVTC staff participated in the conference and will provide highlights at NVTC's June 6th meeting.

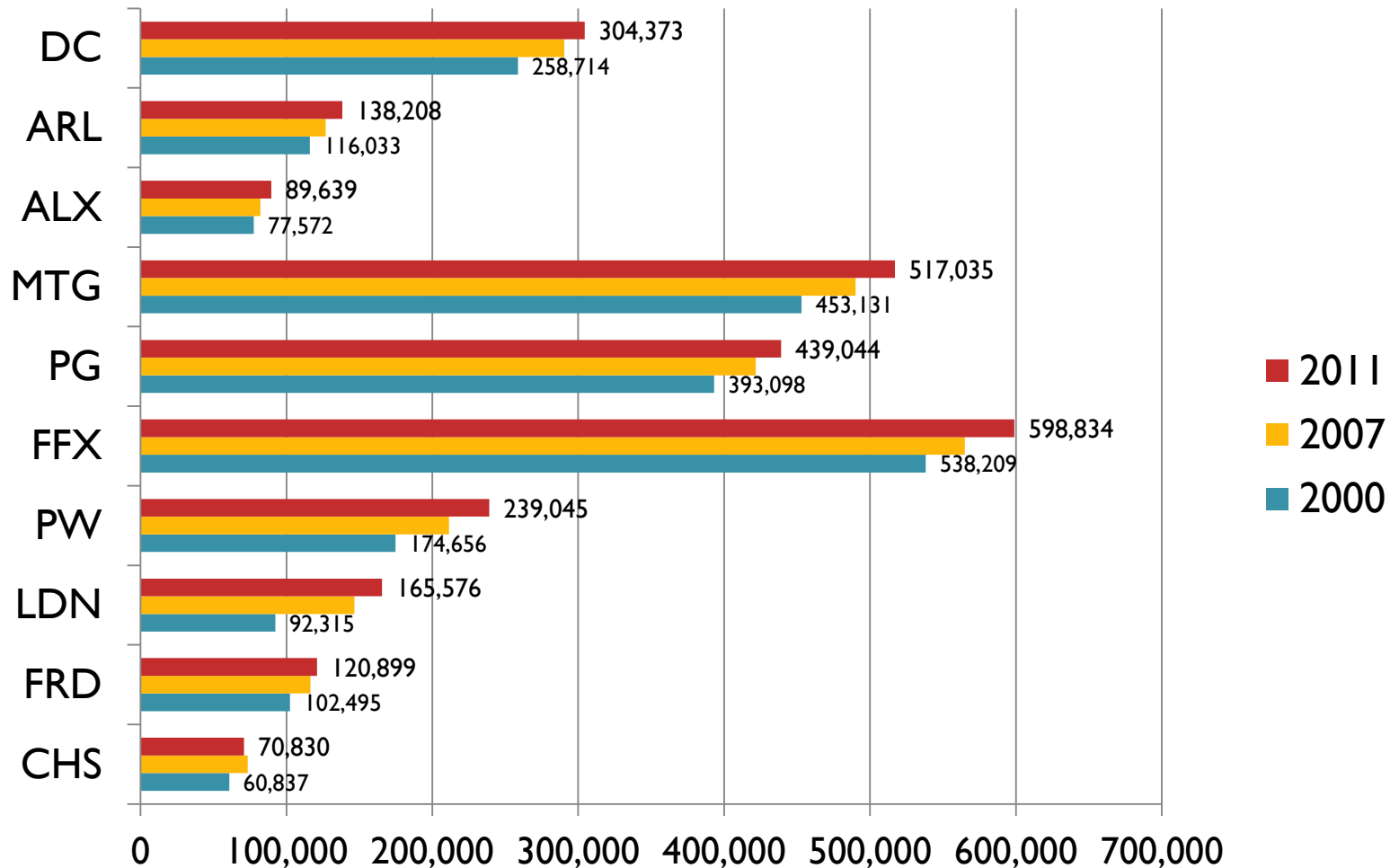
Changes in Regional Commuter Patterns 2000 - 2011

Robert E. Griffiths
Technical Services Director
TPB Technical Committee
May 3, 2013

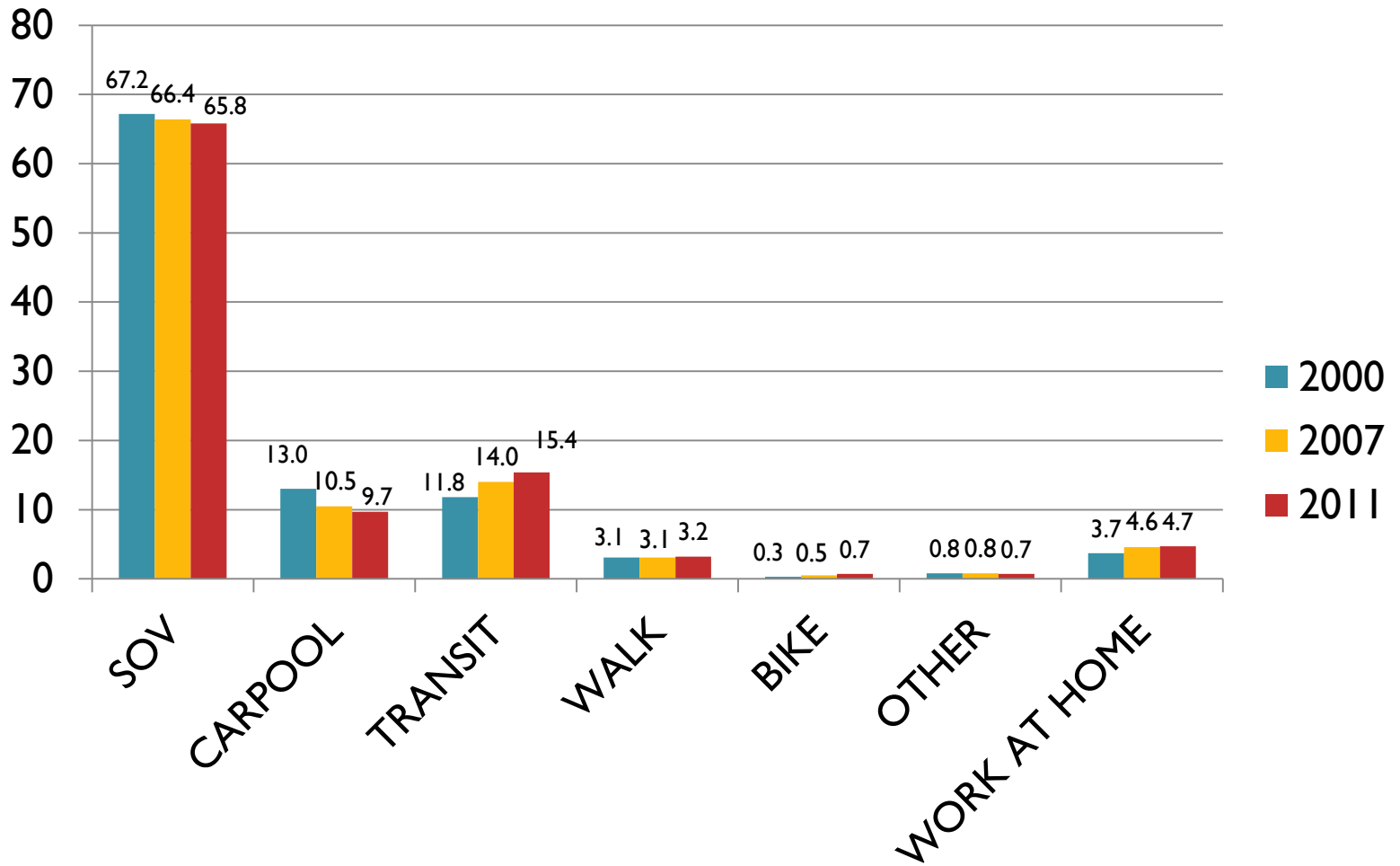
Changes in Net In-Commuting

Year	Workers Working In Region	Workers Residing In Region	Net In-Commuters	Percent In-Commuting
2000	2,403,000	2,267,000	136,000	5.7%
2007	2,727,000	2,524,000	203,000	7.4%
2011	2,900,000	2,703,000	197,000	6.8%

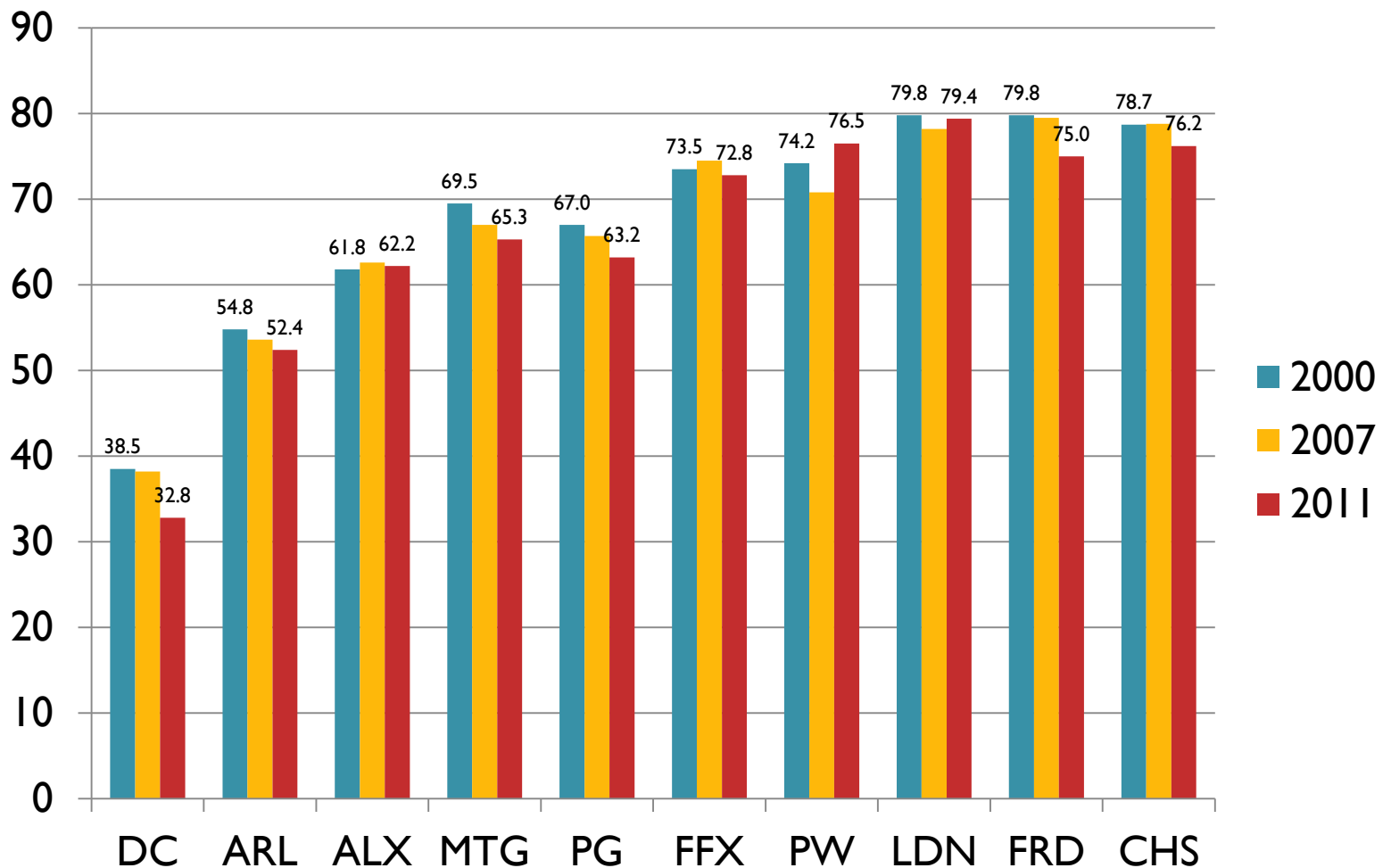
Workers by Place of Residence



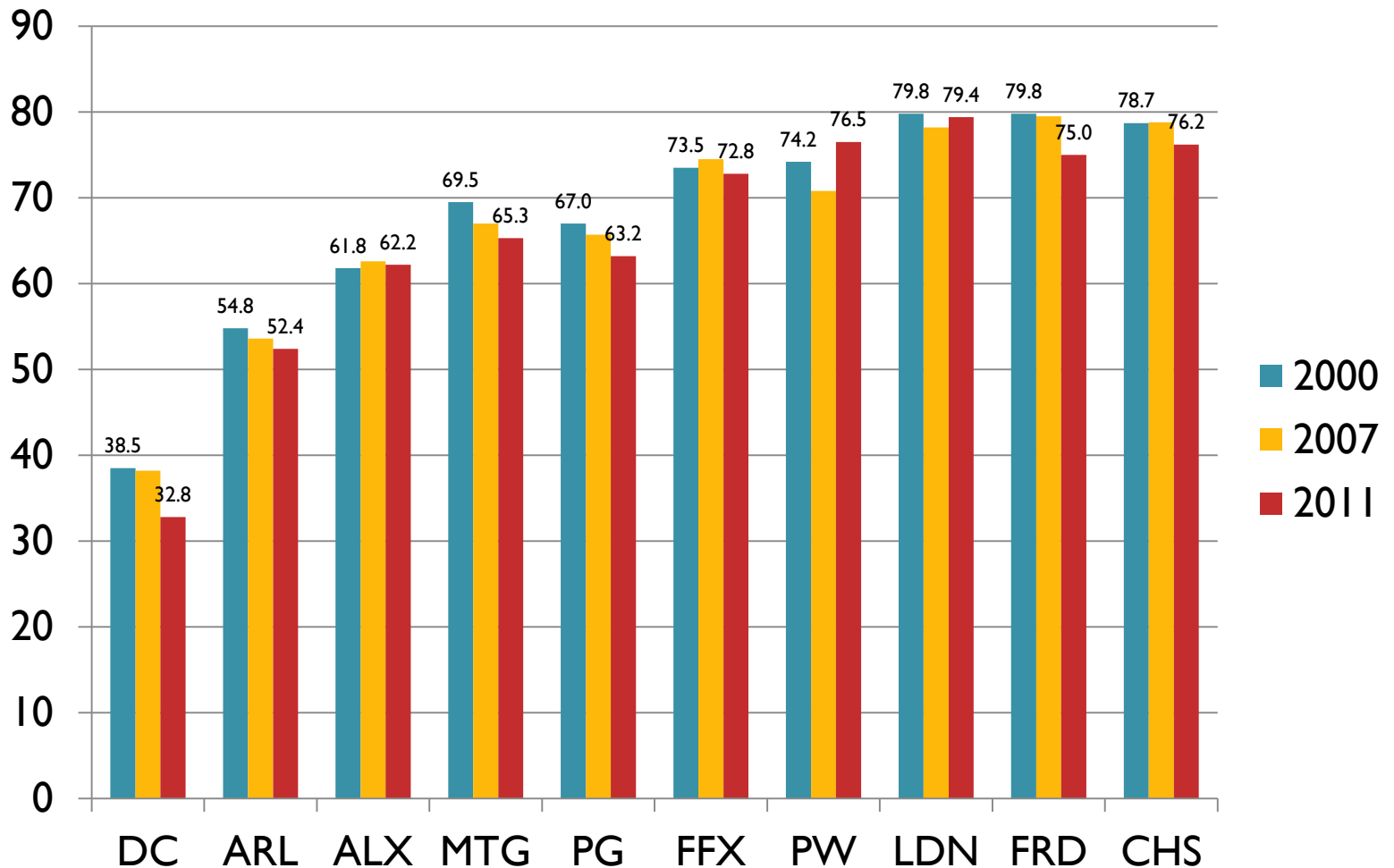
Commute Mode Share



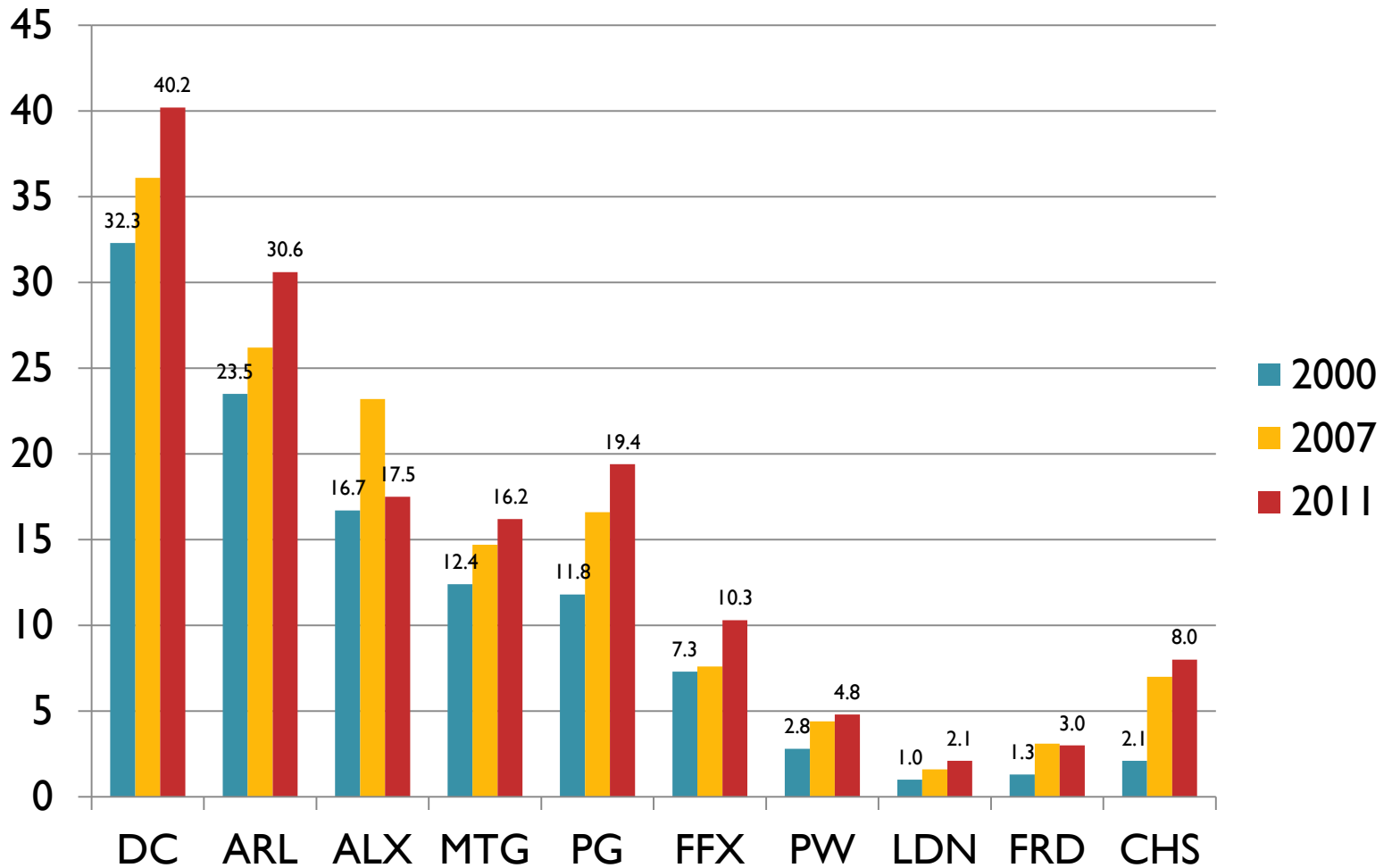
SOV Mode Share



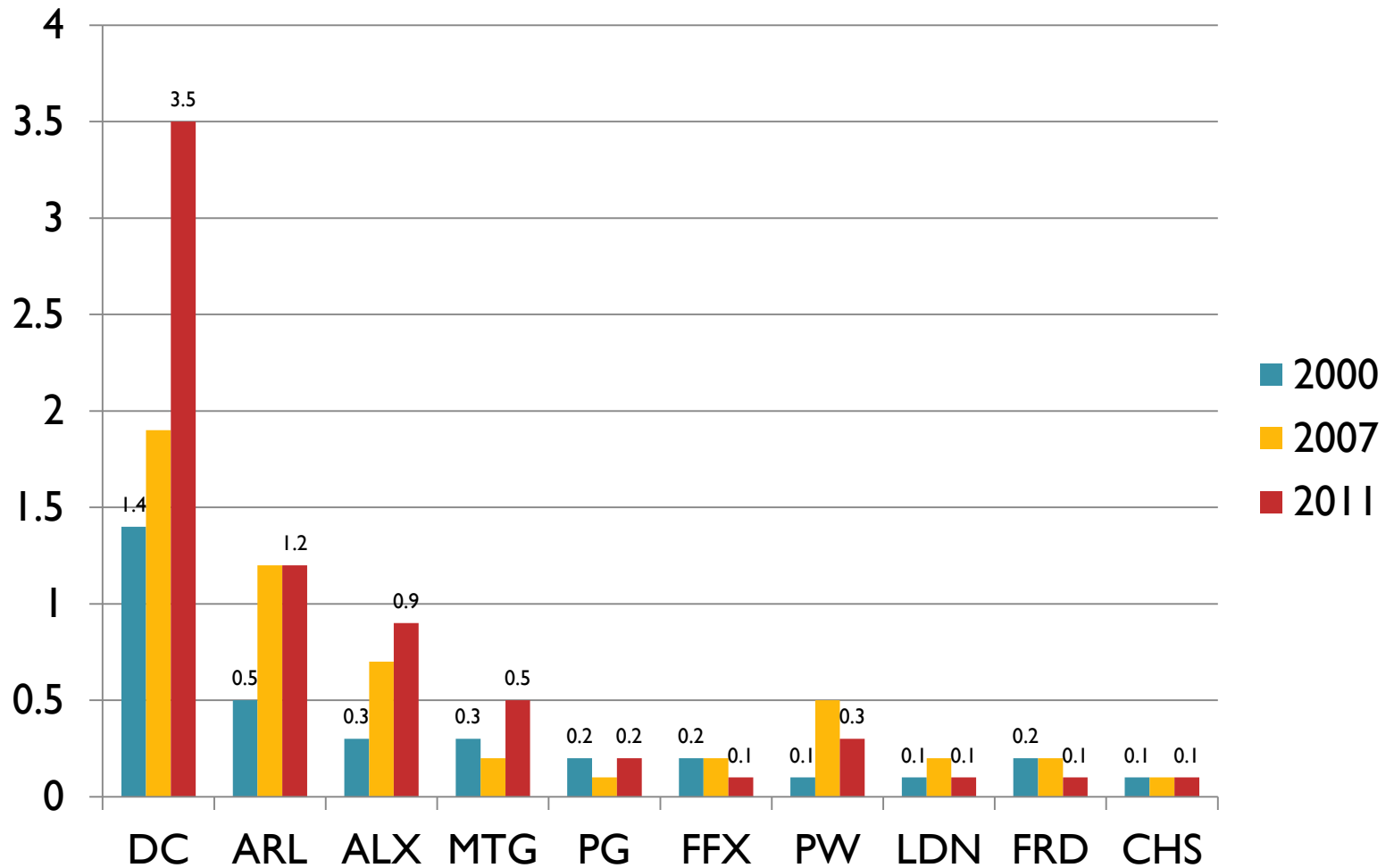
Carpool Mode Share



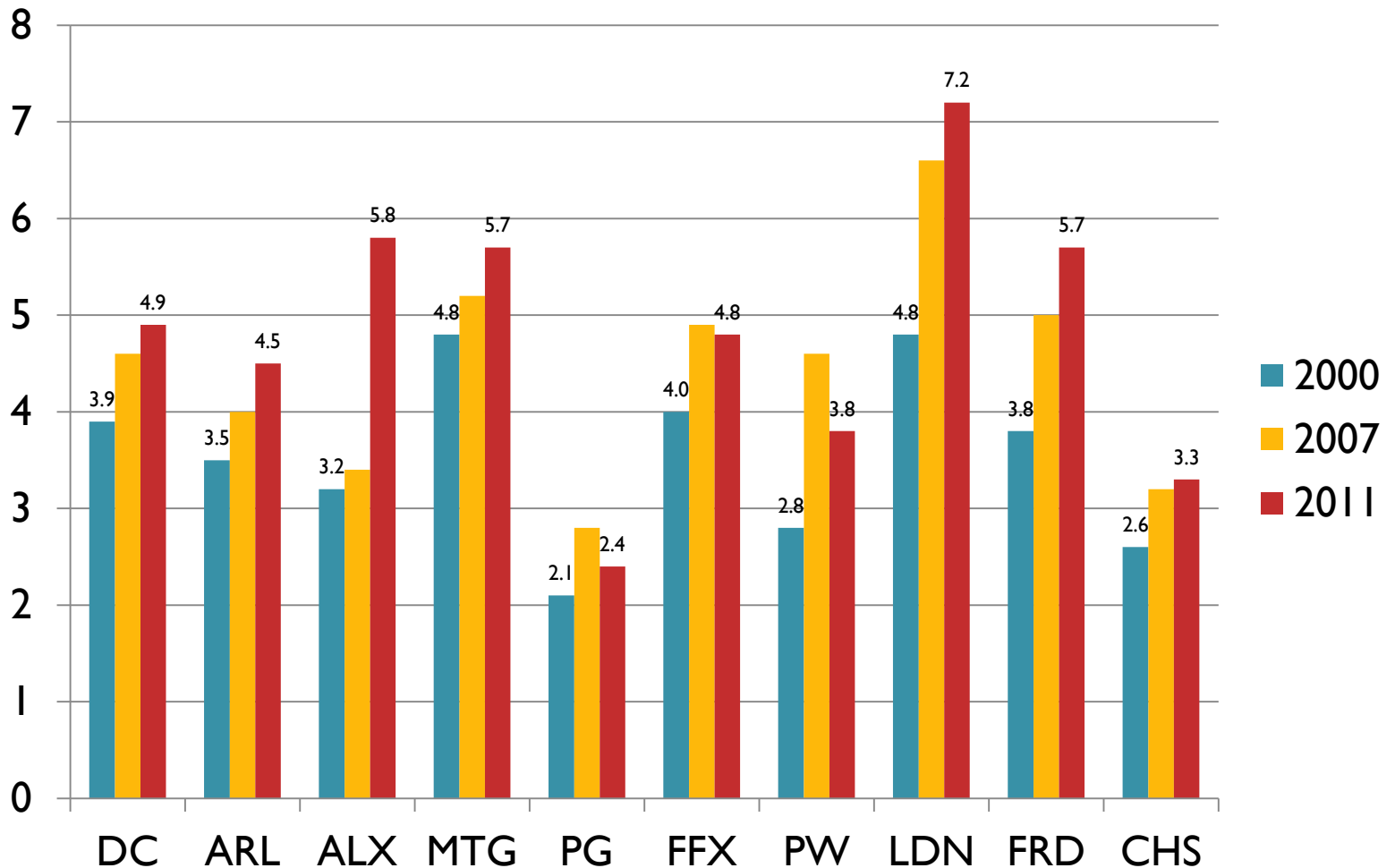
Transit Mode Share



Bike Mode Share



Percent Work at Home



Major Findings

- In-commuting doubled between 2000 and 2007, but has remained constant since
- All jurisdictions added a significant number of workers
- SOV & Carpool mode shares declined
- Transit mode share increased by 30%
- Bike mode share increased significantly in DC, ARL, ALX, and MTG
- Walk mode share has remained about the same
- The % of workers who work from home has increased in every jurisdiction, but most significantly in LDN and ALX.



AGENDA ITEM #10

TO: Chairman McKay and NVTC Commissioners

FROM: Scott Kalkwarf and Colethia Quarles

DATE: May 30, 2013

SUBJECT: NVTC Financial Items for April, 2013.

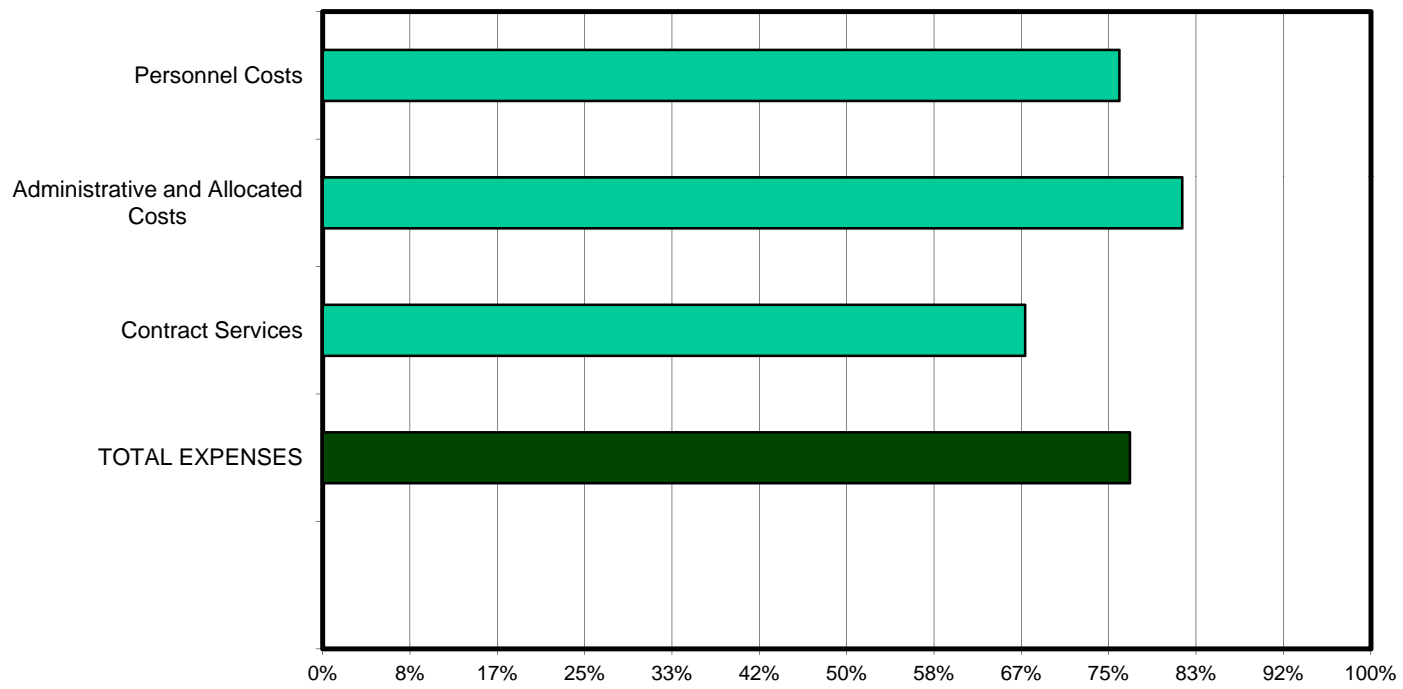
The financial report for April, 2013 is attached for your information.

Northern Virginia Transportation Commission

Financial Reports

April, 2013

Percentage of FY 2013 NVTC Administrative Budget Used
April, 2013
(Target 83.34% or less)



Note: Refer to pages 2 and 3 for details

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
April 2013

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<u>Personnel Costs</u>					
Salaries	\$ 54,376.24	\$ 542,575.07	\$ 697,950.00	\$ 155,374.93	22.3%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	54,376.24	542,575.07	697,950.00	155,374.93	22.3%
<u>Benefits</u>					
Employer's Contributions:					
FICA	4,106.09	36,156.06	48,100.00	11,943.94	24.8%
Group Health Insurance	5,824.45	57,633.30	103,500.00	45,866.70	44.3%
Retirement	5,475.00	54,792.01	64,900.00	10,107.99	15.6%
Workmans & Unemployment Compensation	199.66	3,063.91	3,300.00	236.09	7.2%
Life Insurance	257.76	2,682.25	4,000.00	1,317.75	32.9%
Long Term Disability Insurance	249.54	2,473.16	3,700.00	1,226.84	33.2%
Total Benefit Costs	16,112.50	156,800.69	227,500.00	70,699.31	31.1%
<u>Administrative Costs</u>					
Commissioners Per Diem	800.00	9,700.00	10,000.00	300.00	3.0%
<i>Rents:</i>	<i>19,942.07</i>	<i>161,829.08</i>	<i>189,500.00</i>	<i>27,670.92</i>	<i>14.6%</i>
Office Rent	19,342.07	154,179.67	177,700.00	23,520.33	13.2%
Parking	600.00	7,649.41	11,800.00	4,150.59	35.2%
<i>Insurance:</i>	<i>300.58</i>	<i>4,388.62</i>	<i>6,400.00</i>	<i>2,011.38</i>	<i>31.4%</i>
Public Official Bonds	-	1,570.00	2,300.00	730.00	31.7%
Liability and Property	300.58	2,818.62	4,100.00	1,281.38	31.3%
<i>Travel:</i>	<i>105.86</i>	<i>3,612.06</i>	<i>5,800.00</i>	<i>2,207.94</i>	<i>38.1%</i>
Conference Registration	-	20.00	-	-	0.0%
Conference Travel	-	616.33	1,500.00	883.67	58.9%
Local Meetings & Related Expenses	105.86	2,975.73	4,000.00	1,024.27	25.6%
Training & Professional Development	-	-	300.00	300.00	100.0%
<i>Communication:</i>	<i>1,057.83</i>	<i>6,568.89</i>	<i>8,740.00</i>	<i>2,171.11</i>	<i>24.8%</i>
Postage	598.88	2,184.38	3,400.00	1,215.62	35.8%
Telecommunication	458.95	4,384.51	5,340.00	955.49	17.9%
<i>Publications & Supplies</i>	<i>585.89</i>	<i>7,320.96</i>	<i>10,600.00</i>	<i>3,279.04</i>	<i>30.9%</i>
Office Supplies	72.81	968.54	3,200.00	2,231.46	69.7%
Duplication	513.08	5,828.52	6,900.00	1,071.48	15.5%
Public Information	-	523.90	500.00	(23.90)	-4.8%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
April 2013

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<i>Operations:</i>	491.99	2,494.11	11,500.00	9,005.89	78.3%
Furniture and Equipment	104.99	104.99	4,000.00	3,895.01	0.0%
Repairs and Maintenance	-	-	1,000.00	1,000.00	100.0%
Computers	387.00	2,389.12	6,500.00	4,110.88	63.2%
<i>Other General and Administrative</i>	347.72	6,194.26	5,100.00	(880.54)	-17.3%
Subscriptions	-	213.72	-	-	0.0%
Memberships	-	1,176.03	1,200.00	23.97	2.0%
Fees and Miscellaneous	347.72	3,133.07	3,000.00	(133.07)	-4.4%
Advertising (Personnel/Procurement)	-	1,671.44	900.00	(771.44)	-85.7%
Total Administrative Costs	<u>23,631.94</u>	<u>202,107.98</u>	<u>247,640.00</u>	<u>45,765.74</u>	<u>18.5%</u>
<u>Contracting Services</u>					
Auditing	-	14,230.00	21,250.00	7,020.00	33.0%
Consultants - Technical	-	-	-	-	0.0%
Legal	-	-	-	-	0.0%
Total Contract Services	<u>-</u>	<u>14,230.00</u>	<u>21,250.00</u>	<u>7,020.00</u>	<u>33.0%</u>
Total Gross G&A Expenses	<u><u>\$ 94,120.68</u></u>	<u><u>\$ 915,713.74</u></u>	<u><u>\$1,194,340.00</u></u>	<u><u>\$ 278,859.98</u></u>	<u><u>23.3%</u></u>

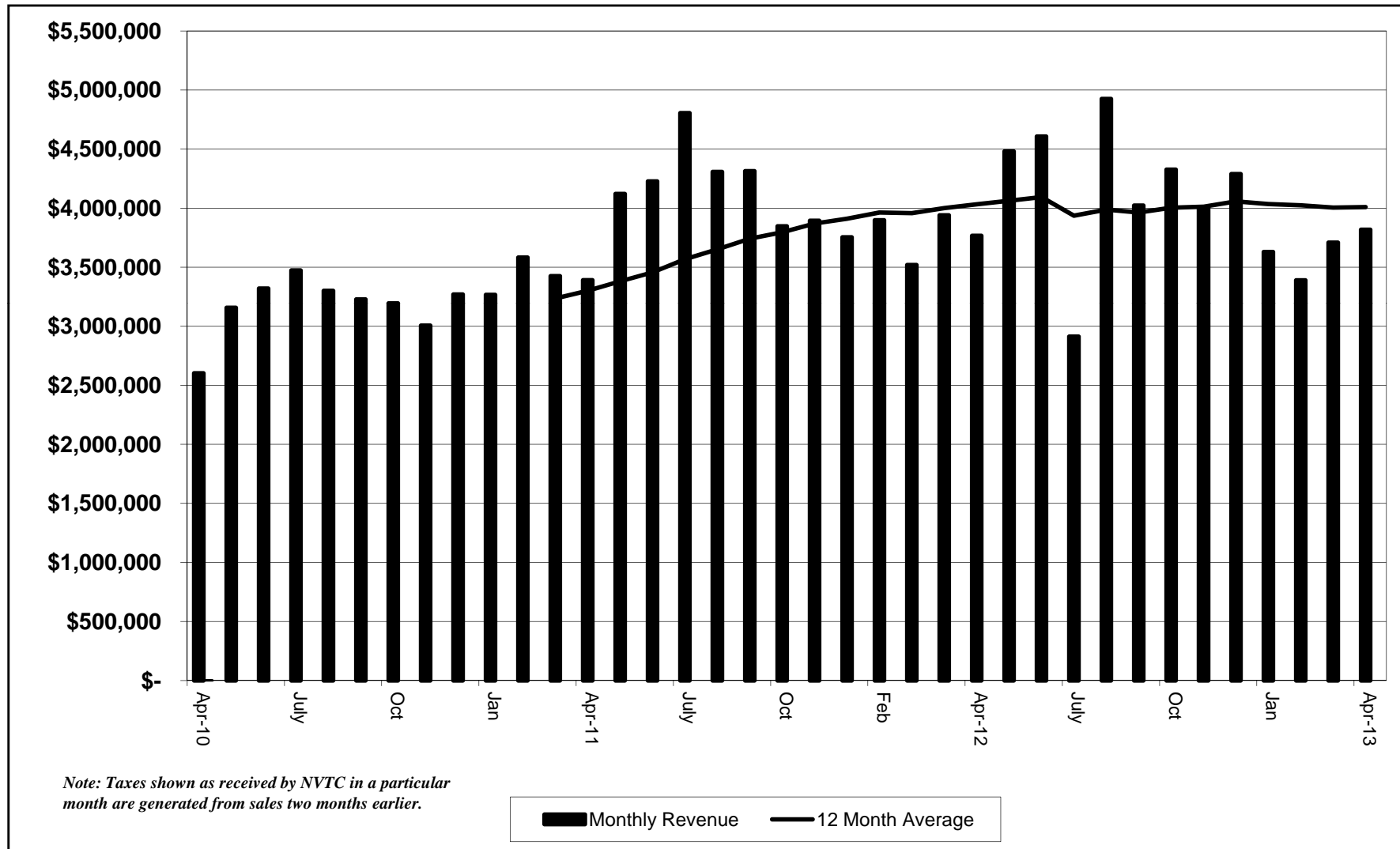
NVTC
RECEIPTS and DISBURSEMENTS
April, 2013

	<u>Payer/ Payee</u>	<u>Purpose</u>	<u>Wells Fargo (Checking)</u>	<u>Wells Fargo (Savings)</u>	<u>VA LGIP</u>	
<u>Date</u>					<u>G&A / Project</u>	<u>Trusts</u>
RECEIPTS						
1	City of Alexandria	G&A contribution		\$ 8,064.75		
1	DRPT	Capital grant receipt - VRE			\$ 5,335.00	
12	VRE	Staff support		6,423.80		
12	Staff	Expense reimbursement		1.12		
15	Depart. of Taxation	Motor Vehicle Fuels Sales tax revenue				3,817,382.44
16	DRPT	Route 7 project grant receipt			4,631.00	
17	DRPT	Operating assistance receipt - VRE			2,090,566.00	
17	DRPT	Operating assistance receipt - City of Fairfax				123,690.00
17	DRPT	Operating assistance receipt - City of Fairfax				53,172.00
17	DRPT	Operating assistance receipt - Falls Church				71,568.00
17	DRPT	Operating assistance receipt - Fairfax				2,632,345.00
17	DRPT	Operating assistance receipt - Fairfax				3,340,012.00
17	DRPT	Operating assistance receipt - Arlington				436,757.00
17	DRPT	Operating assistance receipt - Arlington				1,591,289.00
17	DRPT	Operating assistance receipt - Alexandria				928,911.00
17	DRPT	Operating assistance receipt - Alexandria				637,466.00
18	FTA	Route 7 project grant receipt			37,221.00	
18	FTA	City of Alexandria project grant receipt			172,781.00	
19	FTA	City of Alexandria project grant receipt			82,291.00	
19	DRPT	Capital grants receipts - VRE			148,740.00	
19	DRPT	Capital grant receipt - Arlington				805.00
19	DRPT	Capital grants receipts				67,763.00
19	DRPT	Capital grant receipt - Fairfax				3,747,690.00
22	DRPT	Capital grants receipts - VRE			749,394.00	
29	DRPT	Capital grant receipt - VRE			316,555.00	
30	DRPT	City of Alexandria project grant receipt			20,573.00	
30	DRPT	Capital grant receipt				13,777.00
30	DRPT	Capital grant receipt - City of Fairfax				13,559.00
30	DRPT	City of Falls Church project grant receipt			4,096.00	
30	Banks	Interest income		2.77	36.75	15,630.59
			-	14,492.44	3,632,219.75	17,491,817.03
DISBURSEMENTS						
1-30	Various	G&A expenses	(90,339.35)			
1	WMATA	Metrobus operating				(16,536,300.00)
1	WMATA	Metroaccess operating				(3,116,515.00)
1	WMATA	Metrorail operating				(9,541,745.00)
1	WMATA	WMATA debt service				(1,118,613.00)
1	WMATA	WMATA CIP				(5,046,266.00)
1	WMATA	WMATA program development				(206,250.00)
1	VRE	Grant revenue			(5,335.00)	
17	VRE	Grant revenue			(2,090,566.00)	
18	City of Alexandria	Costs incurred			(255,072.00)	
18	Parsons	Consulting - Route 7 project	(46,625.79)			
19	VRE	Grant revenue			(148,740.00)	
22	VRE	Grant revenue			(1,065,949.00)	
29	VRE	Grant revenue				
30	City of Alexandria	Costs incurred			(20,573.00)	
30	City of Fairfax	Other capital				(33,375.00)
30	Banks	Service fees	(61.73)	(19.48)		
			(137,026.87)	(19.48)	(3,586,235.00)	(35,599,064.00)
TRANSFERS						
11	Transfer	From LGIP to checking	150,000.00		(150,000.00)	
			150,000.00	-	(150,000.00)	-
NET INCREASE (DECREASE) FOR MONTH			\$ 12,973.13	\$ 14,472.96	\$ (104,015.25)	\$ (18,107,246.97)

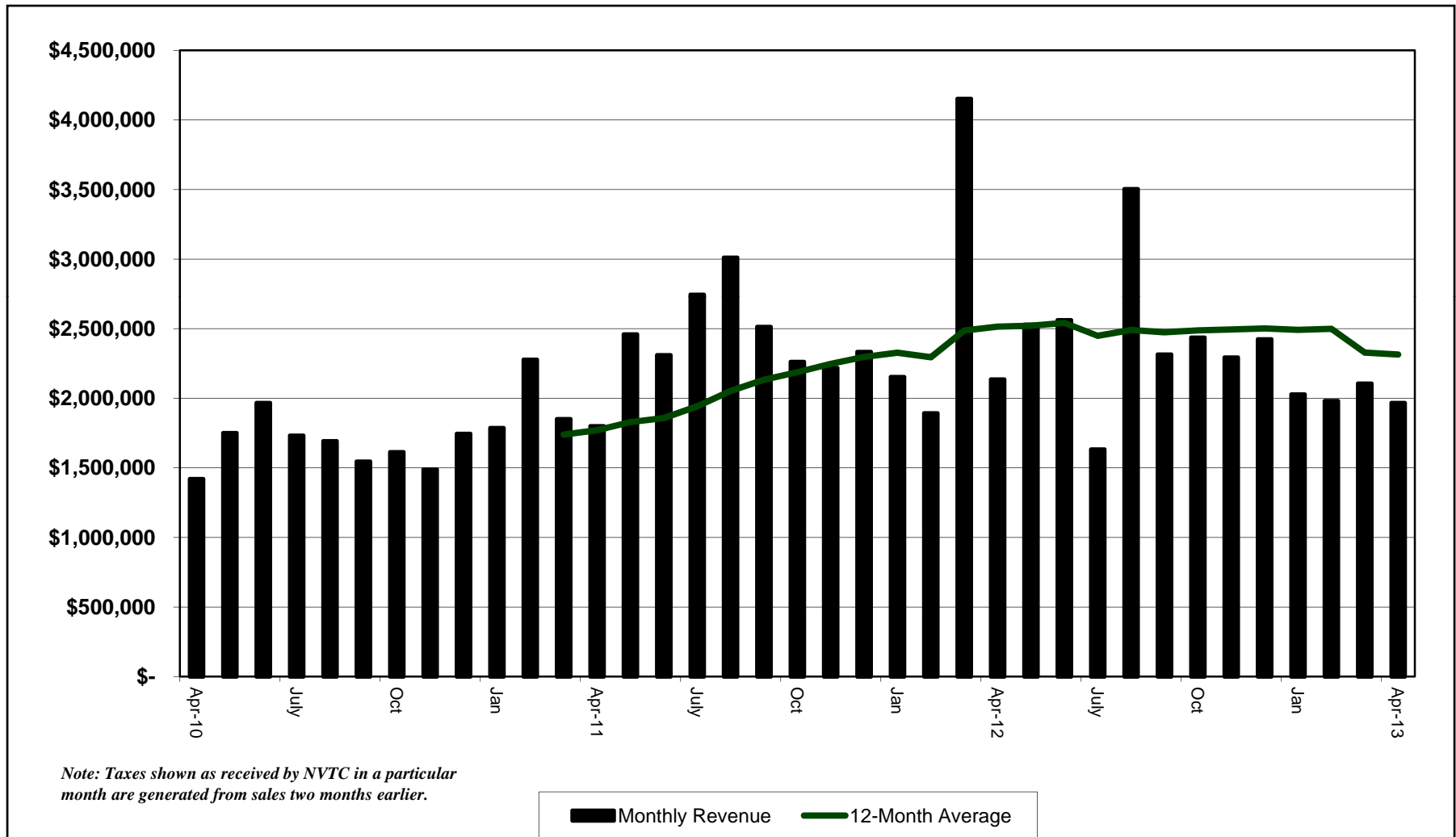
**NVTC
INVESTMENT REPORT
April, 2013**

Type	Rate	Balance 3/31/2013	Increase (Decrease)	Balance 4/30/2013	NVTC G&A/Project	Jurisdictions Trust Fund	Loudoun Trust Fund
<u>Cash Deposits</u>							
Wells Fargo: NVTC Checking	N/A	\$ 38,594.58	\$ 12,973.13	\$ 51,567.71	\$ 51,567.71	\$ -	\$ -
Wells Fargo: NVTC Savings	0.200%	157,497.03	14,472.96	171,969.99	171,969.99	-	-
<u>Investments - State Pool</u>							
Bank of America - LGIP	0.149%	155,670,322.28	(18,211,262.22)	137,459,060.06	266,646.79	117,368,439.85	19,823,973.42
		<u>\$ 155,866,413.89</u>	<u>\$ (18,093,391.90)</u>	<u>\$ 137,682,597.76</u>	<u>\$ 490,184.49</u>	<u>\$ 117,368,439.85</u>	<u>\$ 19,823,973.42</u>

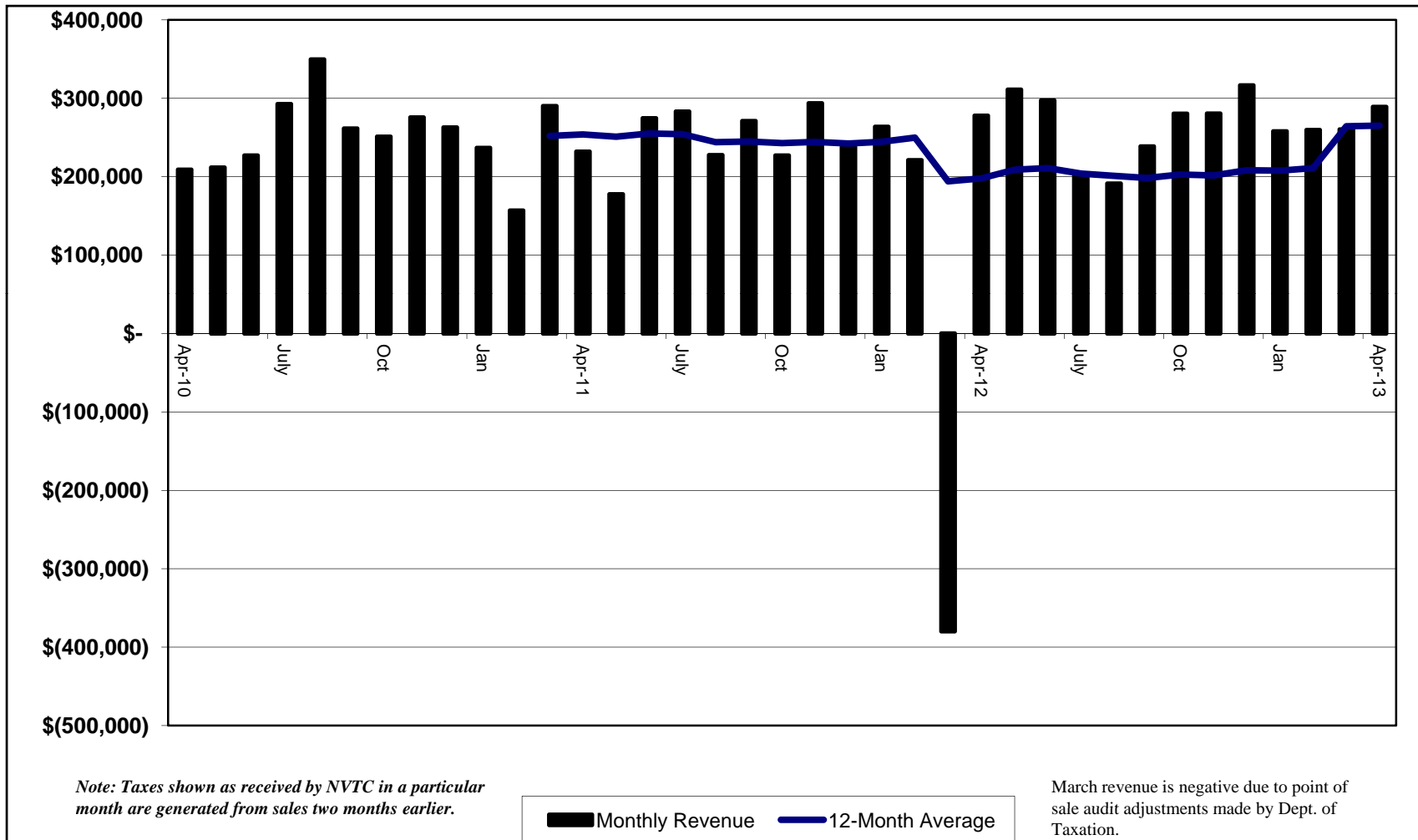
NVTC MONTHLY GAS TAX REVENUE ALL JURISDICTIONS FISCAL YEARS 2010-2013



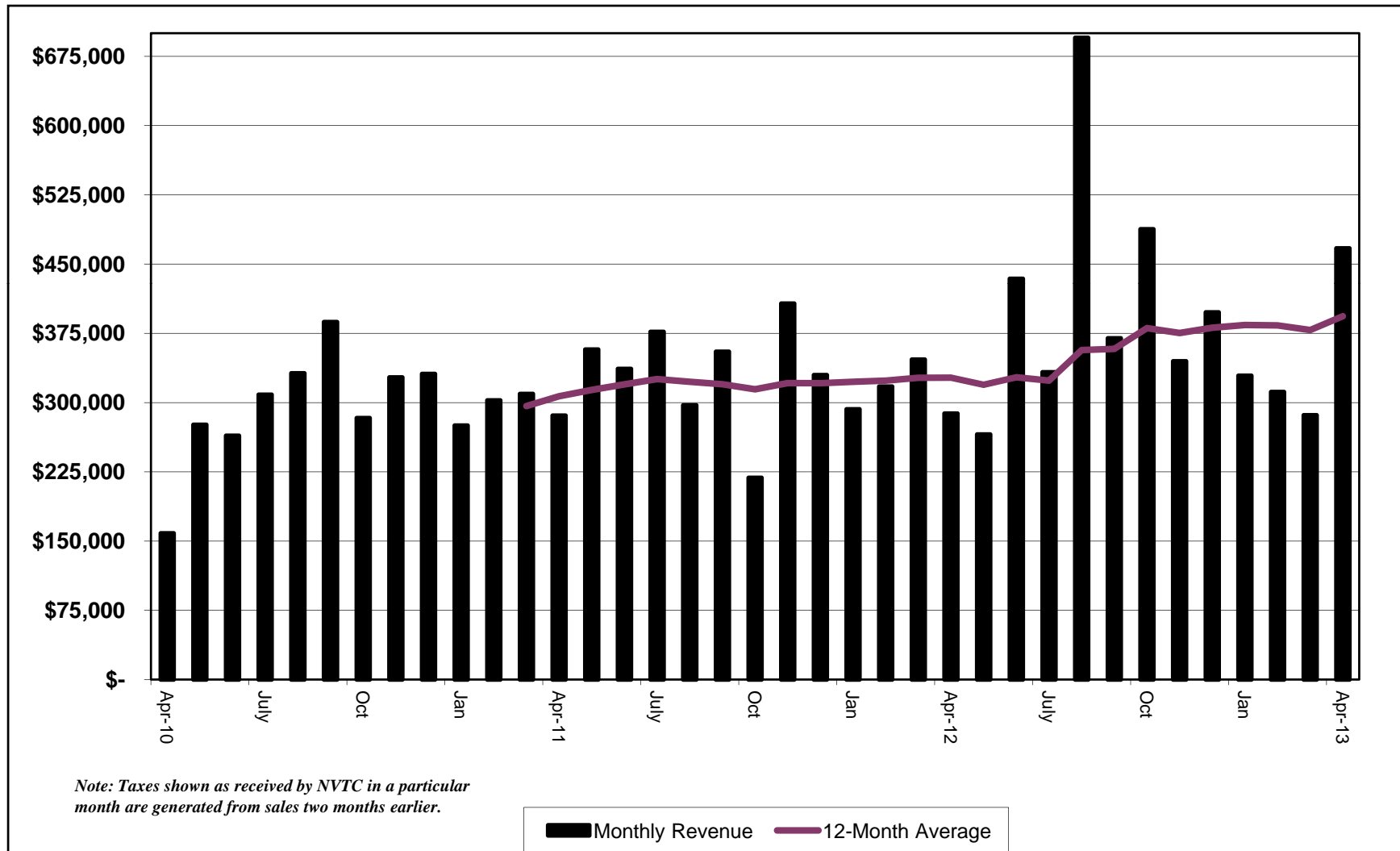
NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2010-2013



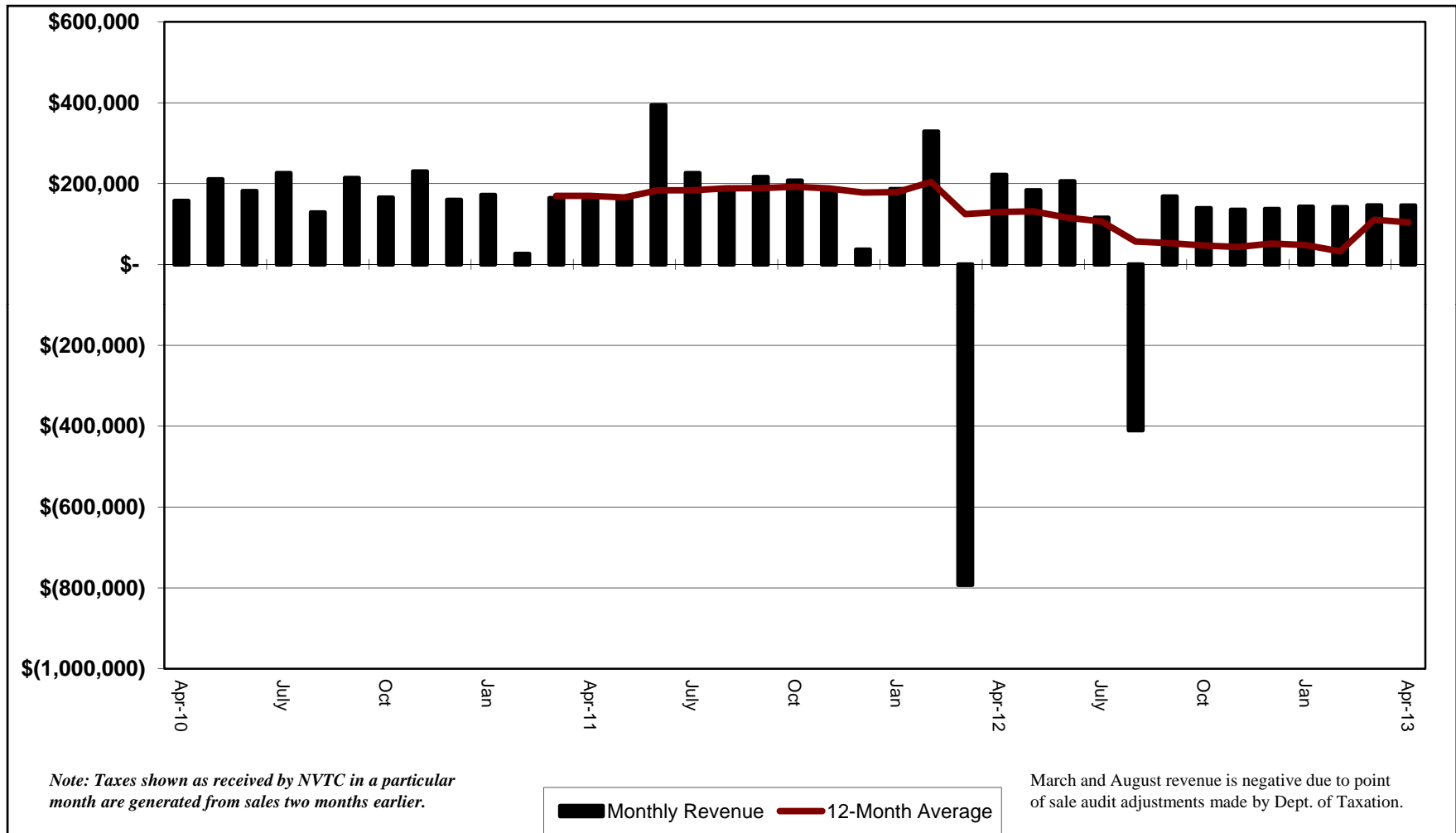
NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2010-2013



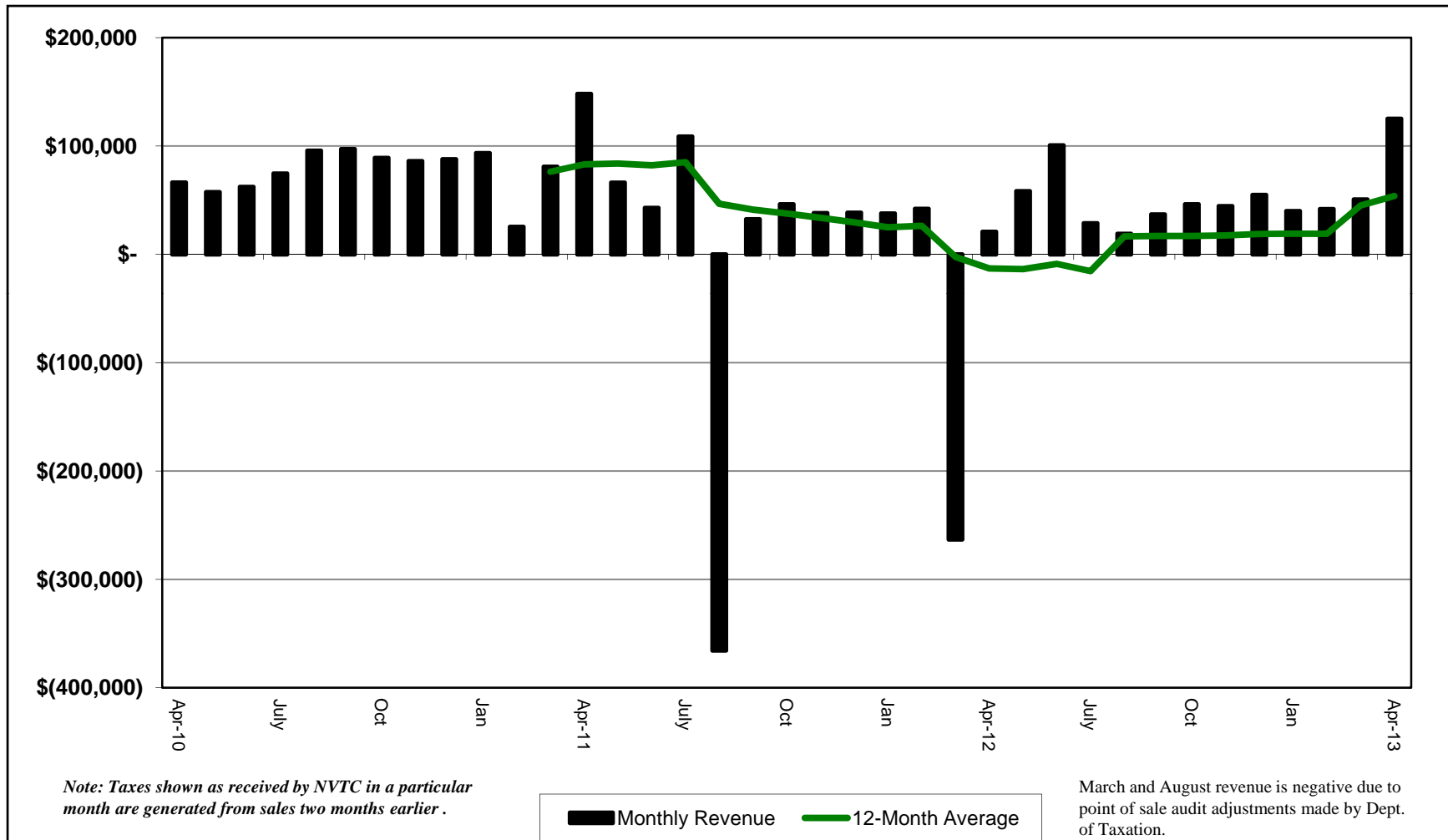
NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2010-2013



NVTC MONTHLY GAS TAX REVENUE CITY OF FAIRFAX FISCAL YEARS 2010-2013



NVTC MONTHLY GAS TAX REVENUE CITY OF FALLS CHURCH FISCAL YEARS 2010-2013



NVTC MONTHLY GAS TAX REVENUE
LOUDOUN COUNTY
FISCAL YEARS 2010-2013

