



October 31, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD 
Executive Director

SUBJECT: November 7, 2019 Commission Meeting Packet

Enclosed is your agenda packet for the November 7, 2019 Commission meeting at 7:00 p.m. in OMNIRIDE Transit Center's large conference room on the 2nd floor.

Beginning with this packet, the agenda has a new look. The change is being made in preparation of new technology that will be used in 2020 for viewing and accessing the agenda packet. The new technology, iCompass Agenda Notes, will streamline process and reduce the need for paper copies. Additional information will be forthcoming as the implementation date gets closer.

Also, beginning this month an additional fuel tax report will be included in the agenda packet as an information item. It is designed to provide an overview of each jurisdiction's actual monthly fuel tax funding compared to the budgeted assumptions, as well as a listing of expenses and encumbered funds for various eligible projects. The new format presents similar information to the monthly report provided under the consent agenda. The main difference is the new format shows cumulative monthly and year-to-date actual and budget information, with an updated fund balance amount as we progress through the fiscal year. The original consent agenda report format shows the current month and year-to-date actuals and projects an estimated end-of-fiscal year fund balance based on current fuel tax projections, which is of value to jurisdictional finance personnel

Joyce Embrey, Director of Finance and Administration, will be available on November 7th at 6:40 p.m. in the small conference room to review the report and answer any questions you may have.

The PRTC Executive Committee **will not** meet.

If you have any questions regarding agenda items or any other item in your board packet, please contact me at (703) 580-6117 or via email at bschneider@omniride.com.

Enclosure: As stated



AGENDA

Potomac and Rappahannock Transportation Commission

Thursday, November 7, 2019 - 7:00 PM

Officers

Hon. Ruth Anderson, Chair
Prince William County
Hon. Pamela Sebesky, Vice-Chair
City of Manassas
Hon. Wendy Maurer, Secretary
Stafford County
Hon. Gary Skinner, Treasurer
Spotsylvania County
Hon. Frank Principi, Immed. Past Chair
Prince William County
Hon. Jeanette Rishell, At-Large
City of Manassas Park

1. CALL TO ORDER

2. INVOCATION AND PLEDGE OF ALLEGIANCE

3. ATTENDANCE ROLL CALL

4. APPROVAL OF AGENDA

- 4.1 APPROVAL OF AGENDA – November 7, 2019
[Resolution](#)

5. APPROVAL OF MINUTES

- 5.1. APPROVAL OF PRTC COMMISSION MEETING MINUTES - October 3, 2019
[Resolution](#)

6. VIRGINIA RAILWAY EXPRESS CHIEF EXECUTIVE OFFICER'S TIME

- 6.1. [VRE CEO Report - October 2019](#)
6.2. [Agenda, Minutes, and Adopted Resolutions of the October 18, 2019 VRE Operations Board Meeting](#)
6.3. [VRE Spending Authority Report](#)
6.4. AUTHORIZE CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION
[Resolution](#)
6.5. CERTIFY CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION
[Resolution](#)
6.6. ITEM(S) REPORTED OUT OF CLOSED MEETING

7. PUBLIC COMMENT TIME

Three (3) minutes per person time limit

8. CONSENT AGENDA

APPROVE CONSENT AGENDA - NOVEMBER 7, 2019

[Resolution](#)

- 8.1. ACCEPTANCE OF THE POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION MONTHLY JURISDICTIONAL
FINANCIAL REPORT FOR THE PERIODS ENDED JULY 31 AND
AUGUST 31, 2019
[Resolution and Financial Report](#)
- 8.2. AUTHORIZATION TO BUDGET AND APPROPRIATE CITY OF MANASSAS
PARK'S MOTOR FUELS TAX FUNDS FOR SIGN INSTALLATIONS
[Resolution](#)
- 8.3. AUTHORIZATION TO BUDGET AND APPROPRIATE CITY OF MANASSAS
PARK'S MOTOR FUELS TAX FUNDS FOR MATHIS AVENUE SIGNAL
BATTERY BACKUP PROJECT
[Resolution](#)

9. EXECUTIVE DIRECTOR'S TIME

- 9.1. Follow-Up from Previous Meeting(s)
- 9.2. Executive Director's Report
- 9.3. Industry Article - *Highlights of the Commuter Connections Program 2019 State of
the Commute Survey Report*
By Bonnie Doherty, PRTC's Senior Vanpool Program Associate
[Article](#)

10. PRESENTATIONS AND INFORMATION

- 10.1. Strategic Plan Update
[Presentation](#)
- 10.2. Wheels-to-Wellness Program Recommendation
[Presentation](#)

11. ACTION ITEMS

There are no action items this month.

12. CHAIR'S TIME

[Engagement Opportunities](#)

13. OTHER BUSINESS/COMMISSIONERS' TIME

14. ADJOURNMENT

INFORMATION ITEMS

[September System Performance Report](#)

[Revised Spending Authority Report](#)

[FTA Follow-Up Procurement Review Draft Report](#)

[FY19 Year-End Jurisdictional Fuels Tax Report](#)

[FY20 Year-to-Date Jurisdictional Fuels Tax Report](#)

[Monthly Safety Dashboard](#)

[FY20 1st Quarter Fuel Dashboard](#)

ITEM 1

Call to Order

ITEM 2

Invocation and Pledge of Allegiance

ITEM 3

Attendance Roll Call

MOTION:

SECOND:

RE: APPROVAL OF AGENDA – November 7, 2019

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) meets on a monthly basis and an agenda is presented to the Commission for review and approval.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the agenda of November 7, 2019, as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



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[Monthly Safety Dashboard](#)

[FY20 1st Quarter Fuel Dashboard](#)

MOTION:

SECOND:

RE: APPROVAL OF PRTC COMMISSION MEETING MINUTES – October 3, 2019

ACTION:

WHEREAS, on November 7, 2019 at 7:00 p.m. the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) convened its regular meeting at the OMNIRIDE Transit Center, located at 14700 Potomac Mills Road, Woodbridge, Virginia; and

WHEREAS, PRTC conducted business in accordance with a published agenda dated November 7, 2019.

NOW, THEREFORE BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of October 3, 2019 as presented/amended.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



MINUTES

BOARD OF COMMISSIONERS MEETING

October 3, 2019
OMNIRIDE Transit Center • 14700 Potomac Mills Road,
Woodbridge, VA

Members Present

*Ruth Anderson, Chair
*Victor Angry (arrived at 7:06 p.m.)
*Maureen Caddigan (arrived at 7:06 p.m.)
*Jeanine Lawson (arrived at 7:06 p.m.)
*Marty Nohe
*Frank Principi, Immediate Past Chairman
*Pamela Sebesky, Vice Chair
*Jeanette Rishell, At-Large Member
*Gary Skinner, Treasurer
*Jennifer DeBruhl
*Rojan Robotham (arrived at 7:34 p.m.)

Members Absent

Mark Dudenhefer
Wendy Maurer, Secretary
Matthew Kelly
Paul Trampe
Jennifer Mitchell
Robert Thomas
George Barker

Alternates Present

Margaret Franklin (voted until 7:06 p.m.)
Kalai Kandasamy (voted until 7:06 p.m.)

Alternates Absent

Hilda Barg
Pete Candland
Norm Catterton
Darrell Jordan
Jack Cavalier
Cindy Shelton
Mark Wolfe
Preston Banks
Hector Cendejas
Donald Shuemaker
Jason Graham
Tim McLaughlin
David Ross
Todd Horsley
Steve Pittard

Jurisdiction

Prince William County
Prince William County
Prince William County
Prince William County
Prince William County
Prince William County
City of Manassas
City of Manassas Park
Spotsylvania County
Department of Rail and Public Transportation
Virginia House of Delegates

Stafford County
Stafford County
City of Fredericksburg
Spotsylvania County
Department of Rail and Public Transportation
Virginia House of Delegates
Virginia Senate

Prince William County
Prince William County

Prince William County
Prince William County
Prince William County
Prince William County
Stafford County
Stafford County
City of Manassas
City of Manassas Park
City of Manassas Park
City of Manassas Park
City of Fredericksburg
Spotsylvania County
Spotsylvania County
Department of Rail and Public Transportation
Department of Rail and Public Transportation

*Voting Member

Arrivals/departures following the commencement of the PRTC Commission Board Meeting are notated with the arrival/departure time.

Staff and General Public

Dr. Robert A. Schneider, PhD – PRTC
Christine Rodrigo – PRTC
Betsy Massie – PRTC
Joyce Embrey - PRTC
Althea Evans - PRTC
Chuck Steigerwald – PRTC
Perrin Palistrant – PRTC
Natasha Khan – PRTC
Bonnie Doherty – PRTC
Cynthia Porter-Johnson – PRTC
Holly Morello – PRTC
Jeff Morfit – PRTC
Sun Amacker – PRTC
Nkenge Muhammad – PRTC
Byren Lloyd - PRTC
Denise Copeland – Vanpool Alliance
Joe Stainsby – Vanpool Alliance

Uriah Kiser – Media
David Sinclair – Prince William County
Bob Leibbrandt – Prince William County
Ryan McManus – Prince William County
Paolo Belita – Prince William County
Rick Canizales – Prince William County
Doug Allen- VRE
Joe Swartz – VRE
Mark Schofield - VRE
Monica Backmon- NVTA
Mark Longhi – NVTA
Xavier Harmony – DRPT
Todd Johnson – First Transit
Nelson Cross – First Transit
Sharon Pandak – Greehan, Taves & Pandak
Brad Heller – General public

Chair Anderson called the meeting to order at 7:04 p.m. Invocation, Pledge of Allegiance and Roll Call followed.

Approval of the Agenda –4 [RES 19-10-01]

Commissioner Skinner moved with a second by Commissioner Rishell. Commissioner Nohe requested the agenda be amended to include a Closed Meeting for discussion of a personnel matter. (SKINNER/RISHELL, UNANIMOUS)

Commissioners Angry, Caddigan, and Lawson arrived at 7:06 p.m. Alternate Commissioners Franklin and Kandasamy left the Commissioners' table and returned to seats with the general public.

Approval of the Minutes of the September 5, 2019 PRTC Board Meeting – 5 [RES 19-10-02]

Commissioner Sebesky moved, with a second by Commissioner Lawson to approve the minutes of the September 5, 2019 meeting. Commissioner Rishell asked that the minutes be amended to add clarifications regarding her comments about the August 2019 work stoppage. (SEBESKY/LAWSON, MAJORITY VOTE; PRINCIPI and CADDIGAN ABSTAINED)

Virginia Railway Express (VRE) – 6

Mr. Doug Allen briefed the Board on the following items of interest:

- September on-time performance was 77% on the Manassas line and 81% on the Fredericksburg line.
- Regarding Positive Train Control, VRE continues working on recommendations with host railroads to enhance reliability and performance.
- The VRE Master Agreement survey was held on Wednesday, October 2.
- VRE worked with Manassas Fire and Rescue on a training drill on September 28.
- On October 4, VRE will host two groups who are interested in learning about the commuter railroad. One group is from India and Bangladesh and the other is from the North Carolina Railroad Company.
- The recent completion of the Slater's Lane Crossing will allow trains to cross tracks at a point between Crystal City and Alexandria. VRE committed to this project as part of its agreement with CSX to allow construction of the Potomac Shores Station.
- Metro is allowing VRE riders who park at the Franconia-Springfield Metro Station parking garage to pay the same parking fee as Metro riders.
- VRE has rolled out upgraded ticket vending machines using new technology inside old stainless steel cabinets.

Authorize the Referral of the Preliminary FY2021 VRE Operating and Capital Budget to the Jurisdictions [RES 19-10-03]

Commissioner Lawson moved, with a second by Commissioner Skinner. There was no discussion on the item. (LAWSON/SKINNER, UNANIMOUS)

Approve and Authorize Submission of VRE Projects to the Northern Virginia Transportation Authority for FY2024 – 2025 Six-Year Program Update Funding Consideration [RES 19-10-04]

Commissioner Skinner moved, with a second by Commissioner Caddigan. There was no discussion on the item. (SKINNER/CADDIGAN, MAJORITY VOTE; NOHE ABSTAINED)

Mr. Allen departed the meeting.

Public Comment Time - 7

Chair Anderson opened Public Comment Time. Mr. Brad Heller of the Occoquan area, asked about Chair Anderson's recent tour of area commuter lots and requested an update on any issues found during the tour.

Approve the Consent Agenda – 8 [RES 19-10-05]

Commissioner Skinner moved, with a second by Commissioner Rishell. There was no discussion on the item. (SKINNER/RISHELL, UNANIMOUS)

- **Acceptance of the Monthly Jurisdictional Financial Report for the Period Ended June 30, 2019 - 8A [RES 19-10-06]**

PRTC Executive Director's Time – 9

Dr. Schneider briefed the Board on the following items of interest:

Following up from last month's meeting, staff has determined that a job description is needed by February-March 2020 for a position that will replace an existing director's position when that person retires. Staff is examining other mechanisms to get I-66 programs up and running before the existing director's anticipated retirement.

Participants in OmniRide's current Mentorship program were recognized during the meeting. The leaders of the current program, Holly Morello and Cynthia Porter-Johnson, explained that there were eight mentor-mentee teams and that the program has been modified based on feedback from the first group that participated in the Mentorship program. One of the successful events was an Alumni Forum in which former PRTC staff members returned to talk about their careers. The third Mentorship program will begin in November 2019. Two participants in the current program, Bonnie Doherty and Natasha Khan, shared that for their class project they worked with the SPARK program and donated more than \$700 in school supplies for Prince William County Public Schools.

Two all-hands staff meetings were held in September on the Diversity, Equity and Inclusion Strategic Plan. The next step is for more staff members to join in and continue implementing the recommendations. Some recommendations are already in place including improved communications via video screens, collaborative space for employees to meet instead of being in separate cubicles, the mentoring program, more staff recognitions, and employee training.

The Executive staff had a one-day local retreat and used Emergenetics to learn about their thinking and behavioral traits. The plan is to have the entire organization go through the program.

Commissioner Robotham arrived.

The 2019 State of the Commute report showed OmniRide Ridesharing has the highest level of local awareness and use in the region. Awareness increased from 51 percent to 64 percent and usage increased from 10 percent to 13 percent. Dr. Schneider gave credit for the increase to Chuck Steigerwald for assembling a great team, namely Holly Morello and Natasha Khan.

As part of the I-395/95 Commuter Choice program, OmniRide plans to start two new Express bus routes from the Staffordboro Commuter Lot: one with service to the Pentagon and the other serving L'Enfant Plaza. Commissioner DeBruhl said DRPT has reviewed all projects and as long as there are no changes by PRTC or NVTC, DRPT intends to present the package for approval to the Commonwealth Transportation Board on October 17. Dr. Schneider added that if the CTB approves the OmniRide routes, service will start on November 4 and will be fare-free through December 31, 2019.

Dr. Schneider thanked Cynthia Porter-Johnson for her work organizing the VRE Master Agreement survey.

Within the next 30 days, OmniRide anticipates issuing a Request for Information related to fast ferry providers. PRTC is continuing to get a better understanding of the limitations of using FTA funding. Last week, a group traveled to New York City to further examine regional transit ferry service. The group, including representatives from Commissioner Principi's office, NVRC, and PRTC, met with three separate ferry providers and the New York City Economic Development Agency. Dr. Schneider stressed that an RFI is not a Request for Proposals but simply a request for more information about items such as models of service and governance. Commissioner Principi noted that all ferry services are different and that our region can learn lessons by issuing an RFI.

This month's Industry Article is: *Metro Transit Rolls Out Vastly Improved Bus Stop Signs* by Lamarr Johnson, OmniRide's Transit Amenities Coordinator. Dr. Schneider noted that the article is about the Twin Cities Metro, and includes a photo and information about OmniRide's new "lollipop" bus stop signs that will start appearing this fall in the western service area.

Presentations and Information – 10

Strategic Plan Update – 10A - Chuck Steigerwald

Mr. Steigerwald's presentation focused on the Strategic Plan's TDM Focus Area. He noted that the recent Commuter Connections State of the Commute Survey showed OmniRide Ridesharing has the highest awareness and most utilization of all local commuter assistance programs in the region. Commissioner Principi asked what was the most important factor in such a dramatic increase in rideshare awareness and usage. Mr. Steigerwald credited staff efforts and increased marketing, plus the current environment where the workforce is traveling to different locations and is seeking out information about their options.

Commissioner Principi asked if PRTC had used social media campaigns. Mr. Steigerwald replied that ridesharing has been promoted on Facebook, but the bigger factor is the concept of individualized marketing, which some refer to as a concierge service, in which PRTC staff are comfortable promoting a range of options, from WMATA, Fairfax, and Stafford services, to carpools, vanpools and telework, based on what information the commuter is seeking.

I-395/95 Commuter Choice Program Inaugural Program of Projects – 10B - Chuck Steigerwald

Mr. Steigerwald said the resolution the Board will consider later on the agenda includes three parts: approving the recommended program of projects, authorizing staff to refer the program to the Commonwealth Transportation Board for approval, and authorizing the execution of the standard project agreements.

Commissioner Robotham asked about one recommended project, the Commuter Store at the Pentagon. Mr. Steigerwald said Arlington County has a successful store at the Pentagon and this would fund operations for another year.

Commissioner Angry referenced another recommended project, enhanced service on OmniRide's route between Dale City and Ballston, and asked if this would add new stops. Mr. Steigerwald said the enhancement is two new morning trips and two new evening trips that were added to the schedule.

PRTC Action Items – 11

Authorize Executive Director to Submit a Letter of Support for the Long Bridge Draft Environmental Impact Statement Preferred Alternative "Action Alternative A" on Behalf of the Chair – 11A [RES 19-10-07]

Commissioner Angry moved, with a second by Commissioner Sebesky. Chair Anderson asked about the differences between the Alternatives. Commissioner DeBruhl said Alternative A adds a second two-track bridge to the west of the existing bridge, between the existing Long Bridge and the Metro bridge. (ANGRY/SEBESKY, UNANIMOUS)

Approve the Inaugural I-395/95 Commuter Choice Program of Projects and Forward to the Commonwealth Transportation Board, and Authorize the NVTC Executive Director to Execute the Standard Project Agreements – 11B [RES 19-10-08]

Commissioner Skinner moved, with a second by Commissioner Principi. There was no discussion on the item. (SKINNER/PRINCIPI, UNANIMOUS)

PRTC's Chair Time - 12

Chair Anderson read a letter from Prince William County Attorney Michelle Robl, thanking PRTC for many years of working together as PRTC's legal counsel.

In response to a question asked during Public Comment Time about a recent tour of commuter lots, Chair Anderson said the tour was undertaken to identify items that would make it easier for people to use OmniRide. The list was submitted to the I-95 Corridor Study, and some improvements from that list have already been made. The study will be the subject of a public meeting scheduled for October 17 at 6 p.m. at Freedom High School. Chair Anderson encouraged everyone to attend that meeting.

Turning to the Engagement Opportunities list, Chair Anderson encouraged people to attend OmniRide's bus rodeo on Saturday, October 12. She added that another event on the list, *What you Need to Know about Transportation*, will be held on October 17 in Fairfax, and two of the speakers for that event are in the room currently: Supervisor Marty Nohe and OmniRide's Perrin Palistrant.

Chair Anderson announced that the Board will elect its Nominating Committee at November's meeting to select new officers who will serve on the Commission next year. The election of officers will take place at the January meeting. She pointed out that local elections will be held on November 5, 2019, so it's difficult to predict who will be available to serve as officers.

Dr. Schneider announced that three new 40-foot Gillig buses have been delivered. The new buses will be used locally, taking OmniRide's new branding on local routes for the first time. The buses also feature two doors, reducing dwell time, or the time required to unload and then load passengers. In response to an observation from Chair Anderson, Dr. Schneider noted that the new buses will not have exterior advertising but the old fleet will.

Other Business/Commissioner's Time – 13

Commissioner Sebesky noted that Historic Downtown Manassas will host its Fall Jubilee on Saturday, October 5, and during the event the Fire and Rescue Department will provide free instruction in hands-only CPR. She added that Downtown Manassas recently received an ABC license to allow open containers during its First Friday celebrations and more than 8,000 people attended the event in September. A similar

number of participants are expected for the October 4 event and Center Street will be closed to vehicular traffic during First Friday and the Fall Jubilee. She invited everyone to attend the events.

Commissioner Lawson congratulated Commissioner Robotham for running the Prince William Half-Marathon on Sunday, September 29.

AUTHORIZE CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION [RES 19-10-09]

Commissioner Rishell moved, with a second by Commissioner Sebesky to authorize a closed meeting pursuant to §2.2-3711.A.1 VA Code Ann., for discussion of a personnel matter regarding the evaluation of an individual. (RISHELL/SEBESKY, UNANIMOUS)

The Commission adjourned into closed meeting at 8:11 p.m.

The Commission concluded closed meeting at 8:26 p.m.

CERTIFY CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION [RES 19-10-10]

Commissioner Sebesky moved, with a second by Commissioner Skinner to certify the closed meeting of the Potomac and Rappahannock Transportation Commission. There was no discussion on the motion. (SEBESKY/SKINNER, UNANIMOUS)

Adjournment - 14

There being no further business to come before the Commission, Chair Anderson adjourned the meeting at 8:27 p.m.

Information Items

There were no comments.

Virginia Railway Express (VRE) Chief Executive Officer's Time

- 6.1 INFO Chief Executive Officer's Report – October 2019
- 6.2 INFO Agenda, Minutes, and Adopted Resolutions of the October 18, 2019 VRE
Operations Board Meeting
- 6.3 INFO Spending Authority Report
- 6.4 RES Authorize Closed Meeting
- 6.5 RES Certify Closed Meeting
- 6.6 ____ Items Reported Out of Closed Meeting

CEO REPORT

OCTOBER 2019



OUR MISSION

The Virginia Railway Express, a joint project of the Northern Virginia Transportation Commission and the Potomac Rappahannock Transportation Commission, will provide safe, cost-effective, accessible, reliable, convenient, and customer responsive commuter-oriented rail passenger service. VRE contributes to the economic vitality of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.



CEO REPORT | OCTOBER 2019

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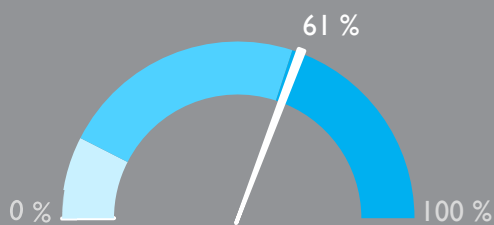
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VIRGINIA RAILWAY EXPRESS
A better way. A better life.

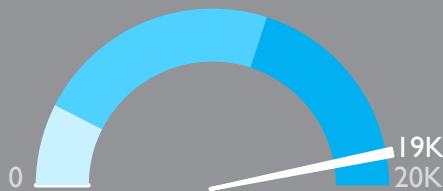


SUCCESS AT A GLANCE



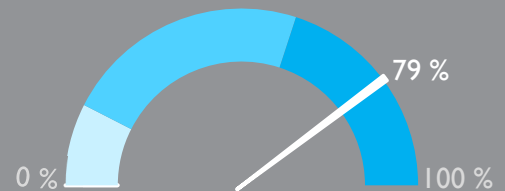
PARKING
UTILIZATION

The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



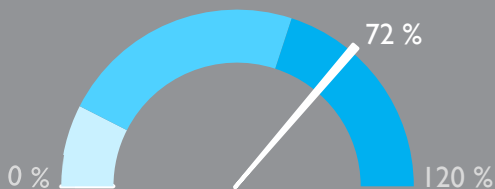
AVERAGE DAILY
RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings but excluding "S" schedule operating days.
Same month, previous year: 17,779



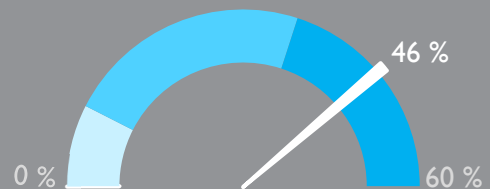
ON-TIME
PERFORMANCE

Percentage of trains that arrive at their destination within five minutes of the schedule.
Same month, previous year: 72%



SYSTEM CAPACITY

The percent of peak hour train seats occupied.
The calculation excludes reverse flow and non-peak hour trains.



OPERATING RATIO

The monthly operating revenues divided by the monthly operating expenses, which depicts the percent of operating costs paid by the riders.
Board-established goal: 52%

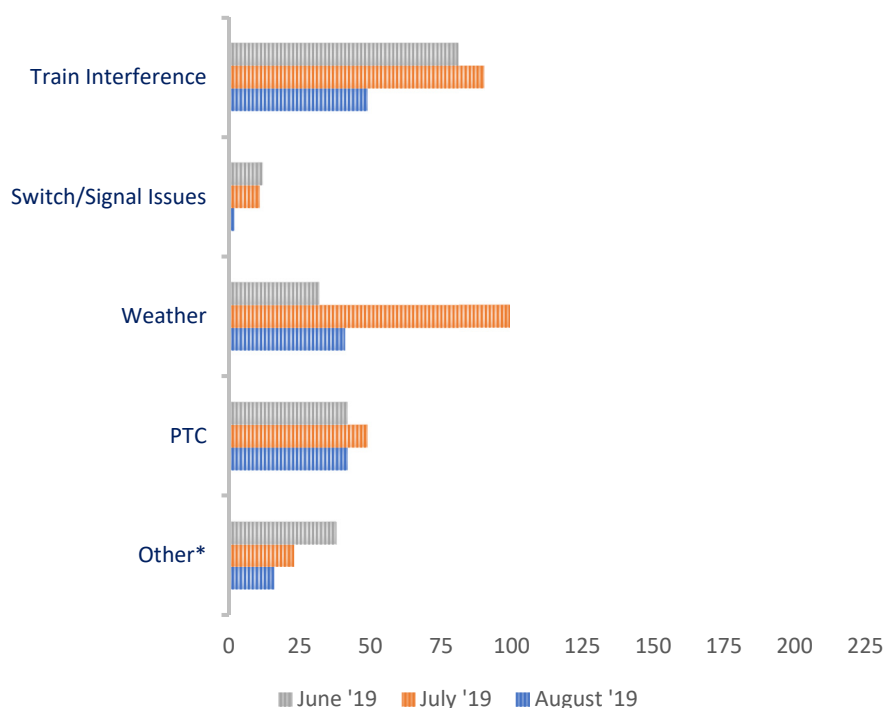
August 2019

ON-TIME PERFORMANCE

OUR RECORD

	August 2019	July 2019	August 2018
Manassas Line	82%	69%	62%
Fredericksburg Line	76%	53%	81%
System Wide	79%	61%	72%

PRIMARY REASON FOR DELAY



VRE operated 704 trains in August. Our on-time rate for August was 79 percent.

One hundred fifty trains arrived more than five minutes late to their final destinations. Of those late trains, 65 were on the Manassas Line (43 percent), and 85 were on the Fredericksburg Line (57 percent).

Overall, August showed improvement in on-time performance. Positive train control delays have remained steady in the last three months. All categories had decreases from July, but weather (heat restrictions were in effect on 12 days) and congestion had a significant impact on OTP.

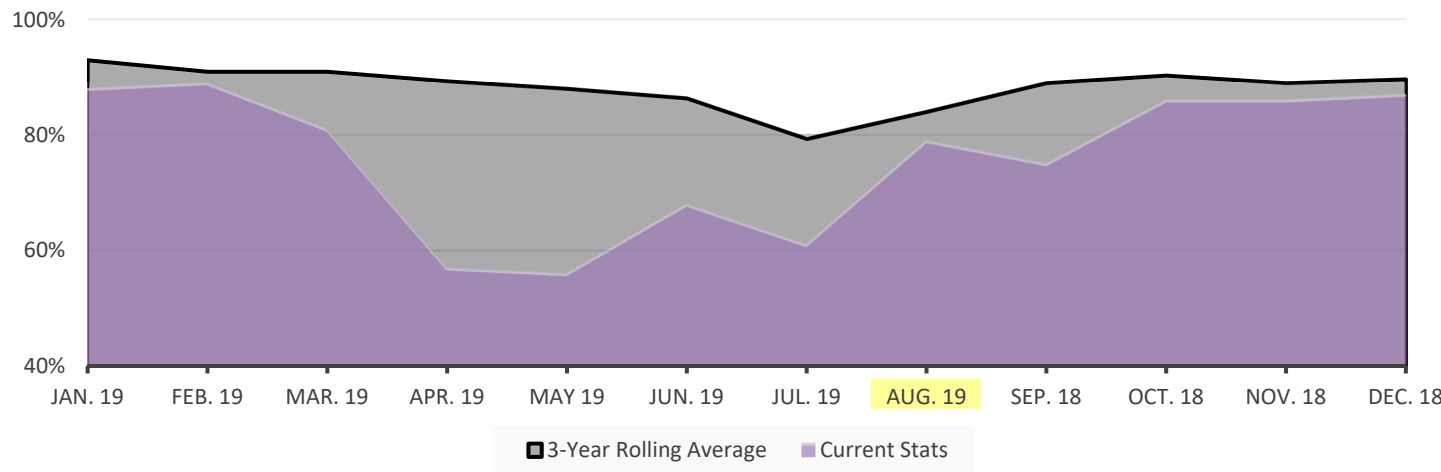
*Includes trains that were delayed due to operational testing and passenger handling.

LATE TRAINS

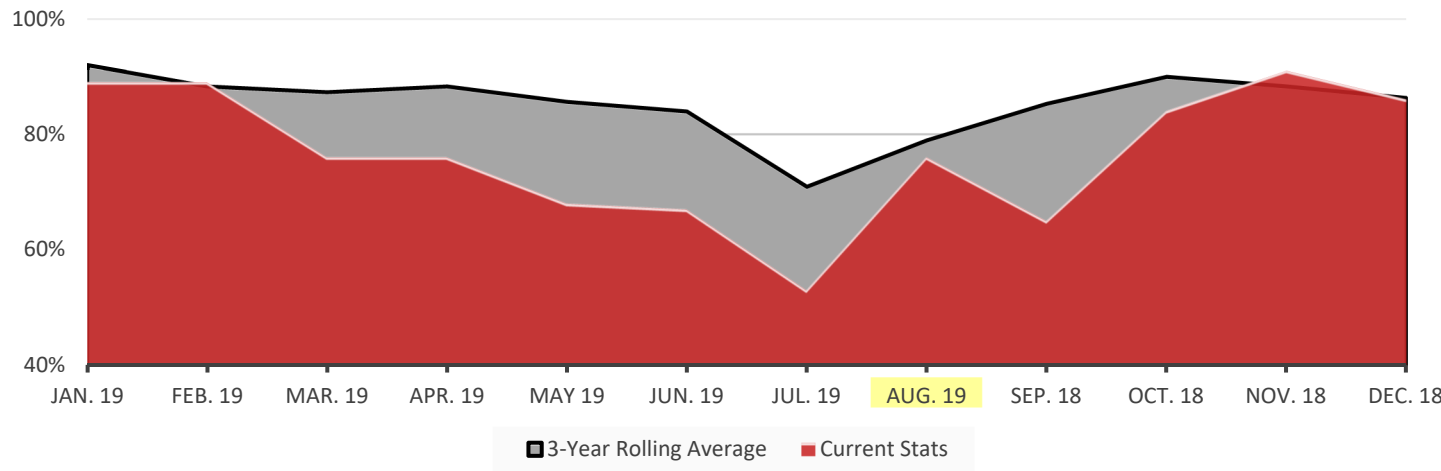
	System Wide			Fredericksburg Line			Manassas Line		
	June	July	August	June	July	August	June	July	August
Total late trains	205	272	150	106	166	85	99	106	65
Average minutes late	14	16	13	13	16	12	16	15	14
Number over 30 minutes	14	28	8	4	16	4	10	12	4
Heat restrictions	10	19	12	10	19	12			

ON-TIME PERFORMANCE

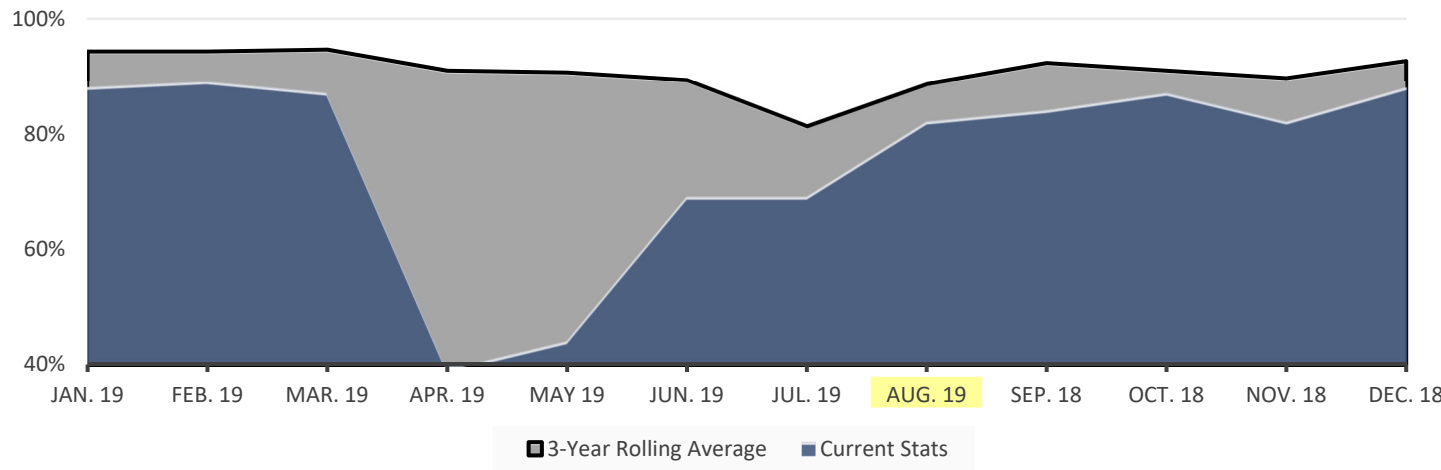
VRE SYSTEM



FREDERICKSBURG LINE

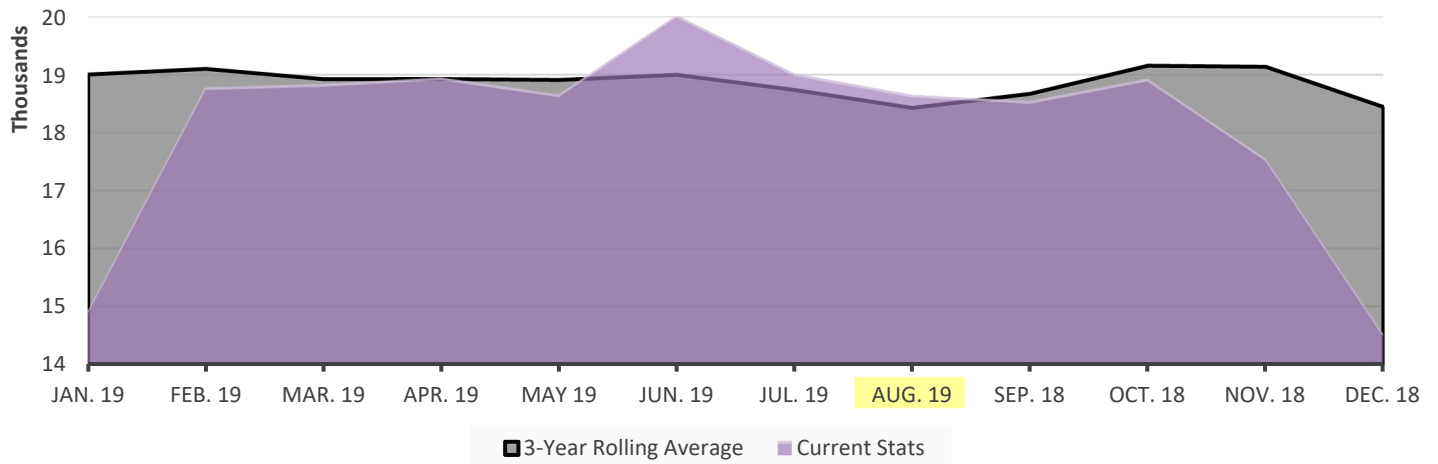


MANASSAS LINE

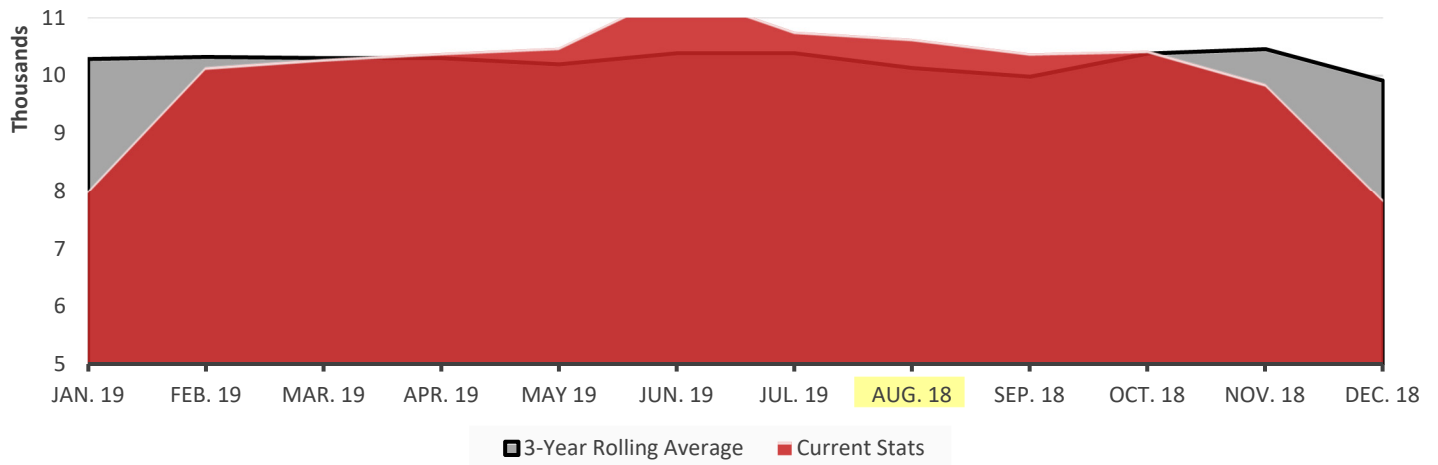


AVERAGE DAILY RIDERSHIP

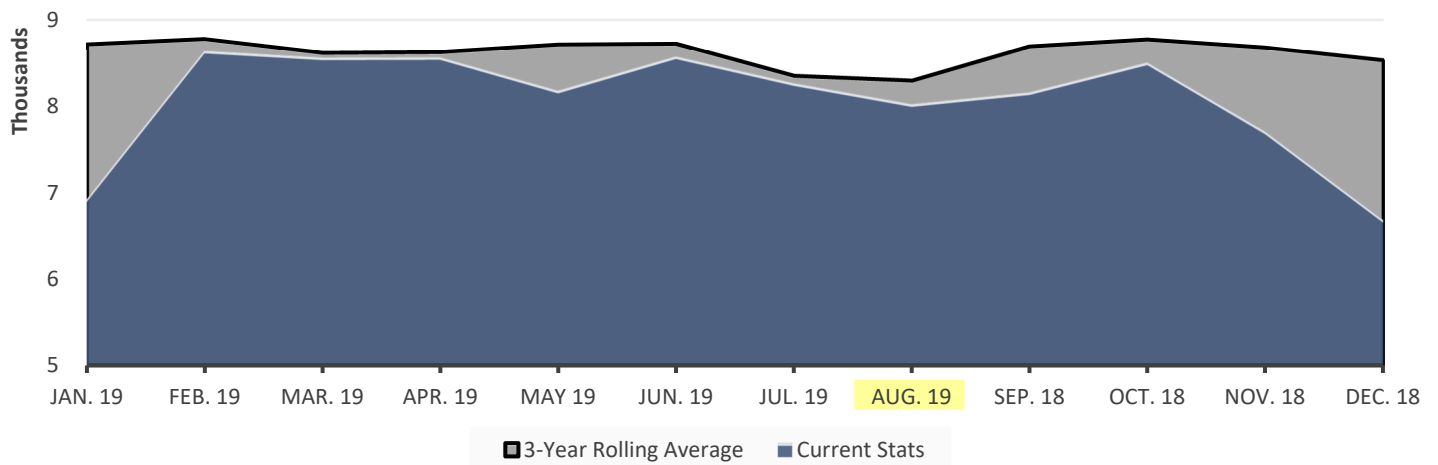
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



OCTOBER 2019

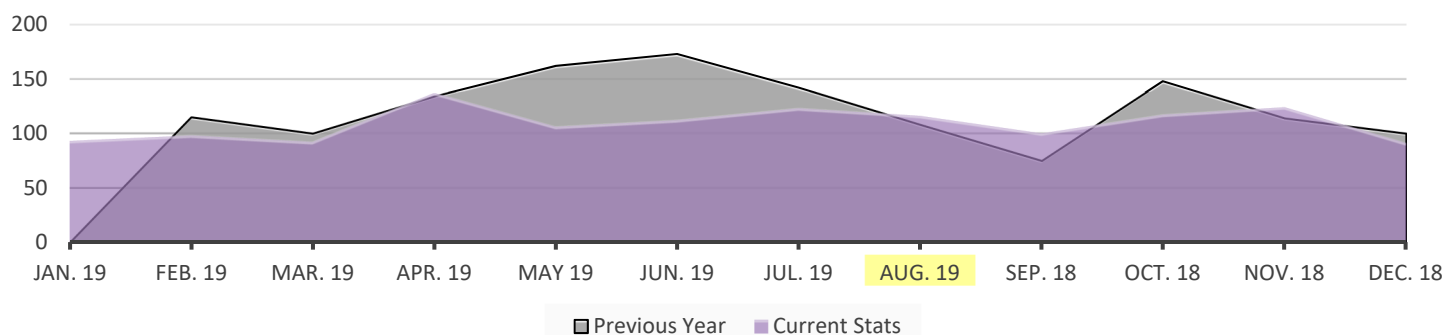
RIDERSHIP UPDATES

Average daily ridership (ADR) in August was approximately 18,600.

	August 2019	July 2019	August 2018
Monthly Ridership	410,334	418,434	414,912
Average Daily Ridership	18,652	19,020	17,779
Full Service Days	22	22	23
"S" Service Days	0	0	0

SUMMONSES ISSUED

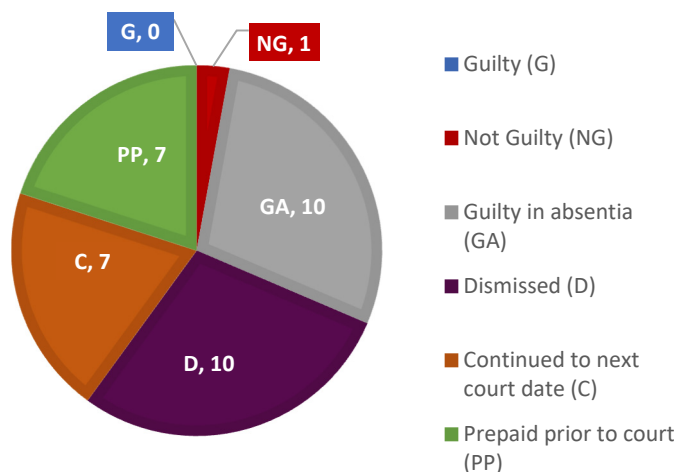
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

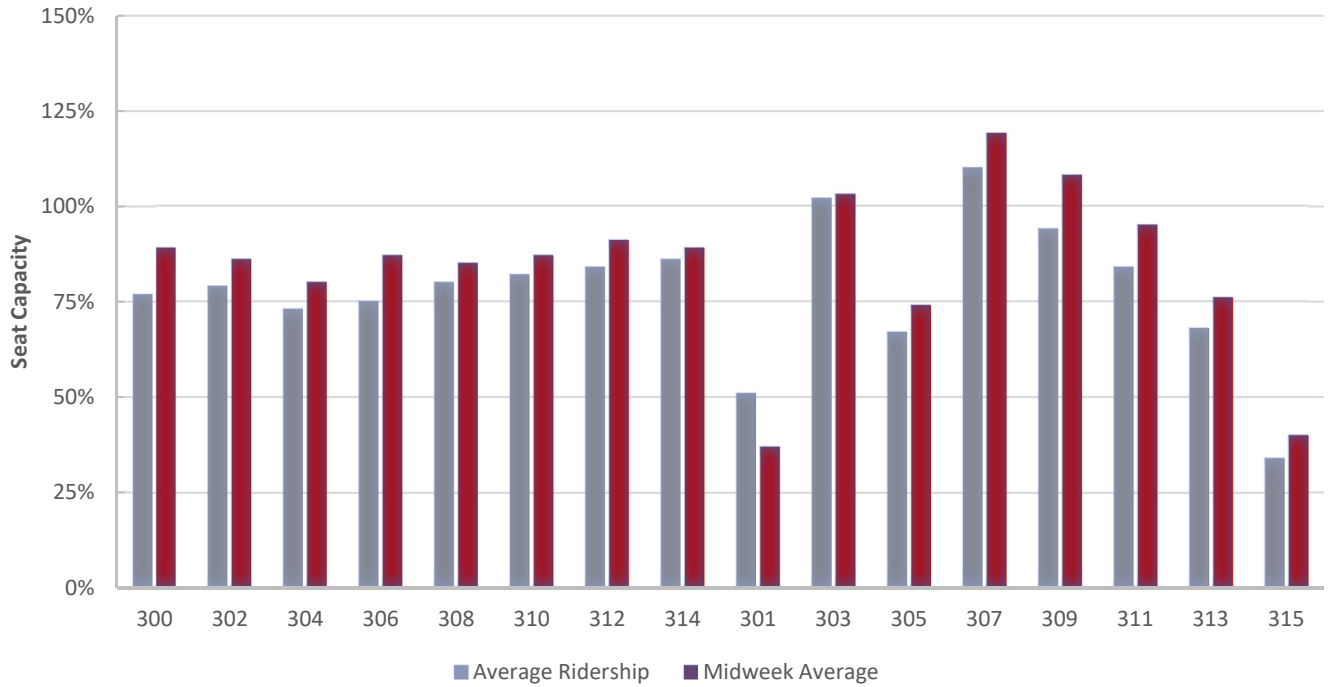
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	15
One-time courtesy	11
Per the request of the conductor	8
Defective ticket	1
Per Ops Manager	0
Unique circumstances	0
Insufficient information	1
Lost and found ticket	0
Other	3
Total Waived	39

MONTHLY SUMMONSES COURT ACTION

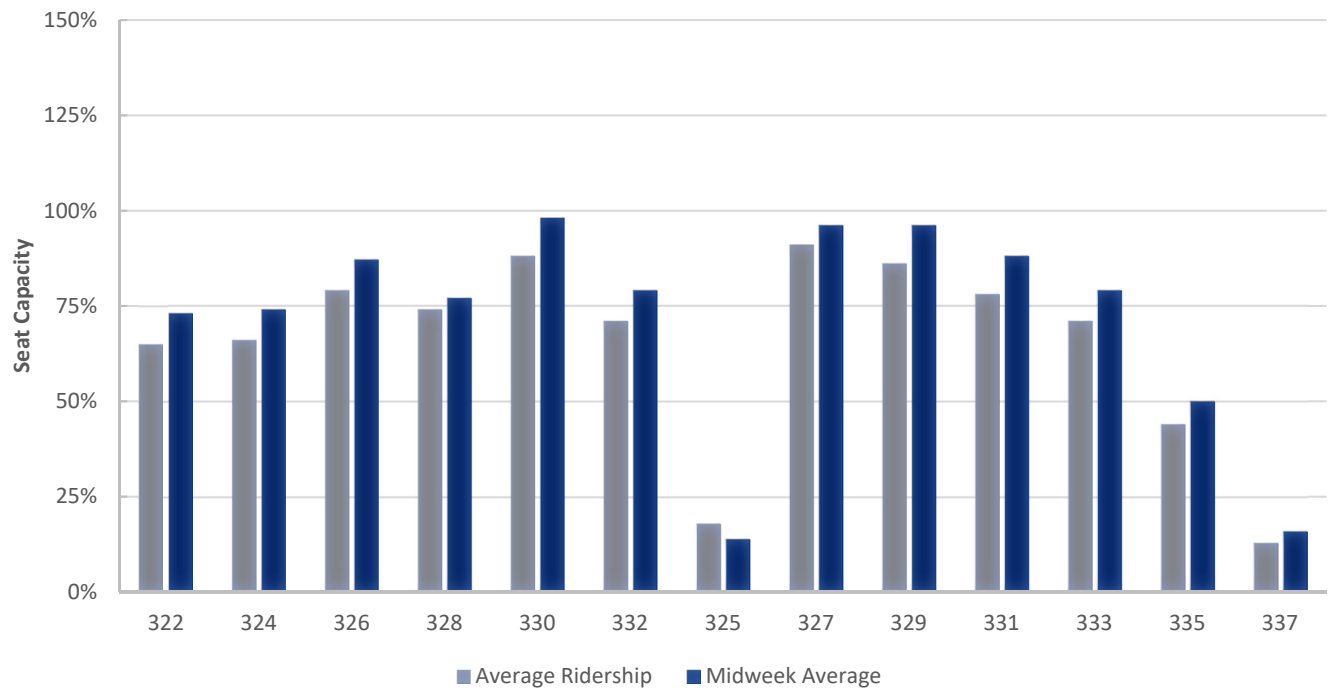


TRAIN UTILIZATION

FREDERICKSBURG LINE

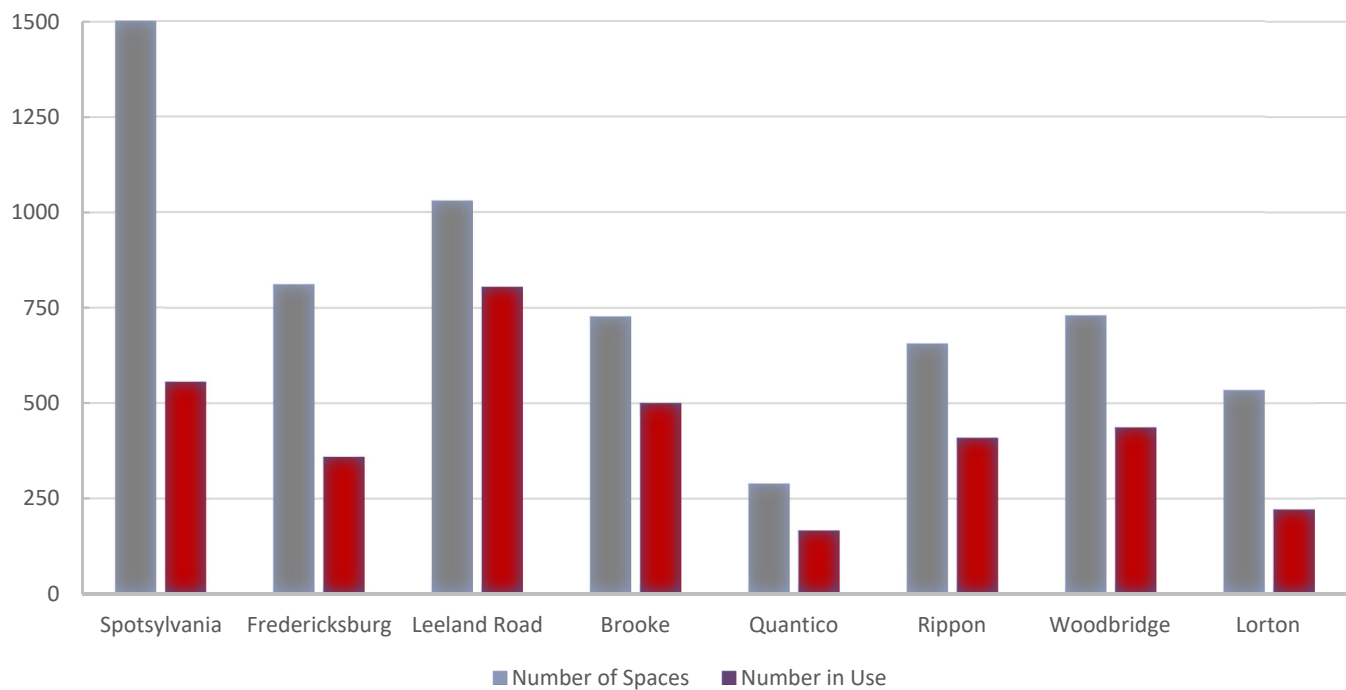


MANASSAS LINE

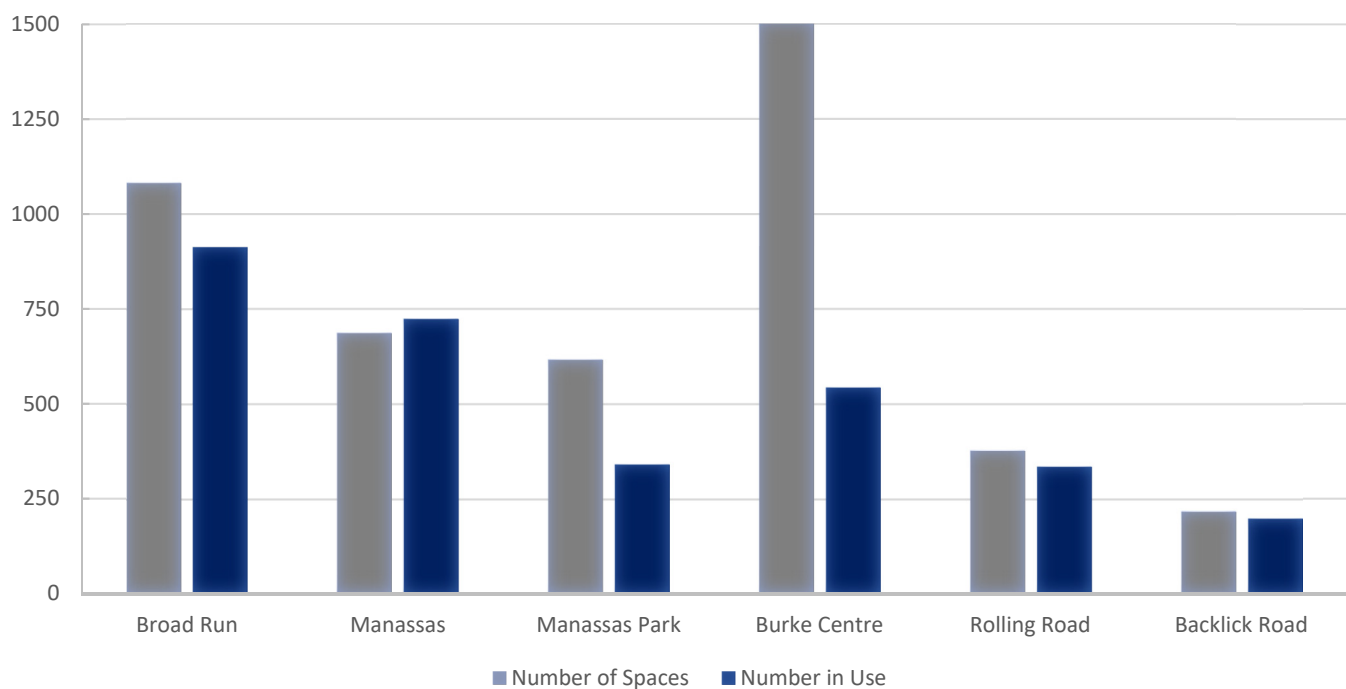


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT

Fare revenue through the second month of FY 2020 is approximately \$69,000 below budget (an unfavorable variance of -0.9 percent) and is 5.2 percent above the same period in FY 2019. Revenue for the period was impacted positively by additional ridership resulting from the Metrorail Yellow and Blue Line shutdown.

VRE's annual liability insurance premium was accounted for in full in July, resulting in a year-to-date operating ratio of 46 percent. Absent this premium, the operating ratio would have been 57 percent. VRE is required to budget a minimum operating ratio of 50 percent.

A summary of FY 2020 financial results through August follows, including information on major revenue and expense categories. Please note that these figures are preliminary and unaudited.

FY 2020 Operating Budget Report Month Ended August 31, 2019							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY19 BUDGET
Operating Revenue							
Passenger Ticket Revenue	3,727,258	3,824,683	7,580,804	7,649,365	(68,561)	-0.9%	43,810,000
Other Operating Revenue	2,040	19,643	67,265	39,286	27,979	71.2%	225,000
Subtotal Operating Revenue	3,729,298	3,844,325	7,648,069	7,688,651	(40,582)	-0.5%	44,035,000
Jurisdictional Subsidy (1)	(180)	-	9,062,029	9,062,209	(180)	0.0%	13,230,397
Federal/State/Other Jurisdictional Subsidy	2,726,769	2,676,108	5,425,902	5,322,350	103,552	1.9%	31,462,978
Appropriation from Reserve/Other Income	-	-	-	-	-	0.0%	-
Interest Income	125,506	43,651	281,314	87,302	194,012	222.2%	500,000
Total Operating Revenue	6,581,393	6,564,084	22,417,313	22,160,511	256,802	1.2%	89,228,375
Operating Expenses							
Departmental Operating Expenses	6,199,443	6,901,673	16,634,451	17,382,384	747,933	4.3%	82,991,618
Debt Service	518,490	518,480	1,036,990	1,036,960	(30)	0.0%	6,221,757
Other Non-Departmental Expenses	-	1,310	15,000	2,619	(12,381)	0.0%	15,000
Total Operating Expenses	6,717,933	7,421,462	17,686,441	18,421,962	735,522	4.0%	89,228,375
Net income (loss) from Operations	(136,540)	(857,378)	4,730,873	3,738,549	992,324		-
Operating Ratio							
			46%	44%	Budgeted	53%	
					Goal	50%	

(1) Total jurisdictional subsidy is \$17,767,748. Portion shown as budgeted is attributed to Operating Fund only.

FACILITIES UPDATE

The following is a status update of VRE facilities projects.

Completed projects:

1. Replacement of Track 8 wayside power electrical conductors at Broad Run Maintenance and Storage Facility
2. Replacement of cracked window at Alexandria Headquarters Suite 201
3. Repairs to wallpaper at Alexandria Headquarters Suite 201



Replacement of window at Alexandria headquarters

Projects scheduled to be completed this quarter:

1. Installation of electrical conduits and conductors for Variable Messaging System (VMS) at Alexandria and Fredericksburg Stations
2. Repairs to platform concrete at Manassas Station
3. Design of Phase 2 renovations to Alexandria Headquarters Suite 202



Repairs to wallpaper at Alexandria headquarters

Projects scheduled to be initiated this quarter:

1. Design of platform widening at L'Enfant Station
2. Replacement of signage at additional stations (locations to be determined)

Ongoing projects:

1. Development of IFB for modernization of east elevator at Woodbridge Station
2. Development of IFB for canopy roof replacement at Backlick Road Station
3. Replacement of parking lot entrance signs at various stations
4. Replacement of waste and recycling receptacles at various stations

UPCOMING PROCUREMENTS

- Purchase of passenger elevators
- Construction of the Lifecycle Overhaul and Upgrade Facility
- Construction management services for the Lifecycle Overhaul and Upgrade Facility
- Program management services
- Canopy roof replacement at the Backlick Road Station
- Modernization of VRE Woodbridge Station east elevator
- Passenger car wheelchair lift assemblies
- Seat bottoms for passenger cars
- Construction of Rolling Road Station platform extension
- Purchase of LED light fixtures
- Construction of L'Enfant south storage track wayside power
- Variable Messaging System replacement
- Tactile strip replacements
- Pavement repairs and striping at the Rippon and Leeland Road stations and Fredericksburg Lot G
- Franconia-Springfield Station painting services
- Website management services
- Purchase of forklift trucks
- Final design services for VRE Broad Run expansion
- Locomotive prime mover turbochargers
- Safety and security consulting services
- Renewal of locomotive head end power engine systems

CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects.

Completed projects or major project milestones:

1. Long Bridge Project Environmental Impact Statement (*study by others*) – Draft environmental impact statement, which identifies a preferred alternative and examines its impacts, was released and published in the Federal Register; public comment period runs through October 28, with a public hearing on October 22.
2. New York Avenue Midday Storage Replacement Facility – continuing due-diligence activities on potential property acquisitions; reviewing preliminary design effort and collaboration with Amtrak on project agreements.

Projects or project phases scheduled to be completed this quarter:

3. Franconia-Springfield Station Improvements (FRS) Draft 90% design plans
4. Lorton Station Second Platform (LOR) Draft 90% design plans
5. Rippon Station Improvements (RIP) Final 30% design plans
6. Brooke Station Improvements (BKV) Final 30% design plans
7. Brooke Station Improvements (BKV) Environmental Documentation
8. Leeland Road Station Improvements (LLR) Final 30% design plans
9. Leeland Road Station Second Platform (LLR) Environmental Documentation
10. Construction of temporary platform for Quantico Station Improvements
11. Broad Run Expansion (BRX) Section 106 Consultation
12. Construction of Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)

Projects or project phases scheduled to be initiated this quarter:

13. IFB for construction of Rolling Road Station Improvements
14. Construction of temporary platform for Quantico Station Improvements
15. Request for proposals (RFP) advertised for LOU Construction Management
16. Crystal City Station Improvements 30% Design Plans and environmental documentation

Ongoing projects:

17. Broad Run Expansion (BRX)
18. Manassas Park Parking Improvements
19. Rolling Road Station Improvements
20. Crossroads Maintenance and Storage Facility (MSF) – land acquisition
21. Lifecycle Overhaul & Upgrade Facility (LOU)
22. Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)
23. Leeland Road Station Improvements
24. Brooke Station Improvements
25. Quantico Station Improvements
26. Rippon Station Improvements
27. Lorton Station Second Platform
28. Franconia-Springfield Station Improvements
29. Alexandria Station Improvements
30. Alexandria Station Track I Access (Slaters Lane)
31. Crystal City Station Improvements
32. L'Enfant Train Storage Track - South
33. L'Enfant Station Improvements
34. New York Avenue Midday Storage Facility
35. Potomac Shores VRE Station – *design by others*
36. Washington Union Station Improvements Environmental Impact Statement – *study by others*
37. DC2RVA Environmental Impact Statement – *study by others*

Projects Progress Report Follows

PASSENGER

PROJECT	DESCRIPTION	PHASE						
		CD	PD	EC	RW	FD	CN	
Alexandria Station Improvements	Eliminate at-grade track crossing, add elevators, modify platforms.	◆	◆	◆	N/A	●		
	Modify Slaters Lane Interlocking for passenger trains on Track #1.	◆	◆	◆	N/A	●		
	Extend and widen East Platform and elevate West Platform.	◆	◆	◆	N/A	●		
Franconia-Springfield Station Improvements	Extend both platforms and widen East Platform for future third track. ◆	◆	◆	◆	N/A	●		
Lorton Station Improvements	Construct new second platform with pedestrian overpass. ◆	◆	◆	◆	N/A	●		
Rippon Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. ◆	◆	●	●	N/A			
Potomac Shores Station Improvements	New VRE station and parking in Prince William County provided by private developer.	◆	●	◆	N/A			
Quantico Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	◆	◆	N/A	●		
Brooke Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. ◆	◆	●	●	N/A			
Leeland Road Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. ◆	◆	●	●	N/A			
Manassas Park Parking Improvements	Parking garage to increase parking capacity to 1,100 spaces.	◆	◆	●	N/A			
Rolling Road Station Improvements	Extend existing platform and rehabilitate existing station	◆	◆	◆	N/A	●	●	
Crystal City Station Improvements	Replace existing side platform with new, longer island platform.	◆	●	●	N/A			
L'Enfant Station Improvements	Replace existing platform with wider, longer island platform. Add fourth track (VA-LE)	◆			N/A			

PHASE: CD - Conceptual Design PE - Preliminary Engineering EC - Environment Clearance RW - Right of Way Acquisition FD - Final Design CN - Construction

STATUS: ◆ Completed ● Underway ■ On Hold ◆ part of the "Penta-Platform" program

¹ Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization

² Does not include minor (< \$50,000) operating expenditures

* \$2,181,630 authorization divided across five "Penta-Platform" program stations

ESTIMATED COSTS (\$)						STATUS		
Total ¹	Funded	Unfunded	Authorized	Expended ²	Percent Complete ¹	Project Completion Date		
31,875,014	31,875,014	-	2,382,759	2,193,257	90%	4th QTR 2020	●	Design underway. Stakeholder meetings held 3/1 and 4/3.
7,000,000	7,000,000	-	467,500	270,487	60%	2nd QTR 2019	●	Materials continue to be delivered. Assembly of cross-over has begun.
2,400,000	400,000	2,000,000	-	-	5%	4th QTR 2020	●	Design work on east platform only; west platform improvements unfunded.
13,000,000	13,000,000	-	*	531,457	35%	4th QTR 2022	●	FD underway with anticipated completion 4th QTR 2019.
16,150,000	16,150,000	-	*	714,349	35%	4th QTR 2022	●	FD underway with anticipated completion 4th QTR 2019.
16,634,793	16,634,793	-	*	387,599	25%	4th QTR 2023	●	PE design/EC completion pending CSXT design review with anticipated completion in 4th QTR 2019.
No costs for VRE. Private developer providing station.					10%	TBD	●	Potomac Shores VRE Station design underway to include parking structure.
18,372,949	18,372,949	0	388,784	830,833	30%	TBD	●	FD start 1st QTR 2019. SMART SCALE grant agreement pending.
23,391,019	23,391,019	-	*	374,663	25%	4th QTR 2023	●	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2019.
15,527,090	15,527,090	-	*	338,830	25%	4th QTR 2023	●	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2019.
25,983,000	25,983,000	0	2,238,144	670,225	30%	4th QTR 2022	●	Meeting held with Governing Body on 4/3. FD continues.
2,000,000	2,000,000	-	640,503	418,887	70%	3rd QTR 2020	●	Invitation for Bids (IFB) pending NS Construction Agreement and Fairfax County Building Permit.
49,940,000	19,098,463	30,841,537	399,121	393,642	100%	2nd QTR 2023	■	DRPT LONP received. RFP posted for completion of PE & EC, with FD as an optional task.
70,650,000	62,465,721	8,184,279	130,501	65,150	50%	2nd QTR 2023	●	DRPT LONP received. Real estate research in progress under LONP.

TRACK AND INFRASTRUCTURE

PROJECT	DESCRIPTION	PHASE					
		CD	PD	EC	RW	FD	CN
Hamilton-to-Crossroads Third Track	2¼-miles of new third track with CSXT design and construction of signal and track tie-ins.	◆	◆	◆	N/A	◆	◆

MAINTENANCE AND STORAGE FACILITIES

L'Enfant Train Storage Track - South	Conversion of CSXT Temporary Track to VRE Storage Track (1,350 feet) and Associated Signal Work	◆	◆	◆	N/A	●	●
Lifecycle Overhaul & Upgrade Facility	New LOU facility to be added to the Crossroads MSF.	◆	◆	◆	N/A	◆	■
Crossroads Maintenance and Storage Facility - Land Acquisition	Acquisition of 19.5 acres of land, construction of two storage tracks and related site improvements.	◆	N/A	N/A	●	N/A	N/A
New York Avenue Midday Storage Replacement Facility	Midday storage facility replacement for Ivy City storage facility.	◆	●	●	●		

ROLLING STOCK

Passenger Railcar Procurement	Acquisition of 29 new railcars.	◆	N/A	N/A	N/A	◆	◆
Positive Train Control	Implement Positive Train Control for all VRE locomotives and control cars.	◆	N/A	N/A	N/A	◆	●










PLANNING, COMMUNICATIONS AND IT

Broad Run Expansion (was Gainesville-Haymarket Extension)	NEPA and PE for expanding commuter rail service capacity in Western Prince William County	◆	●	●	-	-	-
Mobile Ticketing	Implementation of a new mobile ticketing system.	◆	N/A	N/A	N/A	◆	●

PHASE: CD - Conceptual Design PE - Preliminary Engineering EC - Environment Clearance RW - Right of Way Acquisition FD - Final Design CN - Construction
 STATUS: ◆ Completed ● Underway ■ On Hold

¹ Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization

² Does not include minor (< \$50,000) operating expenditures

Total ¹	ESTIMATED COSTS (\$)				Percent Complete ¹	Project Completion Date	STATUS	
	Funded	Unfunded	Authorized	Expended ²				
32,500,000	32,500,000	-	33,285,519	30,578,003	90%	3rd QTR 2018		Close-out pending repair of storm damage to embankment.
3,965,000	3,965,000	-	2,937,323	1,699,610	60%	4th QTR 2019		CSXT Construction Agreement received. CM underway.
38,183,632	38,183,632	-	3,176,039	2,143,583	70%	TBD		Completion of FD pending completion of land acquisition.
2,950,000	2,950,000	-	2,950,000	159,065	5%	TBD		Reviewing and updating closing documents for land acquisition.
89,666,508	89,666,508	-	3,588,305	1,715,298	50%	4th QTR 2021		Reviewing preliminary design and continuing to collaborate with Amtrak on agreements.
75,264,693	75,264,693	-	69,457,809	47,915,644	99%	4th QTR 2020		All cars received. Completion date reflects end of warranty period.
14,191,833	14,191,833	-	10,294,079	7,984,451	95%	4th QTR 2018		Implementation Completed. Final stabilization and familiarization phase in process.
110,700,000	82,526,398	28,173,602	5,855,650	4,539,446	80%	4th QTR 2024		PE design and EC underway. Property acquisition due diligence underway.
3,510,307	3,510,307	-	3,510,627	2,282,853	70%	3rd QTR 2019		Big Commerce/Moovel collaboration underway for web based ticketing portal. Uplift to new platform scheduled for mid-summer.



VIRGINIA RAILWAY EXPRESS

1500 KING STREET, SUITE 202 • ALEXANDRIA, VA 22314 • 703.684.1001

VRE.ORG





VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE Operations Board Meeting

October 18, 2019

Executive Committee Meeting – 8:30 am

Operations Board Meeting - 9:00 am

**Finance Committee Meeting – Following Operations
Board Meeting**

**PRTC Headquarters
14700 Potomac Mills Road
Woodbridge, VA 22192**

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from the September 20, 2019 VRE Operations Board Meeting
5. Chairman's Comments
6. Chief Executive Officer's Report
7. Virginia Railway Express Riders' and Public Comment
8. Action Items:
 - A. Authorization to Execute a Contract for Benchmark Road Slope Stabilization
 - B. Authorization to Extend the Lease Agreement for Parking at the Broad Run Station



Northern Virginia
Transportation Commission
2300 Wilson Blvd., Suite 230
Arlington, VA 22201
703-524-3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703-684-1001
VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
703-580-6121

- C. Resolution of Support for Prince William County's North Woodbridge Mobility Improvements: Annapolis Way Connector and Horner Road/Marina Way Extension Application for FY 2024-2025 NVTa Six-Year Program Update
- 9. Information Items:
 - A. Draft 2020 Legislative Agenda
 - B. Spending Authority Report
- 10. Closed Session
- 11. Operations Board Member's Time

**The Next VRE Operations Board Meeting
November 15, 2019 - 9:00 am at PRTC**



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING

October 18, 2019

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Preston Banks (PRTC)
*Elizabeth Bennet-Parker (NVTC)
*Sharon Bulova (NVTC)
*Maureen Caddigan (PRTC)
*John Cook (NVTC)
*Katie Cristol (NVTC)
*Matt Kelly (PRTC)
*Jeanine Lawson (PRTC)
*Wendy Maurer (PRTC)
*Jennifer Mitchell (DRPT)
*Martin Nohe (PRTC)
*Pamela Sebesky (PRTC)
*Gary Skinner (PRTC)

Members Absent

Mark Dudenhefer (PRTC)

Alternates Present

*Cindy Shelton – (PRTC)

Alternates Absent

Canek Aguirre (NVTC)
Ruth Anderson (PRTC)
Victor Angry (PRTC)
Pete Candland (PRTC)
Jack Cavalier (PRTC)
Hector Cendejas (PRTC)
Libby Garvey (NVTC)
Jason Graham (PRTC)
Jeff McKay (NVTC)
Michael McLaughlin (DRPT)
Paul Trampe (PRTC)
Mark Wolfe (PRTC)

Jurisdiction

City of Manassas Park
City of Alexandria
Fairfax County
Prince William County
Fairfax County
Arlington County
City of Fredericksburg
Prince William County
Stafford County
Commonwealth of Virginia
Prince William County
City of Manassas
Spotsylvania County

Stafford County

Stafford County

City of Alexandria
Prince William County
Prince William County
Prince William County
Stafford County
City of Manassas Park
Arlington County
City of Fredericksburg
Fairfax County
Commonwealth of Virginia
Spotsylvania County
City of Manassas

*Voting Member

Staff and General Public

Khadra Abdulle – VRE
Doug Allen – VRE
Monica Backmon – NVTA
Paolo Belito – Prince William County
Rick Canizales – Prince William County
Matt Cheng – NVTC
Rich Dalton – VRE
Greg Deibler - VRE
John Duque – VRE
Karen Finucan-Clarkson – VRE
Xavier Harmony - DRPT
Chris Henry – VRE
Christine Hoeffner – VRE
Pierre Holloman – Arlington County
John Kerins – Keolis
Mike Lake – Fairfax County

Lezlie Lamb – VRE
Steve MacIsaac – VRE Legal Counsel
Betsy Massie – PRTC
Kate Mattice – NVTC
Ellie McCurdy – City of Alexandria
Ryan McManus – Prince William County
Becky Merriner – PRTC
Kristin Nutter – VRE
Dr. Bob Schneider – PRTC
Mark Schofield – VRE
Sonali Soneji – VRE
Joe Swartz – VRE
Alex Thorp – CSX
Ann Warner – Ann Warner LLC
Katherine Youngbluth – Arlington County

Chair Cristol called the meeting to order at 9:11 A. M. The Pledge of Allegiance and the Roll Call followed.

Approval of the Agenda – 3

Ms. Maurer moved, with a second by Ms. Bulova, to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Kelly, Lawson, Maurer, Mitchell, Nohe, Sebesky, and Skinner.

Approval of the Minutes of the September 20, 2019 VRE Operations Board Meeting – 4

Mr. Nohe moved, with a second by Ms. Bulova, to approve the minutes from September 20, 2019. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Kelly, Lawson, Mitchell, Nohe, Sebesky, and Skinner. Members Caddigan and Maurer abstained.

Vice Chair's Comments – 5

- VRE Alternate from Stafford County, Cindy Shelton, was invited to sit in for Member Dudenhefer
- The Finance Committee will meet after the Operations Board meeting today. The committee Members are Wendy Maurer, Chair; Elizabeth Bennett-Parker; John Cook; Pamela Sebesky; and Gary Skinner
- The Audit Committee will meet prior to the November meeting. The Committee will meet with representatives of PBMAres, VRE's financial auditor, who will review VRE's financial statements and their opinion letter.
- VRE will honor former Fredericksburg Mayor and early VRE Board Member, the late Bill Greenup, by naming a locomotive after him. A ceremony is scheduled for November 9th at 10:00 am, at the Crossroads yard.

Chief Executive Officer's Report – 6

Mr. Allen briefed the Operations Board on the following items of interest:

- VRE held its annual emergency response drill at the Broad Run Station on September 28th.

- VRE partnered with the City of Manassas Fire and Rescue.
- Operation Lifesaver worked in coordination with VRE to film a railroad safety to educate the public on the dangers of walking on railroad tracks.
- VRE conducted its annual Master Agreement Survey on October 2, the results of which are used in determining jurisdictional subsidies.
 - PRTC helps coordinate the on-board collection of surveys
 - NVTC assists with the data collection and analysis
- Per an Operations Board request, VRE will conduct a follow-up Customer Survey on October 30th focused on whether riders have seen improvements in communications since the May Customer Service Survey.
- Repairs have been made to a VRE locomotive damaged in July when it struck a tree that had fallen on the tracks.
- A temporary platform was installed at the Quantico station. This is the first step in the station improvements project and the temporary platform meets FRA requirements for lighting and ADA access.
- The first upgraded ticket vending machine was installed at Union Station. All the major interior components have been replaced. All TVM upgrades should be completed by year's end.
- Director of Rail Operations, Chris Henry, briefed the Board on ticket checking and fare evasion processes.
- VRE ran special service at the Clifton Day festival on Sunday, October 13th.
- VRE hosted North Carolina Railroad Company Board Members and Staff for a briefing and system tour on October 4th. The group is exploring the feasibility of commuter rail service in North Carolina.

Public Comment Time – 7

Chair Cristol opened the floor for public comment time. There were no speakers. No electronic comments were received this month.

Action Items – 8

Authorization to Execute a Contract for Benchmark Road Slope Stabilization – 8A

Mr. Skinner moved, with a second by Ms. Maurer, to authorize the CEO to execute a contract for Benchmark Road Slope Stabilization.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Kelly, Lawson, Maurer, Mitchell, Nohe, Sebesky, Shelton and Skinner.

Authorization to Extend the Lease Agreement for Parking at the Broad Run Station– 8B

Mr. Nohe moved, with a second by Ms. Bennett-Parker, to authorize the CEO to extend the lease agreement with the City of Manassas for a parcel of land adjacent to the VRE Broad Run Station Platform in the amount of \$21,119 for a period of twelve months, increasing the total authorization to an amount not to exceed \$116,128.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Kelly, Lawson, Maurer, Mitchell, Nohe, Sebesky, Shelton and Skinner.

Resolution of Support for Prince William County's North Woodbridge Mobility Improvements: Annapolis Way Connector and Horner Road/Marina Way Extension Application for FY 2024-2025 NVTA Six-Year Program Update -8C

Ms. Caddigan moved, with a second by Ms. Lawson, to support and endorse the application by Prince William County to the Northern Virginia Transportation Authority FY 2024-2025 Six-Year Program Update for North Woodbridge Mobility Improvements: Annapolis Way Connector and Horner Road/Marina Way Extension project.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Kelly, Lawson, Maurer, Mitchell, Sebesky, Shelton and Skinner. Member Nohe abstained.

Information Items – 9

Draft 2020 Legislative Agenda – 9A

- The draft 2020 VRE Legislative Agenda developed by the Legislative Committee was shared with the full Operations Board. The Board will be asked in November to recommend the Commissions approve the agenda.

Spending Authority Report – 9B

In, the following purchases greater than \$50,000 but less than \$100,000 were made:

- A Purchase Order in the amount of \$71,439 to B&H Foto and Electronics Corporation for 14 new display screens for variable messaging system proof of concept project at the Alexandria and Fredericksburg stations.

Closed Session – 11

Ms. Cristol moved, with a second by Ms. Maurer, pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A (1) of the Code of Virginia,) to convene a closed meeting for the purpose of discussing one personnel matter involving contract employee.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Kelly, Lawson, Maurer, Mitchell, Nohe, Sebesky, Shelton and Skinner.

Ms. Sebesky moved, with a second by Ms. Maurer, to certify that to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and, only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Kelly, Lawson, Maurer, Mitchell, Nohe, Sebesky, Shelton and Skinner.

Chair Cristol announced the Board would take a short recess at 11:00 A.M.

The Chair reconvened the meeting at 11:07 A.M.

Mr. Cook moved, with a second by Ms. Bulova, to recommend the Commissions end the employment agreement with Doug Allen without cause, in accordance with that agreement; and, place Doug Allen on Administrative leave with pay pending action by the Commissions; and, to delegate to the VRE Deputy Chief Executive Officer all duties and responsibilities of the VRE Chief Executive Officer until further actions by the Commissions.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Kelly, Lawson, Maurer, Mitchell, Nohe, Sebesky, Shelton and Skinner.

Members of the Board were given an opportunity to speak to Mr. Allen's service and leadership during a period of growth and expansion. Members thanked Mr. Allen for his years of service, hard work, and professionalism.

Chair Cristol announced the Finance Committee has deferred its meeting until November and asked if there was any other business. There was none.

Chair Cristol adjourned the meeting, without objection, at 11:19 A.M.

Approved this 15th day of November 2019

Katie Cristol
Chair

John Cook
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the October 18, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb

**Virginia Railway Express
Operations Board**

**Resolution
8A-10-2019**

**Authorization to Execute a Contract for
Benchmark Road Slope Stabilization**

WHEREAS, a major rain event that washed out the culvert carrying Massaponax Creek under Benchmark Road also washed out significant portions of the railroad embankment adjacent to the Hamilton-to-Crossroads Third Track and Benchmark Road; and,


WHEREAS, the embankment slope must be repaired and stabilized to complete VRE commitments and close out funding agreements for the Hamilton-to-Crossroads Third Track project; and,

WHEREAS, on September 6, 2019, an IFB was issued and one response was received on September 27, 2019; and,

WHEREAS it was determined Terra Site Constructors, LLC is both responsible and responsive to the IFB requirements;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Terra Site Constructors, LLC of Chantilly, Virginia, for Benchmark Road Slope Stabilization in the amount of \$364,625, plus a 20% contingency of \$72,925, for a total amount not to exceed \$437,550.

Approved this 18th day of October 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8B-10-2019**

**Authorization to Extend the Lease
Agreement for Parking at the Broad Run Station**

WHEREAS, in February 2005, VRE entered into an initial Lease Agreement with the City of Manassas, through its Airport Director, and a total of 81 parking spaces were constructed by VRE on the leased parcel; and,

WHEREAS, the initial Lease Agreement was extended through December 14, 2014; and,

WHEREAS, the existing 59-month Lease Agreement was executed with the City of Manassas on December 15, 2014 and runs through November 14, 2019; and,

WHEREAS, VRE staff recommends extending the existing Lease Agreement for a period of twelve months to allow additional time for discussions with the City of Manassas regarding property needs to accomplish all elements of the Broad Run Expansion project;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to extend a Lease Agreement with the City of Manassas, through its Airport Director, for a 34,022 square foot parcel of land adjacent to the VRE Broad Run Station platform in the amount of \$21,119, for a period of twelve months, which will increase the total authorization associated with the Lease Agreement to an amount not to exceed \$116,128.

Approved this 18th day of October 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8C-10-2019**

**Resolution of Support for Prince William County's North Woodbridge
Mobility Improvements: Annapolis Way Connector and Horner
Road/Marina Way Extension Application for FY 2024-2025 NVTA Six
Year Program Update**

WHEREAS, NVTA has issued a call for regional transportation projects to agencies and jurisdictions for consideration for funding for its FY2024-2025 Six Year Program update; and,

WHEREAS, Prince William County has submitted an application for the North Woodbridge Mobility Improvements: Annapolis Way Connector and Horner Road/Marina Way Extension project (TransAction ID 281, Annapolis Connector); and,

WHEREAS, the Prince William County project will provide mobility improvements that expand access to transit, including the VRE station, and reduce congestion within the planned North Woodbridge Town Center and adjacent roadways; and,

WHEREAS, the project complements the VRE Woodbridge Station Improvements project, also submitted to NVTA for FY2024-2025 Six Year Program funding consideration;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby support and endorse Prince William County's NVTA FY2024-2025 Six Year Plan Update application for the North Woodbridge Mobility Improvements: Annapolis Way Connector and Horner Road/Marina Way Extension project.

Approved this 18th day of October 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
10-10-2019**

Employment Contract of VRE Chief Executive Officer

WHEREAS, the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission entered into an employment agreement with Doug Allen dated September 13, 2012, appointing Doug Allen as the VRE Chief Executive Officer; and,


WHEREAS, the Commissions delegated to the VRE Operations Board responsibility for oversight and evaluation of the performance of the VRE Chief Executive Officer; and,

WHEREAS, the VRE Operations Board greatly appreciates Mr. Allen's leadership during a period of growth and expansion, yet also seeks a new skill set in its Chief Executive Officer as the organization continues to evolve in a dynamic and increasingly complex passenger rail environment;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission end the employment agreement with Doug Allen without cause in accordance with the terms of that agreement; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board hereby places Doug Allen on administrative leave with pay pending action by the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission on the above VRE Operations Board recommendation, and delegates to the VRE Deputy Chief Executive Officer all duties and responsibilities of the VRE Chief Executive Officer until further action by the Commissions.

Approved this 18th day of October 2019


John Cook
Secretary


Katie Cristol
Chair



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

ITEM 6.3
November 7, 2019
PRTC Regular Meeting

Agenda Item 9-B
Information Item

To: Chair Cristol and the VRE Operations Board

From: Doug Allen

Date: October 18, 2019

Re: Spending Authority Report

On May 15, 2015, the VRE Operations Board approved increasing the Chief Executive Officer's spending authority from \$50,000 to \$100,000. It was resolved any purchase of greater than \$50,000 would be communicated to the Board as an information item.

- On September 25, 2019, VRE issued a Purchase Order in the amount of \$71,439 to B&H Foto and Electronics Corporation for 14 new display screens for the Variable Messaging System (VMS) proof-of-concept project at the Alexandria and Fredericksburg stations.



Northern Virginia
Transportation Commission
2300 Wilson Blvd., Suite 230
Arlington, VA 22201
703-524-3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703-684-1001
VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
703-580-6121

MOTION:

SECOND:

**RE: AUTHORIZE CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission desires to convene into Closed Meeting for discussion of a personnel matter related to an employment agreement and an appointment; and

WHEREAS, pursuant to Section 2.2-3711.A.1 (personnel) VA Code Ann., such discussions may occur in Closed Meeting.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize discussion of the aforestated matter in Closed Meeting.

Adjourned into Closed Meeting at _____.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

MOTION:

SECOND:

**RE: CERTIFY CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission has this day adjourned into Closed Meeting in accordance with a formal vote of the Commission, and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, the Freedom of Information Act requires certification that such Closed Meeting was concluded in conformity with the law.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby certify that to the best of each members' knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Meeting to which this certification applies, and (ii) only such public business matters as were identified in the Motion by which the said Closed Meeting was convened were heard, discussed or considered by the Commission. No member dissents from the aforesaid certification.

Concluded Closed Meeting at _____.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

Public Comment Time

- A. Public Comment Time – (Three (3)-minute limit per person)**

PRTC Consent Agenda Action Items

1. RES **Acceptance of the Jurisdictional Financial Report for the Periods Ended July 31 and August 31, 2019**
2. RES **Authorization to Budget and Appropriate City of Manassas Park's Motor Fuels Tax Funds for Sign Installations**
3. RES **Authorization to Budget and Appropriate City of Manassas Park's Motor Fuels Tax Funds for Mathis Avenue Signal Battery Backup Project**

MOTION:

SECOND:

RE: APPROVE CONSENT AGENDA – NOVEMBER 7, 2019

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) was presented with a consent agenda; and

WHEREAS, an opportunity was afforded for items to be added or deleted from the consent agenda.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the consent agenda of November 7, 2019 as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

MOTION:

SECOND:

**RE: ACCEPTANCE OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION
COMMISSION MONTHLY JURISDICTIONAL FINANCIAL REPORTS FOR THE PERIODS
ENDED JULY 31 AND AUGUST 31, 2019**

ACTION:

WHEREAS, a financial report for each jurisdiction is prepared each month for presentation to the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission"); and

WHEREAS, this report supplies information on the current month and year-to-date motor fuel tax collections; earned interest, other revenues, state administration cost, expenditures, transfers and encumbrances; and

WHEREAS, this information covers the PRTC as a whole, as well as each separate jurisdiction.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby accept the Jurisdictional Financial Report for the periods ended July 31 and August 31, 2019, as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

Fuel Tax Revenues
Budget to Actual
One Month Ended July 2019

	FY20 YTD Budget	FY20 YTD Actual	Variance %	Variance \$
Prince William County	1,235,300	1,476,731	20%	241,431
Stafford	386,575	450,682	17%	64,107
Manassas	87,608	86,846	-1%	(762)
Manassas Park	79,350	72,715	-8%	(6,635)
Fredericksburg	149,250	145,551	-2%	(3,699)
Spotsylvania	423,417	537,045	27%	113,628
Total	2,361,500	2,769,570	17%	408,070

Year to date budget reflects FY2020 motor fuels tax revenue projections done as part of the FY2020 budget and six year plan process.

MONTHLY FINANCIAL REPORT FOR ALL JURISDICTIONS
FOR THE ONE MONTH ENDING JULY 31, 2019

FY20 Beginning Fund Balance		\$ 21,944,377.83 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 3,554,565.11	\$ 3,554,565.11
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (784,994.00)	\$ (784,994.00)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 2,769,571.11	\$ 2,769,571.11
Interest from Investment	\$ 36,236.43	\$ 36,236.43
Total Tax & Investment Revenue	\$ 2,805,807.54	\$ 2,805,807.54
Expenditures/Transfers	\$ (5,754,872.50)	\$ (5,754,872.50)
Reimbursement from State Grant/Transfer from Other Governments	\$ -	\$ -
PRTC Operating Fund Balance	\$ 3,225,000.00	\$ 3,225,000.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES c		\$ 22,220,312.87
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		\$ 25,568,428.89
FY20 Projected State Grant (remainder)		\$ -
LESS: Unexpended Adopted Resolutions		\$ (19,909,353.81) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	-	-
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 27,879,387.95 (2)

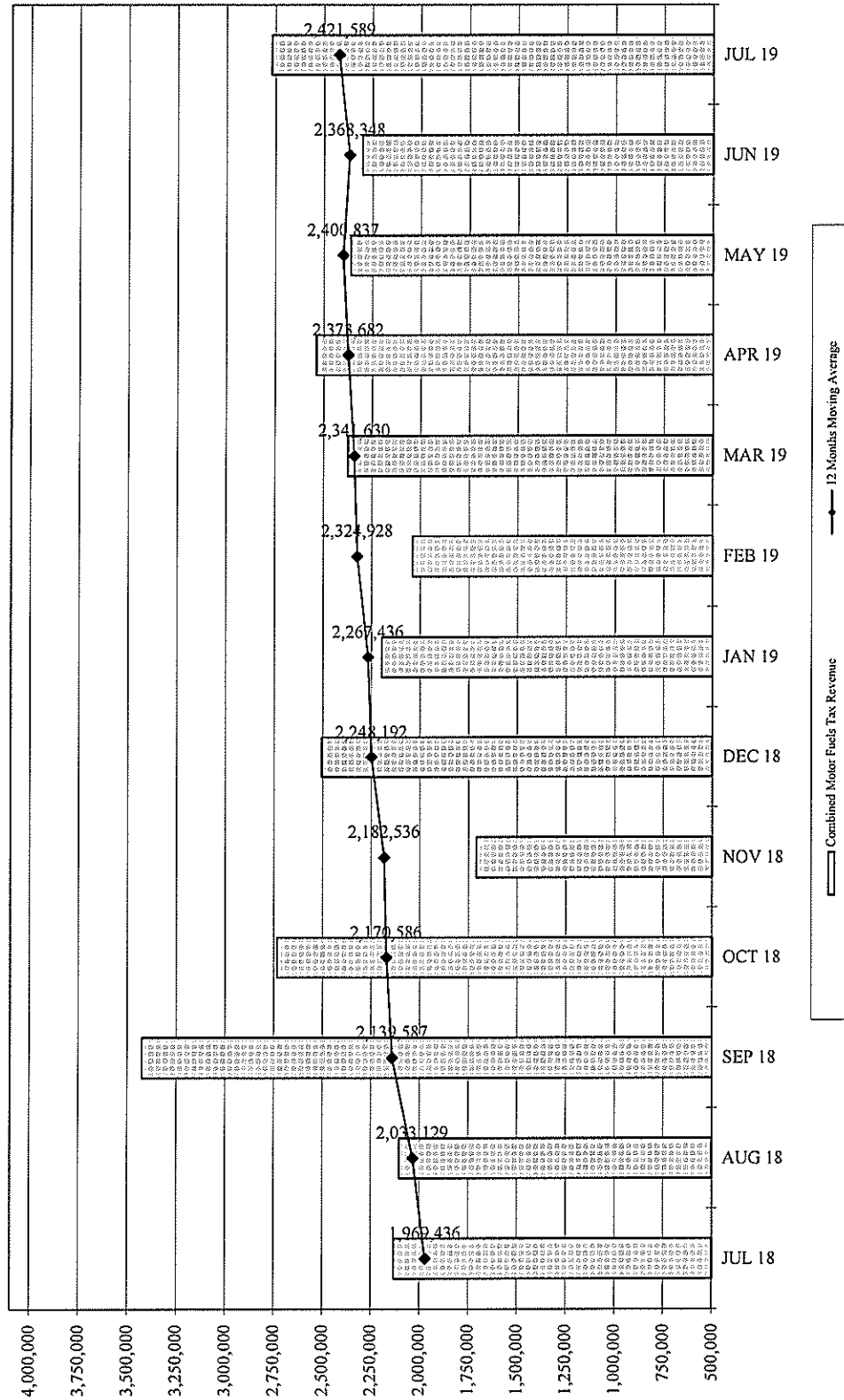
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 206,000.00
18-06-08	\$ 212,000.00 (1)	\$ -	\$ 212,000.00
18-11-07	\$ 9,467.87 (1)	\$ -	\$ 9,467.87
19-04-05	\$ 708,567.75 (1)	\$ -	\$ 708,567.75
19-06-10	\$ 432,642.00 (1)	\$ -	\$ 432,642.00
19-06-11	\$ 5,059,745.00 (1a)	\$ 2,529,872.50	\$ 2,529,872.50
19-06-14	\$ 17,848,000.00 (1a)	\$ 3,225,000.00	\$ 14,623,000.00
Total	\$ 25,664,226.31	\$ 5,754,872.50	\$ 19,909,353.81 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(*) Resolutions which have been encumbered will not be expended until funds become available.

PRTC NET FUEL TAX COLLECTIONS FY19 and FY20



MONTHLY FINANCIAL REPORT FOR PRINCE WILLIAM COUNTY
FOR THE ONE MONTH ENDING JULY 31, 2019

FY20 Beginning Fund Balance			\$	9,116,760.25	(1)
		Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$	-	\$	-	
Gross Tax Revenue	\$	1,895,288.69	\$	1,895,288.69	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$	(418,557.60)	\$	(418,557.60)	
Less: State Admin Cost	\$	-	\$	-	
Net Tax Revenue	\$	1,476,731.09	\$	1,476,731.09	
Interest from Investment	\$	13,604.12	\$	13,604.12	
Total Tax & Investment Revenue	\$	1,490,335.21	\$	1,490,335.21	
Expenditures/Transfers	\$	(2,984,000.00)	\$	(2,984,000.00)	
PRTC Operating Fund Balance	\$	2,984,000.00	\$	2,984,000.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)					
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$	10,607,095.46	
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)				13,346,868.91	
LESS: Unexpended Adopted Resolutions			\$	(14,057,300.00)	(*)
Other Financing Sources/(Uses)					
Claims and Judgments		0.00		-	
Jurisdictional Reimbursement		\$0.00		\$0.00	
Total Projected Unencumbered Balance			\$	9,896,664.37	(2)

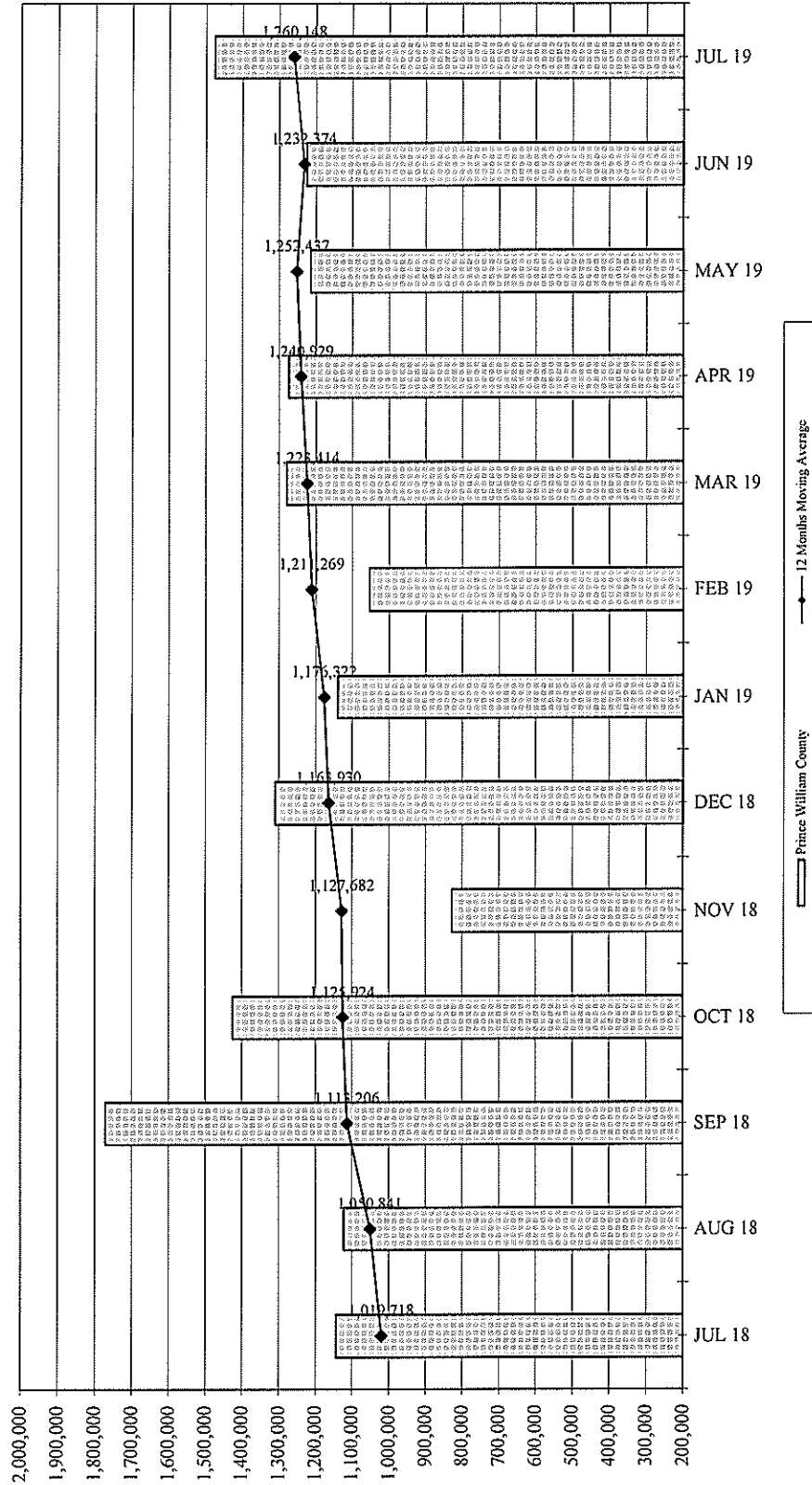
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
19-06-14	\$ 16,868,300.00 (1a)	\$ 2,984,000.00	\$ 13,884,300.00
Total	\$ 17,041,300.00	\$ 2,984,000.00	\$ 14,057,300.00 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(*) Resolutions which have been encumbered will not be expended until funds become available.

PRTC NET FUEL TAX COLLECTIONS FY19 and FY20



MONTHLY FINANCIAL REPORT FOR STAFFORD COUNTY
FOR THE ONE MONTH ENDING JULY 31, 2019

FY20 Beginning Fund Balance		\$ 5,653,804.91 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 578,421.46	\$ 578,421.46
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (127,739.22)	\$ (127,739.22)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 450,682.24	\$ 450,682.24
Interest from Investment	\$ 7,592.75	\$ 7,592.75
Total Tax & Investment Revenue	\$ 458,274.99	\$ 458,274.99
Expenditures/Transfers	\$ (1,239,710.00)	\$ (1,239,710.00)
PRTC Operating Fund Balance	\$ 63,300.00	\$ 63,300.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 4,935,669.90
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		4,188,217.76
LESS: Unexpended Adopted Resolutions		\$ (1,217,310.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 7,906,577.66 (2)

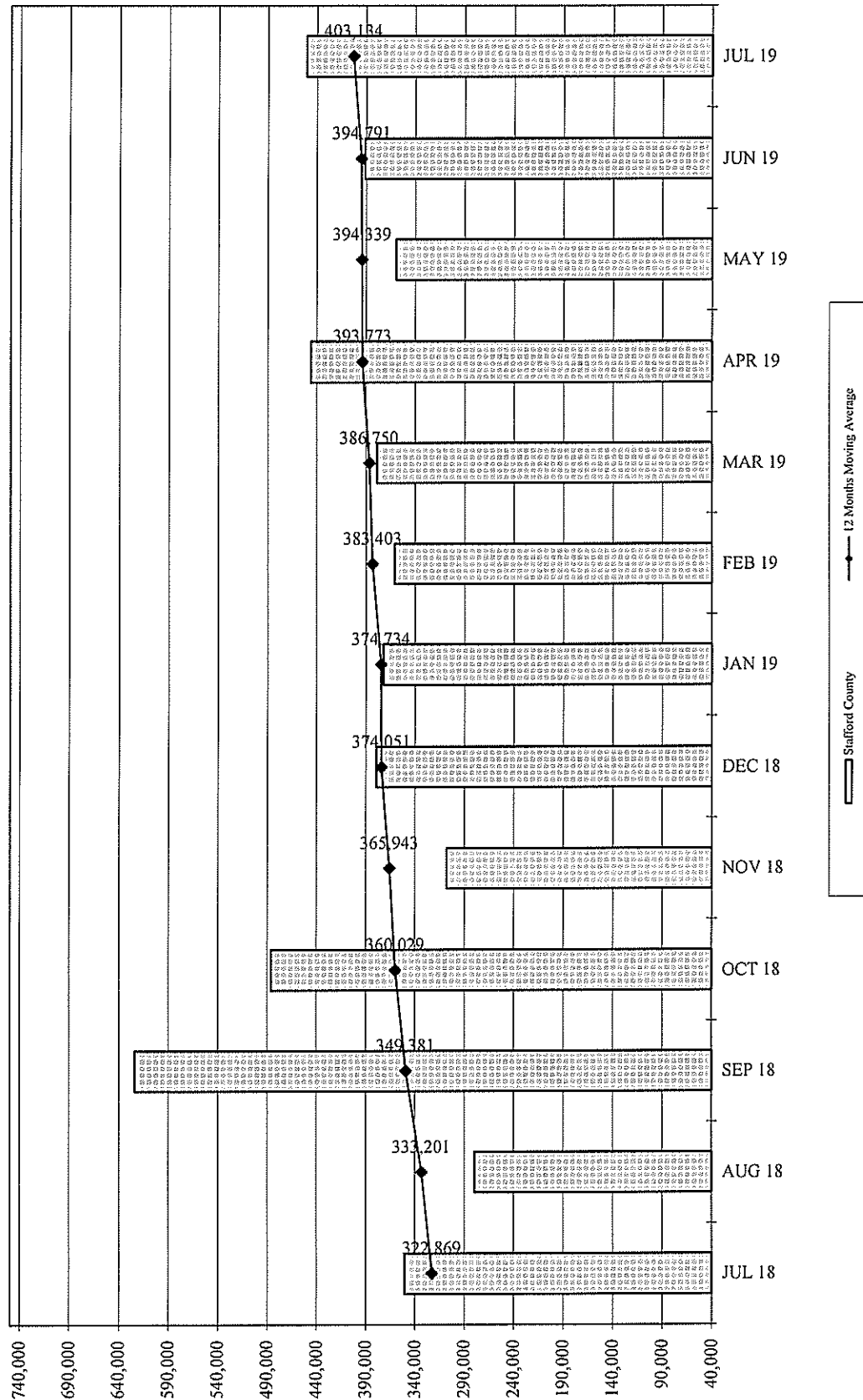
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
19-06-11	\$ 2,352,820.00 (1a)	\$ 1,176,410.00	\$ 1,176,410.00
19-06-14	\$ 104,200.00 (1a)	\$ 63,300.00	\$ 40,900.00
Total	\$ 2,457,020.00	\$ 1,239,710.00	\$ 1,217,310.00 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(*) Resolutions which have been encumbered will not be expended until funds become available.

PRTC NET FUEL TAX COLLECTIONS FY19 and FY20



MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS
FOR THE ONE MONTH ENDING JULY 31, 2019

FY20 Beginning Fund Balance			\$	847,558.91	(1)
		Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$	-	\$	-	
Gross Tax Revenue	\$	111,461.46	\$	111,461.46	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$	(24,615.27)	\$	(24,615.27)	
Less: State Admin Cost	\$	-	\$	-	
Net Tax Revenue	\$	86,846.19	\$	86,846.19	
Interest from Investment	\$	482.70	\$	482.70	
Total Tax & Investment Revenue	\$	87,328.89	\$	87,328.89	
Expenditures/Transfers	\$	(397,971.00)	\$	(397,971.00)	
Reimbursement From State Grant and Transfer from City of Manassas	\$	-	\$	-	
PRTC Operating Fund Balance	\$	50,600.00	\$	50,600.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)					
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$	587,516.80	
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)				964,453.81	
FY20 Projected State Grant (remainder)				-	
LESS: Unexpended Adopted Resolutions			\$	(980,071.00)	(*)
Other Financing Sources/(Uses)					
Claims and Judgments		\$0.00		\$0.00	
Jurisdictional Reimbursement		\$0.00		\$0.00	
Total Projected Unencumbered Balance			\$	571,899.61	(2)

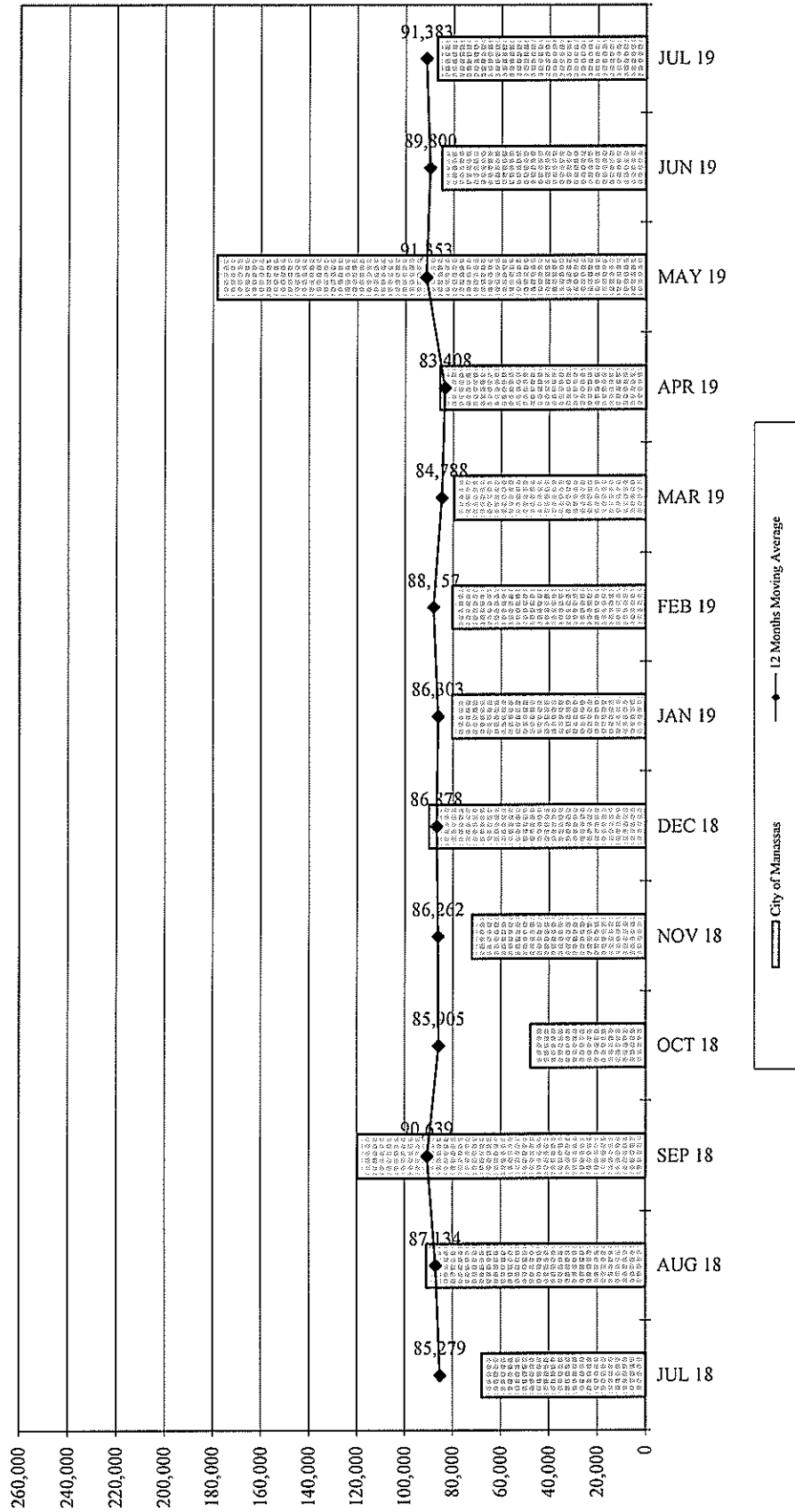
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-06-08	\$ 212,000.00 (1)	\$ -	\$ 212,000.00
19-06-11	\$ 694,742.00 (1a)	\$ 347,371.00	\$ 347,371.00
19-06-14	\$ 471,300.00 (1a)	\$ 50,600.00	\$ 420,700.00
Total	\$ 1,378,042.00	\$ 397,971.00	\$ 980,071.00 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(*) Resolutions which have been encumbered will not be expended until funds become available.

PRTC NET FUEL TAX COLLECTIONS FY19 and FY20



MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS PARK
FOR THE ONE MONTH ENDING JULY 31, 2019

FY20 Beginning Fund Balance		\$ 2,854,976.21 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 93,325.61	\$ 93,325.61
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (20,610.13)	\$ (20,610.13)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 72,715.48	\$ 72,715.48
Interest from Investment	\$ 5,132.80	\$ 5,132.80
Total Tax & Investment Revenue	\$ 77,848.28	\$ 77,848.28
Expenditures/Transfers	\$ (229,842.50)	\$ (229,842.50)
PRTC Operating Fund Balance	\$ 27,100.00	\$ 27,100.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 2,730,081.99
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		879,484.52
LESS: Unexpended Adopted Resolutions		\$ (1,646,146.19) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 1,963,420.32 (2)

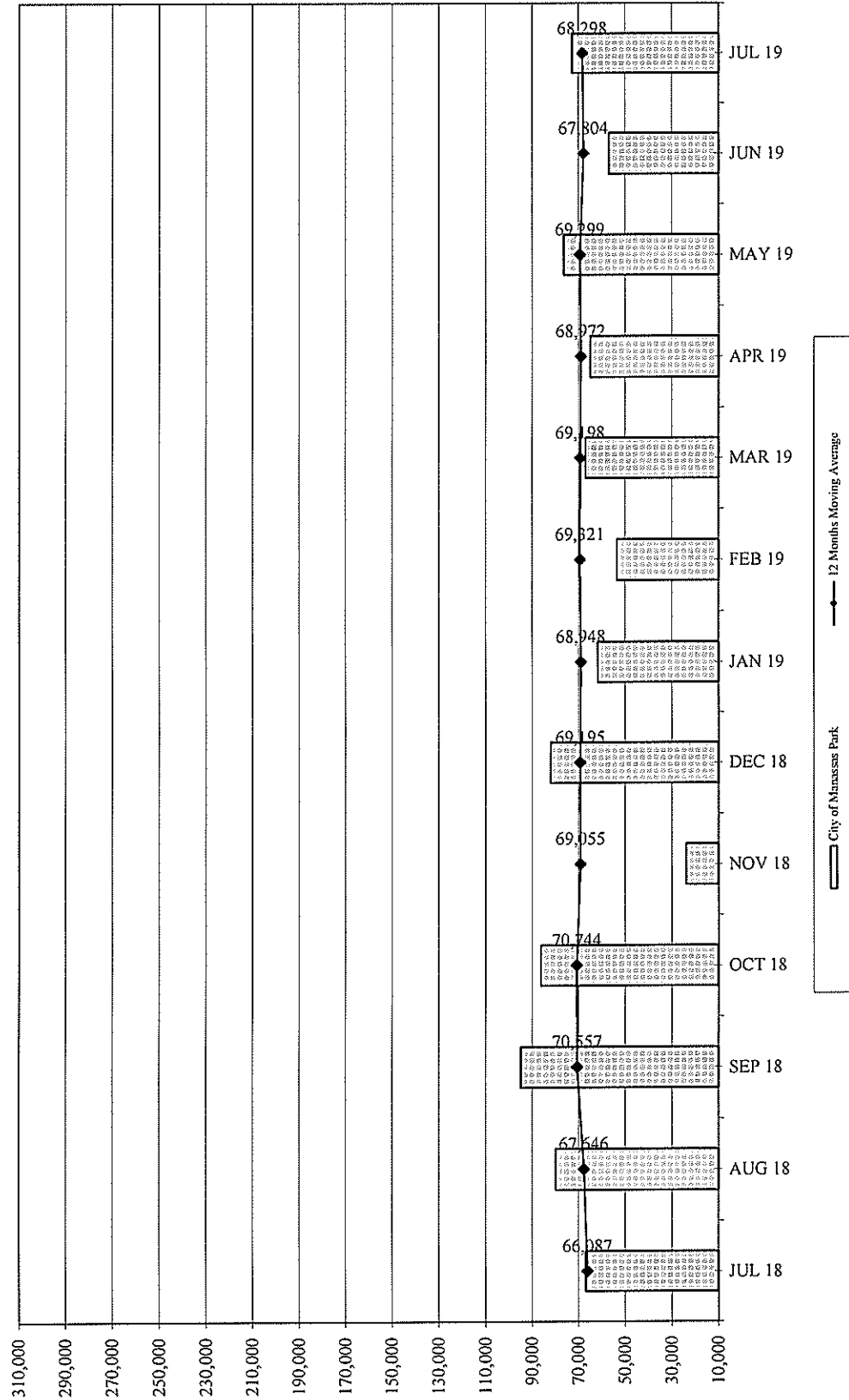
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 206,000.00
19-06-11	\$ 405,485.00 (1a)	\$ 202,742.50	\$ 202,742.50
19-06-14	\$ 249,700.00 (1a)	\$ 27,100.00	\$ 222,600.00
Total	\$ 1,875,988.69	\$ 229,842.50	\$ 1,646,146.19 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(*) Resolutions which have been encumbered will not be expended until funds become available.

PRTC NET FUEL TAX COLLECTIONS FY19 and FY20



MONTHLY FINANCIAL REPORT FOR CITY OF FREDERICKSBURG
FOR THE ONE MONTH ENDING JULY 31, 2019

FY20 Beginning Fund Balance			\$	1,530,475.74	(1)
		Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$	-	\$	-	
Gross Tax Revenue	\$	186,805.29	\$	186,805.29	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$	(41,254.28)	\$	(41,254.28)	
Less: State Admin Cost	\$	-	\$	-	
Net Tax Revenue	\$	145,551.01	\$	145,551.01	
Interest from Investment	\$	2,326.21	\$	2,326.21	
Total Tax & Investment Revenue	\$	147,877.22	\$	147,877.22	
Expenditures/Transfers	\$	(188,614.00)	\$	(188,614.00)	
PRTC Operating Fund Balance	\$	28,100.00	\$	28,100.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)					
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$	1,517,838.96	
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)				1,645,448.99	
LESS: Unexpended Adopted Resolutions			\$	(605,356.00)	(*)
Other Financing Sources/(Uses)					
Claims and Judgments		\$0.00		\$0.00	
Jurisdictional Reimbursement		\$0.00		\$0.00	
Total Projected Unencumbered Balance			\$	2,557,931.95	(2)

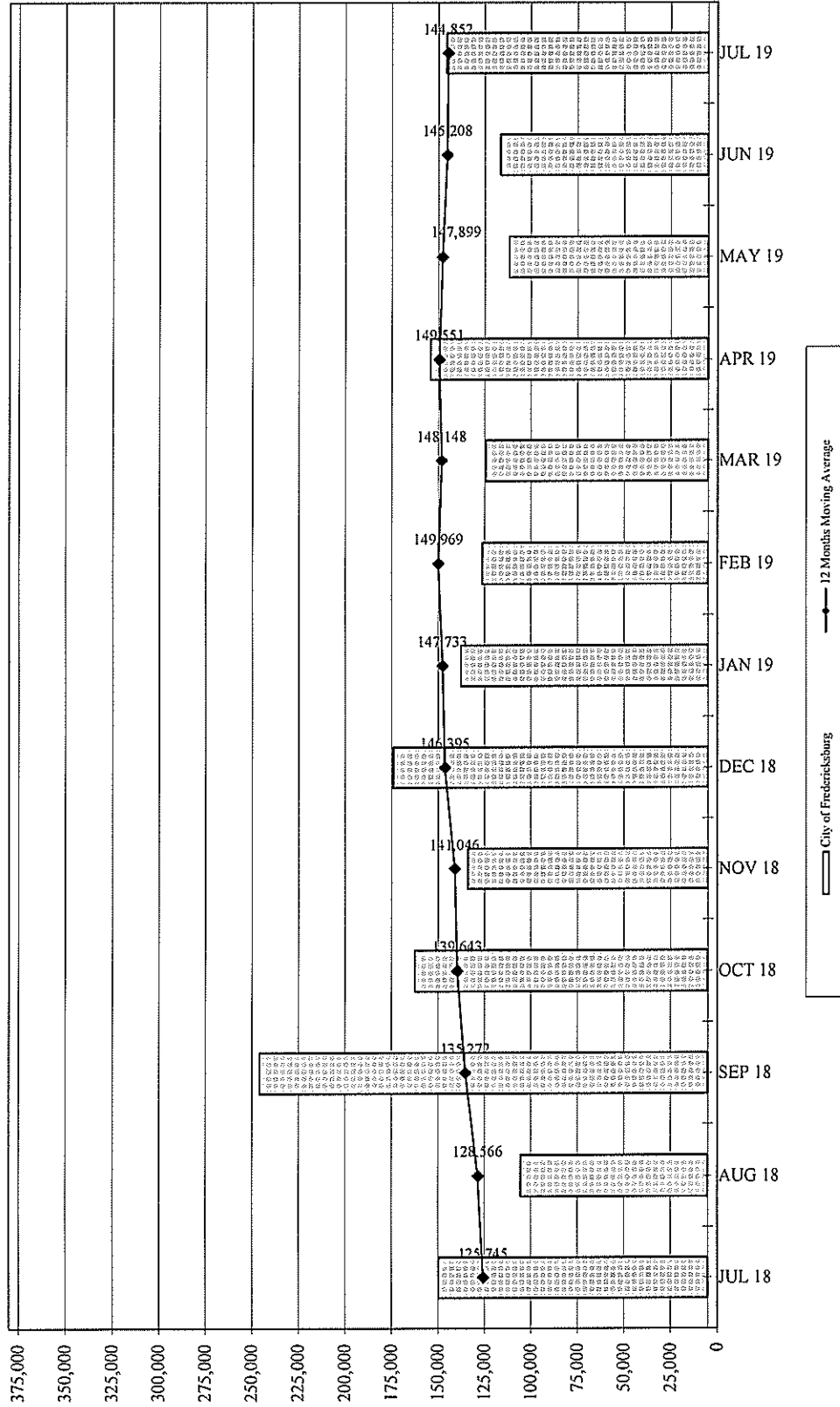
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
19-06-10	\$ 432,642.00 (1)	\$ -	\$ 432,642.00
19-06-11	\$ 321,028.00 (1a)	\$ 160,514.00	\$ 160,514.00
19-06-14	\$ 40,300.00 (1a)	\$ 28,100.00	\$ 12,200.00
Total	\$ 793,970.00	\$ 188,614.00	\$ 605,356.00 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(*) Resolutions which have been encumbered will not be expended until funds become available.

PRTC NET FUEL TAX COLLECTIONS FY19 and FY20



MONTHLY FINANCIAL REPORT FOR SPOTSYLVANIA COUNTY
FOR THE ONE MONTH ENDING JULY 31, 2019

FY20 Beginning Fund Balance			\$	1,940,801.81	(1)
		Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$	-	\$	-	
Gross Tax Revenue	\$	689,262.60	\$	689,262.60	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$	(152,217.50)	\$	(152,217.50)	
Less: State Admin Cost	\$	-	\$	-	
Net Tax Revenue	\$	537,045.10	\$	537,045.10	
Interest from Investment	\$	7,097.85	\$	7,097.85	
Total Tax & Investment Revenue	\$	544,142.95	\$	544,142.95	
Expenditures/Transfers	\$	(714,735.00)	\$	(714,735.00)	
PRTC Operating Fund Balance	\$	71,900.00	\$	71,900.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)					
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$	1,842,109.76	
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)				4,543,954.90	
LESS: Unexpended Adopted Resolutions			\$	(1,403,170.62)	(*)
Other Financing Sources/(Uses)					
Claims and Judgments		\$0.00		\$0.00	
Jurisdictional Reimbursement		\$0.00		\$0.00	
Total Projected Unencumbered Balance			\$	4,982,894.04	(2)

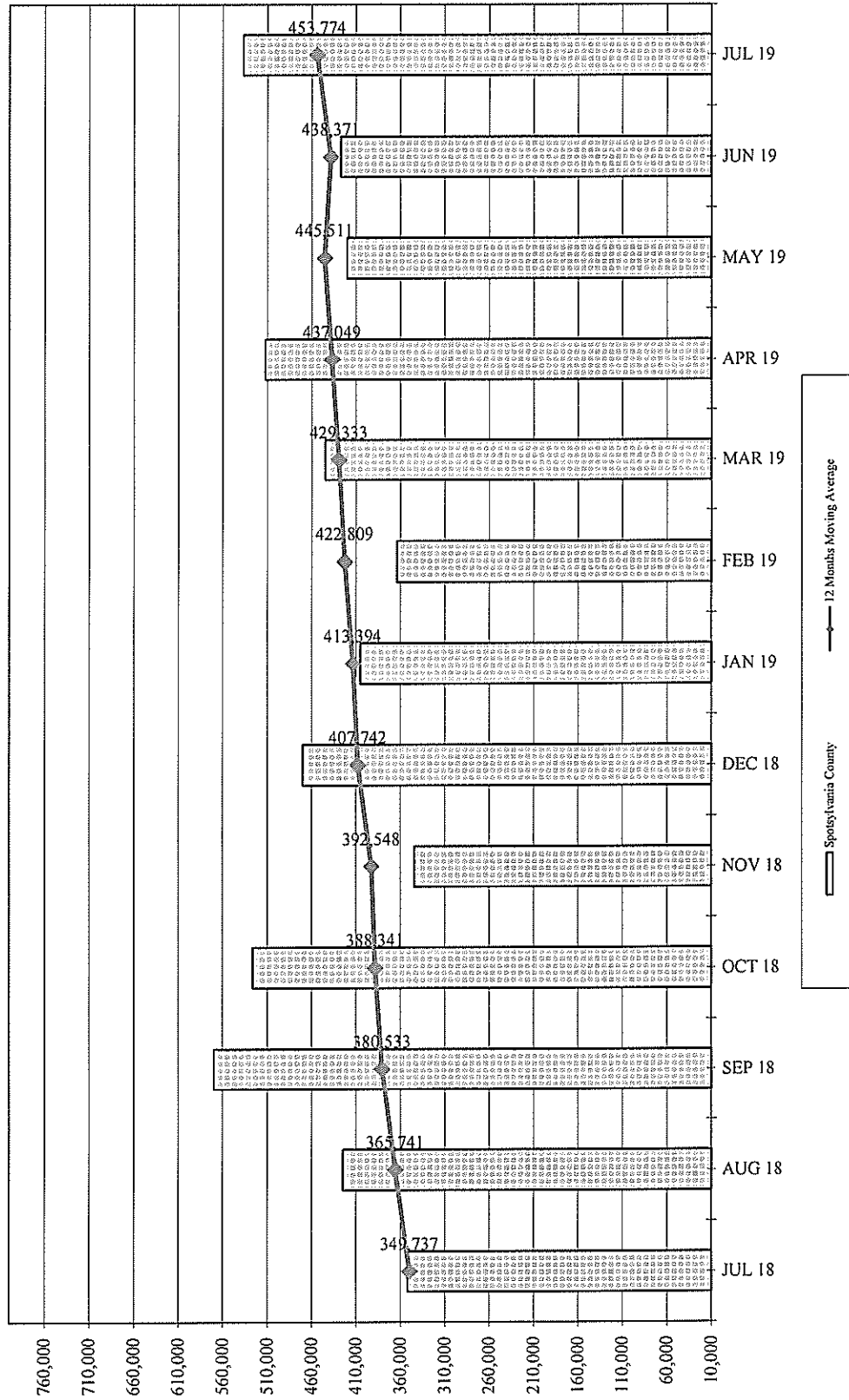
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-11-07	\$ 9,467.87 (1)	\$ -	\$ 9,467.87
19-04-05	\$ 708,567.75 (1)	\$ -	\$ 708,567.75
19-06-11	\$ 1,285,670.00 (1a)	\$ 642,835.00	\$ 642,835.00
19-06-14	\$ 114,200.00 (1a)	\$ 71,900.00	\$ 42,300.00
Total	\$ 2,117,905.62	\$ 714,735.00	\$ 1,403,170.62 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(*) Resolutions which have been encumbered will not be expended until funds become available.

PRTC NET FUEL TAX COLLECTIONS FY19 and FY20



**Fuel Tax Revenues
Budget to Actual
Two Months Ended August 2019**

	FY20 YTD Budget	FY20 YTD Actual	Variance %	Variance \$
Prince William County	2,470,600	3,388,410	37%	917,810
Stafford	773,150	950,598	23%	177,448
Manassas	175,217	166,749	-5%	(8,468)
Manassas Park	158,700	164,424	4%	5,724
Fredericksburg	298,500	311,191	4%	12,691
Spotsylvania	846,833	1,097,840	30%	251,007
Total	4,723,000	6,079,212	29%	1,356,212

Year to date budget reflects FY2020 motor fuels tax revenue projections done as part of the FY2020 budget and six year plan process.

MONTHLY FINANCIAL REPORT FOR ALL JURISDICTIONS
FOR THE TWO MONTHS ENDING AUGUST 31, 2019

FY20 Beginning Fund Balance \$ 21,944,377.83 (1)

	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 4,094,634.93	\$ 7,649,200.04
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (784,994.00)	\$ (1,569,988.00)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 3,309,640.93	\$ 6,079,212.04
Interest from Investment	\$ 37,840.72	\$ 74,077.15
Total Tax & Investment Revenue	\$ 3,347,481.65	\$ 6,153,289.19
Expenditures/Transfers	\$ -	\$ (5,754,872.50)
Reimbursement from State Grant/Transfer from Other Governments	\$ -	\$ -
PRTC Operating Fund Balance	\$ -	\$ 3,225,000.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		\$ 25,567,794.52
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES c		
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		\$ 22,258,787.96
FY20 Projected State Grant (remainder)		\$ -
LESS: Unexpended Adopted Resolutions		\$ (19,909,353.81) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$ -	\$ -
Jurisdictional Reimbursement	\$ 0.00	\$ 0.00
Total Projected Unencumbered Balance		\$ 27,917,228.67 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 206,000.00
18-06-08	\$ 212,000.00 (1)	\$ -	\$ 212,000.00
18-11-07	\$ 9,467.87 (1)	\$ -	\$ 9,467.87
19-04-05	\$ 708,567.75 (1)	\$ -	\$ 708,567.75
19-06-10	\$ 432,642.00 (1)	\$ -	\$ 432,642.00
19-06-11	\$ 5,059,745.00 (1a)	\$ 2,529,872.50	\$ 2,529,872.50
19-06-14	\$ 17,848,000.00 (1a)	\$ 3,225,000.00	\$ 14,623,000.00
Total	\$ 25,664,226.31	\$ 5,754,872.50	\$ 19,909,353.81 (*)

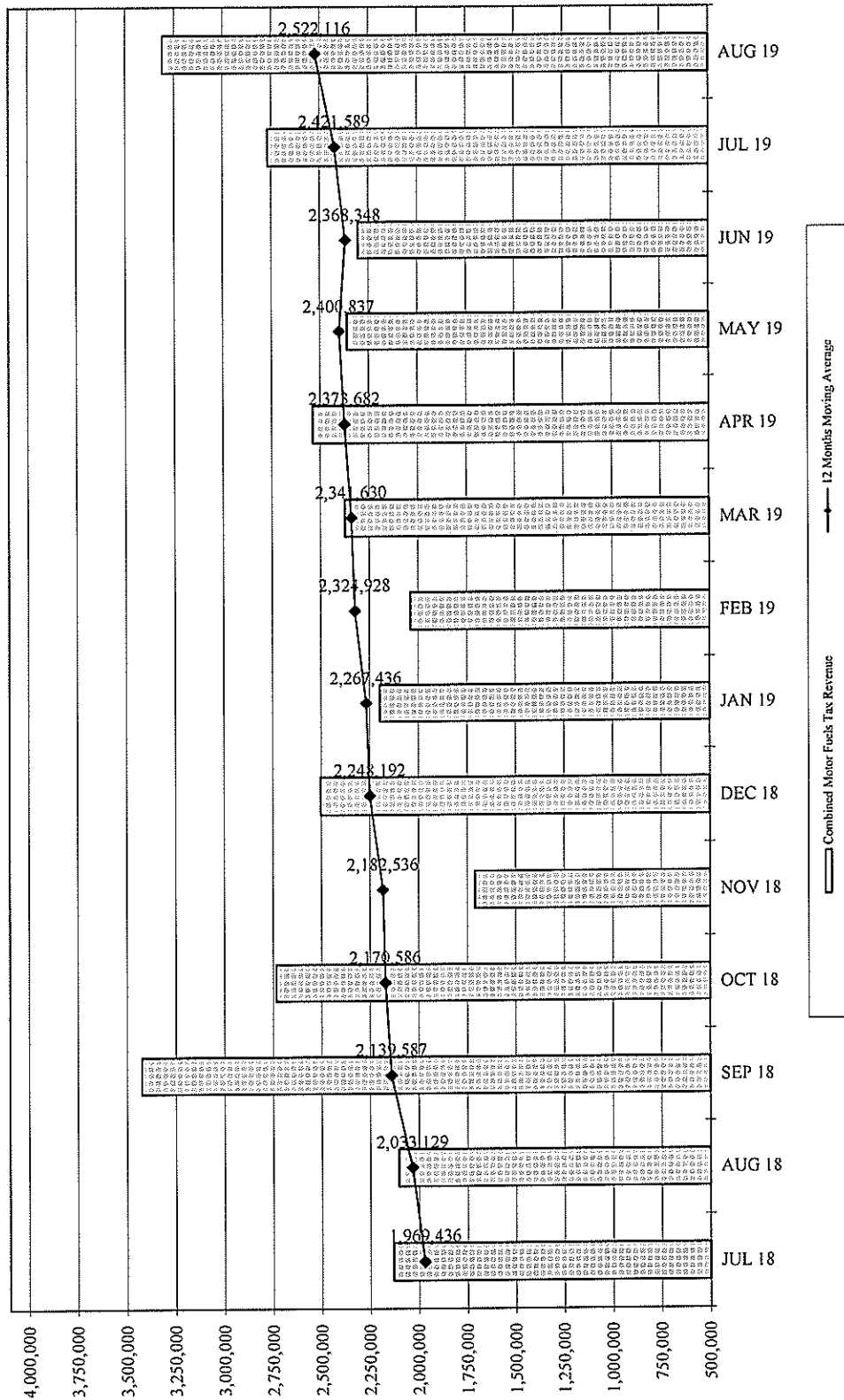
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(*) Resolutions which have been encumbered will not be expended until funds become available.

PRTC NET FUEL TAX COLLECTIONS

FY19 and FY20



MONTHLY FINANCIAL REPORT FOR PRINCE WILLIAM COUNTY
FOR THE TWO MONTHS ENDING AUGUST 31, 2019

FY20 Beginning Fund Balance		\$ 9,116,760.25 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 2,365,098.97	\$ 4,260,387.66
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (453,419.79)	\$ (871,977.39)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 1,911,679.18	\$ 3,388,410.27
Interest from Investment	\$ 15,258.34	\$ 28,862.46
Total Tax & Investment Revenue	\$ 1,926,937.52	\$ 3,417,272.73
Expenditures/Transfers	\$ -	\$ (2,984,000.00)
PRTC Operating Fund Balance	\$ -	\$ 2,984,000.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 12,534,032.98
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		11,435,189.73
LESS: Unexpended Adopted Resolutions		\$ (14,057,300.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	0.00	-
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 9,911,922.71 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
19-06-14	\$ 16,868,300.00 (1a)	\$ 2,984,000.00	\$ 13,884,300.00
Total	\$ 17,041,300.00	\$ 2,984,000.00	\$ 14,057,300.00 (*)

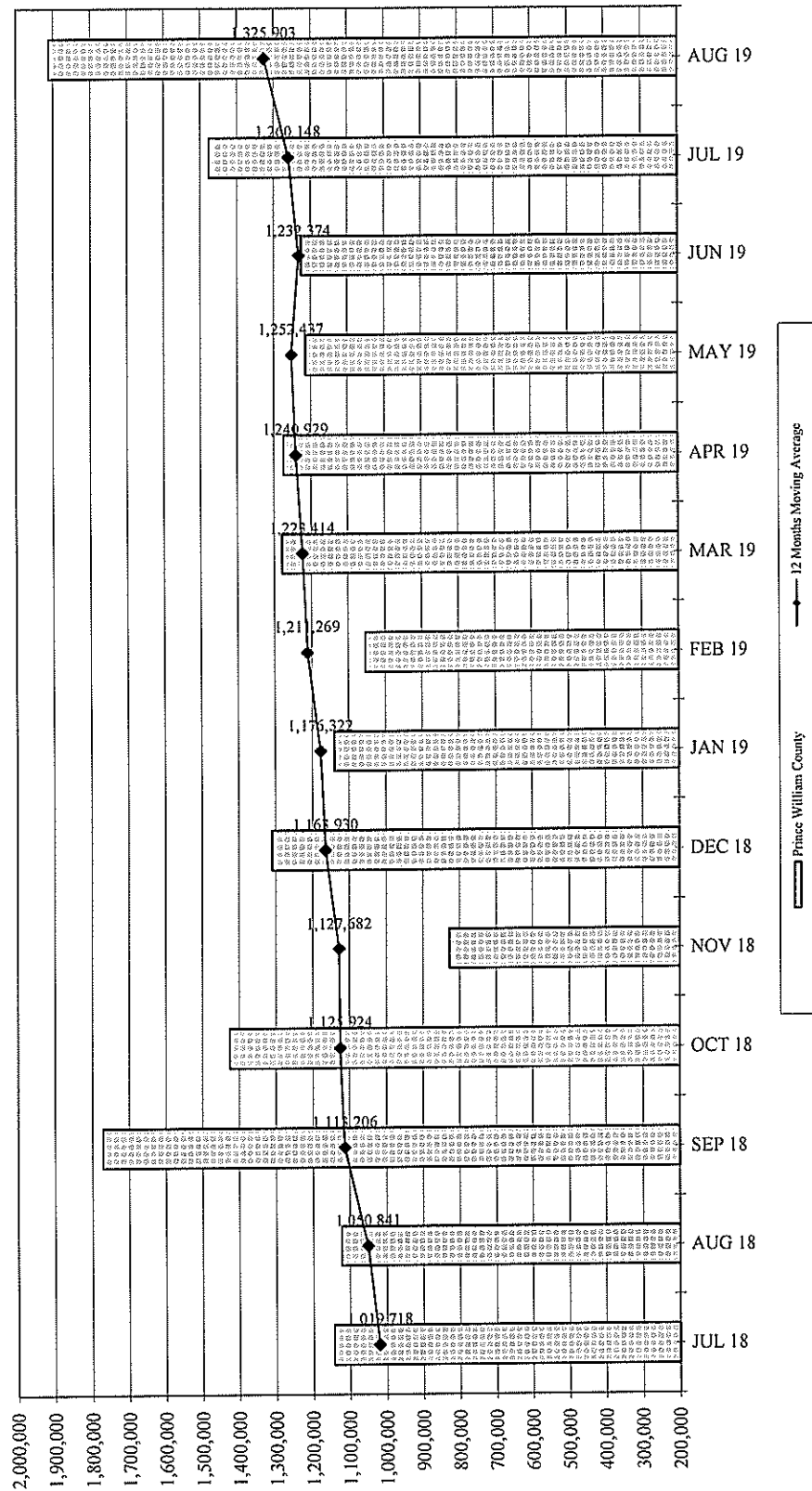
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(*) Resolutions which have been encumbered will not be expended until funds become available.

PRTC NET FUEL TAX COLLECTIONS

FY19 and FY20



MONTHLY FINANCIAL REPORT FOR STAFFORD COUNTY
FOR THE TWO MONTHS ENDING AUGUST 31, 2019

FY20 Beginning Fund Balance		\$ 5,653,804.91 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 618,487.19	\$ 1,196,908.65
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (118,571.92)	\$ (246,311.14)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 499,915.27	\$ 950,597.51
Interest from Investment	\$ 7,902.41	\$ 15,495.16
Total Tax & Investment Revenue	\$ 507,817.68	\$ 966,092.67
Expenditures/Transfers	\$ -	\$ (1,239,710.00)
PRTC Operating Fund Balance	\$ -	\$ 63,300.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 5,443,487.58
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		3,688,302.49
LESS: Unexpended Adopted Resolutions		\$ (1,217,310.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 7,914,480.07 (2)

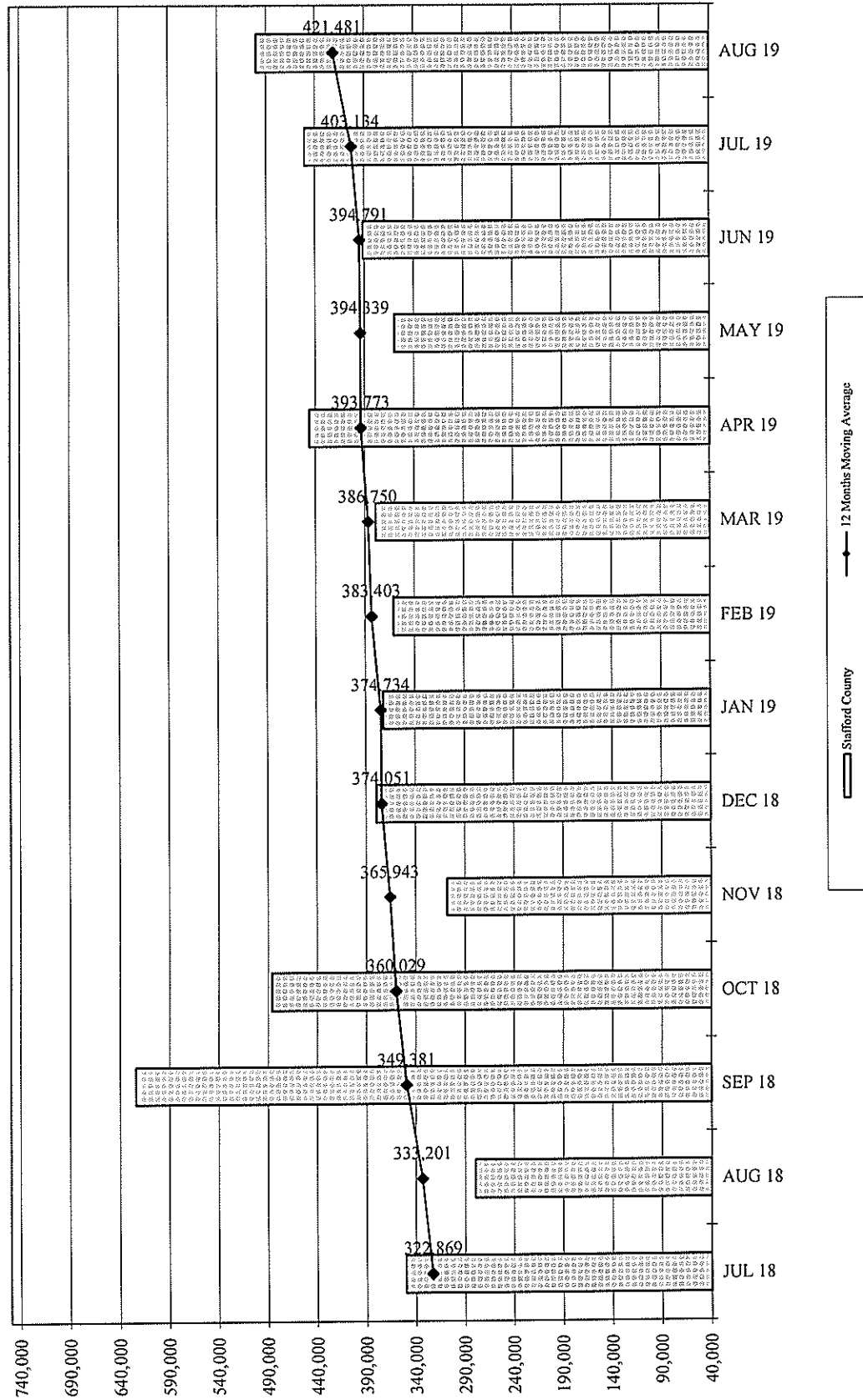
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
19-06-11	\$ 2,352,820.00 (1a)	\$ 1,176,410.00	\$ 1,176,410.00
19-06-14	\$ 104,200.00 (1a)	\$ 63,300.00	\$ 40,900.00
Total	\$ 2,457,020.00	\$ 1,239,710.00	\$ 1,217,310.00 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(*) Resolutions which have been encumbered will not be expended until funds become available.

PRTC NET FUEL TAX COLLECTIONS FY19 and FY20



MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS
FOR THE TWO MONTHS ENDING AUGUST 31, 2019

FY20 Beginning Fund Balance		\$	847,558.91	(1)
	Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$	-	\$	-
Gross Tax Revenue	\$	98,854.42	\$	210,315.88
Less: Commuter Rail Operating and Capital Fund (CROC)	\$	(18,951.66)	\$	(43,566.93)
Less: State Admin Cost	\$	-	\$	-
Net Tax Revenue	\$	79,902.76	\$	166,748.95
Interest from Investment	\$	802.64	\$	1,285.34
Total Tax & Investment Revenue	\$	80,705.40	\$	168,034.29
Expenditures/Transfers	\$	-	\$	(397,971.00)
Reimbursement From State Grant and Transfer from City of Manassas	\$	-	\$	-
PRTC Operating Fund Balance	\$	-	\$	50,600.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)				
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$	668,222.20
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)				884,551.05
FY20 Projected State Grant (remainder)				-
LESS: Unexpended Adopted Resolutions			\$	(980,071.00) (*)
Other Financing Sources/(Uses)				
Claims and Judgments		\$0.00		\$0.00
Jurisdictional Reimbursement		\$0.00		\$0.00
Total Projected Unencumbered Balance			\$	572,702.25 (2)

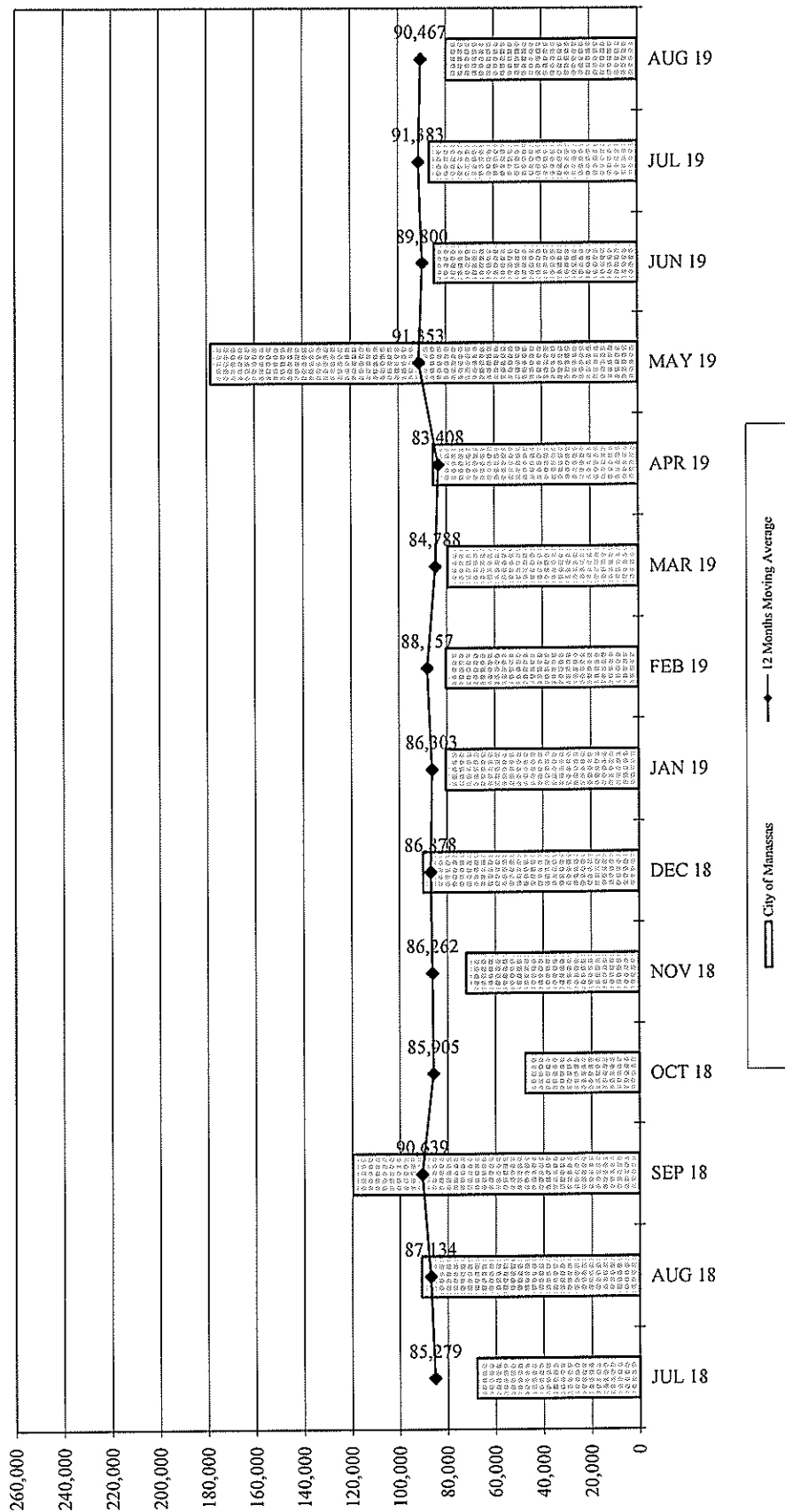
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-06-08	\$ 212,000.00 (1)	\$ -	\$ 212,000.00
19-06-11	\$ 694,742.00 (1a)	\$ 347,371.00	\$ 347,371.00
19-06-14	\$ 471,300.00 (1a)	\$ 50,600.00	\$ 420,700.00
Total	\$ 1,378,042.00	\$ 397,971.00	\$ 980,071.00 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(*) Resolutions which have been encumbered will not be expended until funds become available.

PRTC NET FUEL TAX COLLECTIONS FY19 and FY20



MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS PARK
FOR THE TWO MONTHS ENDING AUGUST 31, 2019

FY20 Beginning Fund Balance		\$ 2,854,976.21 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 113,460.09	\$ 206,785.70
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (21,751.75)	\$ (42,361.88)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 91,708.34	\$ 164,423.82
Interest from Investment	\$ 5,019.88	\$ 10,152.68
Total Tax & Investment Revenue	\$ 96,728.22	\$ 174,576.50
Expenditures/Transfers	\$ -	\$ (229,842.50)
PRTC Operating Fund Balance	\$ -	\$ 27,100.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		\$ 2,826,810.21
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		787,776.18
LESS: Unexpended Adopted Resolutions		\$ (1,646,146.19) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 1,968,440.20 (2)

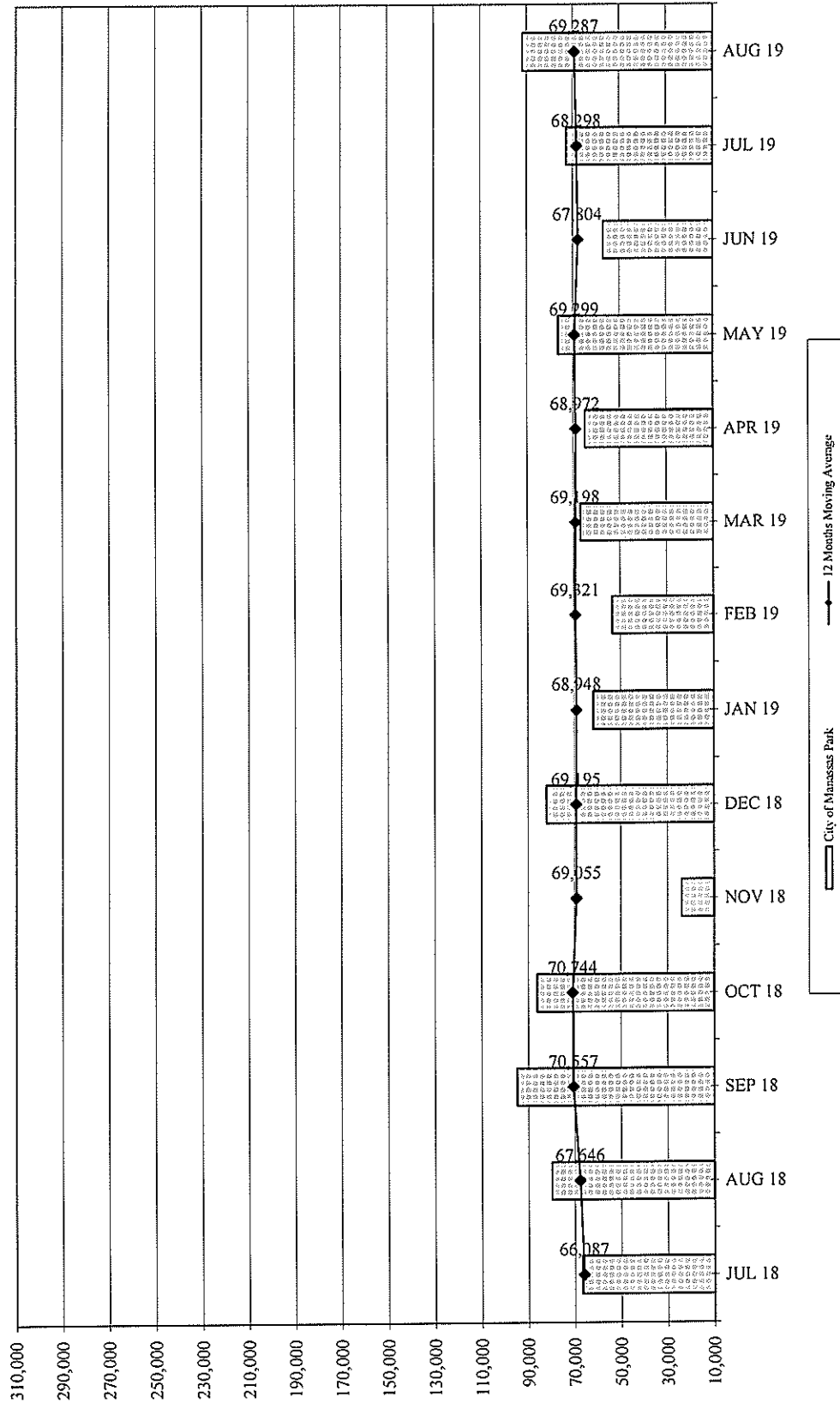
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 206,000.00
19-06-11	\$ 405,485.00 (1a)	\$ 202,742.50	\$ 202,742.50
19-06-14	\$ 249,700.00 (1a)	\$ 27,100.00	\$ 222,600.00
Total	\$ 1,875,988.69	\$ 229,842.50	\$ 1,646,146.19 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(*) Resolutions which have been encumbered will not be expended until funds become available.

PRTC NET FUEL TAX COLLECTIONS FY19 and FY20



MONTHLY FINANCIAL REPORT FOR CITY OF FREDERICKSBURG
FOR THE TWO MONTHS ENDING AUGUST 31, 2019

FY20 Beginning Fund Balance			\$	1,530,475.74	(1)
		Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$	-	\$	-	
Gross Tax Revenue	\$	204,927.65	\$	391,732.94	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$	(39,287.26)	\$	(80,541.54)	
Less: State Admin Cost	\$	-	\$	-	
Net Tax Revenue	\$	165,640.39	\$	311,191.40	
Interest from Investment	\$	2,424.10	\$	4,750.31	
Total Tax & Investment Revenue	\$	168,064.49	\$	315,941.71	
Expenditures/Transfers	\$	-	\$	(188,614.00)	
PRTC Operating Fund Balance	\$	-	\$	28,100.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)					
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$	1,685,903.45	
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)				1,479,808.60	
LESS: Unexpended Adopted Resolutions			\$	(605,356.00)	(*)
Other Financing Sources/(Uses)					
Claims and Judgments		\$0.00		\$0.00	
Jurisdictional Reimbursement		\$0.00		\$0.00	
Total Projected Unencumbered Balance			\$	2,560,356.05	(2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
19-06-10	\$ 432,642.00 (1)	\$ -	\$ 432,642.00
19-06-11	\$ 321,028.00 (1a)	\$ 160,514.00	\$ 160,514.00
19-06-14	\$ 40,300.00 (1a)	\$ 28,100.00	\$ 12,200.00
Total	\$ 793,970.00	\$ 188,614.00	\$ 605,356.00 (*)

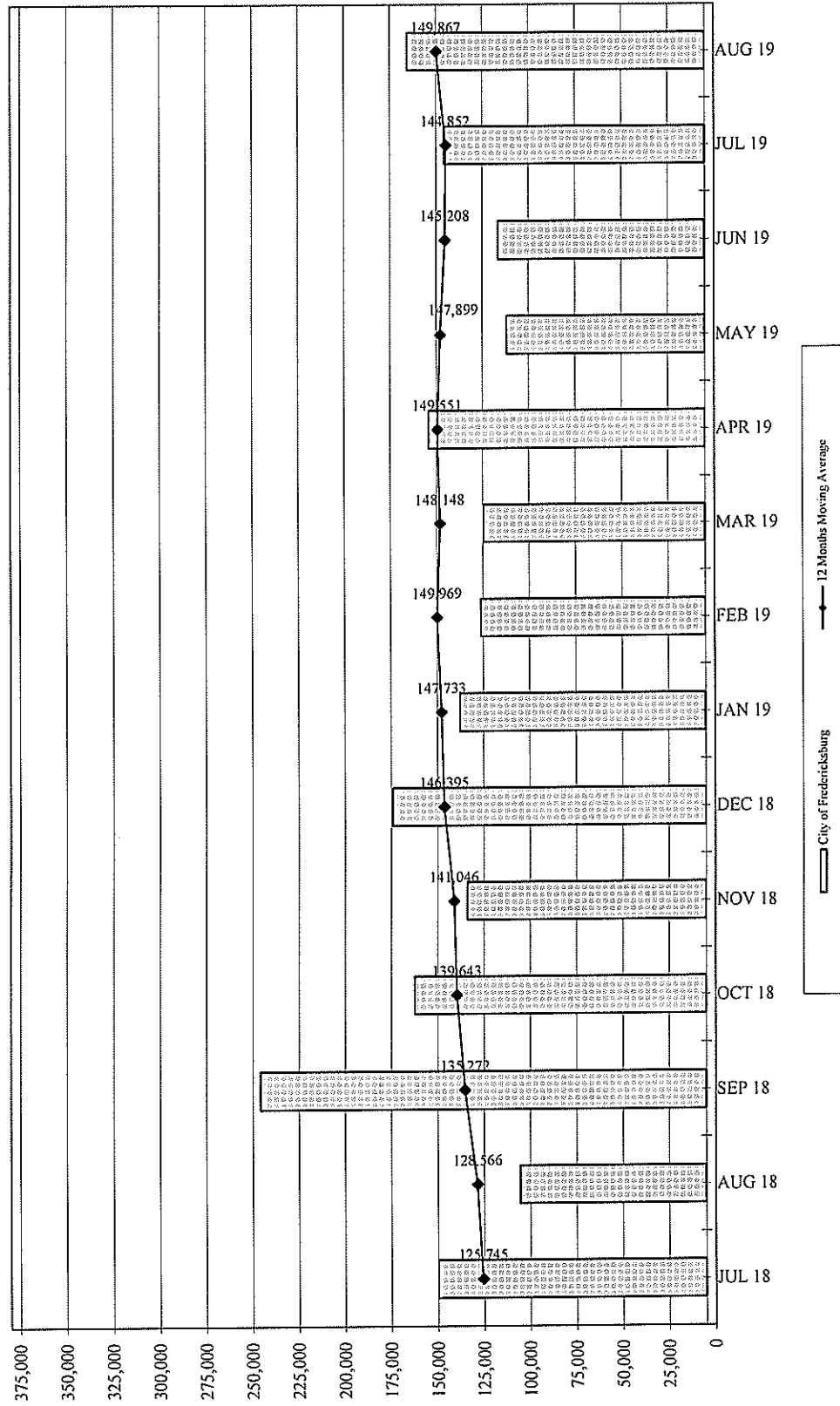
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(*) Resolutions which have been encumbered will not be expended until funds become available.

PRTC NET FUEL TAX COLLECTIONS

FY19 and FY20



MONTHLY FINANCIAL REPORT FOR SPOTSYLVANIA COUNTY
FOR THE TWO MONTHS ENDING AUGUST 31, 2019

FY20 Beginning Fund Balance			\$ 1,940,801.81 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -	
Gross Tax Revenue	\$ 693,806.61	\$ 1,383,069.21	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (133,011.62)	\$ (285,229.12)	
Less: State Admin Cost	\$ -	\$ -	
Net Tax Revenue	\$ 560,794.99	\$ 1,097,840.09	
Interest from Investment	\$ 6,433.35	\$ 13,531.20	
Total Tax & Investment Revenue	\$ 567,228.34	\$ 1,111,371.29	
Expenditures/Transfers	\$ -	\$ (714,735.00)	
PRTC Operating Fund Balance	\$ -	\$ 71,900.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)			
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$ 2,409,338.10
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)			3,983,159.91
LESS: Unexpended Adopted Resolutions			\$ (1,403,170.62) (*)
Other Financing Sources/(Uses)			
Claims and Judgments	\$0.00	\$0.00	
Jurisdictional Reimbursement	\$0.00	\$0.00	
Total Projected Unencumbered Balance			\$ 4,989,327.39 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-11-07	\$ 9,467.87 (1)	\$ -	\$ 9,467.87
19-04-05	\$ 708,567.75 (1)	\$ -	\$ 708,567.75
19-06-11	\$ 1,285,670.00 (1a)	\$ 642,835.00	\$ 642,835.00
19-06-14	\$ 114,200.00 (1a)	\$ 71,900.00	\$ 42,300.00
Total	\$ 2,117,905.62	\$ 714,735.00	\$ 1,403,170.62 (*)

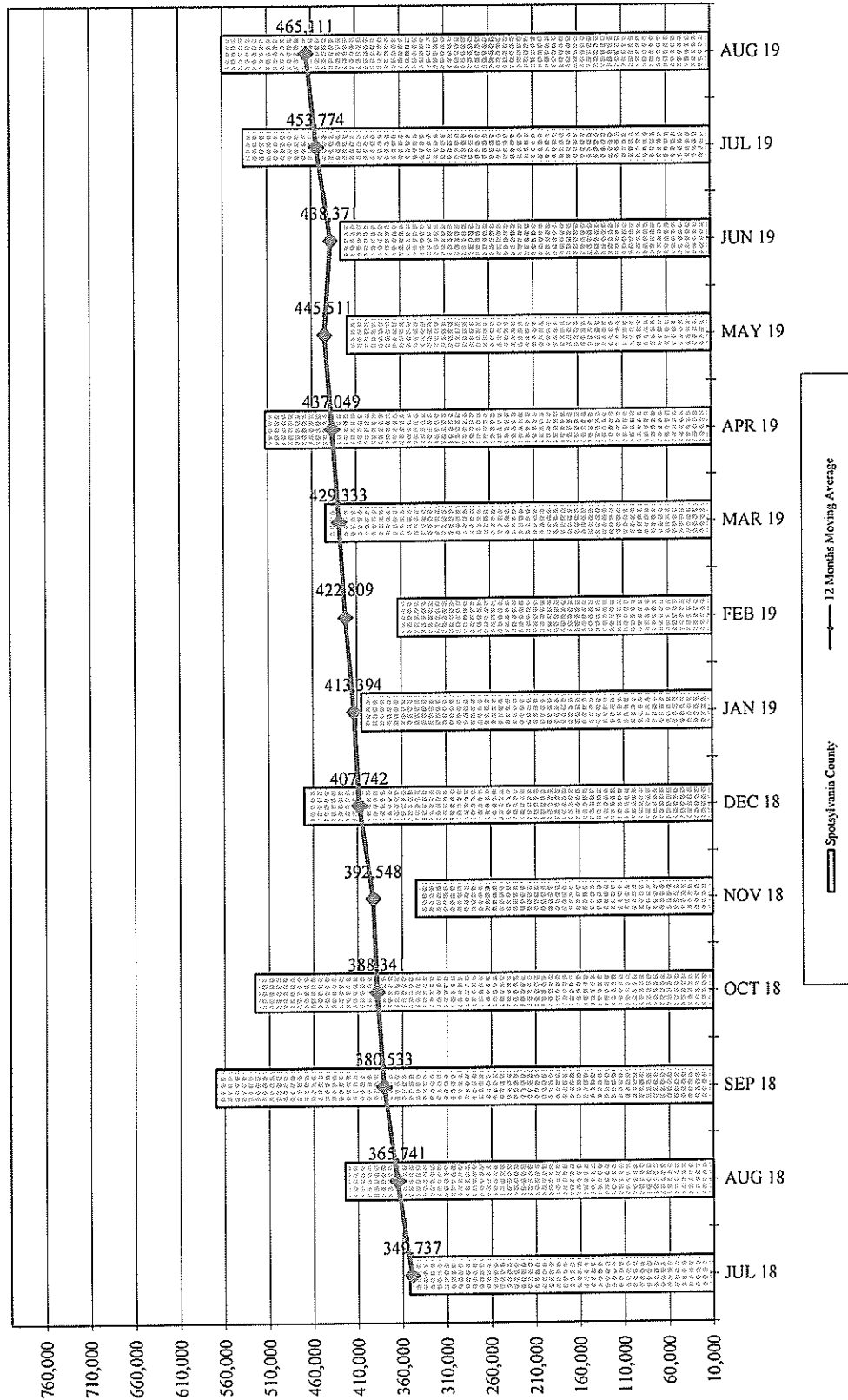
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(*) Resolutions which have been encumbered will not be expended until funds become available.

PRTC NET FUEL TAX COLLECTIONS

FY19 and FY20



MOTION:

SECOND:

**RE: AUTHORIZATION TO BUDGET AND APPROPRIATE CITY OF MANASSAS PARK’S
MOTOR FUELS TAX FUNDS FOR SIGN INSTALLATIONS**

ACTION:

WHEREAS, the City of Manassas Park, by Resolution 19-1000-2058, requests approval to budget and appropriate \$15,000 of motor fuels tax funds for sign installations.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes the budgeting and appropriation of \$15,000 of the City of Manassas Park’s motor fuels tax funds for sign installations.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

MOTION: Councilmember Machado
SECOND: Councilmember Cendejas
Date of Meeting: August 13, 2019

Resolution 19-1000-2058

A RESOLUTION AUTHORIZING APPROPRIATION OF MANASSAS PARK MOTOR FUELS TAX FUNDS, AS ADMINISTERED BY THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION (PRTC), IN THE TOTAL AMOUNT OF \$15,000

WHEREAS, the City has unencumbered Motor Fuels Tax funds available; and

WHEREAS, the capital project entitled Sign Installations is a transportation project approved in the FY20 adopted budget and additional funding across the 5-year CIP; and

WHEREAS, staff have provided estimates for work on this project at \$15,000 for FY20, and

WHEREAS, the Governing Body desires to distribute motor fuels tax funds to cover the City's expenses for the Sign Installations Project.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the City of Manassas Park, Virginia, meeting in regular session this 13th day of August, 2019, does hereby authorize the PRTC to distribute motor fuels tax funds in the amount of \$15,000 to further work on the Sign Installations Project.

Approved August 13, 2019

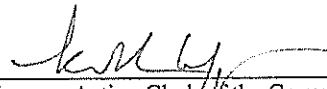

Jeanette Rishell, Mayor

Ayes: Machado, Banks, Cendejas, Javed, Mensing, Rishell

Nays: Shuemaker

Absent: None

Abstain: None


Keith Nguyen, Acting Clerk of the Governing Body
of the City of Manassas Park, Virginia

MOTION:

SECOND:

**RE: AUTHORIZATION TO BUDGET AND APPROPRIATE CITY OF MANASSAS PARK'S
MOTOR FUELS TAX FUNDS FOR MATHIS AVENUE SIGNAL BATTERY BACKUP
PROJECT**

ACTION:

WHEREAS, the City of Manassas Park, by Resolution 19-1000-2057, requests approval to budget and appropriate \$10,000 of motor fuels tax funds for Mathis Avenue signal battery backup project.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes the budgeting and appropriation of \$10,000 of the City of Manassas Park's motor fuels tax funds for Mathis Avenue signal battery backup project.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

Resolution 19-1000-2057

A RESOLUTION AUTHORIZING APPROPRIATION OF MANASSAS PARK MOTOR FUELS TAX FUNDS, AS ADMINISTERED BY THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION (PRTC), IN THE TOTAL AMOUNT OF \$10,000

WHEREAS, the City has unencumbered Motor Fuels Tax funds available; and


WHEREAS, the capital project entitled Mathis Avenue Signal Battery Backup is a transportation project approved in the FY20 adopted budget; and

WHEREAS, staff have provided estimates for the completion of this project at \$10,000, and


WHEREAS, the Governing Body desires to distribute motor fuels tax funds to cover the City's expenses for the Mathis Avenue Signal Battery Backup Project.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the City of Manassas Park, Virginia, meeting in regular session this 13th day of August, 2019, does hereby authorize the PRTC to distribute motor fuels tax funds in the amount of \$10,000 for the completion of the Mathis Avenue Signal Battery Backup Project

Approved August 13, 2019


Jeanette Rishell, Mayor

Ayes: Shuemaker, Machado, Banks, Cendejas, Javed, Mensing, Rishell
Nays: None
Absent: None
Abstain: None


Keith Nguyen, Acting Clerk of the Governing Body
of the City of Manassas Park, Virginia

PRTC Executive Director's Time

- 9.1 Follow-Up From Previous Meeting(s)
- 9.2 Executive Director's Report
- 9.3 Industry Article: *Highlights of the Commuter Connections Program 2019 State of the Commute Survey Report*
By Bonnie Doherty, PRTC's Senior Vanpool Program Associate

Highlights of the Commuter Connections Program 2019 State of the Commute Survey Report

By Bonnie Doherty, PRTC's Senior Vanpool Program Associate

The Commuter Connections program of the Metropolitan Washington Council of Governments (COG) has released the results of their 7th State-of-the-Commute (SOC) survey, which was prepared by LDA Consulting in association with CIC Research, Inc. The SOC survey is done every three years; the next survey is scheduled for 2022.

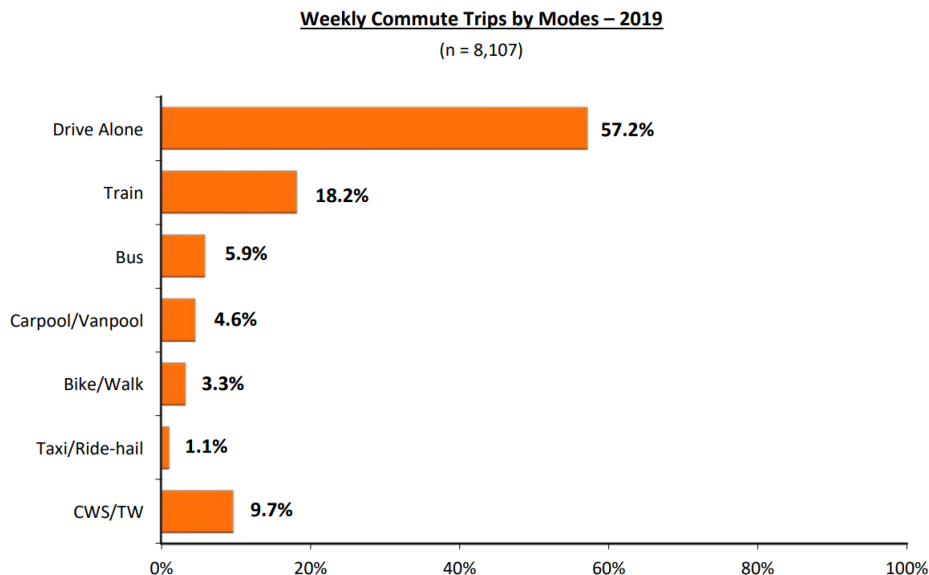
Why and How the SOC Survey was Conducted

There are three reasons why COG conducts this SOC survey:

1. To document trends in regional commuting patterns and commuters' attitudes about available transportation services
2. To estimate the impacts of commute alternative programs and marketing efforts on commute travel behavior
3. To explore commuters' opinions about current transportation initiatives

The 2019 survey was conducted both online and over the phone, interviewing 8,246 employed adult residents of the Washington metropolitan area: 7,808 residents via the Internet and 438 via the telephone.

Discussion of Highlights from the Survey



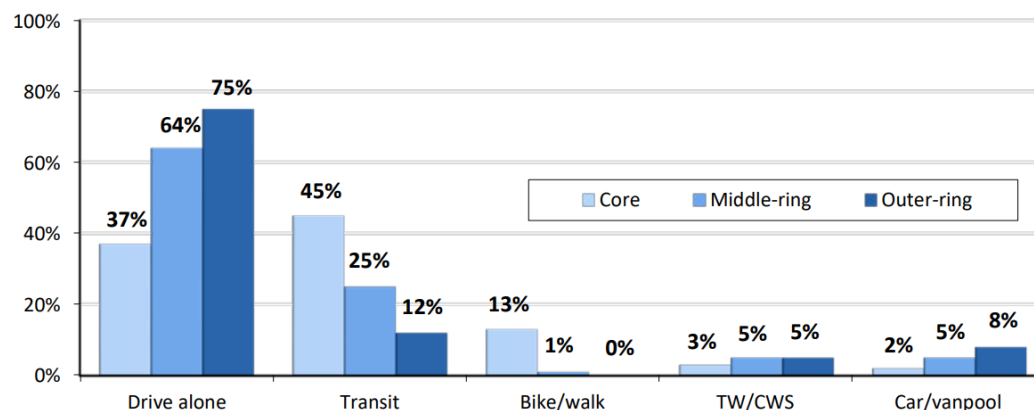
Taken from Page 8 of the SOC Survey Report

When the 3rd SOC survey was conducted in 2007, the share of commute trips made by driving alone (which includes taxi/ride-hail) was 66.9%. In the 2019 survey, that dropped to 58.3%, though it is still the largest share and the most popular commute mode in the region. Above is a bar chart of all the commute modes for the 2019 survey. This chart includes reported ride-hail use separately in order to define a baseline for this service, though it is still considered as driving alone for the purpose of vehicle use.

Transit use (which includes train and bus) rose from 17.7% in 2007 to 24.1%. About three-quarters of transit trips were by train. Train usage breaks down to 16.6% Metrorail and 1.6% MARC, VRE, and Amtrak. Carpool/vanpool use declined from 7.1% in 2007 to 4.6%. In 2019, 3.4% of carpool trips were regular and 1% of carpool trips were casual (i.e. slugs). Vanpool trips represented 0.2%. The bike/walk/scooter mode breaks down as follows: walking trips were 1.7%, biking trips were 1.5%, and scooters and e-scooters trips were 0.1%. In 2007, telework and compressed work schedules eliminated 5.7% of weekday trips, and that number has increased in each survey, despite leveling off in 2019 with statistically the same rate as in 2016. Lyft, Uber, and Via are pulling riders from all other modes. Respondents were asked how they likely would have made these commute trips if ride-hailing were not available, and they were permitted to choose more than one mode: 9% likely would have bicycled, 16% likely would have walked, 20% likely would have taken a taxi, 28% would have driven in a personal vehicle, and 59% said transit would have been a likely option.

Primary Mode by Home Area

(Inner Core n = 2,198, Middle Ring n = 2,421, Outer Ring n = 4,488)



Taken from Page 18 of the SOC Survey Report

Residents' home and work locations were grouped into three geographical categories:

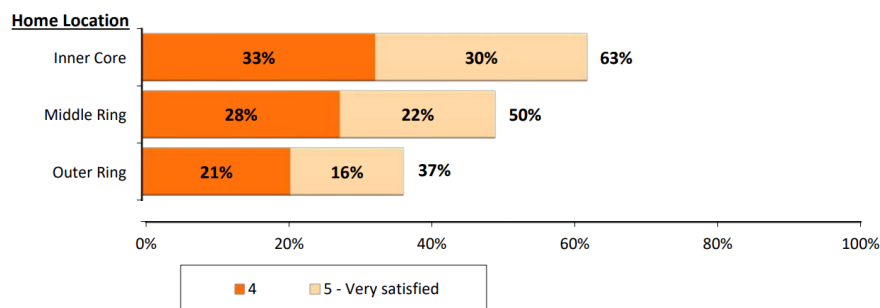
- **Inner Core:** Alexandria, Arlington, and District of Columbia
- **Middle Ring:** Fairfax, Montgomery, and Prince George's counties
- **Outer Ring:** Calvert, Charles, Frederick, Loudoun, and Prince William counties

There are differences among respondents based upon where they live. Respondents who live in the Inner Core reported higher alternative mode use, whereas commuters who live in the Outer Ring reported a 75% drive alone rate.

Satisfaction with Commute by Home Area

Percent Rating a Commute a 4 or 5

(Home Area – Inner Core n = 2,160, Middle Ring n = 2,360, Outer Ring n = 3,391)



Taken from Page 31 of the SOC Survey Report

In addition to higher alternative mode use, commute satisfaction is also higher depending on where the respondent lives. Of the respondents who live in the Inner Core, 63% were satisfied with their commutes, compared with Middle Ring residents (50%) and Outer Ring residents (37%).

**Percentage of Respondents with One or More Vehicles Per Adult Household Member – 2016 and 2019
by Respondent Home Area and Age**

(Shading indicates statistically higher percentages)

Home Area and Age		1+ Car Available 2016 SOC	1+ Car Available 2019 SOC	Change (2016-2019)
Inner Core	Under 35 years (2016 n = 212, 2019 n = 778)	32%	40%	+ 8%
	35 to 54 years (2016 n = 749, 2019 n = 908)	51%	56%	+ 5%
	55 years and older (2016 n = 618, 2019 n = 476)	57%	63%	+ 6%
Middle Ring	Under 35 years (2016 n = 218, 2019 n = 417)	58%	67%	+ 9%
	35 to 54 years (2016 n = 719, 2019 n = 1,065)	69%	75%	+ 6%
	55 years and older (2016 n = 643, 2019 n = 875)	73%	76%	+ 3%
Outer Ring	Under 35 years (2016 n = 272, 2019 n = 483)	73%	83%	+ 10%
	35 to 54 years (2016 n = 1,285, 2019 n = 1,746)	81%	87%	+ 6%
	55 years and older (2016 n = 907, 2019 n = 1,163)	81%	88%	+ 7%

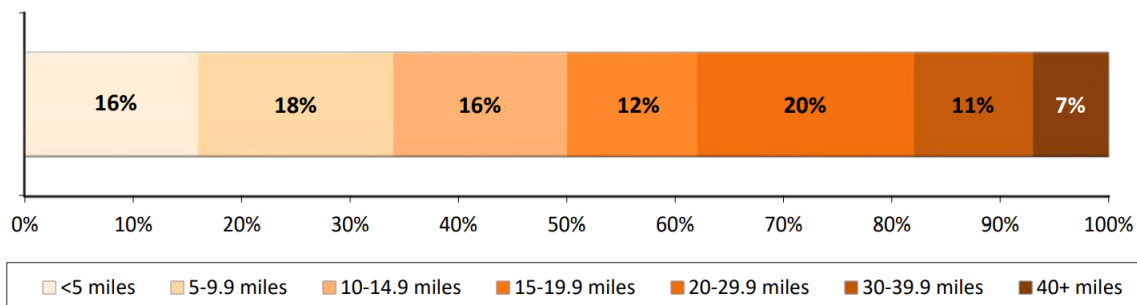
Taken from Page 130 of the SOC Survey Report

Given the findings regarding commute satisfaction, it might be expected that respondents, especially those younger than 35, who live in the Inner Core might be abandoning their vehicles. However, it is not true. For example, younger respondents who live in the Inner Core reported an increase in those who had 1+ car available from 32% in 2016 to 40% in 2019.

Similar to those who live in the Inner Core, those who work there also reported higher alternative mode use versus an 87% drive-alone rate for commuters who work outside the regional core. In addition, 76% of Inner Core employees reported access to services and benefits, compared with 51% who work in the Middle Ring and 28% who work in the Outer Ring. Speaking of services and benefits, SmarTrip or other subsidies for transit/vanpool were available to 45% of respondents, information on commuter transportation options was available to 26% of respondents, services offered by employers for bikers and walkers were available to 22% of respondents, and preferential parking offered by employers for carpools and vanpools was available to 17% of respondents. Predictably, respondents who work for large firms reported greater access to these benefits/services than did respondents who worked for small firms, and respondents who work for Federal agencies were most likely to have benefits/services available, compared with respondents who work for other types of employers.

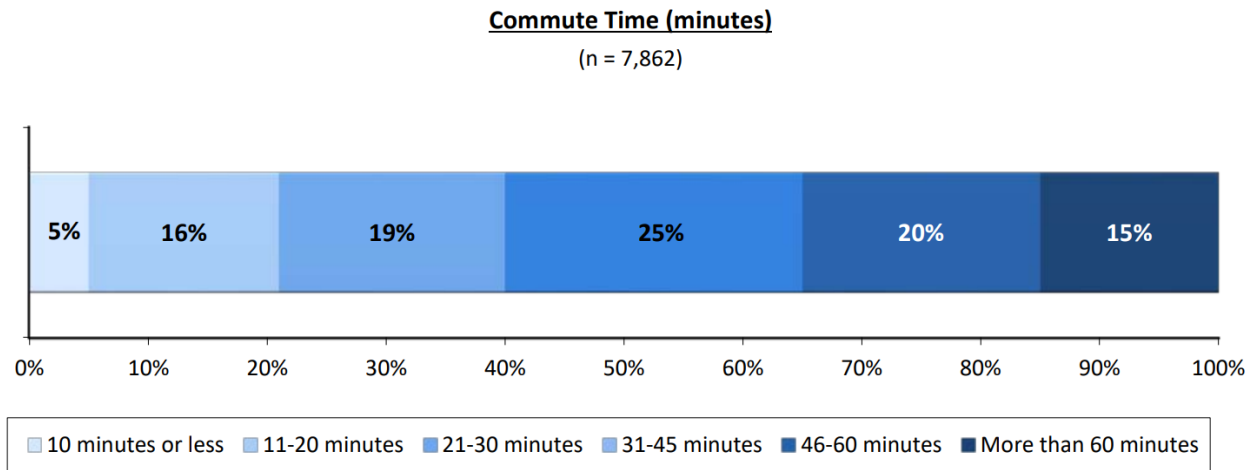
Commute Distance (miles)

(n = 7,412)



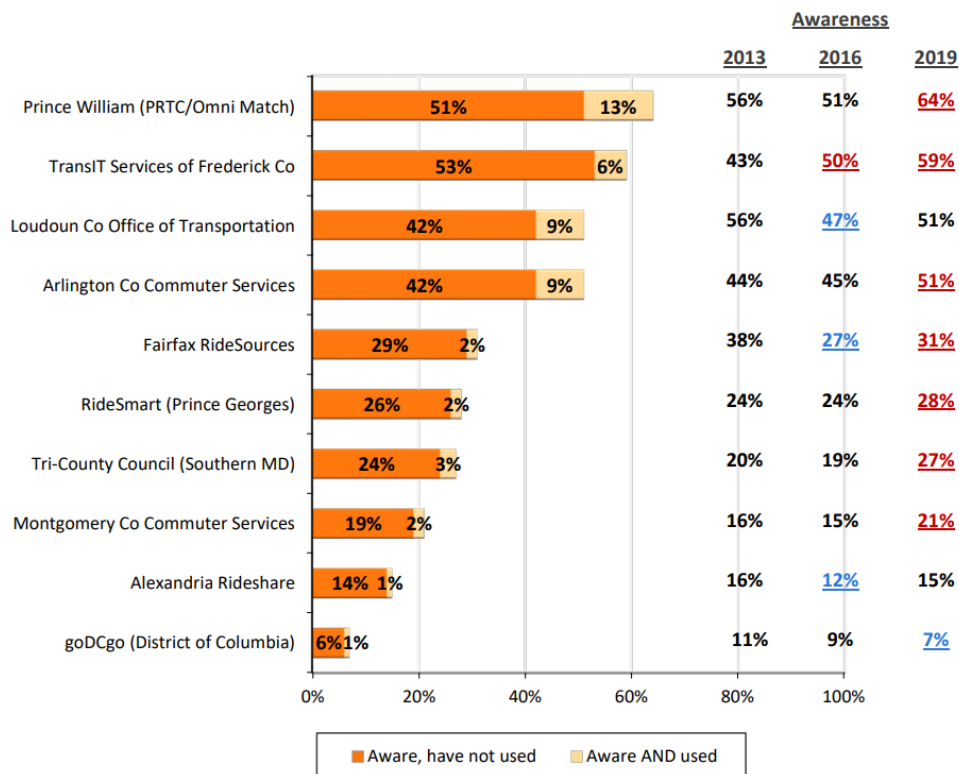
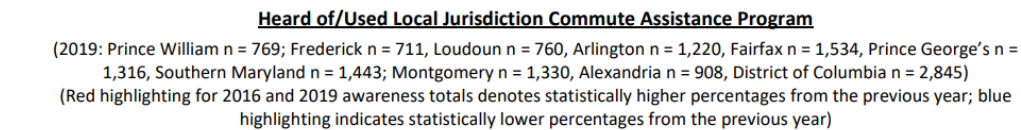
Taken from Page 21 of the SOC Survey Report

The average commute distance measured back in the 2016 survey was 17.3 miles, and the 2019 average was about the same, coming in at 17.1 miles.



Taken from Page 21 of the SOC Survey Report

The average 2019 commute time was 43 minutes. However, even though the average commute distance remained the about the same from 2016 to 2019, the average commute time is increasing: the time measured in 2013 was 36 minutes, and the time measured in 2016 was 39 minutes.



Taken from Page 98 of the SOC Survey Report

One last highlight to note: out of respondents who live or work in Prince William, 64% reported awareness of PRTC/OmniRide Ridesharing Service. The SOC survey points out that name changes,

rebranding, and joint branding with Commuter Connections can lessen awareness of name recognition and use of local jurisdiction commuter assistance programs. In spite of these facts, among the seven local jurisdiction commuter assistance programs which recorded higher awareness in 2019 than in 2016, PRTC/OmniRide Ridesharing Service had the highest increase in the region at 13 percentage points.

Next, after asking about awareness of local jurisdiction commuter assistance programs, all respondents who reported that they knew of a local organization were then asked if they had contacted it. Responses ranged from 1% of respondents who had contacted the organization to 13%. PRTC/OmniRide Ridesharing Service was again at the top of the list with 13% of respondents who were aware of our organization and had been in contact. This news is excellent because, as the SOC survey explains, commuters traveling from Prince William, a jurisdiction in the Outer Ring, are likely to experience more traffic and/or have longer commute times and distances than residents in the Middle Ring or Inner Core.

Conclusion

It is important for the residents of Prince William County, Manassas, and Manassas Park that they are provided with options for commuting with the goal of taking more cars off the road. The drop in the regional drive-alone rate indicates that these efforts have been fruitful. In addition, the high recognition of PRTC/OmniRide Ridesharing suggests that our residents are using our bus service, using our Ridesharing service, seeing our buses on the road, and/or seeing our staff out and about at events. The results of the survey show that our efforts are making a difference, however, the low commute satisfaction for residents of the Outer Ring underlines the necessity of buy-in from all stakeholders to increase availability of teleworking; transit access; sidewalks and bike lanes for biking and walking; and rideshare assistance for matching carpoolers and vanpoolers. Only when commuters, employers, policy makers, and OmniRide staff all work together can we continue to achieve good results in our region.

Presentations and Information Items

- 10.1 Strategic Plan Update**
- 10.2 Wheels-to-Wellness Program Recommendation**



Strategic Plan Update PRTC Commission Meeting November 7th, 2019

Positioning Statement

“For the greater Prince William area’s growing and diverse residents, organizations, and businesses, PRTC is the organization that delivers a multimodal transportation system, connecting the area’s network of convenient, livable activity centers to one another and to the larger region in a way that makes the greater Prince William area the community of choice.”



ITEM 10.1
November 7, 2019
PRTC Regular Meeting



Transportation Demand Management Plan



TDM Plan

- Previous plan completed in 2010
- Required by DRPT
- Along with the Transit Strategic Plan the final phase of the OmniRide Strategic Plan
- Informed by Strategic Recommendations
- Six year planning horizon



Plan Structure

- Program Overview
- Existing Services
- Goals and Objectives
- Operations Review
- Service Plan
- Financial Plan
- Monitoring and Evaluation



Goals

- Build strategic partnerships
- Increase awareness of TDM services
- Expand use of alternative travel
- Expand travel options for underserved populations
- Support local economic vitality
- Continue to engage the community and expand customer outreach



Objectives

- Investing in additional staff resources
- Strengthen relationships with private-sector stakeholders
- Increase access to commuter information
- Expand efforts to promote and register vanpools
- Engage in the development of park-and-ride facilities
- Collaborate with local jurisdictions on new mobility solutions



Objectives

- Ensure the goals and objectives are consistent with DRPT's performance measurement standards
- Continuously measure and monitor performance and benefits
- Develop a program narrative that can be shared with key stakeholders and the general public.



TDM Service Plan



Leveraging Technology



- Establish Flexible Vanpool Program
- Develop Real-Time Information application
- Develop Mobile Ticketing application
- Develop Mobility as a Service Platform
- Flexible commuter lot shuttle
- Wheels to Wellness program enhancements
- Modernize and update website

Increasing Awareness

- Develop a narrative of program benefits
- Launch targeted social media campaigns
- Increase Spanish language outreach
- Encourage Slugging on the I-66 Corridor



Building Partnerships

- Expanded outreach to community events
- Establish Mobility Councils with private and public stakeholders
- Establish an employer's partners program



Financial Plan - Funded

- Establish Flexible Vanpool Program
- Develop Real-Time Information application
- Flexible commuter lot shuttle
- Modernize and update website
- Encourage Slugging on the I-66 Corridor



Financial Plan – Potentially Accommodated

- Develop a narrative of program benefits
- Launch targeted social media campaigns
- Expanded outreach to community events
- Establish Mobility Councils with private and public stakeholders



Financial Plan - Unfunded



- Develop Mobile Ticketing application
- Develop Mobility as a Service Platform
- Wheels to Wellness program enhancements
- Increase Spanish language outreach
- Establish an employer's partners program

Staffing



- Current staffing capabilities – 3 FTE (does not include Vanpool Alliance staff)
- Current staffing funded through VDRPT 80/20 grant
- Additional staffing needs by 2024 for full plan implementation – 2 FTE

Program Evaluation

- VDRPT developing TDM performances measures
- Focus on ROI of individual program elements
- Use data from evaluation to develop program narrative



Thank you!

Chuck Steigerwald
csteigerwald@omiride.com
703-580-6144

OmniRide.com



Wheels-to-Wellness PRTC Commission Meeting November 7, 2019

Program Recap

- Former Program Manager left in June 2018
- Program operating with existing OmniRide staff
- Establish baseline costs and impacts
- COG/PFH grant ended 6/30/19
- Program funded within budget footprint through December 2019

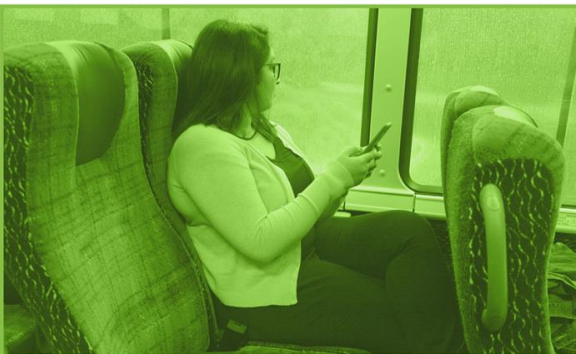


Hold Steady

- Average number of trips served per month remains steady at 1,000
- Average monthly cost remains steady at \$10,000
- 58 new participants since July 1st



Program Options



Program Shutdown

- Provide service through January 15th
- Participant notification (45 days)
- Service provider notification (30 days)



Maintain Baseline

- \$75,000 mid-year budget revision funded through favorable variance
- No changes to program
- \$150,000 per year in FY21-26 budget



Position of Strength

- Provides surety for program participants
- Better positions program to leverage grant funding opportunities
 - Budgeted source of any required local match
- Better positions program to form and leverage partnerships
- Removes constraints that come with some grant funding

Enhanced Program

- Enhanced promotion
- Program eligibility changes (eligibility age reduction, etc.)
- Introduction of technology platform
 - Integration with paratransit service
 - Enable electronic payments
 - Integration with TNCs (feasibility study recommendations)
 - Estimated \$10,000 set-up, \$50,000 additional annual cost

Reaching for Maturity

- Grows participation
 - Inclusion of new populations such as veterans
- Diversifies service providers potentially lowering per trip costs
- Potential to reduce paratransit demand
- Leverages funding opportunities designed for new technologies and services
- Better positions program to react to demographic changes

Recommendation

- Fund baseline program through FY2026
- Pursue grant funding to
 - Reduce local cost
 - Introduce technology
 - Build partnerships
 - Expand program reach
- New elements added as funding and staff capacity allows



Thank you!

Chuck Steigerwald
csteigerwald@omiride.com
703-580-6144

OmniRide.com

PRTC Action Items

There are no action items this month.

PRTC Chair's Time

Engagement Opportunities



NOVEMBER

- **Capital Region Transportation Forum**

Tuesday, November 12, 8:15 am – 11 am

Park Hyatt Washington DC, 1201 24th Street NW

At the 10th annual Forum, you'll hear from government and business leaders from the District, Maryland, and Virginia discuss transportation through a regional lens. This is a free event that includes breakfast. Register at

<https://www.bot.org/event/2019-capital-region-transportation-forum/>

- **Share feedback with the CTB on Transportation Initiatives**

Tuesday, November 12, 6 pm

James Monroe High School, 2300 Washington Avenue, Fredericksburg

Representatives from the Office of Intermodal Planning and Investment, VDOT, and DRPT will highlight transportation programs, discuss ideas, and answer questions about the Commonwealth's multimodal transportation network including:

- SMART SCALE;
- Virginia's Statewide Transportation Improvement Program;
- A draft mid-term transportation needs assessment for VTrans; and
- Adjustments to Virginia's Highway Safety Improvement Program.

- **An Era of New Mobility: People, Community, and Technology**

Wednesday, November 20, 5 pm – 7 pm

The Keck Center of the National Academies, 500 5th Street NW, Washington, D.C.

A reception hosted by the Transportation Research Board, AARP Public Policy Institute, and the National Aging and Disability Transportation Center to celebrate a new era of mobility that could profoundly enhance peoples' lives. RSVP by November 15 at

<https://aarp.cvent.com/events/celebrating-an-era-of-new-mobility-people-community-and-technology/event-summary-b23e8299c0a946aa8a0cfb7fb462d3c7.aspx?i=33e75cdb-7953-4706-9f22-329e57135901>

- **Governor's Transportation Conference/Innovation Summit**

Wednesday, November 20 – Friday, November 22

Hyatt Regency Crystal City, 2799 Richmond Highway, Arlington

Join transportation and innovation professionals for the 2019 Innovation Summit.

Register at <http://www.cvent.com/events/governor-s-transportation-conference-2019-innovation-summit/event-summary-0ca28ad039ab4452851a2df630745836.aspx>

MORE OPPORTUNITIES ON BACK PAGE

DECEMBER

- **Joint NVTC-PRTC Legislative Briefing**

Monday, December 9, 9 am – 11 am

Embassy Suites, 8100 Loisdale Road, Springfield

Our annual overview of federal and state issues affecting transit in our region.

BEYOND

- **Annual Northern Virginia Transportation Roundtable**

Tentative Date: Wednesday, March 11, 2020

NVTA offices, 3040 Williams Drive, Suite 200, Fairfax

Hosted by the Northern Virginia Transportation Authority in partnership with ITS Virginia.

ITEM 13

Other Business/Commissioners' Time

ITEM 14

Adjournment

Upcoming Meetings: PRTC 2019 Meeting Schedule

COMMISSION MEETING SCHEDULE

2019

PRTC Commission Meetings are held on the first Thursday of the month at 7:00pm in the second floor conference room of the OmniRide Transit Center, unless otherwise noted.

14700 Potomac Mills Road, Woodbridge, VA 22192

POTOMAC & RAPPAHANNOCK
TRANSPORTATION COMMISSION



JANUARY 3

FEBRUARY 7

MARCH 7

APRIL 4

MAY 2

JUNE 6

JULY 11* (date changed due to holiday)

AUGUST

BOARD RECESS - NO MEETING

SEPTEMBER 5

OCTOBER 3

NOVEMBER 7

DECEMBER 5

Executive Committee and Operations Committee meet on an "as needed" basis at 6:00pm prior to the regularly scheduled PRTC Board Meeting-advance notice is provided.

All VRE Operations Board meetings are scheduled for the third Friday of each month at 9:00am at the OmniRide Transit Center (except for the August recess).

JANUARY

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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Information Items


- September System Performance Report
- Revised Spending Authority Report
- FTA Follow-Up Procurement Review Draft Report
- FY19 Year-End Jurisdictional Fuels Tax Report
- FY20 Year-to-Date Jurisdictional Fuels Tax Report
- Monthly Safety Report
- FY20 1st Quarter Fuel Dashboard



November 7, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Perrin Palistrant 
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: September 2019 System Performance and Ridership Report

OMNIRIDE Express and Metro Express Service

- September average daily ridership increased 7.6 percent from August
- Ridership returning to normal levels with commutes back to a regular routine
- Mid-week ridership continues to be strong, attributing to the month-to-month increases

OMNIRIDE Local Bus Service

- September average daily ridership increased 2.1 percent from August
- Overall year-to-year ridership showing signs of leveling off and stabilizing
- Saturday ridership continues to increase month-to-month and year-to-year

Vanpool Alliance Program

- Enrollment continues to remain steady at 674 vans
- Passenger trips were flat compared to August

OmniMatch Program

Staff participated in:

- **September 3** - Prince William County Chamber of Commerce Hispanic Committee Meeting
- **September 4** - Coast Guard Commuter Fair
- **September 5** - North Woodbridge Transit and Mobility Section Small Area Plan Review Meeting
- **September 9** - Prince William County Chamber of Commerce Economic Development Committee Meeting

- **September 9** - City of Manassas Transportation Table Top Event – Town Hall
- **September 9** - Car Free Day Proclamation Signing – City of Manassas Town Hall
- **September 10** - Prince William County Chamber of Commerce Education and Innovation Committee Meeting
- **September 11** - Assett Loop Transportation Table Top Event
- **September 12** - Dulles Area Transit Association (DATA) Breakfast Series - WAZE Carpool
- **September 12** - Prince William County Chamber of Commerce Economic Development Series Lunch: Amazon Town Hall
- **September 17** - Commuter Connections Marketing Communications, Ridematching and Sub Committee Meetings
- **September 17** - Access Tysons Transportation Fair
- **September 19** - Leadership Prince William Program Kick-off Retreat
- **September 21** - Car Free Day Outreach at the Manassas Farmers Market (partnering with City of Manassas)
- **September 23** - Quantico Welcome Aboard Brief
- **September 24** - I-66 TMP Working Group Briefing at VDOT
- **September 30** - Employer Outreach Training at Metropolitan Washington Council of Governments (MWCOC)

Customer Service Statistics

- The call center received 8,038 calls in September
- Responded to 46 general information emails in September
- OMNIRIDE local trip denials in September was two (2) percent
 - Increase in ridership coupled by an increase in customers requesting a trip at the same time as others caused the denial rate to increase in September

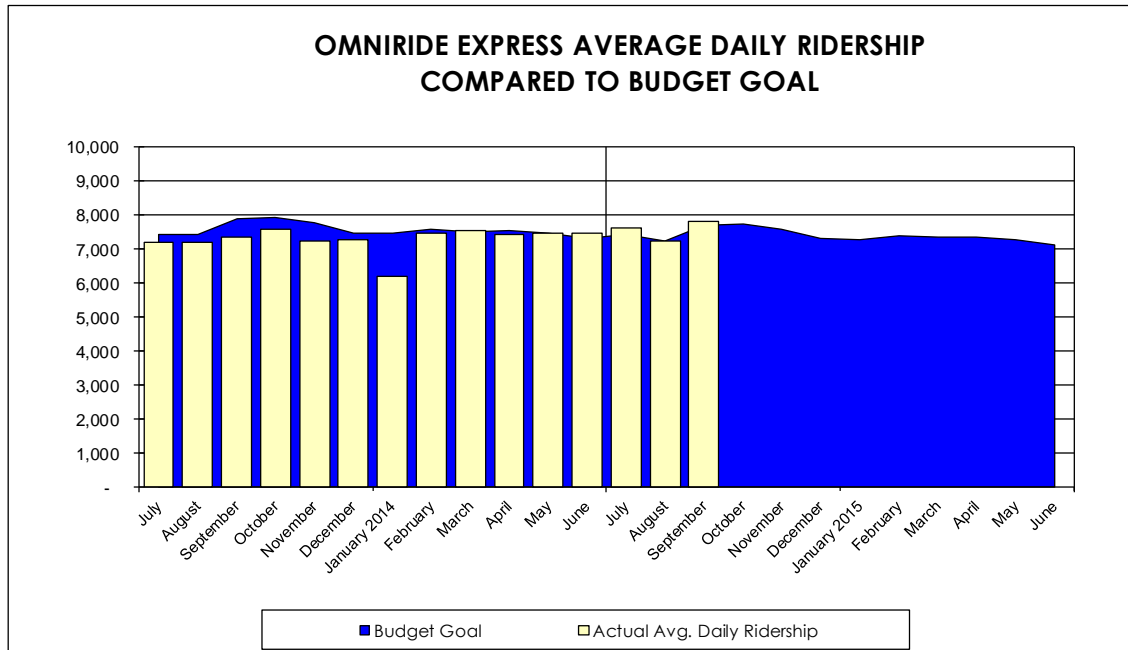
Passenger Complaints

Complaint rate for OmniRide in September:

- OMNIRIDE Express and Metro Express complaint rate decreased 22 percent compared to September 2018
- OMNIRIDE local service complaint rate decreased 27 percent compared to September 2018

OMNIRIDE EXPRESS SERVICE

Month	Monthly Ridership		Average Daily Ridership			FY20 Budget Goal	Change from Goal
	FY19	FY20	FY19	FY20	% Change		
July	147,825	162,648	7,211	7,627	5.8%	7,451	176
August	163,900	139,597	7,194	7,256	0.9%	7,250	6
September	141,696	147,765	7,380	7,808	5.8%	7,722	86
October							
November							
December							
January							
February							
March							
April							
May							
June							
Year to Date	453,421	450,010	7,262	7,564	4.2%	7,474	89



At year's end figures are revised, if needed, to account for any lingering data latency.

7/18- Avg. Daily Ridership excludes week of Fourth of July holiday (2-6)

8/18- Avg. Daily Ridership excludes Friday before Labor Day (31)

10/18- Avg. Daily Ridership excludes Friday before Columbus Day (5) and Columbus Day (8)

11/18- Avg. Daily Ridership excludes Veterans Day (11), Snow impacts (15), Thanksgiving (21-23), ESP Tree Lighting (28)

12/18- Avg. Daily Ridership excludes State Funeral for George H.W. Bush (5), Weather closures (10), Christmas/New Year's Holiday (21-31)

1/12- Avg. Daily Ridership excludes Weather related school closures/delays (15, 29-31) and MLK Holiday (18,21)

2/12- Avg. Daily Ridership excludes Weather related school closures/delays (11, 20,21) and President's Day Holiday (18)

3/12- Avg. Daily Ridership excludes Weather related school closures/delays (1)

4/12- Avg. Daily Ridership excludes interstate closure ESP (4), PWC Spring Break (15-19)

5/12- Avg. Daily Ridership excludes Friday before Memorial Day (24)

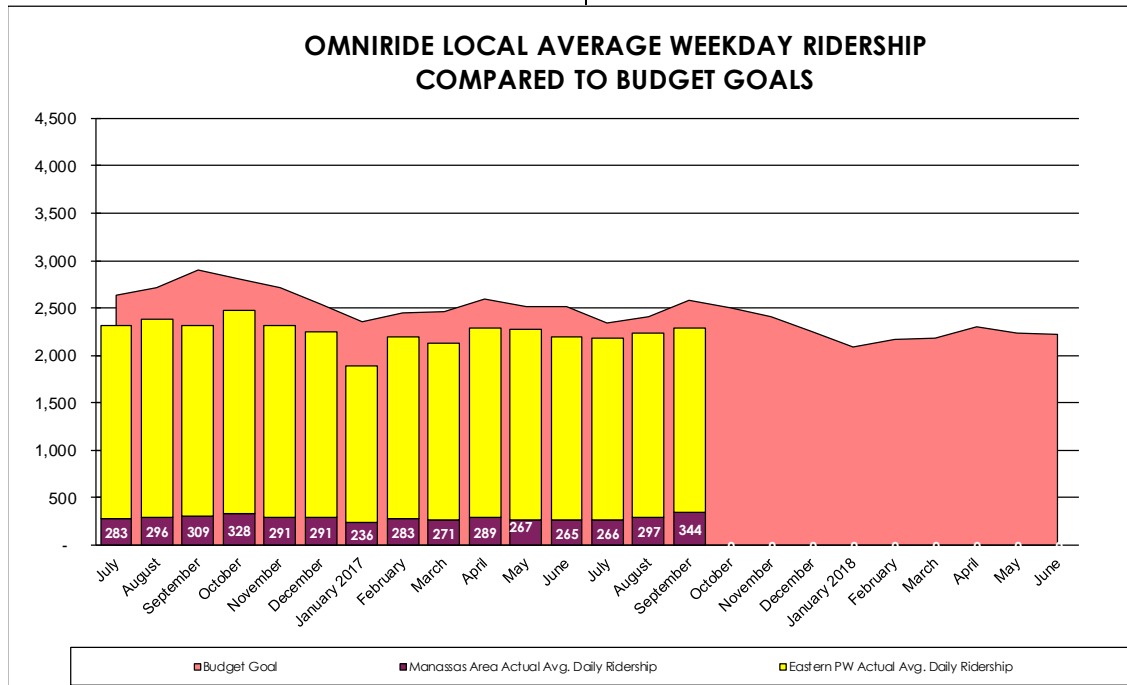
7/12-Avg. Daily Ridership excludes 7/3, 4, 5 (Independence Day Holiday)

8/12-Avg. Daily Ridership excludes 8/1, 2, 5 (Work Stoppage), 30 (Friday before Labor Day)

9/12-Avg. Daily Ridership excludes 9/20 (car free day), 9/23 (ESP due to demonstrations in DC)

OMNIRIDE LOCAL SERVICE

WEEKDAY							
Month	Monthly Ridership		Average Daily Ridership			FY20 Budget Goal	Change from Goal
	FY19	FY20	FY19	FY20	% Change		
July	48,194	47,848	2,309	2,182	-5.5%	2,338	(156)
August	54,757	45,499	2,380	2,238	-6.0%	2,405	(167)
September	44,045	44,528	2,319	2,285	-1.5%	2,576	(291)
October							
November							
December							
January							
February							
March							
April							
May							
June							
Year to Date	146,996	137,875	2,336	2,235	-4.3%	2,440	(205)



At year's end figures are revised, if needed, to account for any lingering data latency.

10/18- Avg. Daily Ridership excludes Columbus Day (8)

11/18- Avg. Daily Ridership excludes Veterans Day (11), Snow (15), Thanksgiving (21-23)

12/18- Avg. Daily Ridership excludes Weather closures (10), Christmas/New Year's Holiday (21-31)

1/19- Avg. Daily Ridership excludes weather related closures/delays (15,29-31), MLK Holiday (21)

2/19- Avg. Daily Ridership excludes weather related closures/delays (11, 20, 21), President's Day Holiday (18)

3/19- Avg. Daily Ridership excludes weather related closures/delays (1)

4/19- Avg. Daily Ridership excludes PWC Spring Break (15-19)

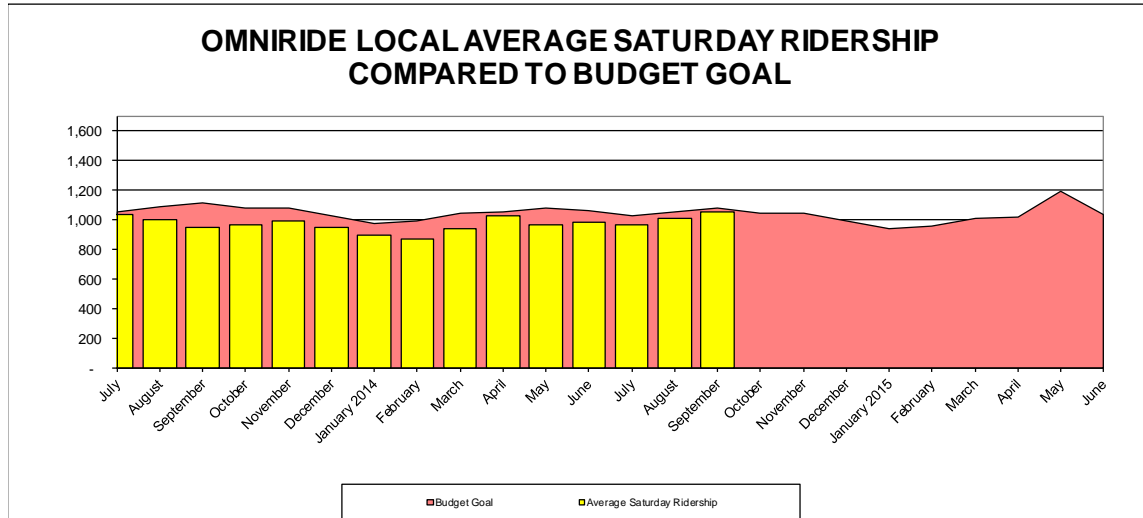
7/19- Avg. Daily Ridership excludes 7/4 (Independence Day), 7/5 Day after Independence Day

8/19- Avg. Daily Ridership excludes 8/1, 2, 5 (work stoppage)

9/19- Avg. Daily Ridership excludes 9/20 (car free day)

OMNIRIDE LOCAL SERVICE

SATURDAY							
Month	Monthly Ridership		Average Saturday Ridership			Average Saturday FY20 Budget Goal	Change from Goal
	FY19	FY20	FY19	FY20	% Change		
July	3,788	3,864	1,040	966	-7.1%	1,025	(59)
August	4,001	5,032	1,000	1,006	0.6%	1,055	(49)
September	5,864	4,219	951	1,055	10.9%	1,078	(23)
October							
November							
December							
January							
February							
March							
April							
May							
June							
Year to Date	13,653	13,115	997	1,009	1.2%	1,053	(44)



At year's end figures are revised, if needed, to account for any lingering data latency.

7/18- Excludes significant rain/storms and traffic (21)

11/18- Excludes Thanksgiving weekend (24)

12/18- Excludes Cold/Snow (15)

1/19- Excludes snow/weather (11)

OMNIMATCH / VANPOOL ALLIANCE

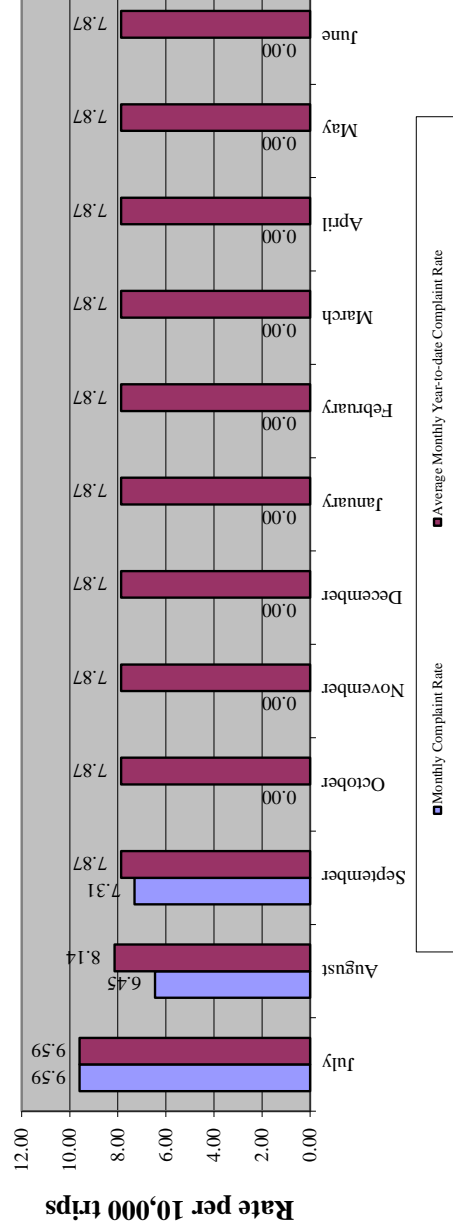
	OmniMatch				Vanpool Alliance			
	FY19	FY20	FY19	FY20	FY19	FY20	FY19	FY20
	New Applications Received	New Applications Received	Other Applications Received	Other Applications Received	Vanpools Enrolled	Vanpools Enrolled	Monthly Passenger Trips	Monthly Passenger Trips
July	53	52	6	10	669	674	125,864	139,650
August	42	41	27	6	669	674	136,402	132,224
September	35	56	11	13	670	674	118,472	131,999
October								
November								
December								
January								
February								
March								
April								
May								
June								
Average	43	50	15	10	669	674	126,913	134,624

- 1) "New PRTC Applications Received" include all new customers inquiring about rideshare options in Prince William, Manassas, and Manassas Park.
- 2) "Other Applications Received" include reapplicants, deletions and commuters contacted as a follow-up interested in remaining in the program.
- 3) "Vanpools Enrolled" includes all vanpools approved as of last day of the month.

FY 2019 Year-to-date OmniRide Express Complaints			
	Ridership	Complaints	Per 10k Trips
July	147,825	144	9.74
August	163,900	158	9.64
September	141,696	154	10.87
October			
November			
December			
January			
February			
March			
April			
May			
June			
Year-to-date totals	453,421	456	10.06

FY 2020 Year-to-date OmniRide Express Complaints			
	Ridership	Complaints	Per 10k Trips
July	162,648	156	9.59
August	139,597	90	6.45
September	147,765	108	7.31
October			
November			
December			
January			
February			
March			
April			
May			
June			
Year-to-date totals	450,010	354	7.87

**FY 2020 OmniRide Express Complaint Rate per 10,000 Trips
Compared to Monthly Average**

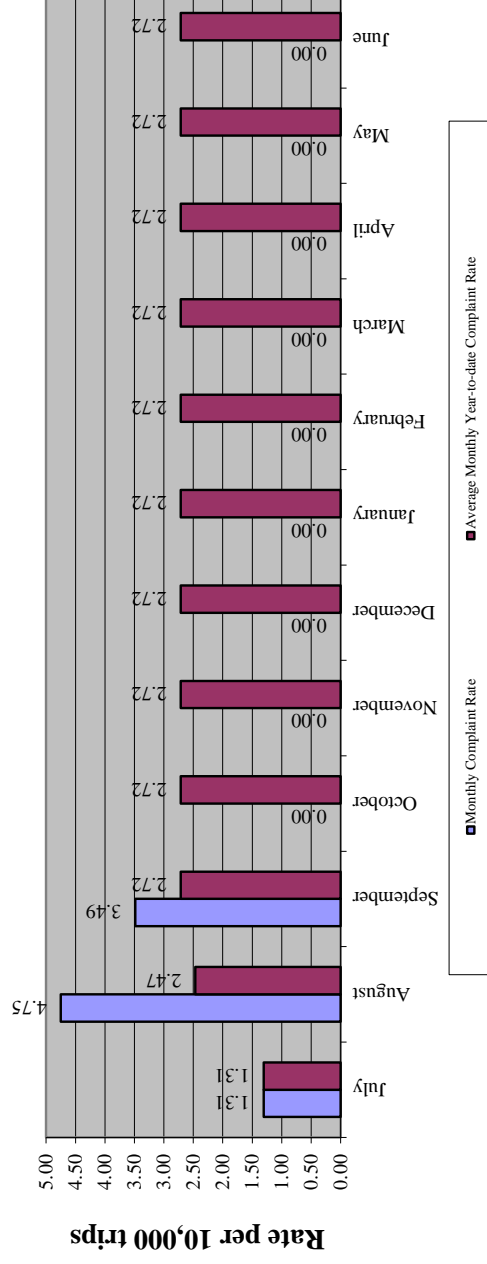


Complaint rates for OmniRide Express service for the current month and for the year-to-date in contrast to fiscal year 2019 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2020 in the bus services contract.

FY 2019 Year-to-date OmniRide Local Complaints			
	Ridership	Complaints	Per 10k Trips
July	51,982	28	5.39
August	58,758	20	3.40
September	49,909	12	2.40
October			
November			
December			
January			
February			
March			
April			
May			
June			
Year-to-date totals	160,649	60	3.73

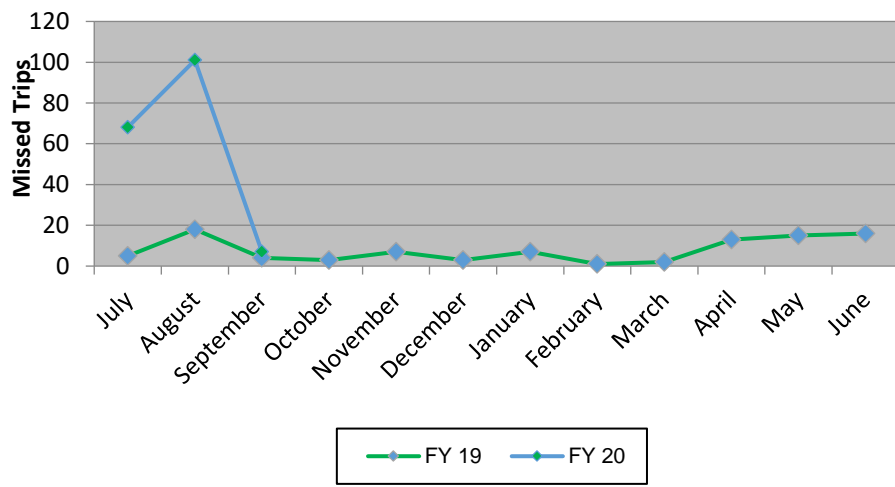
FY 2020 Year-to-date OmniRide Local Complaints			
	Ridership	Complaints	Per 10k Trips
July	99,560	13	1.31
August	50,531	24	4.75
September	48,747	17	3.49
October			
November			
December			
January			
February			
March			
April			
May			
June			
Year-to-date totals	198,838	54	2.72

FY 2020 OmniRide Local complaint rate per 10,000 Trips compared to monthly average

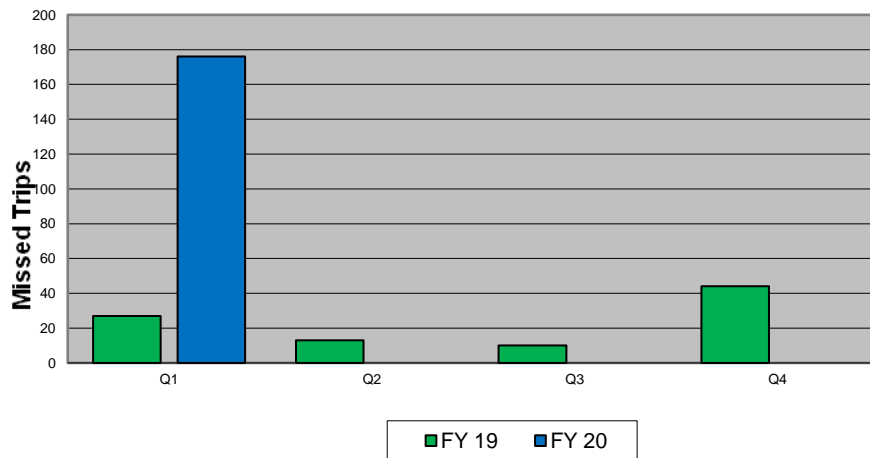


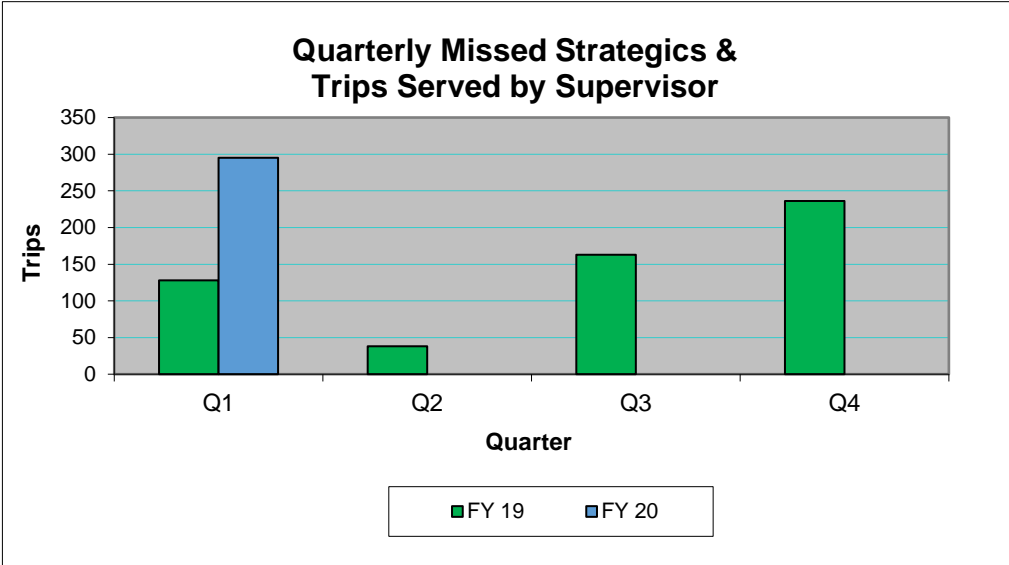
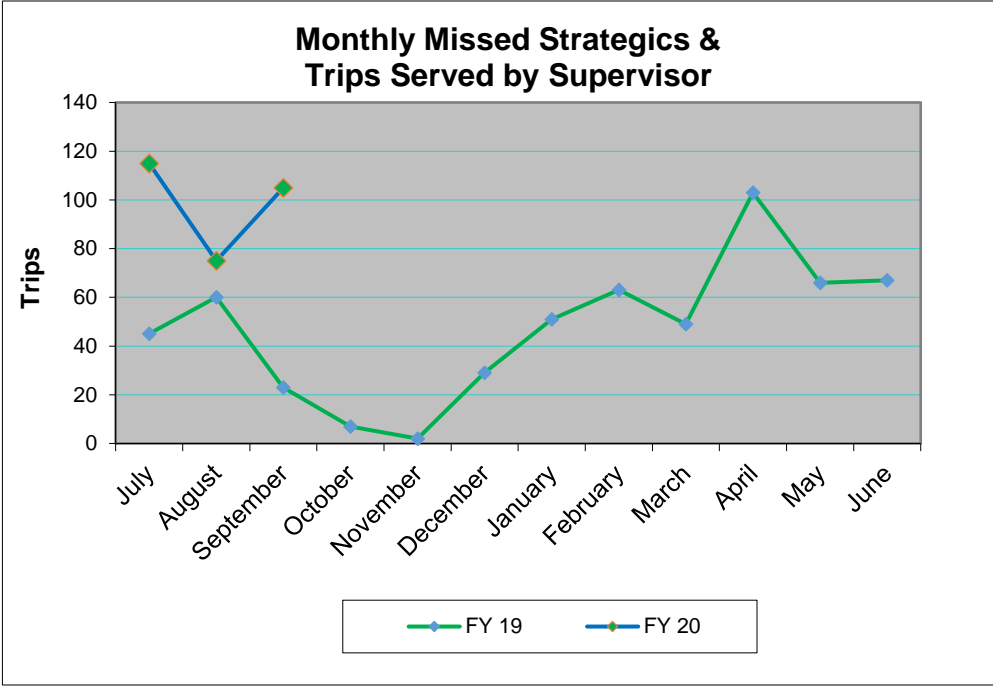
Complaint rates for OmniRide Local service for the current month and for the year-to-date in contrast to fiscal year 2019 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2020 in the new bus services contract.

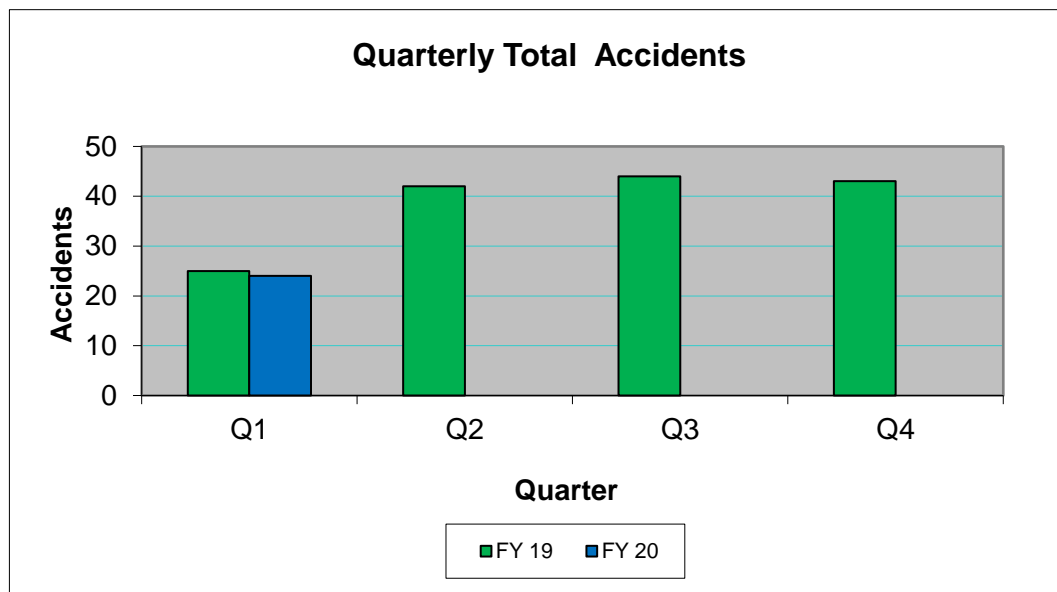
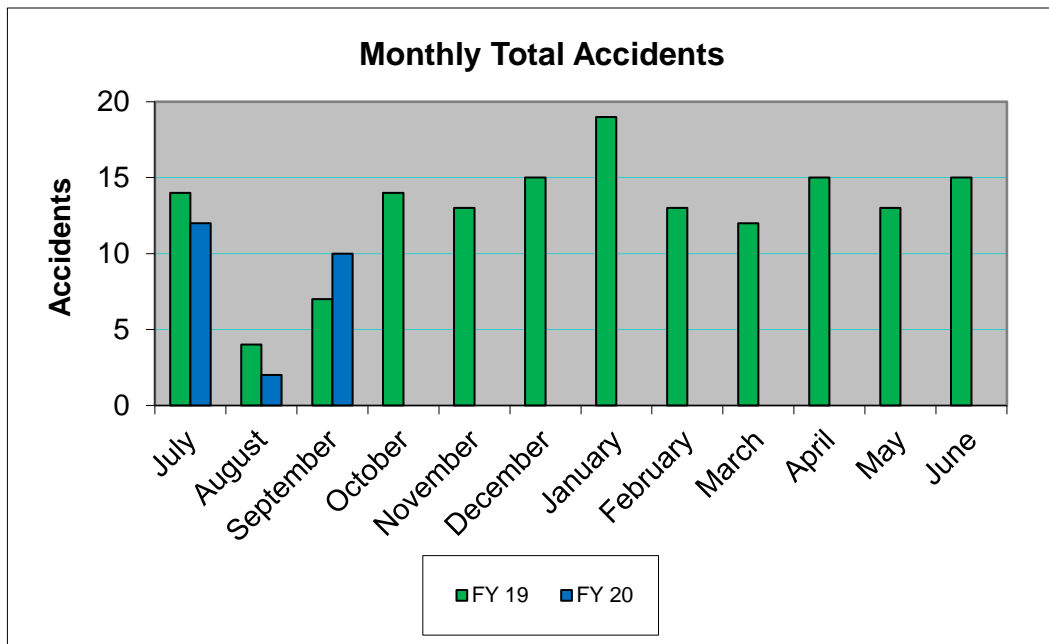
Monthly Missed Trips

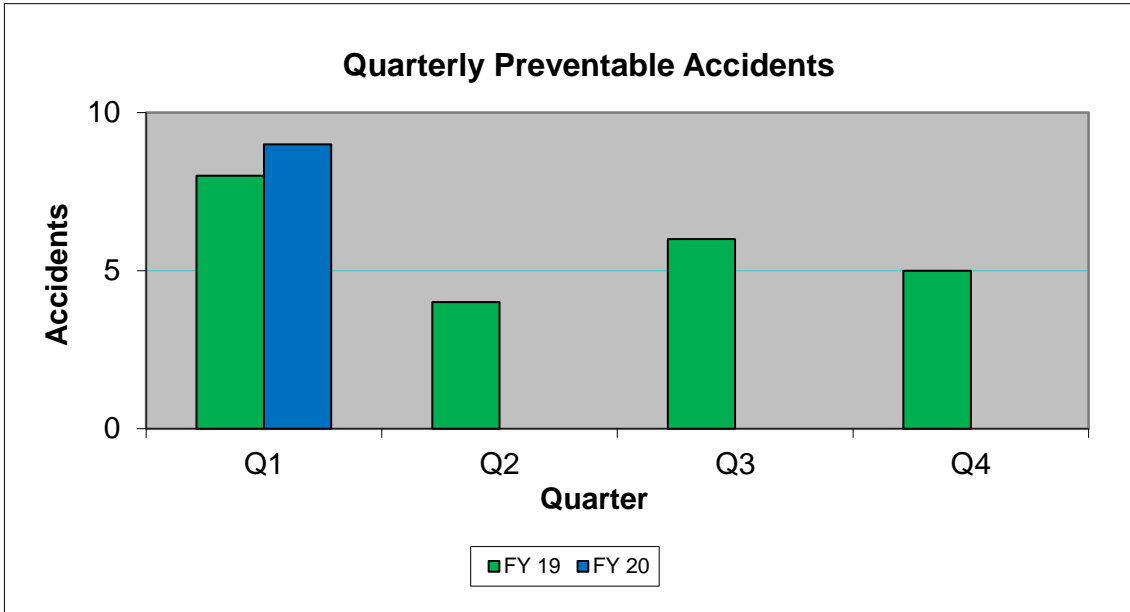
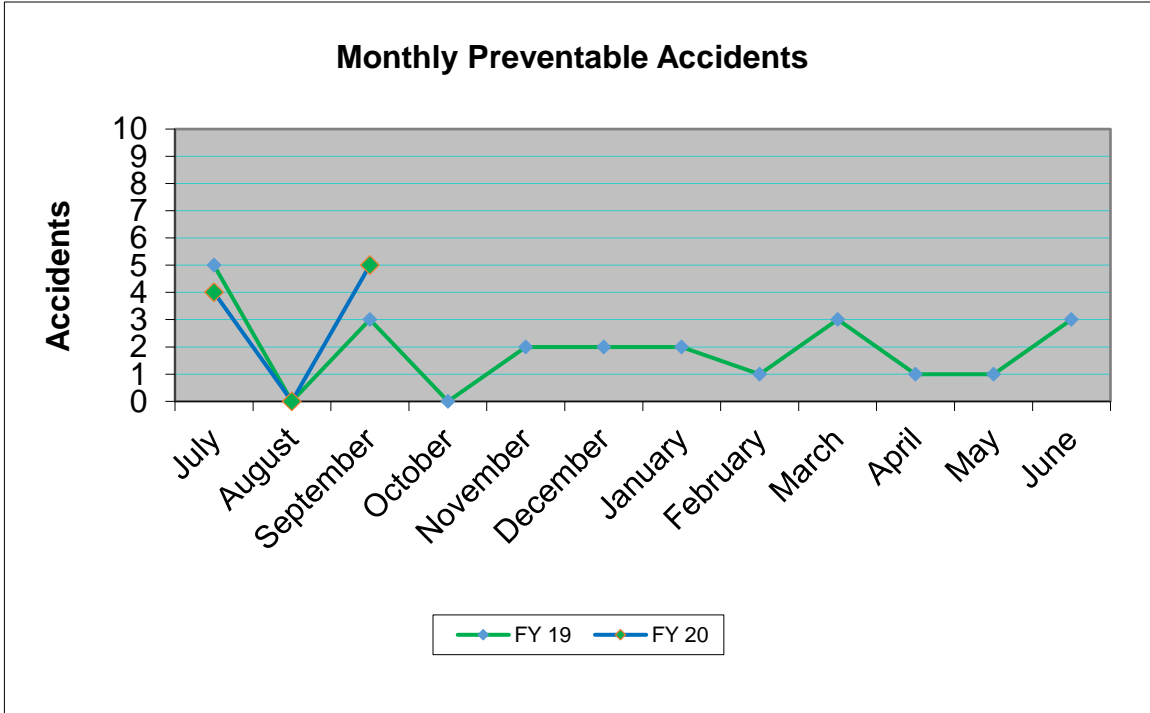


Quarterly Total Missed Trips

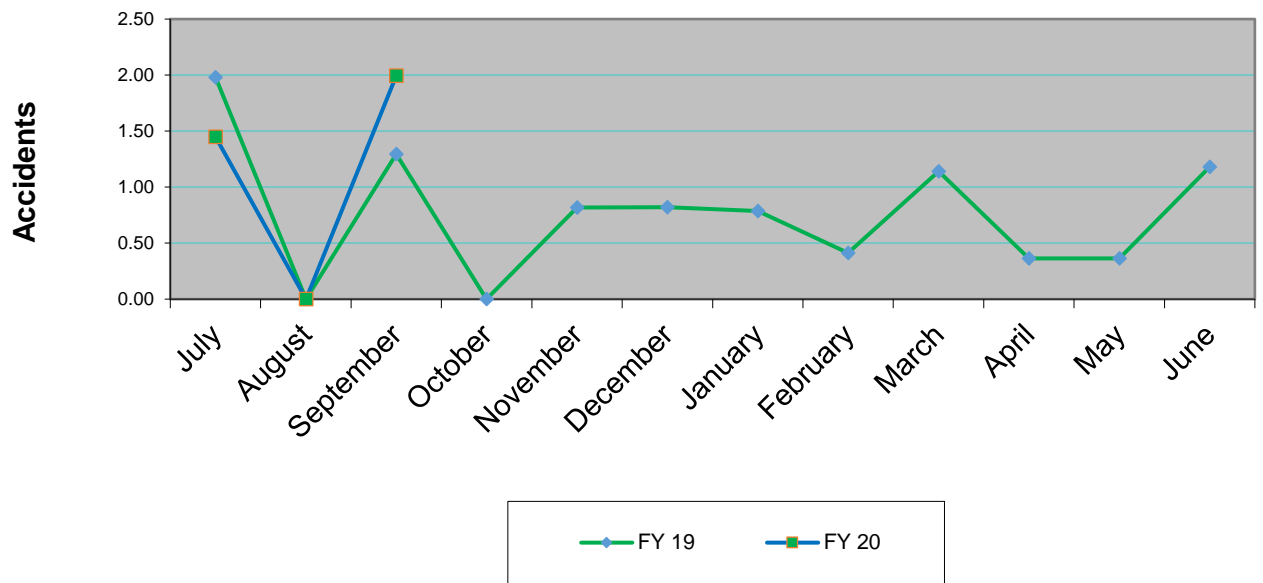




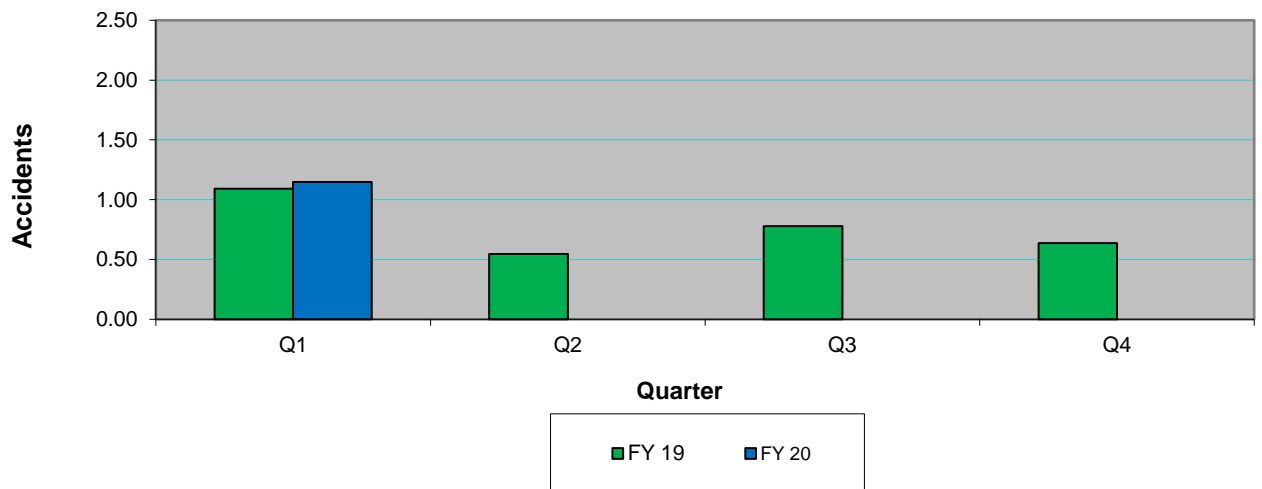




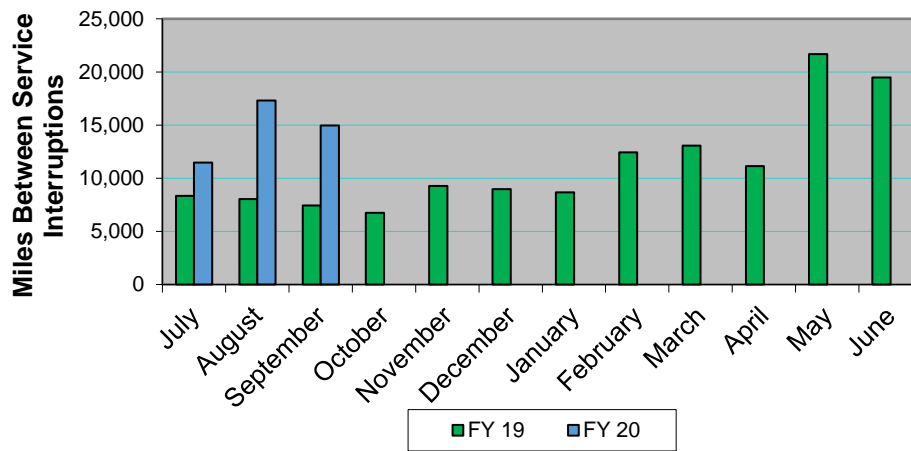
Monthly Preventable Accidents per 100,000 Miles



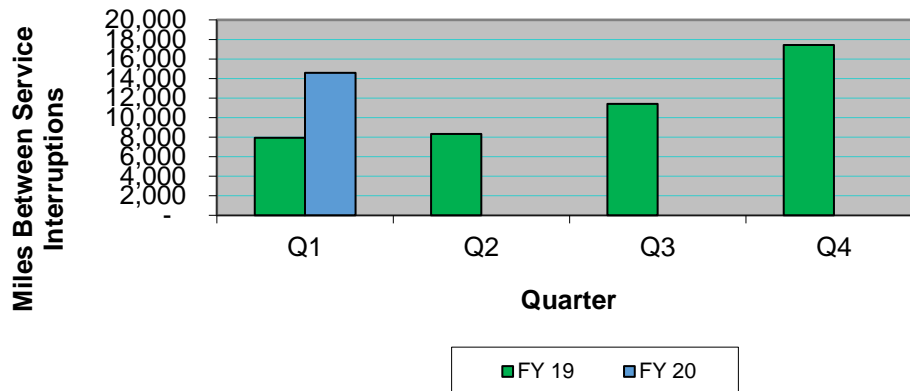
Quarterly Average Preventable Accidents per 100,000 Miles



Monthly Miles Between Service Interruptions




Average Quarterly Miles Between Service Interruptions





November 7, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Revised Purchasing Authority Report


On June 4, 2015, the Commission approved increasing the Executive Director's delegated purchasing authority from \$50,000 to \$100,000. It was resolved that any purchase of greater than \$50,000 would be communicated to the Board as an information item.

- In September 2019 there were no purchase orders issued within the Executive Director's new spending authority.



November 7, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Federal Transit Administration Follow-Up Procurement Review Draft Report

From August 26-29, 2019, a team of three (3) auditors from Business Management Research Associates (BMRA) conducted a Federal Transit Administration (FTA) Follow-up Procurement Review (PSR) of PRTC and VRE procurements, including micro and small procurements.

The review was a follow-up to a review that was completed in 2016 and was done to assess PRTC's compliance with Federal requirements. Compliance was determined by examining a sample of procurements issued by PRTC and VRE over the last two years, focusing on those 11 elements that were deficient in the 2016 review.

Two (2) items were found to be deficient: #18 Award to Responsible Contractor; and, #19 Sound and Complete Agreement. FTA has issued a draft report (attached), which requires a response from PRTC within 30 days to include a corrective action plan with a schedule completion date for implementing procedures to address the items that were deficient.

Attached: As stated

**DRAFT REPORT
OF THE
FOLLOW UP PROCUREMENT SYSTEM REVIEW
OF
Potomac and Rappahannock Transportation Commission
(PRTC)**



WOODBRIIDGE, VIRGINIA

AUGUST 2019



**Conducted by a Procurement
Management Review Team from
Business Management Research Associates, Inc.
Fairfax, Virginia**

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I. EXECUTIVE SUMMARY

Business Management Research Associates (BMRA), under contract with the Federal Transit Administration (FTA), performed an on-site Follow up Procurement System Review of the Potomac and Rappahannock Transportation Commission (PRTC) and the Virginia Railway Express (VRE) during the period of August 26, 2019 through August 29, 2019.

The Federal Transit Administration (FTA) has a vested interest in assisting recipients to maintain efficient and effective procurement systems as well as a legal responsibility to ensure that its recipients expend their funds in accordance with FTA regulations, the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (2 CFR 200, Uniform Guidance) and the contractual agreements between FTA and the local recipient. In order to carry out this responsibility, FTA has established an oversight framework that is composed of recipient self-certifications, annual single audits conducted in accordance with OMB Circular A-133, and FTA oversight reviews, including the Procurement System Review (PSR). The BMRA team conducted the review in accordance with the FTA Guide for Procurement System Reviews (FY 2019).

This review was performed in accordance with FTA procedures and included a risk assessment phase and a contract review phase. The risk assessment phase included a review of data available at the FTA Regional Office. The contract review phase consisted of a recipient document review and a system wide requirement review.

The contract review phase included a review of contract files and documents collected during the risk assessment phase and the contract files at the Potomac and Rappahannock Transportation Commission (PRTC) and the Virginia Railway Express (VRE). The specific documents referenced in this report are available in the PSR Reviewers Office (BMRA) or at the PRTC and VRE offices. The PRTC and VRE acquire goods, services, and architect-engineering and has also contracted for buses during the past five years.

This was a follow up review of the eleven (11) deficient elements identified in the August 2016 Procurement System Review, therefore the scope of this review was limited to these eleven (11) elements versus the sixty four (64) elements of a full Procurement System Review. See Table 1 below. The elements out of the scope of this review will be identified as such in the appropriate section of this report.

The review found two (2) repeat deficient elements. See Table 2 below. These deficiencies are addressed in the body of the report.

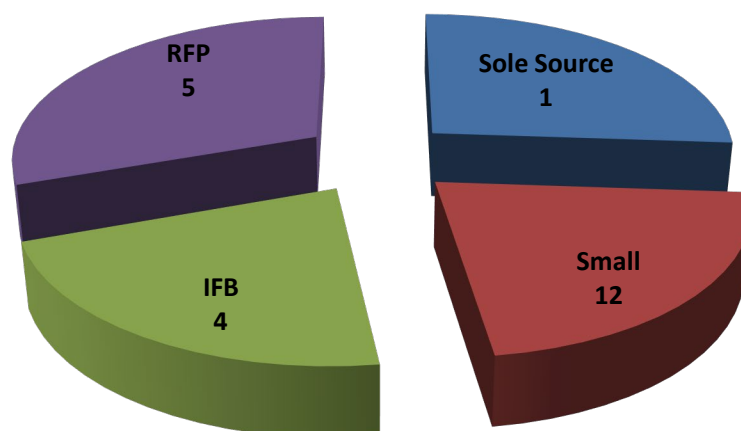
TABLE 1	
Element	Deficiencies in the August 2016 PSR
7	Independent Cost Estimate (PRTC & VRE Deficient)
18	Award to Responsible Contractors (VRE Deficient)

19	Sound and Complete Agreement (PRTC & VRE Deficient)
23	Price Quotations (Small Purchases) (PRTC Deficient)
24	Clear, Accurate, and Complete Specification (PRTC Deficient)
41	Cost or Price Analysis (PRTC & VRE Deficient)
42	Written Record of Procurement History (PRTC Deficient)
45	Advance Payments (PRTC Deficient)
49	Liquidated Damages Provisions (VRE Deficient)
56	Clauses (PRTC & VRE Deficient)
57	Veterans Employment (PRTC & VRE Deficient)

TABLE 2	
Deficiencies in the August 2019 PSR	
18	Award to Responsible Contractors (PRTC Deficient)
19	Sound and Complete Agreement (PRTC & VRE Deficient)

Procurements Reviewed

FTA-funded contracts having expenditures during the 24-month period preceding June 30, 2019 were reviewed to assess compliance with FTA Circular 4220.1F, OMB Super Circular, and the Fixing America Surface Transit (FAST) Act (for procurements after 2015). Reviews were performed on PRTC & VRE with findings summarized. Twenty two (22) procurements were reviewed. The breakdown is depicted below. This sample included one (1) bus purchase contract and one (1) sole source. There were no construction contracts award by the PRTC or the VRE during the period of the review.



II. PROCUREMENT SYSTEM REVIEW BACKGROUND

DESCRIPTION

The objectives of the Procurement System Review (PSR) are to encourage and facilitate improved recipient procurement operations, promote the use of best practices, and assess the recipient's compliance with all Federal requirements, specifically the requirements of FTA Circular 4220.1F and the Pre-Award, Post-Delivery Rule, applicable to Buy America requirements. The PSR is designed to be a customer-oriented review that encourages working relationships between FTA and the recipients.

This procurement system review was performed in accordance with FTA procedures and includes a risk assessment phase, a contract review phase, and a reporting phase. The risk assessment phase includes a review of regional office documents, grantee documents, system-wide requirements and risk assessment documents. The contract review phase includes a site visit, interviews, sample selection, contract file review, and follow-up interviews. The specific documents reviewed are referenced in this report and are available at the recipient's office. The reporting phase consists of reporting the findings of the review, to include the Transit Agency comments. This final phase includes a draft report, a draft final report, and a final report.

Individuals attending the Entrance or Exit Conference are shown in Appendix A.

REQUIRED ELEMENTS

The PSR looks at both system-wide and individual procurement elements. System-wide procurement elements are requirements that apply to the procurement system as a whole. Since none of the system wide elements were deficient in the August 2016 PSR they were considered out of the scope of this review. Individual procurement elements are evaluated on an individual contract basis and summarized across all contracts reviewed.

CLASSIFICATION OF FINDINGS

The reviewer determined the status (not deficient/deficient) for each individual procurement element in the scope of this review. The reviewer determined the status for: each individual procurement element based upon all the contract files reviewed.

Two levels of findings are used:

Not Deficient: A finding of “not deficient” indicates that the recipient complied with the basic requirements of the element. This is defined as, “The review of selected procurement files found that in all instances the recipient complied with the requirement.”

Deficient: A finding of “deficient” indicates that the recipient did not always comply with the requirements of the element. This is defined as, “The review of selected procurement files found that in one or more of the applicable instances, the recipient did not comply with the requirement.”

DESCRIPTION OF THE GRANTEE

Organization

Potomac and Rappahannock Transportation Commission (PRTC dba OmniRide) is a regional transit district created under Virginia enabling legislation (Transportation District Act, Virginia Code Section 15.2-4500 et. seq.). The district comprises Prince William, Stafford, and Spotsylvania counties and the cities of Manassas, Manassas Park, and Fredericksburg. The Board has 17 members, including two state delegates, one state senator, 13 representatives of the member jurisdictions, and one ex-officio representative from the Virginia Department of Rail and Public Transportation. PRTC applies for FTA funds under a “split-letter” agreement between the

Washington Metropolitan Area Transportation Authority, the Maryland Transit Administration, and the FTA.

In 1989, PRTC and NVTC, through a joint powers agreement with founding member jurisdictions, formed Virginia Railway Express (VRE) for the purpose of providing commuter rail service in the two transit districts. Current member jurisdictions include Arlington, Fairfax, Prince William, Stafford, and Spotsylvania counties and the cities of Alexandria, Fredericksburg, Manassas, and Manassas Park. VRE is overseen by an operations board consisting of 14 members, 13 of whom are recommended for appointment by the member jurisdictions with the concurrence of the pertinent commission. The 14th member is an appointee of the Commonwealth Transportation Board.

VRE is not a legal entity under Virginia law and, therefore, is not an FTA grantee. PRTC is the permanent designee of NVTC and the VRE Operations Board for the receipt and management of Federal funds for VRE projects. PRTC and NVTC have delegated to the VRE Operations Board full discretionary spending authority provided the amount is included in the annual budget and six-year financial plan (with the exception of 1) CSX, Norfolk Southern and Amtrak or other operating agreements, 2) insurance agreements, and 3) purchase of real property or equipment in the Commissions' name), the authority for approval of fare changes (tariffs) provided they are consistent with annual budgets and six-year financial plans (provided the requirement for a public hearing is maintained), the authority to determine the spending authority of VRE's chief executive officer (CEO), and the authority to determine the level of compensation for the CEO. VRE coordinates its operations with the numerous agencies and jurisdictions by means of a planning task force, which meets monthly. The task force consists of staff members of VRE, PRTC, NVTC, and representatives of the local jurisdictions and the Commonwealth.

Services

PRTC provides commuter and local route deviation bus service in Prince William County and the cities of Manassas and Manassas Park. All service is operated by a contractor, First Transit.

Commuter bus service, known as OmniRide Express and OmniRide Metro Express operates weekdays from 4:30 a.m. to 11:00 p.m. on 18 routes to Washington, DC, Northern Virginia destinations, and selected Metro stations. One route to the Franconia-Springfield Metrorail station operates Saturdays from 7:30 a.m. to 11:00 p.m.

Local bus service, called OmniRide Local, consists of six routes, four of which serve eastern Prince William County and two of which serve the cities of Manassas and Manassas Park. Weekdays, buses operate from 5:00 a.m. to 11:00 p.m. A commuter route called the OmniRide Cross County Connector connects the service operated in the cities of Manassas and Manassas Park with the service operated in eastern Prince William County. Saturdays, OmniRide Local operates in eastern Prince William County from 6:45 a.m. to 11:00 p.m. OmniRide Local buses deviate up to three-quarters of a mile off the route for pick-ups and drop-offs scheduled at least two hours in advance.

PRTC operates from a single management and operations headquarters in Woodbridge. Staff consists of executive, administrative, and dispatch employees. All other transportation and maintenance personnel are the employees of First Transit. An on-site First Transit General Manager directs the transportation and maintenance operations.

The cash fare for local OmniRide Local and the OmniRide Cross County Connector is \$1.55. During all hours, a reduced fare of \$0.75 is offered to seniors (60+), persons with disabilities, and Medicare cardholders. For a full-fare passenger, deviations cost \$1.55. For a passenger who qualifies for half fare, there is no deviation surcharge. Pre-payment options include SmartTrip, day and weekly passes, and ten-packs of tokens.

OmniRide Express' fares range from \$4.25 to \$9.20. Half fares are available for seniors (60+), persons with disabilities, and Medicare cardholders boarding during off-peak hours (9:30 a.m. to 3:00 p.m. and after 7:00 p.m.). Pre-payment options include SmartTrip.

PRTC operates a fleet of 177 buses. The fleet consists of 30- and 40-foot transit coaches and 45-foot over-the-road coaches. Currently, the peak requirement was 152 buses, resulting in a spare ratio of 20 percent. There is a contingency fleet of 24 buses and 1 bus is being readied for auction.

VRE operates 32 trains daily on two rail lines, Fredericksburg and Manassas. Both lines terminate at Washington Union Station. The Fredericksburg Line has 13 stations and the Manassas Line has ten. Four stations are served by both lines. The first trains leave the Spotsylvania and Broad Run terminus stations at 4:54 a.m. and 5:05 a.m., respectively. The last trains arrive at the Spotsylvania Station at 8:27 p.m. and the Broad Run Station at 8:09 p.m. VRE has a variety of occupancy arrangements on the station properties, including outright ownership of some assets, joint ownership, and leases. VRE contracts a facilities management firm for daily inspection and maintenance of its stations and commuter parking lots.

VRE contracts with Keolis Rail Services Virginia for rail operations and maintenance. Maintenance is performed at VRE's Broad Run or Crossroads Maintenance and Storage Facility at the end of each line. Equipment is stored overnight at the yards. VRE has a fleet of 79 coaches, 21 cab cars, and 20 locomotives. VRE's management office is in Alexandria, Virginia.

VRE has a zone fare system. The following table presents the fares.

	VRE Full Fares	VRE Half Fares
Single Ride Ticket	\$3.50 - \$12.15	\$1.75 - \$6.05
Day Pass	\$7.00 - \$24.30	\$3.50 - \$12.15
Ten-Ride Ticket	\$32.20 - \$111.80	\$16.10 - \$55.90
Five-Day Pass	\$28.00 - \$97.20	\$14.00 - \$48.60
Monthly Pass	\$97.00 - \$336.80	\$48.50 - \$168.40

III. RESULTS OF THE REVIEW

The results of the review are summarized for each system wide and individual procurement element. For each procurement guidance element, the report describes the required element, cites a reference to FTA Circular 4220.1F and other applicable regulations, discusses the issues and identifies the finding, and recommends corrective actions and schedules and shows related management comments. The PSR Report summary table is provided in Appendix C.

Overall, PRTC and VRE demonstrated their compliance in a number of key areas required by FTA and OMB guidance. The deficiencies identified are summarized overall in the table below and are detailed in the following sections.

Elements	PRTC/VRE
Area Not Deficient	9
Areas Deficient	2
Not Applicable or Not Covered in the Scope of the Review	53

SYSTEM-WIDE PROCUREMENT ELEMENTS

As stated above the PRTC & VRE were not deficient in any of the System Wide Elements during the August 2016 PSR, therefore, no information is provided in this section.

INDIVIDUAL PROCUREMENT ELEMENTS

The individual procurement elements are applicable to the contract files reviewed. We compiled the findings from all contracts reviewed by each individual procurement element. The results are organized by category of findings. Those elements for which the recipient is in compliance are shown first, followed by the elements that are found to be deficient.

IV. PRTC/VRE Results

PRTC/VRE System-Wide Procurement Elements

Not Applicable

The recipient was not deficient in the following systemwide procurement elements during the August 2016, therefore they were not part of the scope of this review:

Element 1 – Written Standards of Conduct

Element 2 - Contracts Administration

Element 3 – Written Protest Procedures

Element 4 – Prequalification System

Element 5 – Procedures for Ensuring Most Efficient and Economic Purchase

Element 6 - Procurement Policies and Procedures

Deficient

Not applicable to this review.

PRTC/VRE Individual Procurement Elements

Not Deficient

A full description of the elements for which the recipient is not deficient is in Appendix D.

Element 7 – Independent Cost Estimate

Element 23 – Price Quotations (Small Purchase)

Element 24 – Clear, Accurate, and Complete Specification

Element 41 – Cost or Price Analysis

Element 42 – Written Record of Procurement History

Element 45 – Advance Payments

Element 49 – Liquidated Damages

Element 56 – Clauses (Includes Veterans Preference Clause, Element # 57 in the previous review)

Not Applicable Elements

The following elements were rated as “not applicable” because PRTC/VRE did not award the types of contracts/purchase orders that included these elements or these items were out of the scope of this review because they were not deficient in the August 2016 PSR. A full description of these elements is contained in Appendix D.

Element 8 – A&E Geographic Preference (Not in the Scope of this Review)

Element 9 – Unreasonable Qualification Requirements (Not in the Scope of this Review)

Element 10 – Unnecessary Experience and Excessive Bonding (Not in the Scope of this Review)

Element 11 – Organizational Conflict of Interest (Not in the Scope of this Review)

Element 12 – Arbitrary Action (Not in the Scope of this Review)

Element 13 – Brand Name Restrictions (Not in the Scope of this Review)

Element 14 – Geographic Preferences (Not in the Scope of this Review)

Element 15 – Contract Term Limitation (Not in the Scope of this Review)

Element 16 – Written Procurement Selection Procedures (Not in the Scope of this Review)

Element 17 – Solicitation Prequalification Criteria (Not in the Scope of this Review)

Element 20 – No Splitting (Micro-Purchase) (Not in the Scope of this Review)

Element 21 - Fair and Reasonable Price Determination [Micro-purchase] (Not in the Scope of this Review)

Element 22 – Micro Purchase Davis- Bacon (Not in the Scope of this Review)

Element 25 – Adequate Competition – Two or More Competitors (Not in the Scope of this Review)

- Element 26 – Firm Fixed Price (Sealed Bid) (Not in the Scope of this Review)
- Element 27 – Selection on Price (Sealed Bid) (Not in the Scope of this Review)
- Element 28 – Discussions Unnecessary (Sealed Bid) (Not in the Scope of this Review)
- Element 29 – Advertised/Publicized (Sealed Bid) (RFP) (Not in the Scope of this Review)
- Element 30 – Adequate Number of Sources Solicited (Sealed Bid) (RFP) (Not in the Scope of this Review)
- Element 31 – Sufficient Bid Time (Sealed Bid) (Not in the Scope of this Review)
- Element 32 – Bid Opening (Sealed Bid) (Not in the Scope of this Review)
- Element 33 – Responsiveness (Sealed Bid) (Not in the Scope of this Review)
- Element 34 – Lowest Price (Sealed Bid) (Not in the Scope of this Review)
- Element 35 – Rejecting Bids (Sealed Bid) (Not in the Scope of this Review)
- Element 36 – Evaluation (RFP) (Not in the Scope of this Review)
- Element 37 – Price and Other Factors (RFP) (Not in the Scope of this Review)
- Element 38 – Sole Source if Other Award is Infeasible (Not in the Scope of this Review)
- Element 39 – Cost Analysis Required [Sole Source] (Not in the Scope of this Review)
- Element 40 – Evaluation of Options (Not in the Scope of this Review)
- Element 43 - Exercise of Options (Not in the Scope of this Review)
- Element 44 - Out of Scope Changes (Not in the Scope of this Review)
- Element 46 – Progress Payments (Not in the Scope of this Review)
- Element 47 – Time and Materials Contracts (Not in the Scope of this Review)
- Element 48 – Cost Plus Percentage of Cost (Not in the Scope of this Review)
- Element 50 – Piggybacking (Not in the Scope of this Review)
- Element 51 – Qualification Exclude Price (A&E and Other Services) (Not in the Scope of this Review)
- Element 52 – Serial Price Negotiation (A&E and Other Services) (Not in the Scope of this Review)
- Element 53 – Bid Security (Construction Over \$100,000) (Not in the Scope of this Review)
- Element 54 – Performance Security (Construction Over \$100,000) (Not in the Scope of this Review)
- Element 55 – Payment Security (Construction Over \$100,000) (Not in the Scope of this Review)
- Element 57 - Vehicle Pre-Award Review
- Element 58 - Vehicle Post-Delivery Review
- Element 59 - Change Orders (Not in the Scope of this Review)

Element 60 - Subrecipient Oversight (Not in the Scope of this Review)

Element 61 - Revenue Contracts (Not in the Scope of this Review)

Element 62 - Single Bid (Not in the Scope of this Review)

Element 63 - Certifications (TVM, Lobbying, Buy America (Not in the Scope of this Review)

Element 64 - Bus Testing (Not in the Scope of this Review)

Deficient

The recipient is deficient with respect to the following individual procurement elements summarized below:

Element 18 – Award to Responsible Contractors

Element 19 – Sound and Complete Agreement

Element (18) Award to Responsible Contractors (Code 344) Repeat Finding from the August 2016 PSR.

In addition to the Common Grant Rules that require contract awards be made only to responsible contractors, Federal transit law at 49 U.S.C. Section 5325(j) limits third party contractor awards to those contractors capable of successfully performing under the terms and conditions of the proposed contract. Before selecting a contractor for award, the recipient must consider such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. Moreover, SAFETEA-LU now requires a recipient entering into a fixed guideway project contract to consider the contractor's past performance, including information reported in FTA's required Contractor Performance Assessment Reports, 49 U.S.C. Section 5325(j)(2)(C).

(FTA C4220.1F, IV, 2.a.1.)

Discussion

The recipient is deficient with respect to this element.

Review of the following files disclosed deficiencies with respect to this element.

ID Number	Contractor	Item Description	\$ Amount
PRTC 17-04	Redmon Group	Website Development	\$86,779

PRTC retained the firm Redmon Group, Inc. (Redmon) on July 27, 2017 to provide website development, programming, hosting, and technical support. Redmon was selected based on a competitive RFP among five (5) proposers. PRTC did not conduct a contractor responsibility review or make a determination of contractor responsibility prior to award of the original

contract. A debarment check on SAM.gov was conducted on August 21, 2019 as part of the original award process for the award of the first task order.

Initial Action and Implementation Schedule:

SUGGESTED CORRECTIVE ACTION: For any contracts where the recipient was found to have failed to verify that the contractor was responsible, the recipient must verify the responsibility of contractors. The recipient must provide the FTA regional office documentation of an implemented process to make adequate responsibility determinations prior to award of a contract. For the next procurement, submit to the FTA regional office documentation that the required process was implemented. Note: During the August 2016 PSR the VRE was deficient in this area. The determination of responsibility in their contracts during this PSR were very well done. Recommend that the PRTC use the VRE's process for documenting contractor responsibility.

Recipient Response:

The Recipient's Response will go here.

Reviewer Comments and Final Corrective Action Plan

Element (19) Sound and Complete Agreement (Code 712) Repeat Finding from the August 2016 PSR.

Adequate Third Party Contract Provisions. The Common Grant Rules require that all third party contracts include provisions adequate to form a sound and complete agreement. Compliance with Federal laws and regulations will necessarily result in the addition of many other provisions to ensure compliance with those laws and regulations.

(FTA C4220.1F, III, 3.a.(1)b.)

Discussion

The recipient is deficient with respect to this element

ID Number	Contractor	Item Description	\$ Amount
PRTC 17-04	Redmon Group	Website Development	\$86,779
VRE 017-016	RPI Group, Inc	Installation & Integration of Security Cameras	NTE \$1,000,000

The underlying agreement with the Redmon Group included hourly rates for on-going task order work did not identify the method of compensation to be utilized for the task orders (i.e., fixed price, T&M, cost reimbursable contracts). The proposal issued by Redmon for the first task

order of \$64,199, and accepted by PRTC, did not include any breakdown of the \$64,199 fee, and included four payment milestones of 25% each for completion of various portions of the work, including an initial 25% milestone for “project start”. PRTC indicates that this project start milestone included domain name change, software licenses and schedule development.

VRE awarded a task order agreement to the firm RPI Group, Inc. (RPI) on October 3, 2017. The base contract is a NTE \$1,000,000. Under the agreement RPI will be assigned task orders over a potential six (6) year period (one base year plus five (5) one year option periods) to accomplish installation and integration of the camera/access control system throughout the VRE operating territory. The underlying agreement identified that the various task orders would be awarded to a single successful proposer, but did not identify the method of compensation to be utilized for the task orders (i.e., fixed price, T&M, cost reimbursable contracts). Task order proposals submitted by RPI in response to requests for such proposals identified the hours and labor costs, along with estimated amounts for ODC’s, and fee. The proposals submitted by RPI, and accepted by VRE, are classified as time and material arrangements. The use of T&M is not defined in the main agreement and VRE has not justified the use of T&M contracting as part of the Task order file documentation.

Initial Action and Implementation Schedule:

The recipient should develop a matrix/checklist that can be used as a reference document that identifies the applicable Federal requirements for IDIQ contracts, i.e. process for awarding task orders and the task order type (e.g., fixed price, cost plus). This matrix/checklist should be distributed to all personnel involved in the procurement process to identify Federally required requirements when using FTA funds.

The recipient should submit a corrective action plan and schedule for this item within 30 days of receipt of the draft final report. The plan should include steps to be taken in future procurements that will prevent this type of deficiency.

Recipient Response:

The Recipient’s Response will go here.

Reviewer Comments and Final Corrective Action Plan

OTHER MATTERS:

OTHER MATTERS:

1. Award to Responsible Contractors. The PRTC was a participant in a joint bus procurement. The Roaring Fork Transportation Authority was the lead agency. The determination of responsibility was not in the file. The review team recommended that PRTC obtain a copy of the determination of responsibility from the Roaring Fork Transportation Authority.

2. Time and Materials. (Observation outside the Scope of the current review) VRE awarded a contract to RPI Group, Inc. for the Installation and Integration of Security Cameras and Access Control Systems. The underlying agreement identified that the various task orders would be awarded to a single successful proposer, but did not identify the method of compensation to be utilized for the task orders (i.e., fixed price, T&M, cost reimbursable contracts). Task order proposals submitted by RPI in response to requests for such proposals identified the hours and labor costs, along with estimated amounts for ODC's, and fee. The proposals submitted by RPI, and accepted by VRE, are classified as time and material arrangements. The use of T&M is not defined in the main agreement and VRE has not justified the use of T&M contracting as part of the Task order file documentation. Additionally, by allowing the contractor to add a fee to the ODCs constitutes a Cost Plus a Percent of Cost arrangement which is illegal under Federal statute.
3. Liquidated Damages (LDs). (Minor Deficiency) VRE was deficient in this area during the FY 16 PSR. VRE has not awarded any construction contracts since the last review therefore this item was not reviewed. VRE has changed its process for calculating LDs specific to each contract. VRE provided a copy of the procedure to the reviewers. The PRTC was a participant in a joint bus procurement. The Roaring Fork Transportation Authority was the lead agency. The contract had a liquidated damages clause for a \$100 day for delays. The PRTC file did not have the calculation for the LDs. The review team recommended that PRTC obtain a copy of the LDs from the Roaring Fork Transportation Authority or delete the requirement for LDs if not used.
4. Vehicle Pre-Award Review. The FY 19 PSR Guide added this element 57. The Roaring Fork Transportation Authority joint bus procurement was reviewed. The vehicle pre-award review documentation was on file.
5. Vehicle Post-Delivery Review. The FY 19 PSR Guide added this element 58. The Roaring Fork Transportation Authority joint bus procurement was reviewed. The vehicle post-delivery review documentation was on file.
6. Change Orders. The FY 19 PSR Guide added this element 59.
7. Sub-recipient Oversight. The FY 19 PSR Guide added this element 60. The PRTC/VRE do not have any sub-recipients.
8. Revenue Contracts. The FY 19 PSR Guide added this element 61. Not in the scope of this review.
9. Single bid. The FY 19 PSR Guide added this element 62. One of the VRE contracts reviewed had a single bid. VRE properly documented the process for awarding a single bid.

10. Certifications (TVM, Lobbying, Buy America). The FY 19 PSR Guide added this element 63. The Roaring Fork Transportation Authority joint bus procurement was reviewed. The TVM documentation was on file. The contracts reviewed contained the required certifications (Lobbying, Buy America, etc.)
11. Bus Testing. The FY 19 PSR Guide added this element 64. The Roaring Fork Transportation Authority joint bus procurement was reviewed. The Bus Testing documentation was on file.
12. The VRE's responsibility determinations were some of the best the team has seen. The files were very neat and well organized.
13. The team would like to thank the PRTC/VRE staffs for their participation and support during this review. Specifically, Ms. Betsy Massie's, Ms. Cynthia Porter-Johnson's, and Kristin Nutter's support were superb.

Appendix A:

List of Individuals Participating in the Review

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APPENDIX B

REPORT SUMMARY TABLE

REPORT SUMMARY TABLE							
No.	Element	Basic Requirement	ND	D	NA	Tot	Corrective Action
1)	Written Standards of Conduct	FTA C4220.1F, III, 1. a., b., c.	0	0	1	1	
2)	Contract Administration System	FTA C4220.1F, III, 3.	0	0	1	1	
3)	Written Protest Procedures	FTA C4220.1F, VII, 1.a.b.	0	0	1	1	
4)	Prequalification System	FTA 4220.1F, 1.c.	0	0	1	1	
5)	Procedures for Ensuring Most Efficient and Economic Purchase	FTA C4220.1F, IV, 1.	0	0	1	1	
6)	Procurement Policies and Procedures	FTA C4220.1F, III, 3.a.	0	0	1	1	
7)	Independent Cost Estimate	FTA C4220.1F, VI, 6.	10	0	12	22	
8)	A&E Geographic Preference	FTA C4220.1F, VI, 2.a.(4)(g)(1)	0	0	10	10	
9)	Unreasonable Qualification Requirements	FTA C4220.1F, VI, 2.a.(4)	0	0	22	22	
10)	Unnecessary Experience and Excessive Bonding	FTA C4220.1F, VI, 2.(4)); FTA C4220.1F, VI, 2.a.(4)(e))	0	0	10	10	
11)	Organizational Conflict of Interest	FTA C4220.1F, VI, 2.a.(4)(h) 1., 2.	0	0	10	10	
12)	Arbitrary Action	FTA C4220.1F, VI, 2.a.(4)(j)	0	0	22	22	
13)	Brand Name Restrictions	FTA C 4220.1F., VI, 4.	0	0	22	22	
14)	Geographic Preferences	FTA C 4220.1F, VI, 2.(4)(g)	0	0	22	22	
15)	Contract Term Limitation	FTA C4220.1F, IV, 2.e.(10)	0	0	22	22	
16)	Written Procurement Selection Procedures	FTA C4220.1F, III, 3.a.; FTA C4220.1F, VI, 2.d.	0	0	10	10	
17)	Solicitation Prequalification Criteria	FTA C4220.1F, VI, 1.c.	0	0	10	10	
18)	Award to Responsible Contractors	FTA C4220.1F, IV, 2.a.1.	8	2	0	10	
19)	Sound and Complete Agreement	FTA C4220.1F, III, 3.a.(1)b.	8	2	0	10	

20)	No Splitting (Micro-purchase)	FTA C4220.1F, VI, 3.a.(2)	0	0	0	0	
21)	Fair and Reasonable Price Determination (Micro-purchase)	FTA C4220.1F, VI, 3.a.	0	0	0	0	
22)	Micro-purchase Davis-Bacon	FTA C4220.1F, VI, 3.a.(1)	0	0	0	0	
23)	Price Quotations (Small Purchase)	FTA C4220.1F, VI, 3.b.(2)	12	0	0	12	
24)	Clear, Accurate, and Complete Specification	FTA 4220.1F, VI, 2.a.	22	0	0	22	
25)	Adequate Competition – Two or More Competitors	FTA C4220.1F, VI, 3.c.(1)(b); FTA C4220.1F, VI, 3.d.2(c)	0	0	10	10	
26)	Firm Fixed Price (Sealed Bid)	FTA C4220.1F, VI, 3.c.(1)(c)	0	0	4	4	
27)	Selection on Price (Sealed Bid)	FTA C4220.1F, VI, 3.c.(d)	0	0	4	4	
28)	Discussions Unnecessary (Sealed Bid)	FTA C4220.1F, VI, 3.c.(1)(e)	0	0	4	4	
29)	Advertised/Publicized (Sealed Bid) (RFP)	FTA C4220.1F, VI, 3, c.(2)(a); FTA C4220.1F, VI, 3.d.(2)(a)	0	0	4	4	
30)	Adequate Number of Sources Solicited (Sealed Bid) (RFP)	FTA C4220.1F, VI, 3.c.(1)(b); FTA C4220.1F, VI, 3.d.(2)(c)	0	0	4	4	
31)	Sufficient Bid Time (Sealed Bid)	FTA C4220.1F, VI, 3.c.(2)(d)	0	0	4	4	
32)	Bid Opening (Sealed Bid)	FTA C4220.1F, VI, 3.c.(2)(e)	0	0	4	4	
33)	Responsiveness (Sealed Bid)	FTA C4220.1F, VI, 3.c.(2)(f)	0	0	4	4	
34)	Lowest Price (Sealed Bid)	FTA C4220.1F, VI, 3.c.(2)(f)	0	0	4	4	
35)	Rejecting Bids (Sealed Bid)	FTA C4220.1F, VI, 3.(a)(2)(g)	0	0	4	4	
36)	Evaluation (RFP)	FTA C4220.1F, VI, 3.d.(2)(b); FTA C4220.1F, VI, 3.d.(2)(d)	0	0	5	5	
37)	Price and Other Factors (RFP)	FTA C4220.1F, VI, 3.d.(2)(e)	0	0	5	5	
38)	Sole Source if Other Award is Infeasible	FTA C4220.1F, VI, 3.i.	0	0	1	1	
39)	Cost Analysis Required (Sole Source)	FTA C4220.1F, VI, 6.a.	0	0	1	1	

40)	Evaluation of Options	FTA C4220.1F, VI, 7.b.(1)	0	0	10	10	
41)	Cost or Price Analysis	FTA C4220. 1F, VI, 6.	10	0	12	22	
42)	Written Record of Procurement History	FTA C 4220.1F, III, 3.d.	22	0	0	22	
43)	Exercise of Options	FTA C4220.1F, IV, 1.d.; FTA C4220.1F, V, 7.a.(1)	0	0	10	10	
44)	Out of Scope Changes	FTA C4220.1F, VI, 3.i.(1)(b)	0	0	10	10	
45)	Advance Payments	FTA C4220.1F, IV, 2.b.(5)(b).1.2.; FTA C4220.1F, III, 3.d.(1)(c)(d)	22	0	0	22	
46)	Progress Payments	FTA C4220.1F, IV, 2.b.(5)(c)	0	0	10	8	
47)	Time and Materials Contracts	FTA C4220.1F, VI, 2.c.(2)(b)	0	0	10	10	
48)	Cost Plus Percentage of Cost	FTA C4220.1F, VI, 2.c.(2)(a)	0	0	10	10	
49)	Liquidated Damages Provisions	FTA C 4220.1F, IV, 2.b.(6)(b)1	0	0	10	10	
50)	Piggybacking	FTA C4220.1F, V, 7.a.(2)	0	0	10	10	
51)	Qualifications Exclude Price (A&E and Other Services)	FTA C4220.1F, VI, 3.f.(1)	0	0	10	10	
52)	Serial Price Negotiations (A&E and Other Services)	FTA C4220.1F, VI, 3.f.(3)	0	0	10	10	
53)	Bid Security (Construction over \$100,000)	FTA C4220.1F, IV, 2.h.(1)(a)	0	0	10	10	
54)	Performance Security (Construction over \$100,000)	FTA C4220.1F, IV, 2.h.(1)b.	0	0	10	10	
55)	Payment Security (Construction over \$100,000)	FTA C4220.1F, IV, 2.h.(1)(c)	0	0	10	10	
56)	Clauses	FTA C4220.1F, VI, 2.	10	0	0	10	
57)	Veteran Hiring Preference	FTA C4220.1F, VI, 2.c.(1)	0	0	10	10	

APPENDIX C

Procurement Elements for which the Recipient is Not Deficient

SYSTEMWIDE ELEMENTS: PRTC/VRE were not deficient in any of the Systemwide Elements during the August 2016 PSR.

(Not in the scope of this review)(See Appendix D)

INDIVIDUAL PROCUREMENT ELEMENTS

07) Independent Cost Estimate

The independent cost estimate (ICE) is a tool to assist in determining the reasonableness of the bid or proposal being evaluated; that is, to assist in performing the cost or price analysis. An ICE is the starting point for conducting a cost or price analysis. It is required for all procurements actions exceeding the simplified acquisition threshold. An ICE is completed prior to receipt of bids or proposals. An ICE is required for procurement actions such as contract modifications and change orders. It can range from a simple budgetary estimate to a complex estimate based on inspection of the product itself and review of items like drawings, specifications, and prior data. The word “independent” does not imply that it is performed by someone other than the recipient. This could be the case, however, if the recipient does not have the expertise for a large complex procurement.

(2 CFR § 200.323)

23) Price Quotations (Small Purchase)

When using small purchase procedures, the recipient must obtain price or rate quotations from an adequate number of qualified sources.

(FTA C4220.1F, VI, 3.b.(2))

24) Clear, Accurate, and Complete Specification

A complete, adequate, and realistic specification or purchase description should be available and included in any specifications and pertinent attachments which define the items or services sought in order for the bidder to properly respond.

(FTA

C4220.1F.III.3.a.)

41) Cost or Price Analysis

Recipients must perform cost or price analyses in connection with every procurement action exceeding the applicable Simplified Acquisition Threshold after receiving bids, but before awarding a contract. Note that effective June 20, 2018, the Simplified Acquisition Threshold increased from \$150,000 to \$250,000. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation.

(2 CFR § 200.323)(FTA Circular 4220.1F Chapter VI 6. a. Cost Analysis)(FTA Circular 4220.1F Chapter VI 6. b. Price Analysis)

42) Written Record of Procurement History

Recipients must maintain records sufficient to detail the significant history of a procurement. At a minimum, such records must include:

- Rationale for the method of procurement (i.e., request for proposals, invitation for bids, sole source)*

- Selection of contract type (i.e., fixed price, cost reimbursement)*
- Reason for contractor selection or rejection*
- Basis for the contract price (i.e., cost/price analysis)*

(2 CFR 200.318(i))

45) Advance Payments

FTA does not authorize and will not participate in funding advance payments to a contractor without prior, written approval from the FTA regional office administering the project. A recipient may use its local funds for advance payments. However, advance payments made with local funds before federal funds have been awarded or before the issuance of a letter of no prejudice or other pre-award authority are ineligible for reimbursement.

(FTA C. 5010.1E, page IV-15) (FTA C. 4220.1F, Ch. IV, Sections 2. b. (5)(b) Advance Payments)

49) Liquidated Damages Provisions

A grantee may use liquidated damages if it may reasonably expect to suffer damages and the extent or amount of such damages would be difficult or impossible to determine. The assessment for damages shall be at a specific rate per day for each day of overrun in contract time; and the rate must be specified in the third-party contract. Any liquidated

damages recovered shall be credited to the project account involved unless the FTA permits otherwise.

(FTA C4220.1F, VI, 2.b.)

56) Clauses

Recipients are required to include specific required clauses in FTA-funded procurements, intergovernmental agreements (e.g., those involving states and other public entities), and subrecipient agreements. FTA Master Agreement identifies certain clauses that apply to third party contracts. 2 CFR 200.326 and Appendix II to 2 CFR Part 200 identify contract provisions for non-Federal contracts under a Federal award. FTA C. 4220.1F discusses Federal requirements that affect a recipient's acquisitions.

Additional guidance is provided through FTA's Third Party Procurement Frequently Asked Questions website. Through the National Rural Transportation Assistance Program (RTAP), FTA developed ProcurementPRO, an on-line procurement tool that assists recipients in developing procurement packages. Using ProcurementPRO, can assist a recipient in developing a procurement package that includes federally required clauses.

Recipients may not modify their own contracts after award to include Federal clauses and so make them eligible for procuring goods and services with Federal funds. Recipients may, however, modify its state's General Services Administration (GSA)-type contracts to add Federal clauses when they issue orders against those state contracts.

Not all clauses apply to every contract. The applicability of clauses depends on the size and type of contract as is described in the exhibit at the end of this section. Procurement contracts or purchase orders should be tailored and only the clauses applicable to the specific procurement should be included in the contract document. Including clauses not applicable to the procurement may restrict competition or result in higher contract pricing than necessary. Procurements above the micro-purchase threshold must include all applicable FTA clauses as part of the solicitation, purchase order, or contract. A general reference to FTA guidelines is not sufficient to meet this requirement. A matrix of required clauses is provided at the end of this section. The checklist provides a citation from the FTA Master Agreement for each required clause. Certifications, reports, and forms that are required for DBE, Buy America, debarment and suspension and lobbying are also included as are other required items to assist in determining whether the recipient's policies and procedures are actually being followed. The applicability of FTA clauses to different types of procurements is shown in the exhibit. Note that the construction of ferry vessels using Federal funds is considered a public works project and therefore, the clauses related to construction contracts are applicable

(2 C.F.R. 200.325); (Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards); and (FTA Master Agreement (25), section 16.e)

Appendix D:

Procurement Elements Determined to be Not Applicable (Not in the Scope of this Review)

SYSTEMWIDE ELEMENTS:

01) Written Standards of Conduct

“(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.”

(2 CFR-200.318 (c)(1) & (2)) (FTA-C4220.1F, III, 1.

02) Contract Administration System

Recipients are required to have mechanisms in place to ensure that contractors perform in accordance with the terms, conditions, and specifications contained in their contracts or purchase orders. 2 CFR Part 200 assigns responsibility to the recipient for resolving all contractual and administrative issues arising out of their third party procurements, including protests of awards, disputes, and claims using good administrative practices

and sound business judgment. Neither FTA nor 2 CFR part 200 relieves the recipient of any responsibility under its contracts to resolve disagreements that may arise in the course of contract formation or contract administration.

“Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.”

(2 CFR 200.318(b))

03) Written Protest Procedures

Grantees shall have written protest procedures to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding protests to FTA. All protest decisions must be in writing. A protester must exhaust all administrative remedies with the grantee before pursuing a protest with FTA.

Review of protest by FTA will be limited to:

- (1) A grantee’s failure to have or follow its protest procedures, or its failure to review a complaint or protest; or*
- (2) Violations of Federal law or regulations*

An appeal to FTA must be received by the cognizant FTA regional or Headquarters Office within five (5) working days of the date the protestor learned or should have learned of an adverse decision by the grantee or other basis of appeal to FTA.

(FTA C4220.1F, VII, 1.)

Recipients must have written procedures that allow bidders or proposers to protest a procurement action. Notice of protest procedures must be available to all potential bidders or proposers, either by inclusion in the solicitation documents or available to the public. Protest procedures should allow for the filing of protests prior to receipt of bids or proposals, after receipt of bids or proposals, and prior to award of a contract.

FTA recipients are responsible for resolving all contractual and administrative issues arising out of their third party procurements, including source evaluation and selection, protests of awards, disputes, and claims using good administrative practices and sound business judgment.

“Section 200.318(k) provides that a recipient “alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the [recipient] of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the [recipient] unless

the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.”

(2 CFR §200.318(k))

Bid Protests. The Recipient agrees to provide FTA, as part of the annual or quarterly Milestone Progress Report, with a list of all bid protests and appeals for solicitations or contracts in excess of \$500,000. The Recipient also should be mindful of the requirement in Section 39, Disputes, that the Recipient must promptly notify the FTA Chief Counsel, or FTA Regional Counsel for the Region in which the Recipient is located, of significant current or prospective legal matters that may affect the Federal Government.

(FTA Master Agreement (24), Section 16.w)

Guidance note regarding notifying FTA of Protests and Appeals to FTA

FTA’s involvement in bid protests is limited. The Uniform Guidance, as adopted by DOT, no longer includes the language in 49 C.F.R. §18.36(b)(12) that provided for a direct appeal to FTA of a recipient’s final decision on a bid protest. The Uniform Guidance provides that:

“The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.” – 2 C.F.R. § 200.318(k)

Thus, the FTA’s role is limited to considering matters that are “primarily a Federal concern.” Accordingly, Section (1)(b)(2)(a) of Chapter VII of FTA Circular 4220.1F, which provides for direct appeals to FTA, is no longer applicable.

04) Prequalification Lists

“The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.”

Except for small and micro purchases, proposals and/or bids must be publicly solicited from an adequate number of sources. Recipients are prohibited from restricting competition in federally supported procurement transactions. Recipients are not required to prequalify potential bidders. However, recipients that place such a requirement on potential bidders must adhere to FTA’s requirements. If a recipient requires prospective

bidders to prequalify, it must ensure that all lists of prequalified persons, firms, or products that are used in acquiring goods and services are current and include enough sources to ensure full and open competition. Recipients must permit potential bidders or offerors to qualify during the solicitation period (from the issuance of the solicitation to its closing date). Prequalification should not be confused with reviews of technical qualifications that are an essential process in two-step and qualifications-based procurements.

(2 CFR 200.319 (d))

(Note: Recipients are not required, or encouraged, to have a prequalification system. Prequalification systems are difficult and costly to maintain in a way that does not inhibit competition. The intent of this element is to ensure that, if a recipient maintains a prequalification list for one or more products or services, or a qualified manufacturers list, such lists are current and provide full and open competition.)

05) Procedures for Ensuring Most Efficient and Economic Purchase

2 C.F.R. 200 requires that recipients have procedures in place to avoid purchasing unnecessary or duplicative items and they should consider consolidating or breaking out procurements to obtain a more economical purchase.

Recipients who invest the time and resources to develop checks and balances in their procurement program, along with development of short and long range procurement plans, can avoid last minute, emergency, or unnecessary procurements, which are contrary to open, efficient, and effective procurements.

FTA recipients vary in size and organization, therefore the system that each develops and implements to avoid unnecessary or duplicative purchases should be tailored to their agency. Whether the procurement functions are centralized, decentralized, or a combination of both, it is essential that no employee undertakes any procurement function without delegated authority and guidelines. It is easier for an entity to effectively manage its procurement responsibilities if most of the decisions and contractual actions are concentrated in one or more experienced individuals who are familiar with the requirements that span the entire procurement cycle. Because initial identification of need is often initiated by a recipient's internal customers (i.e., program or technical personnel for whom goods or services are being procured), the procurement office should be in a position to facilitate the consolidation of procurements of different internal customers with the same need.

(2 CFR 200.318(d))

Grantee procedures shall provide for a review of proposed procurement to avoid purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase.

Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.

(FTA C4220.1F, IV, 1.)

06) Procurement Policies and Procedures

All recipients must have written procurement policies and procedures. Policies and procedures must explain how the recipient will ensure compliance with the standards and requirements identified in 2 CFR 200.318 (General Procurement Standards) through 200.326 (Contract Provisions)

(FTA C 4220.1F, III, 3.a.)

INDIVIDUAL PROCUREMENT ELEMENTS

08) A&E Geographic Preference

Architectural Engineering (A&E) Services. Geographic location may be a selection criterion if an appropriate number of qualified firms are eligible to compete for the contract in view of the nature and size of the project.

(FTA C4220.1F, VI, 2.a.(4)(g)(1))

09) Unreasonable Qualification Requirements

Recipients are prohibited from developing solicitation requirements that contain features that unduly restrict competition. FTA recipients are also prohibited by 49 U.S.C. Section 5325(h) from using FTA assistance to support an exclusionary or discriminatory specification. Some situations considered to be restrictive of competition include, imposing unreasonable business requirements for bidders or offerors.

(FTA C4220.1F, VI, 2.a.(4))

10) Unnecessary Experience and Excessive Bonding

The Common Grant Rules prohibit solicitation requirements that contain feature that unduly restrict competition. Example of situation restrictive of competition:

(1) Imposing unnecessary experience requirements for bidders and offerors.

(2) To encourage greater contractor participation in FTA assisted projects, FTA does not require the recipient to impose bonding requirements on its third party contractors other than construction bonding specified by the Uniform Guidance regulations and this circular for construction. FTA discourages

unnecessary bonding because it increases the cost of the contract and restricts competition, particularly by disadvantaged business enterprises.

(FTA C4220.1F, VI, 2.a.(4))

11) Organizational Conflict of Interest

An organizational conflict of interest occurs when any of the following circumstances arise:

- a. Lack of Impartiality or Impaired Objectivity. When the contractor is unable, or potentially unable, to provide impartial and objective assistance or advice to the recipient due to other activities, relationships, contracts, or circumstances.*
- b. Unequal Access to Information. The contractor has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.*
- c. Biased Ground Rules. During the conduct of an earlier procurement, the contractor has established the ground rules for a future procurement by developing specifications, evaluation factors or similar documents.*

FTA expects the recipient to analyze each planned acquisition in order to identify and evaluate potential organizational conflicts of interest as early in the acquisition process as possible, and avoid, neutralize, or mitigate potential conflicts before contract award.

(FTA, C4220.1F, VI, 2.a.)

12) Arbitrary Action

Recipients are prohibited from taking any arbitrary action when awarding contracts. Arbitrary actions include lack of adhering to the requirements contained in the procurement solicitation when awarding contracts. An arbitrary action can also be found when there is lack of documentation for awarding a contract to other than the low responsive and responsible bidder or the most qualified proposal when price and other factors are considered.

(2 CFR 200.319 (a))

13) Brand Name Restrictions

Procurement documents must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all

possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a ‘brand name or equivalent’ description may be used as a means to define the performance or other salient requirements of the procurement. The specific features of the named brand which must be met by offerors must be clearly stated.

(2 CFR 200.319 (c)(1))

14) Geographic Preferences

Grantees shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal Statutes expressly mandate or encourage geographic preference. Specifically, an FTA recipient is prohibited ...from limiting their bus purchases to in-State dealers.

(FTA C4220.1F, VI, 2. a. (4) (g))

15) Contract Term Limitation

Five-Year Limitation. A recipient may enter into a multi-year contract to buy rolling stock with an option not exceeding five (5) years to buy additional rolling stock or replacement parts, 49 U.S.C. Section 5325(e)(1). The recipient may not exercise that option later than five (5) years after the date of its original contract. FTA interprets this five-year period as covering the recipient’s “material requirements” for rolling stock and replacement needs from the first day when the contract becomes effective to its “material requirements” at the end of the fifth year.

(FTA C4220.1F, IV, 2.e.(10))

16) Written Procurement Selection Procedures

The non-Federal entity must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.

(2 CFR 200.318 General procurement standards)

17) Solicitation Prequalification Criteria

Grantees shall ensure that all lists of prequalified persons, firms, or products that are used in acquiring goods and services are current and included enough qualified sources to ensure maximum full and open competition. Grantees shall not preclude potential bidders from qualifying during the solicitation period, which is from the issuance of solicitation to its closing date.

(FTA C4220.1F, VI, 1.c.)

20) No Splitting (Micro-purchase)

The recipient may not divide or reduce the size of its procurement merely to come within the micro-purchase limit.

(FTA C4220.1F, VI, 3.a.(2) b.)

21) Fair and Reasonable Price Determination (Micro-Purchase)

Micro-purchases may be made without obtaining competitive quotations if the recipient determines that the price to be paid is fair and reasonable. These purchases should be distributed equitably among qualified suppliers in the local area, and should not be split to avoid the requirements for competition above the micro-purchase threshold.

(2 CFR 200.320 (a))

22) Micro-Purchase Davis-Bacon

Davis-Bacon prevailing wage requirements, however, will apply to construction contracts exceeding \$2,000, even though the recipient uses micro-purchase procurement procedures.

25) Adequate Competition – Two or More Competitors

The Recipient, when using small purchase procedures, should obtain price of rate quotations from an adequate number of qualified sources. Adequate competition exists when two or more responsible bidders are willing and able to compete effectively for the business. Upon receiving a single bid or proposal in response to a solicitation, the recipient should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.

(FTA 4220.1F, VI, 2., 3.)

26) Firm Fixed Price (Sealed Bid)

The procurement generally lends itself to a firm fixed price contract.

(FTA C4220.1F, VI, 3.c.(1)(c))

27) Selection on Price (Sealed Bid)

The successful bidder can be selected on the basis of price and those price-related factors listed in the solicitation including, but not limited to, transportation costs, life cycle costs, and discounts expected to be taken.

(FTA C4220.1F, VI, 3.c.(d))

28) Discussions Unnecessary (Sealed Bid)

Discussions with one or more bidders after bids have been submitted are expected to be unnecessary as award of the contract will be made based on price and price-related factors alone.

(FTA C4220.1F, VI, 3.c.(1)(e))

29) Advertised/Published (Sealed Bid) (RFP)

Procurement by Sealed Bids/Invitation for Bid (IFB). If this procurement method is used the invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time to prepare bids prior to the date set for opening the bids.

(FTA C4220.1F, VI, 3c. (2))

30) Adequate Number of Sources Solicited

Adequate Sources. *Two or more responsible bidders are willing and able to compete effectively for the business.*

(FTA C4220.1F, VI, 3.c.(1)(b))

Adequate Sources. *Proposals are solicited from an adequate number of qualified sources.*

(FTA C4220.1F, VI, 3.d.(2)(c))

31) Sufficient Bid Time (Sealed Bid)

Sufficient Time. *Bidders are allowed sufficient time to prepare bids before the date of bid opening.*

(FTA C4220.1F, VI, 3.c.(2)(d))

32) Bid Opening (Sealed Bid)

If this procurement methods is used, ...all bids are publicly opened at the time and place prescribed in the invitation for bids.

(FTA C4220.1F, VI, 3.c.(2)(e))

33) Responsiveness (Sealed Bid)

A firm fixed price contract award will be made in writing to the lowest responsible and responsive bidder. When specified in bidding documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest

(FTA C4220.1F, VI, 3.c (2)(f))

34) Lowest Price (Sealed Bid)

If this procurement method is used:

A firm fixed price contract is usually awarded in writing to the lowest responsive and responsible bidder, but a fixed price incentive contract or inclusion of an economic price adjustment provision can sometimes be appropriate. When specified in the bidding documents, factors such as transportation costs and life cycle costs affect the determination of the lowest bid; payment discounts are used to determine the low bid only when prior experience indicates that such discounts are typically taken.

(FTA C4220.1F, VI, 3.c.(2)(f))

35) Rejecting Bids (Sealed Bid)

Any or all bids may be rejected if there is a sound documented business reason.

(FTA C4220.1F, VI, 3.(a)(2)(g))

36) Evaluation

The recipient will have a method in place for conducting technical evaluations of the proposals received and for selecting awardees. All evaluation factors will be identified in the procurement documents along with their relative importance; numerical or percentage ratings or weights, however, need not be disclosed.

(FTA C 4220.1F, VI, 3.d. (2))

37) Price and Other Factors (RFP)

If the procurement method is used the following requirement apply: An award is made to the responsible offeror whose proposal is most advantageous to the recipient's program with price and other factors considered.

(FTA C4220.1F, VI, 3.d.(2)(e))

38) Sole Source if Other Award is Infeasible

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following

circumstances apply: (1) The item is available only from a single source; (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or (4) After solicitation of a number of sources, competition is determined inadequate.

(2 CFR 200.320 (f))

39) Cost Analysis (Sole Source)

Recipients must perform cost or price analyses in connection with every procurement action exceeding the applicable Simplified Acquisition Threshold after receiving bids, but before awarding a contract. Note that effective June 20, 2018, the Simplified Acquisition Threshold increased from \$150,000 to \$250,000. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation.

(2 CFR § 200.323)(FTA Circular 4220.1F Chapter VI 6. a. Cost Analysis)(FTA Circular 4220.1F Chapter VI 6. b. Price Analysis)

40) Evaluation of Options

Recipients' contracts may include options to ensure the future availability of property or services, so long as the recipient is able to justify those options as needed for its public transportation or project purposes. An option is a unilateral right in a contract by which, for a specified time, a recipient may acquire additional equipment, supplies, or services than originally procured. An option may also extend the term of the contract.

Recipients may include options in contracts that reflect reasonably foreseeable needs. If a recipient chooses to use options, the option quantities or periods in the bid must be evaluated in order to determine contract award. If the option quantities on a rolling stock or replacement parts purchase appear to exceed the recipient's reasonably foreseeable needs, the recipient may not assign those options to other recipients.

The price associated with exercising the option needs to be defined at the outset, either as a specific price or as a percentage increase of the base price. The evaluation of options should be documented in writing and should be part of the cost or price analysis undertaken by the recipient for the overall procurement. Documentation awarding the contract should indicate that the award is for the base contract as well as identified options.

(2 CFR 200.318(d)) (FTA C4220.1F Chapter VI 7. b. (1))

43) Exercise of Options

Recipients' contracts may include options to ensure the future availability of property or services, so long as the recipient is able to justify those options as needed for its public transportation or project purposes. An option is a unilateral right in a contract by which, for a specified time, a recipient may acquire additional equipment, supplies, or services than originally procured. An option may also extend the term of the contract.

Recipients may include options in contracts that reflect reasonably foreseeable needs. If a recipient chooses to use options, the option quantities or periods in the bid must be evaluated in order to determine contract award. If the option quantities on a rolling stock or replacement parts purchase appear to exceed the recipient's reasonably foreseeable needs, the recipient may not assign those options to other recipients.

The price associated with exercising the option needs to be defined at the outset, either as a specific price or as a percentage increase of the base price. The evaluation of options should be documented in writing and should be part of the cost or price analysis undertaken by the recipient for the overall procurement. Documentation awarding the contract should indicate that the award is for the base contract as well as identified options.

(2 CFR 200.318(d))

44) Out of Scope Changes

When the recipient requires an existing contractor to make a change to its contract that is beyond the scope of that contract, the recipient has made a sole source award that must be justified.

(FTA C4220.1F, VI, 3.i.(1)(b))46) Progress Payments

Grantees may use progress payments provided the following requirements are followed:

- (1) Progress payments are only made to the contractor for costs incurred in the performance of the contract*
- (2) When progress payments are used, the grantee must obtain adequate security for progress payments. Adequate security may include taking title, letter of credit or equivalent means to protect the grantee's interest in the progress payment*

(FTA C4220.1F, IV, 2.b.)

47) Time and Materials Contracts

The Uniform Guidance regulations for government recipients permits the use of time and material contracts only:

- 1. When to Use. After determining that no other contract type is suitable; and*

2. Firm Ceiling Price. *If the contract specifies a ceiling price that the contractor may not exceed except at its own risk. FTA strongly encourages non-governmental recipients to use similar procedures.*

(FTA C4220.1F, VI, 2.c.(2)(b))

48) Cost Plus Percentage of Cost

The Uniform Guidance regulations expressly prohibit the use of the cost plus a percentage of cost and cost plus a percentage of construction cost methods of contracting.

(FTA C4220.1F, VI, 2.c.(2)(a))

50) Piggybacking

Recipients are encouraged to utilize available state and local intergovernmental agreements for procurement or use of common goods and services. When obtaining goods or services in this manner, recipients must ensure all federal requirements, required clauses and certifications (including Buy America) are properly followed and included, whether in the master intergovernmental contract or in the recipient's purchase document.

(FTA C4220.1F, V, 7.a.)

51) Qualifications Exclude Price (A&E and Other Services)

Qualifications-Based Procurement Procedures Required. *The recipient must use qualifications-based procurement procedures not only when contracting for A&E services, but also for other services listed in 49 U.S.C. Section 5325(b)(1) that are directly in support of, directly connected to, directly related to, or lead to construction, alteration, or repair of real property. For example, a contractor performing program management, project design, construction management, or engineering services in which that contractor would select the finished products to be acquired for an FTA assisted construction project must be selected through qualifications-based procurement procedures.*

(FTA C4220.1F, VI, 3.f.(1))

52) Serial Price Negotiations (A&E and Other Services)

Qualifications-Based Procurement Procedures. *The following procedures apply to qualifications-based procurements:*

- (a) Qualifications. *Unlike other two-step procurement procedures in which price is an evaluation factor, an offeror's qualifications are evaluated to determine contract award.*

- (b) Price. Price is excluded as an evaluation factor.
- (c) Most Qualified. Negotiations are first conducted with only the most qualified offeror.
- (d) Next Most Qualified. Only after failing to agree on a fair and reasonable price may negotiations be conducted with the next most qualified offeror. Then, if necessary, negotiations with successive offerors in descending order may be conducted until contract award can be made to the offeror whose price the recipient believes is fair and reasonable.

(FTA C4220.1F, VI, 3.f.(3))

53) Bid Security (Construction Over \$100,000)

FTA require bonds for all construction contracts exceeding the simplified acquisition threshold unless FTA determines that other arrangements adequately protect the Federal interest. FTA's bonding policies are as follows:

- (a) Bid Guarantee. Both FTA and the Uniform Guidance regulations generally require each bidder to provide a bid guarantee equivalent to 5 percent of its bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid to ensure that the bidder will honor its bid upon acceptance.

(FTA C4220.1F, IV, 2.h.(1)(a))

54) Performance Security (Construction Over \$100,000)

FTA requires bonds for all construction contracts exceeding the simplified acquisition threshold unless FTA determines that other arrangements adequately protect the Federal interest. FTA's bonding policies are as follows:

Performance Bond. Both FTA and the Uniform Guidance regulations generally require the third party contractor to obtain a performance bond for 100 percent of the contract price. A "performance bond" is obtained to ensure completion of the obligations under the third party contract.

(FTA C4220.1F, IV, 2.h.(1)b.)

55) Payment Security (Construction Over \$100,000)

Bonding. FTA requires bonds for all construction contracts exceeding the simplified acquisition threshold unless FTA determines that other arrangements adequately protect the Federal interest. FTA's bonding policies are as follows:

Payment Bond. The third party contractor should obtain a standard payment bond for 100 percent of the contract price. A "payment bond" is obtained to ensure that

the contractor will pay all people supplying labor and material for the third party contract as required by law. FTA, however, has determined that payment bonds in the following amounts are adequate to protect FTA's interest and will accept a local bonding policy that meets the following minimums:

- a. Less Than \$1 Million. Fifty percent of the contract price if the contract price is not more than \$1 million,*
- b. More Than \$1 Million but Less Than \$5 Million. Forty percent of the contract price if the contract price is more than \$1 million but not more than \$5 million, or*
- c. More Than \$5 Million. Two and one half million dollars if the contract price is more than \$5 million.*

(FTA C4220.1F, IV, 2.h.)

57) Vehicle Pre-Award Review

A recipient purchasing revenue service rolling stock with Federal funds must conduct pre-award and postdelivery audits verifying compliance with Buy America provisions, purchaser's requirements, resident inspector requirements, and FMVSS. The recipient is required to keep records, including pre-award and post-delivery certifications, which show that the regulations have been followed. The audits require the recipient to complete two certifications (Buy America and Purchaser's Requirements) at the pre-award stage and three certifications (Buy America, Purchaser's Requirements, and FMVSS) at the post-delivery stage.

Although procurements of rolling stock of \$150,000 or less are not subject to Buy America requirements, these contracts still must comply with the pre-award and post-delivery purchaser's requirements and FMVSS audits required by 49 CFR Part 663.

Pre-Award Audits and Certifications Recipients may purchase vehicles in several groups over several years using either vehicle procurement contracts with options or multi-year vehicle procurement contracts. FTA requires that each group of vehicles purchased, i.e., each "order" of vehicles, have a pre-award audit before the order is placed. One pre-award audit may suffice, provided that there is no change in vehicle configuration, i.e., no change that is expected to have a significant impact on vehicle handling and stability or structural integrity, between successive deliveries of vehicles.

If a recipient is using another recipient's procurement contract for purchasing revenue vehicles (i.e., "piggybacking"), the purchaser may rely on the pre-award audit completed prior to the original contract. However, the recipient must review the audit and prepare its own signed certification.

Compliance with purchaser's specifications: The recipient must complete a pre-award purchaser's requirements certification verifying that the manufacturer's bid specifications comply with the recipient's solicitation requirements and that the proposed manufacturer is responsible and capable of building the bus to the solicitation specifications. The pre-

award certification may be based on the recipient's determination that the vendor is responsive and responsible. The requirement to conduct an audit for compliance with purchaser's requirements and sign a certification applies to all purchases of revenue rolling stock, even those below the Federal simplified acquisition threshold or Buy America threshold. The pre-award audit is required before a recipient enters into a formal contract with a supplier.

Compliance with Buy America: If the procurement is more than \$150,000, at the pre-award stage, the recipient must complete: ☐ A compliance certification verifying that the rolling stock will contain the required minimum percent domestic components, by cost, and that final assembly will take place in the United States; or ☐ An exemption certification indicating that the recipient has a letter from FTA granting a waiver from the Buy America requirement.

The recipient or an independent third party must conduct the Buy America audit. The audit may be based on information provided by the manufacturer; however, certification by the manufacturer is not adequate.

For rolling stock contracts entered into before October 1, 2015, the domestic content must exceed 60 percent. For rolling stock contracts entered into on or after October 1, 2015, the applicable domestic content percentage under 49 U.S.C. § 5323(j)(2)(C) will be based on the scheduled delivery date of the first production vehicle (i.e., the first vehicle intended to carry passengers in revenue service), final acceptance notwithstanding. Thus, if a recipient or group of recipients as part of a joint procurement enter into a contract for rolling stock on or after October 1, 2015, then the new FAST Act provisions applicable for the date of delivery of the first production vehicle shall apply. Accordingly, if the first production vehicle is delivered in FY2018 or FY2019, the domestic content must be more than 65 percent, and if the first production vehicle is delivered in FY2020 or beyond, the domestic content must be more than 70 percent. If the scheduled delivery date is delayed such that the domestic content requirement is increased, recipients must comply with FTA's September 1, 2016 policy guidance on the implementation of the phased increase in domestic content.

Compliance with FMVSS: The recipient must receive a certification from the vehicle manufacturer at the pre-award stage that the vehicles being procured comply with FMVSS issued by the National Highway Traffic Safety Administration (49 CFR Part 571).

49 U.S.C. 5323(j); 49 CFR 663

58) Post Delivery Audits and Certifications

Compliance with purchaser's specifications: The recipient must complete a post-delivery purchaser's requirements certification verifying that the buses delivered meet the contract specifications. This must be completed before a bus title is transferred to the recipient or before a bus is placed into revenue service, whichever is first. The post-delivery certification is based on the recipient's visual inspections and road tests and, if required,

the resident inspector's monitoring of the final assembly process and final report of manufacturing activities. The requirement to conduct an audit for compliance with purchaser's requirements and sign a certification applies to all purchases of revenue rolling stock, even those below the Federal simplified acquisition threshold or Buy America threshold.

Recipients are required to have a resident inspector during final assembly process if they meet the following criteria: ☐ Recipient is purchasing any number of rail vehicles.

☐ Recipient is in an urbanized area with a population of more than 200,000 and is purchasing more than 10 buses.

☐ Recipient is in an area with a population of 200,000 or less and is purchasing more than 20 buses.

FTA does not require in-plant inspectors for unmodified vans manufactured by the automobile companies. FTA requires only a visual inspection and road test after delivery for such procurements.

In the case of consolidated procurements on behalf of multiple subrecipients, the in-plant inspection requirement is triggered only if any single subrecipient will receive more than 10 or more than 20 vehicles, depending on area size. One in-plant inspector can meet the requirement for multiple recipients. The inspector may not be an agent or employee of the manufacturer. The inspector must prepare a report providing accurate records of all vehicle construction activities and summarizing how the construction and operational characteristics of the vehicles met (or did not meet) the contract specifications.

Compliance with Buy America: Required post-delivery certification includes disclosure by the manufacturer of the final assembly location; a listing of the component and subcomponent parts, the cost (actual or percent of total) of such components and subcomponents and the country of origin; a description of final assembly activities; and the cost of final assembly. Final assembly costs are not to be included when calculating the percent of domestic content of the vehicle.

The recipient or an independent third party must conduct the Buy America audits. The audit may be based on information provided by the manufacturer; however, certification by the manufacturer is not adequate.

Compliance with FMVSS: The recipient must complete, at the post-delivery stage, a certification that the recipient has received from the vehicle manufacturer at both the pre-award and post-delivery stages a certification that the vehicles comply with the FMVSS issued by the National Highway Traffic Safety Administration (49 CFR Part 571). The requirement to conduct an audit for compliance with FMVSS and sign a certification applies to all purchases of revenue rolling stock, even those below the Federal simplified acquisition threshold or Buy America threshold.

49 U.S.C. 5323(j); 49 CFR 663

59) Change Orders

Recipients use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable Federal law, including 2 CFR Part 200, and FTA Circular 4220.1F, “Third Party Contracting Guidance.”

A change order is an order authorized by the recipient directing the contractor to make changes, pursuant to contract provisions for such changes, with or without the consent of the contractor. Change orders must be approved by authorized recipient officials. Change orders are, in effect, sole source procurements. If project managers can approve change orders with minimal or no oversight, outside of normal procurement channels, potential problems may arise.

Competitors sometimes protest the issuance of changes when they believe that a new competitive procurement process should have been used for the changed work. The criterion is whether the change was within the scope of the original competition, i.e., what the competitors should have anticipated to be within the scope of the competition. An important factor to be considered is whether the original solicitation adequately advised offerors of the potential for the type of changes during the course of the contract that in fact occurred, or whether the modification is of a nature which potential offerors would reasonably have anticipated under the changes clause.

Recipients must develop an ICE and perform a cost or price analysis in connection with every contract modification or change order over \$150,000. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation.

To be eligible for FTA assistance under the recipient’s award or cooperative agreement, the cost of the change, modification, change order, or constructive change must be allowable, allocable, within the scope of its award or cooperative agreement, and reasonable for the completion of project scope.

FTA Circular 4220.1F Chapter VII 2. a.

60) Subrecipient Oversight

When a recipient passes through funding to a subrecipient, competitive procurement requirements may apply to the subrecipient. Typically, this requirement would apply to any subrecipient which performs primary project activities normally performed by the recipient directly. In such circumstances, the procurement process of the subrecipient should meet Federal requirements contained in the FTA Master Agreement, including Buy America, debarment and suspension, and lobbying requirements. Furthermore, a recipient needs to have a mechanism to ensure subrecipient compliance.

Some recipients provide written guidelines or standard terms and conditions to subrecipients for direct procurements. Some recipients review subrecipients' direct procurements, particularly for vehicles, equipment, and construction. Such reviews,

which generally focus on bid evaluation and selection, may be used to ensure that FTA (and state) requirements are met.

Monitoring of compliance with FTA third party contracting requirements will require a review of procurement procedures, either through site visits or a periodic review of written procurement manuals. The recipient is not required to review each subrecipient's procurement to ensure compliance with Federal requirements. The recipient may review selected procurements on a periodic basis in conjunction with a site visit or other general review of compliance with Federal requirements.

2 CFR 200.331

61) Revenue Contracts

Revenue contracts are those in which the recipient or subrecipient provides access to public transportation assets for the primary purpose of either producing revenue in connection with an activity related to public transportation, or creating business opportunities with the use of FTA-assisted property. If there are several potential competitors for a limited opportunity (such as advertising space on the side of a bus), then the recipient should use a competitive process to permit interested parties an equal chance to obtain that limited opportunity. If, however, one party seeks access to a public transportation asset (such as a utility that might seek cable access in a subway system), and the recipient is willing and able to provide contracts or licenses to other parties similarly situated (since there is room for a substantial number of such cables without interfering with transit operations), then competition would not be necessary because the opportunity to obtain contracts or licenses is open to all similar parties. In the case of joint development, FTA will work with the recipient to determine appropriate procedures, as necessary.

FTA Circular 4220.1F Chapter 2. b. (4)

62) Single Bid

With a single bid, the documentation should include a cost analysis, as well as an explanation as to why a single bid was obtained. Upon receiving a single bid or proposal in response to a solicitation, the recipient should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and should include a survey of potential sources that chose not to submit a bid or proposal.

“Upon receiving a single bid or single proposal in response to a solicitation, the recipient should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal. a. Adequate Competition. FTA acknowledges competition to be adequate when the reasons for few responses were caused by conditions beyond the recipient's control. Many unrelated factors beyond the recipient's control might cause potential sources not to submit a bid or proposal. If the competition can be determined adequate, FTA's competition requirements will be fulfilled, and the

procurement will qualify as a valid competitive award. b. Inadequate Competition. FTA acknowledges competition to be inadequate.”

FTA Circular 4220.1F Chapter VI 3. i. (1) (b) 2.

63) Certifications (TVM, Lobbying, Buy America)

Transit Vehicle Manufacturer (TVM) Certification: As part of their DBE program, all recipients must require that each TVM, as a condition of being authorized to bid on transit vehicle procurements funded by FTA, certify that it has complied with the requirements of 49 CFR 26.49. Only those TVMs listed on FTA’s certified list or that have submitted a goal methodology to FTA that has been approved or has not been disapproved at the time of solicitation are eligible to bid. The recipient is required to include a provision in its bid specifications requiring the TVM certification as a condition of permission to bid. The certification should reference 49 CFR Part 26 (not Part 23).

A list of certified TVMs that have submitted required DBE information to FTA is available at the FTA website: <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/eligible-tvms-list>. However, this list is not exclusive and recipients should consult with FTA to verify the status of TVMs not currently on the website. Prior to award, evidence that this website has been checked or evidence of communication with FTA’s Office of Civil Rights to validate TVM certification, should be included in applicable procurement files. FTA has instructed TVMs to submit to recipients a copy of their FTA approval letters along with the TVM certifications.

The TVM definition is codified at 49 CFR 26.5. Note that producers of vehicles that receive postproduction alterations or retrofitting to be used for public transportation purposes (e.g., so-called cutaway vehicles, vans customized for service to people with disabilities) are also considered to be TVMs. Further, to the extent to which a vehicle remanufacturer is responding to a solicitation for new or remanufactured vehicles with a vehicle to which the remanufacturer has provided post-production alterations or retrofitting, that remanufacturer is considered a TVM. Again, only certified TVMs are eligible to bid on FTA-assisted procurements. Businesses that manufacture, mass-produce, or distribute vehicles solely for personal use and for sale “off the lot” are not considered TVMs.

Lobbying Certification: Recipients are required to include a lobbying certification in agreements, contracts, and subcontracts exceeding \$100,000. Signed certifications regarding lobbying must be obtained by the recipient from subrecipients and contractors. Subrecipients retain their contractors’ certifications and contractors retain subcontractors’ certifications. The recipient is responsible for ensuring that they fulfill the requirements in applicable direct procurements exceeding \$100,000.

Buy America Certification: Buy America regulations require that all steel, iron, and manufactured products used in the project are produced in the United States. Solicitations for steel, iron, and manufactured products must contain a Buy America certification, unless the procurement is subject to a general waiver or the small purchase

waiver. Buy America requirements also apply to capital leases for rolling stock and related equipment. Buy America requirements applicable to rolling stock procurements are discussed in more detail in Part D, Revenue Rolling Stock Procurements.

The small purchase waiver is now included in 49 U.S.C 5323(j)(13) and provides that the term "small purchase" means a purchase of not more than \$150,000. On September 16, 2016, the FTA Chief Counsel issued a Dear Colleague Letter regarding the small purchase waiver. The statutory language is clear that the small purchase waiver applies to purchases of \$150,000 or less, regardless of the size of the project. Therefore, purchases made with FTA financial assistance, including capital, planning, or recipients or subrecipients and to purchases made by third-party contractors on behalf of the recipient or subrecipient. This provision of the FAST Act applies to all purchases made after October 1, 2015. The \$150,000 contract value is based on the total contract amount, including labor and options, and not just the value of the goods purchased. Also, recipients are not permitted to break up procurements in order to stay under the \$150,000 threshold. Finally, if a solicitation may result in bids near \$150,000, recipients should include the Buy America certifications in the solicitation, with a note clarifying that if the bid is more than \$150,000, the bidder must certify per the Buy America requirements, but if the bid is \$150,000 or less, no certification will be necessary.

Buy America statute applies to:

- All purchases of steel, iron, and manufactured products greater than \$150,000, regardless of whether they involve capital, operating, or planning funds,

- Contractors and subcontractors if the contract or subcontract is more than \$150,000, including labor and options,

- Purchases made using an intergovernmental agreement and jointly purchased manufactured products, and

- Purchases of used items.

For all procurements more than \$150,000, the recipient shall include in its bid or request for proposal an appropriate notice of the Buy America provision. Such specifications shall require, as a condition of responsiveness, that the bidder or offeror submit with the bid or offer a completed Buy America certificate in accordance with 49 CFR §§ 661.6 or 661.12 of this part, as appropriate. Recipients should include only the applicable Buy America certification. Inclusion of both certifications for both rolling stock and non-rolling stock procurements is discouraged and may result in confusion on the part of the contractor as to the applicable Buy America requirements.

Recipients may not obtain signed Buy America certifications after contract award for its own contracts or contracts of other recipients to make the contracts eligible for Federal funding. Recipients may, however, obtain signed Buy America certifications before buying off state GSA-type contracts to make them eligible for Federal funding. The recipient should consider the full GSA-type contract amount, not the amount of its

purchase, when determining whether Buy America requirements apply to those purchases.

If a bidder or offeror cannot certify compliance with Buy America requirements, the recipient must seek a waiver of the Buy America statute before it may award the contract to the bidder or offeror. Buy America waivers are available on one of the following grounds: applying Buy America requirements would be inconsistent with the public interest; the materials produced in the United States are not produced in a sufficient and reasonably available quantity or are not of a satisfactory quality (i.e., non-availability waiver); or including domestic material will increase the cost of the overall project by more than 25 percent.

49 CFR 26.49 (a); FTA Circular 9030.1E Chapter V 11.; APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS. (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); 49 CFR 661.6; 49 CFR 661.12

64) Bus Testing

The recipient must have in its possession a copy of the Altoona Bus Testing Report before final acceptance of the first vehicle. Testing applies to buses and modified vans used in transit service, including, but not limited to, new bus and van models using alternative fuels such as methanol, ethanol, compressed natural gas (CNG), hydrogen, and electricity (if stored and/or generated on-board the vehicle).

FTA does not require a vehicle manufacturer to test its model before bidding. However, recipients of FTA funds acquiring any bus model must certify that an example of that model will have been tested and the recipient will have received a copy of the resulting test report prepared on the bus model before the final acceptance of the first vehicle. Effective October 31, 2016, the effective date of the revision to 49 CFR part 665, recipients must certify that the bus models submitted to Altoona following the effective date received a passing score before FTA funds can be spent on that vehicle.

Bus testing is not required for unmodified mass-produced vans (provided they are only offered to FTA recipients in the 4-year/100,000-mile service life category). Unmodified mass-produced vans are vehicles manufactured as complete, fully assembled vehicles as provided by the original equipment manufacturer (OEM). This category includes vans with raised roofs or wheelchair lifts or ramps that are installed by the OEM or by someone other than the OEM, provided that the installation of these components is completed in strict conformance with the OEM modification guidelines.

49 CFR 665.7

Appendix E

PRTCT/VRE CONTRACTS REVIEWED

Location/Number	Type	Description	Contractor	Amount
PRTC/SP18-21	Small Purchase	Inspect 31 MCI Coaches	Transit Resource Center	\$68,655.00
PRTC/20190164-00	Small Purchase	Vicon Camera Replacement	EAI Security Systems	\$9,716.70
PRTC/20180226-00	Small Purchase	Apollo Camera for MCI Coaches	Apollo Video Technology	\$8,502.72
PRTC/20190191-00 PRTC/20190195-00	Small Purchase	Transit Master Antenna Upgrade	ROK Brothers, Inc.	\$7,400.00
PRTC/20190251-00	Small Purchase	GFI Fareboxes	GFI Genfare	\$86,005.00
PRTC/20190145-00	Small Purchase	Camera Installation Inspection	Apollo Video Technology	\$5,667.00
PRTC/SP18-22	Small Purchase	Schedule Racks for MCI Coaches	Transit Information Products	\$10,000.00
PRTC/20180159-00	Small Purchase	PRTC Branding & Website Redesign	Institute of Research	\$45,900.00
PRTC/20190099-00	Small Purchase	Redesign Omniride Website	Redmon Group, Inc.	\$64,199.44
PRTC/20190124	Small Purchase	Radio for 5 MCI Coaches	Advance Technology	\$3,745.00
PRTC/20190333-00	Small Purchase	Replace Camera for Employee Lot	EAI Security Systems	\$4,354.00
PRTC/20190071	Small Purchase	Diesel Filters for MCI Coaches	First Transit, Inc	\$12,392.00
VRE/018-014	Sealed Bid	Purchase 20 automated electric motor parking brake systems	Wabtech Passenger Transit	\$176,680.00
VRE/019-002	Sealed Bid	Railcar End Body Door Diaphragm Kits	Central Sales & Service, Inc	\$97,660.50
VRE/019-004	Sealed Bid	Passenger Car Truck Overhaul Service	UTCRAAS, LLC	\$2,939,145.12

VRE/019-007	Sealed Bid	Railcar HVAC Component Overhaul Services	TIA Systems, LLC	\$2,505,600
PRTC/17-04	Competitive Proposals	Website Development, Programming, Hosting and General Technical Support	Redmon Group, Inc	\$86,779.44
VRE/017-016	Competitive Proposals	Installation and Integration of Security Cameras and Access Control System	RPI Group, Inc	NTE \$1,000,000.00
PRTC/18-02	Competitive Proposals	Fleet Audit & Technical Fleet Services	American Service Corp dba Transit Resource Center	\$103,400.00 A Year
PRTC/19-06	Competitive Proposals	Purchase of 31 MCI Commuter Buses	MCI	\$18,008,520.00
VRE/018-007	Competitive Proposals	Automatic Passenger Counting System	Infodev EDI Inc	\$1,090,911.00
VRE/019-005	Non-Competitive Proposals	Positive Train Control Software & Licenses	Metrocomm, LLC	\$3,446,557.00

Appendix G

Copy of Management Comment Letter



FUEL TAX REPORT - FY19
PRINCE WILLIAM COUNTY

FY18 Ending Fund Balance (as of 6/30/18) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward)

3,626,815.99

Income

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
FY19 Motor Fuels Tax Revenue (Beginning 7/1/18)						
July 2018	1,143,447.14	1,203,391.67	(59,944.53)	1,143,447.14	1,203,391.67	(59,944.53)
August	1,122,615.34	1,203,391.67	(80,776.33)	2,266,062.48	2,406,783.34	(140,720.86)
September	1,791,975.74	1,203,391.67	588,584.07	4,058,038.22	3,610,175.01	447,863.21
October	1,425,647.25	1,203,391.67	222,255.58	5,483,685.47	4,813,566.68	670,118.79
November	829,597.41	1,203,391.67	(373,794.26)	6,313,282.88	6,016,958.35	296,324.53
December	1,310,177.66	1,203,391.67	106,785.99	7,623,460.54	7,220,350.02	403,110.52
January 2019	1,139,261.96	1,203,391.67	(64,129.71)	8,762,722.50	8,423,741.69	338,980.81
February	1,053,671.10	1,203,391.67	(149,720.57)	9,816,393.60	9,627,133.36	189,260.24
March	1,279,505.63	1,203,391.66	76,113.97	11,095,899.23	10,830,525.02	265,374.21
April	1,274,587.04	1,203,391.66	71,195.38	12,370,486.27	12,033,916.68	336,569.59
May	1,214,123.83	1,203,391.66	10,732.17	13,584,610.10	13,237,308.34	347,301.76
June	1,226,106.11	1,203,391.66	22,714.45	14,810,716.21	14,440,700.00	370,016.21
	14,810,716.21	14,440,700.00	370,016.21			

FY19 Year to Date Interest from Investment
(actual interest earned from collections)

99,328.05

FY19 PRTC Operating Carryforward (refund)

5,414,300.00

Expenses

Less:

Resolution 18-06-13 FY19 PRTC Subsidies

(14,834,400.00)

Total Expenses

(14,834,400.00)

FY19 Fund Balance (as of 6/30/19)

9,116,760.25

Outstanding Adopted Resolutions (Encumbrances)

Resolution 08-06-07 VRE Local Capital Match for Gainesville- Haymarket

173,000.00

Total Encumbrances

173,000.00

FY19 Fund Balance Less Outstanding Adopted Resolutions as of 6/30/19

8,943,760.25

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY19
STAFFORD COUNTY

FY18 Ending Fund Balance (as of 6/30/18) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward)

3,344,341.91

Income

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
FY19 Motor Fuels Tax Revenue (Beginning 7/1/18)						
July 2018	350,570.32	376,591.67	(26,021.35)	350,570.32	376,591.67	(26,021.35)
August	279,752.27	376,591.67	(96,839.40)	630,322.59	753,183.34	(122,860.75)
September	635,737.67	376,591.67	259,146.00	1,266,060.26	1,129,775.01	136,285.25
October	486,067.63	376,591.67	109,475.96	1,752,127.89	1,506,366.68	245,761.21
November	309,115.77	376,591.67	(67,475.90)	2,061,243.66	1,882,958.35	178,285.31
December	379,424.34	376,591.67	2,832.67	2,440,668.00	2,259,550.02	181,117.98
January 2019	372,320.32	376,591.67	(4,271.35)	2,812,988.32	2,636,141.69	176,846.63
February	360,991.82	376,591.67	(15,599.85)	3,173,980.14	3,012,733.36	161,246.78
March	379,102.67	376,591.66	2,511.01	3,553,082.81	3,389,325.02	163,757.79
April	446,140.36	376,591.66	69,548.70	3,999,223.17	3,765,916.68	233,306.49
May	359,783.12	376,591.66	(16,808.54)	4,359,006.29	4,142,508.34	216,497.95
June	391,309.10	376,591.66	14,717.44	4,750,315.39	4,519,100.00	231,215.39
	4,750,315.39	4,519,100.00	231,215.39			

FY19 Year to Date Interest from Investment (actual interest earned from collections) **70,374.61**

FY19 PRTC Operating Carryforward (refund) **71,400.00**

Expenses

Less:	
Resolution 18-06-07 FY19 VRE Subsidies	(2,475,127.00)
Resolution 18-06-13 FY19 PRTC Subsidies	(107,500.00)
Total Expenses	(2,582,627.00)

FY19 Fund Balance (as of 6/30/19)

5,653,804.91

Outstanding Adopted Resolutions (Encumbrances)

Total Encumbrances

FY19 Fund Balance Less Outstanding Adopted Resolutions as of 6/30/19

5,653,804.91

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY19
CITY OF MANASSAS

FY18 Ending Fund Balance (as of 6/30/18) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward)

401,852.95

Income

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
FY19 Motor Fuels Tax Revenue (Beginning 7/1/18)						
July 2018	67,845.61	85,350.00	(17,504.39)	67,845.61	85,350.00	(17,504.39)
August	90,892.63	85,350.00	5,542.63	158,738.24	170,700.00	(11,961.76)
September	122,535.50	85,350.00	37,185.50	281,273.74	256,050.00	25,223.74
October	47,656.35	85,350.00	(37,693.65)	328,930.09	341,400.00	(12,469.91)
November	72,578.09	85,350.00	(12,771.91)	401,508.18	426,750.00	(25,241.82)
December	90,060.28	85,350.00	4,710.28	491,568.46	512,100.00	(20,531.54)
January 2019	80,433.79	85,350.00	(4,916.21)	572,002.25	597,450.00	(25,447.75)
February	80,282.34	85,350.00	(5,067.66)	652,284.59	682,800.00	(30,515.41)
March	83,886.39	85,350.00	(1,463.61)	736,170.98	768,150.00	(31,979.02)
April	85,586.69	85,350.00	236.69	821,757.67	853,500.00	(31,742.33)
May	178,416.11	85,350.00	93,066.11	1,000,173.78	938,850.00	61,323.78
June	84,868.85	85,350.00	(481.15)	1,085,042.63	1,024,200.00	60,842.63
	1,085,042.63	1,024,200.00	60,842.63			

FY19 Year to Date Interest from Investment
(actual interest earned from collections)

9,722.33

FY19 PRTC Operating Carryforward (refund)

43,300.00

Reimbursement from DRPT Grant and Transfer from Manassas

94,539.00

Expenses

Less:

Resolution 18-06-07	FY19 VRE Subsidies	(335,898.00)
Resolution 18-06-10	FY19 Parking Lot Leases	(66,000.00)
Resolution 18-06-13	FY19 PRTC Subsidies	(385,000.00)

Total Expenses

(786,898.00)

FY19 Fund Balance (as of 6/30/19)

847,558.91

Outstanding Adopted Resolutions (Encumbrances)

Resolution 18-06-08	FY19 Parking Garage Debt Service	212,000.00
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Total Encumbrances

212,000.00

FY19 Fund Balance Less Outstanding Adopted Resolutions as of 6/30/19

635,558.91

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY19
CITY OF MANASSAS PARK

FY18 Ending Fund Balance (as of 6/30/18) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward)

2,642,284.71

Income

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
FY19 Motor Fuels Tax Revenue (Beginning 7/1/18)						
July 2018	66,787.40	77,291.67	(10,504.27)	66,787.40	77,291.67	(10,504.27)
August	79,833.42	77,291.67	2,541.75	146,620.82	154,583.34	(7,962.52)
September	98,987.85	77,291.67	21,696.18	245,608.67	231,875.01	13,733.66
October	86,120.93	77,291.67	8,829.26	331,729.60	309,166.68	22,562.92
November	24,195.83	77,291.67	(53,095.84)	355,925.43	386,458.35	(30,532.92)
December	81,944.63	77,291.67	4,652.96	437,870.06	463,750.02	(25,879.96)
January 2019	61,736.34	77,291.67	(15,555.33)	499,606.40	541,041.69	(41,435.29)
February	53,480.84	77,291.67	(23,810.83)	553,087.24	618,333.36	(65,246.12)
March	67,022.61	77,291.66	(10,269.05)	620,109.85	695,625.02	(75,515.17)
April	64,954.78	77,291.66	(12,336.88)	685,064.63	772,916.68	(87,852.05)
May	76,266.54	77,291.66	(1,025.12)	761,331.17	850,208.34	(88,877.17)
June	56,932.31	77,291.66	(20,359.35)	818,263.48	927,500.00	(109,236.52)
	818,263.48	927,500.00	(109,236.52)			

FY19 Year to Date Interest from Investment
(actual interest earned from collections)

59,339.02

FY19 PRTC Operating Carryforward (refund)

30,400.00

Expenses

Less:

Resolution 18-06-07 FY19 VRE Subsidies (511,311.00)

Resolution 18-06-13 FY19 PRTC Subsidies (184,000.00)

Total Expenses **(695,311.00)**

FY19 Fund Balance (as of 6/30/19)

2,854,976.21

Outstanding Adopted Resolutions (Encumbrances)

Resolution 09-11-07 Road improvements 93,139.69

Resolution 10-11-05 Road improvements 234,500.00

Resolution 13-06-08 Safe routes to school project 200,000.00

Resolution 15-05-07 Road improvements 371,164.00

Resolution 17-07-06 Road improvements 116,000.00

Resolution 17-07-07 Road improvements 206,000.00

Total Encumbrances **1,220,803.69**

FY19 Fund Balance Less Outstanding Adopted Resolutions as of 6/30/19

1,634,172.52

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY19
CITY OF FREDERICKSBURG

FY18 Ending Fund Balance (as of 6/30/18) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward) 1,224,460.49

Income

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
FY19 Motor Fuels Tax Revenue (Beginning 7/1/18)						
July 2018	149,820.63	145,391.67	4,428.96	149,820.63	145,391.67	4,428.96
August	105,465.53	145,391.67	(39,926.14)	255,286.16	290,783.34	(35,497.18)
September	246,511.93	145,391.67	101,120.26	501,798.09	436,175.01	65,623.08
October	162,552.42	145,391.67	17,160.75	664,350.51	581,566.68	82,783.83
November	133,903.41	145,391.67	(11,488.26)	798,253.92	726,958.35	71,295.57
December	174,086.87	145,391.67	28,695.20	972,340.79	872,350.02	99,990.77
January 2019	137,637.04	145,391.67	(7,754.63)	1,109,977.83	1,017,741.69	92,236.14
February	126,211.15	145,391.67	(19,180.52)	1,236,188.98	1,163,133.36	73,055.62
March	124,520.64	145,391.66	(20,871.02)	1,360,709.62	1,308,525.02	52,184.60
April	154,194.36	145,391.66	8,802.70	1,514,903.98	1,453,916.68	60,987.30
May	111,802.89	145,391.66	(33,588.77)	1,626,706.87	1,599,308.34	27,398.53
June	116,520.68	145,391.66	(28,870.98)	1,743,227.55	1,744,700.00	(1,472.45)
	<u>1,743,227.55</u>	<u>1,744,700.00</u>	<u>(1,472.45)</u>			

FY19 Year to Date Interest from Investment **35,061.70**
(actual interest earned from collections)

FY19 PRTC Operating Carryforward (refund) **31,800.00**

Expenses

Less:

Resolution 18-06-07	FY19 VRE Subsidies	(436,568.00)
Resolution 18-06-13	FY19 PRTC Subsidies	(40,300.00)
Resolution 19-06-10	Various Projects	<u>(1,027,206.00)</u>
Total Expenses		<u>(1,504,074.00)</u>

FY19 Fund Balance (as of 6/30/19) **1,530,475.74**

Outstanding Adopted Resolutions (Encumbrances)

Resolution 19-06-10	Various Projects	<u>432,642.00</u>
Total Encumbrances		<u>432,642.00</u>

FY19 Fund Balance Less Outstanding Adopted Resolutions as of 6/30/19 **1,097,833.74**

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY19
SPOTSYLVANIA COUNTY

FY18 Ending Fund Balance (as of 6/30/18) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward) **4,408,178.94**

Income

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
FY19 Motor Fuels Tax Revenue (Beginning 7/1/18)						
July 2018	352,216.99	412,483.33	(60,266.34)	352,216.99	412,483.33	(60,266.34)
August	424,750.56	412,483.33	12,267.23	776,967.55	824,966.66	(47,999.11)
September	615,330.82	412,483.33	202,847.49	1,392,298.37	1,237,449.99	154,848.38
October	526,320.96	412,483.33	113,837.63	1,918,619.33	1,649,933.32	268,686.01
November	348,270.63	412,483.33	(64,212.70)	2,266,889.96	2,062,416.65	204,473.31
December	469,773.40	412,483.33	57,290.07	2,736,663.36	2,474,899.98	261,763.38
January 2019	405,138.51	412,483.33	(7,344.82)	3,141,801.87	2,887,383.31	254,418.56
February	363,818.00	412,483.33	(48,665.33)	3,505,619.87	3,299,866.64	205,753.23
March	444,693.16	412,483.34	32,209.82	3,950,313.03	3,712,349.98	237,963.05
April	512,533.02	412,483.34	100,049.68	4,462,846.05	4,124,833.32	338,012.73
May	419,968.62	412,483.34	7,485.28	4,882,814.67	4,537,316.66	345,498.01
June	426,989.95	412,483.34	14,506.61	5,309,804.62	4,949,800.00	360,004.62
	<u>5,309,804.62</u>	<u>4,949,800.00</u>	<u>360,004.62</u>			

FY19 Year to Date Interest from Investment **101,681.81**
(actual interest earned from collections)

FY19 PRTC Operating Carryforward (refund) **88,800.00**

Expenses

Less:	
Resolution 17-03-07 Various Projects	(33,417.08)
Resolution 18-01-04 Various Projects	(179,707.10)
Resolution 18-06-07 FY19 VRE Subsidies	(1,632,635.00)
Resolution 18-06-13 FY19 PRTC Subsidies	(118,700.00)
Resolution 18-11-07 Various Projects	(3,113,802.13)
Resolution 19-04-05 Various Projects	(2,889,402.25)
Total Expenses	<u>(7,967,663.56)</u>

FY19 Fund Balance (as of 6/30/19) **1,940,801.81**

Outstanding Adopted Resolutions (Encumbrances)	
Resolution 18-11-07 Various Projects	9,467.87
Resolution 19-04-05 Various Projects	708,567.75
Total Encumbrances	<u>718,035.62</u>

FY19 Fund Balance Less Outstanding Adopted Resolutions as of 6/30/19 **1,222,766.19**

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY20
PRINCE WILLIAM COUNTY

FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward)

9,116,760.25

Income

FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
July 2019	1,476,731.09	1,235,300.00	241,431.09	1,476,731.09	1,235,300.00	241,431.09
August	1,911,679.18	1,235,300.00	676,379.18	3,388,410.27	2,470,600.00	917,810.27
September	-	-	-	-	-	-
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	<u>3,388,410.27</u>	<u>2,470,600.00</u>	<u>917,810.27</u>			

FY20 Year to Date Interest from Investment
(actual interest earned from collections)

28,862.46

FY20 PRTC Operating Carryforward (refund)

2,984,000.00

Expenses

Less:

Resolution 19-06-14 FY20 PRTC Subsidies

(2,984,000.00)

Total Expenses

(2,984,000.00)

FY20 Fund Balance (as of 8/31/19)

12,534,032.98

Outstanding Adopted Resolutions (Encumbrances)

Resolution 08-06-07 VRE Local Capital Match for Gainesville- Haymarket

173,000.00

Resolution 19-06-14 FY20 PRTC Subsidies

13,884,300.00

Total Encumbrances

14,057,300.00

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 8/31/19

(1,523,267.02)

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY20
STAFFORD COUNTY

FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward)

5,653,804.91

Income

FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
July 2019	450,682.24	386,575.00	64,107.24	450,682.24	386,575.00	64,107.24
August	499,915.27	386,575.00	113,340.27	950,597.51	773,150.00	177,447.51
September	-	-	-	-	-	-
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	950,597.51	773,150.00	177,447.51			

FY20 Year to Date Interest from Investment
(actual interest earned from collections)

15,495.16

FY20 PRTC Operating Carryforward (refund)

63,300.00

Expenses

Less:

Resolution 19-06-11 FY20 VRE Subsidies

(1,176,410.00)

Resolution 19-06-14 FY20 PRTC Subsidies

(63,300.00)

Total Expenses

(1,239,710.00)

FY20 Fund Balance (as of 8/31/19)

5,443,487.58

Outstanding Adopted Resolutions (Encumbrances)

Resolution 19-06-11 FY20 VRE Subsidies

1,176,410.00

Resolution 19-06-14 FY20 PRTC Subsidies

40,900.00

Total Encumbrances

1,217,310.00

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 8/31/19

4,226,177.58

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY20
CITY OF MANASSAS

FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward)

847,558.91

Income

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)						
July 2019	86,846.19	87,608.33	(762.14)	86,846.19	87,608.33	(762.14)
August	79,902.76	87,608.33	(7,705.57)	166,748.95	175,216.66	(8,467.71)
September	-	-	-	-	-	-
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	166,748.95	175,216.66	(8,467.71)			

FY20 Year to Date Interest from Investment
(actual interest earned from collections)

1,285.34

FY20 PRTC Operating Carryforward (refund)

50,600.00

Reimbursement from DRPT Grant and Transfer from Manassas

-

Expenses

Less:

Resolution 19-06-11	FY20 VRE Subsidies	(347,371.00)
Resolution 19-06-14	FY20 PRTC Subsidies	(50,600.00)

Total Expenses

(397,971.00)

FY20 Fund Balance (as of 8/31/19)

668,222.20

Outstanding Adopted Resolutions (Encumbrances)

Resolution 18-06-08	FY19 Parking Garage Debt Service	212,000.00
Resolution 19-06-11	FY20 VRE Subsidies	347,371.00
Resolution 19-06-14	FY20 PRTC Subsidies	420,700.00

Total Encumbrances

980,071.00

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 8/31/19

(311,848.80)

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY20
CITY OF MANASSAS PARK

FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward)

2,854,976.21

Income

FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
July 2019	72,715.48	79,350.00	(6,634.52)	72,715.48	79,350.00	(6,634.52)
August	91,708.34	79,350.00	12,358.34	164,423.82	158,700.00	5,723.82
September	-	-	-	-	-	-
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	164,423.82	158,700.00	5,723.82			

FY20 Year to Date Interest from Investment
(actual interest earned from collections)

10,152.68

FY20 PRTC Operating Carryforward (refund)

27,100.00

Expenses

Less:

Resolution 19-06-11 FY20 VRE Subsidies (202,742.50)

Resolution 19-06-14 FY20 PRTC Subsidies (27,100.00)

Total Expenses **(229,842.50)**

FY20 Fund Balance (as of 8/31/19)

2,826,810.21

Outstanding Adopted Resolutions (Encumbrances)

Resolution 09-11-07 Road improvements	93,139.69
Resolution 10-11-05 Road improvements	234,500.00
Resolution 13-06-08 Safe routes to school project	200,000.00
Resolution 15-05-07 Road improvements	371,164.00
Resolution 17-07-06 Road improvements	116,000.00
Resolution 17-07-07 Road improvements	206,000.00
Resolution 19-06-11 FY20 VRE Subsidies	202,742.50
Resolution 19-06-14 FY20 PRTC Subsidies	222,600.00
Total Encumbrances	1,646,146.19

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 8/31/19

1,180,664.02

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY20
CITY OF FREDERICKSBURG

FY2019 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward)

1,530,475.74

Income

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)						
July 2019	145,551.01	149,250.00	(3,698.99)	145,551.01	149,250.00	(3,698.99)
August	165,640.39	149,250.00	16,390.39	311,191.40	298,500.00	12,691.40
September	-	-	-	-	-	-
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	<u>311,191.40</u>	<u>298,500.00</u>	<u>12,691.40</u>			

FY20 Year to Date Interest from Investment
(actual interest earned from collections)

4,750.31

FY20 PRTC Operating Carryforward (refund)

28,100.00

Expenses

Less:

Resolution 19-06-11	FY20 VRE Subsidies	(160,514.00)
Resolution 19-06-14	FY20 PRTC Subsidies	(28,100.00)
Total Expenses		<u>(188,614.00)</u>

FY20 Fund Balance (as of 8/31/19)

1,685,903.45

Outstanding Adopted Resolutions (Encumbrances)

Resolution 19-06-10	Various Projects	432,642.00
Resolution 19-06-11	FY20 VRE Subsidies	160,514.00
Resolution 19-06-14	FY20 PRTC Subsidies	12,200.00
Total Encumbrances		<u>605,356.00</u>

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 8/31/19

1,080,547.45

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY20
SPOTSYLVANIA COUNTY

FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward)

1,940,801.81

Income

FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
July 2019	537,045.10	423,416.67	113,628.43	537,045.10	423,416.67	113,628.43
August	560,794.99	423,416.67	137,378.32	1,097,840.09	846,833.34	251,006.75
September	-	-	-	-	-	-
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	1,097,840.09	846,833.34	251,006.75			

FY20 Year to Date Interest from Investment
(actual interest earned from collections)

13,531.20

FY20 PRTC Operating Carryforward (refund)

71,900.00

Expenses

Less:

Resolution 19-06-11 FY20 VRE Subsidies (642,835.00)
Resolution 19-06-14 FY20 PRTC Subsidies (71,900.00)

Total Expenses **(714,735.00)**

FY20 Fund Balance (as of 8/31/19)

2,409,338.10

Outstanding Adopted Resolutions (Encumbrances)

Resolution 18-11-07 Various Projects	9,467.87
Resolution 19-04-05 Various Projects	708,567.75
Resolution 19-06-11 FY20 VRE Subsidies	642,835.00
Resolution 19-06-14 FY20 PRTC Subsidies	42,300.00
Total Encumbrances	<u>1,403,170.62</u>

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 8/31/19

1,006,167.48

(*) Resolutions which have been encumbered will not be expended until funds become available



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SEPTEMBER 2019 |
SAFETY DASHBOARD |





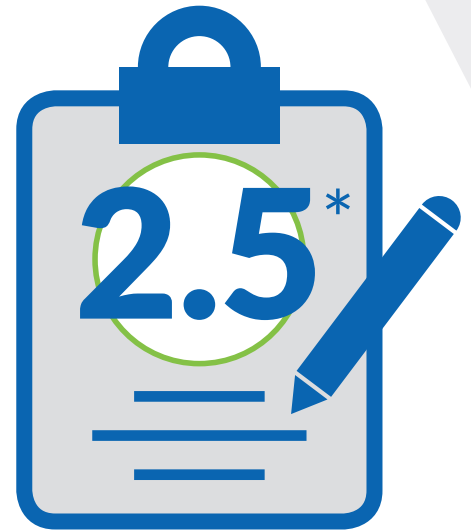
OMNIRIDE | SEPTEMBER 2019



MONTHLY SAFETY DASHBOARD

ACCIDENT/INCIDENT RATE FREQUENCY

*Per 100K miles



ACCIDENTS/INCIDENTS BY DAY & SERVICE TYPE

Accidents:

- Personal Injury
- Property Damage

Incidents:

- Suspicious Package
- Disruptive Behavior
- Public Safety Occurrence

Local: 10%
Express: 90%



MONDAY: 3

TUESDAY: 1

WEDNESDAY: 2

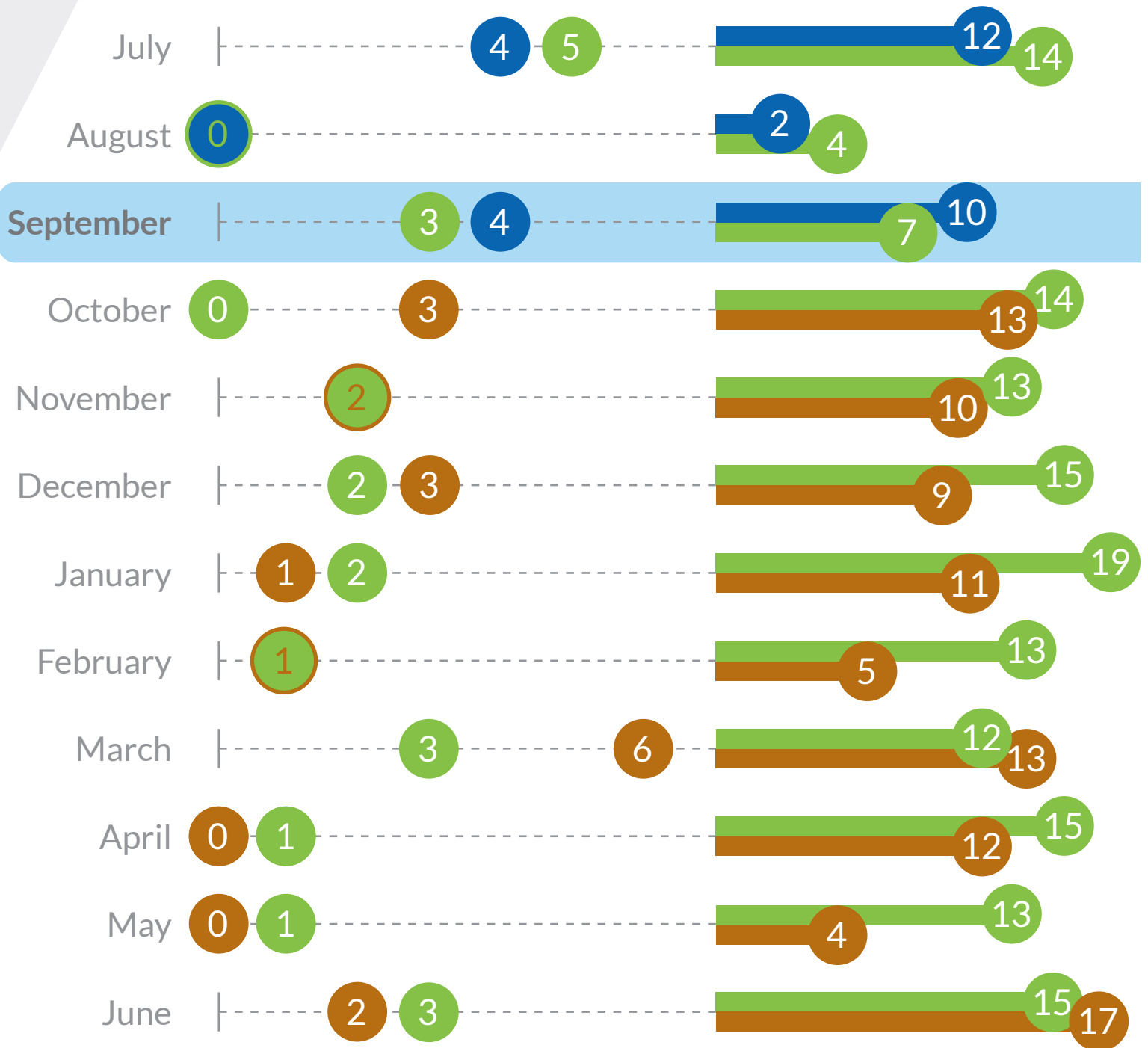
THURSDAY: 4

FRIDAY: 0

SATURDAY: 0

PREVENTABLE ACCIDENTS/INCIDENTS

ALL ACCIDENTS/ INCIDENTS



Fiscal Year:

2018

2019

2020

Current Period



OMNIRIDE // KEY FOCUS AREAS

ACCIDENTS IN REVENUE SERVICE VS. NON-REVENUE SERVICE



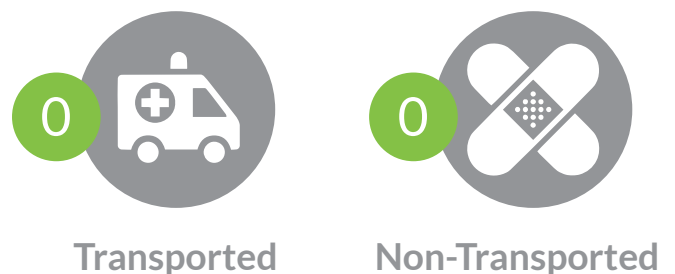
ACCIDENTS IN WASHINGTON D.C. VS. VIRGINIA



TOTAL ACCIDENTS & INCIDENTS WITH VEHICLES



REPORTED INJURIES



90-DAY ACCIDENT/INCIDENT SPOTLIGHT

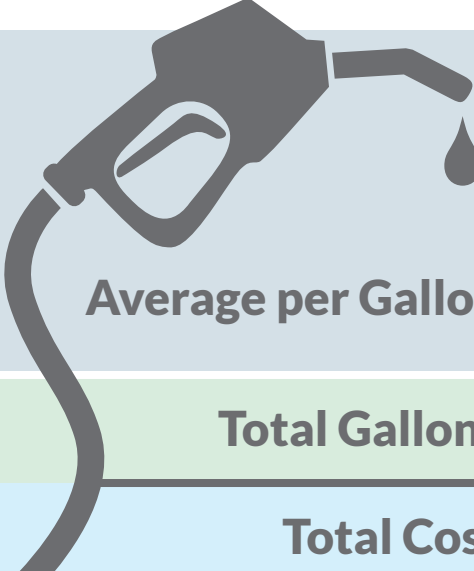
1st Qtr
27
Total*

35.7%

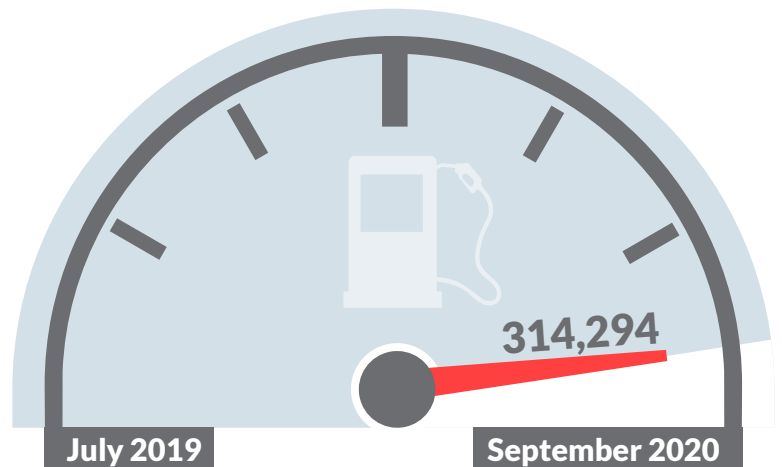
*Total between months
of July, August, September



OMNIRIDE // FUEL GAUGE DASHBOARD

	Average per Gallon	FY2020 Q1 TOTAL FUEL DELIVERED \$2.01	FY2019 Q1 TOTAL FUEL DELIVERED \$2.23
	Total Gallons	314,294	297,627
	Total Cost	\$632,280	\$664,686

Delivered Fuel
vs Budgeted Fuel
Delivery (FY20 Q1)



Fuel Expenditures
vs Budgeted Fuel
Expenditures (FY20 Q1)

