

A regular meeting of the Board of Directors of the GRTC, Old Dominion Transit Management Company (ODTMC), and RideFinders will be held concurrently at 8:00 a.m. January 16, 2024, at GRTC, 301 East Belt Boulevard, 3rd Floor Conference Room, Richmond, Virginia. Video and audio of the meeting will be streamed live online and recorded for later viewing at the following web address: https://youtube.com/live/h_EkpYnTBvk?feature=share.

Agenda

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- X. Board Chair’s Report
- XI. Executive Session
- XII. Other Business
- XIII. Adjourn

**MINUTES
NOVEMBER 21, 2023
GRTC BOARD OF DIRECTORS
BOARD MEETING**

Members Present: Tyrone E. Nelson, Chair, County of Henrico
Andreas Addison, Vice Chair, City of Richmond
Barbara K. Smith, Secretary/Treasurer, County of Chesterfield
Dave Anderson, County of Chesterfield
Todd Eure, County of Henrico
Jim Ingle, County of Chesterfield
Ellen Robertson, City of Richmond
Lincoln Saunders, City of Richmond
Daniel Schmitt, County of Henrico

Others Present: Bonnie Ashley, General Counsel
Sheryl Adams, Chief Executive Officer
Adrienne Torres, Chief of Staff
John Zinzarella, Chief Financial and Administrative Officer
Stefan Marks, Chief Development Officer
Tim Barham, Chief of Transit Operations
Tony Byrd, Director of Maintenance
Anthony Carter, Director of Safety
Joe Dillard, Director of Equitable Innovation & Legislative Policy
Dexter Hurt, Director of Information Systems
Michael Hurt, Interim Director of Marketing and Communications
Marc René, Director of Finance
Von Tisdale, Executive Director RideFinders
Cherika Ruffin, RideFinders
Monica Carter, Safety and Service Compliance Manager
Antionette Haynes, Procurement Specialist
Patricia Robinson, Planning Manager
Janice Witt, Executive Assistant
Ken Lantz, PlanRVA
Leslie Roberts, Brown Edwards & Company (Joined Remotely)
Christy Turner, Brown Edwards & Company

I. Call to Order & Introductions

This meeting of the Board of Directors and the GRTC Transit System, Old Dominion Transit Management Company (ODTMC), and RideFinders was called to order on November 21, 2023, by Chairman Nelson, at 8AM. The meeting was held at GRTC, 3rd Floor Conference Room, 301 East Belt Boulevard, Richmond, Virginia. Video and audio of the meeting will be streamed live online and recorded for later viewing at the following web address:
https://youtube.com/live/IVVrj_keSV4?feature=share.

II. Public Comments

The public notice, meeting agenda, and agenda attachments for this November 21, 2023, Board meeting of the Boards of GRTC, RideFinders, and Old Dominion Transit Management Company were posted at rideGRTC.com. Per the meeting notice, all written comments received via email by Mike Hurt prior to 5PM on the day preceding a meeting were provided

to all members of the Board the night before the meeting and will be made a part of the meeting minutes. Mr. Hurt received no written public comments.

III. Board Meeting Minutes – November 21, 2023

Mr. Ingle motioned to approve the November 21, 2023 Board Meeting minutes, Ms. Robertson seconded, and the motion carried unanimously.

IV. Action Items

A. January Service Changes – Ms. Robinson stated that GRTC plans to make service adjustments on January 14, 2024. Per FTA regulations, GRTC is required to conduct an equity analysis for any fare or major service change following the methodology outlined in GRTC’s Title VI Program. As GRTC receives federal funding, it must comply with Title VI of the Civil Rights Act of 1964 which prevents discrimination based on race, color, or national origin. This analysis ensures changes are fair for all customers based on set thresholds. Ms. Robinson reviewed the service changes and concluded that the changes did not result in a disparate impact on minority populations or a disproportionate burden to low-income populations. Staff is recommending that the Board of Directors acknowledge and concur with the results of the Title VI Equity Analysis; Mr. Saunders motioned to accept the staff’s recommendation; Ms. Smith seconded, and the motion carried unanimously.

B. GRTC Financial Audit - Ms. Turner of Brown Edwards stated that the financial statements presented fairly, in all material respects. The auditors have a clean unmodified audit opinion on the audited financial statements. Mr. Ingle motioned to accept GRTC’s Annual Audit report as presented, Mr. Addison seconded, and the motion carried unanimously.

C. RideFinders Financial Audit – Ms. Turner stated that that the financial statement disclosures are neutral, consistent, and clear. No significant difficulties in dealing with management in performing and completing the audit. The auditors have a clean unmodified audit opinion on the audited financial statements. Ms. Robertson motioned to accept the RideFinders Annual Audit report as presented, Mr. Anderson seconded, and the motion carried unanimously.

V. Information Items

A. Updated List of Recent and Upcoming Procurements – there were two new projects added this month and they are 1) Marketing Services for \$150,000 and 2) Motorized Entrance Gates/Fence for \$250,000.

B. Public Transportation Agency Safety Plan (PTASP) – In 2018, FTA published the PTASP which requires transportation systems that receive federal funds develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The plan must include safety performance targets which are created by GRTC based on prior safety performance data. The Board approved GRTC’s Agency Safety Plan in December 2022. GRTC staff will annually present the Safety Performance Targets to the Board for information purposes only to keep in compliance with FTA requirements. Mr. Carter stated the agency sets safety performance targets that represent its goals for the upcoming year. These goals could be maintaining current safety performance levels or improvement over current safety performance. FTA has not specified how transit providers set their targets nor established a required methodology. GRTC staff sets these targets and Mr. Carter reviewed the targets that were set with the Board. The Board requested in the future to show the actual numbers compared to the targeted numbers.

VI. Staff Reports

Staff discussed the Reports provided in the Board Packet as follows with no significant changes from the prior month to report and no new significant issues pending:

- A. Safety Performance – Tony Carter
- B. Service Report and Operator Staffing – Tim Barham
- C. Vehicle/Facility Report – Tony Byrd
- D. Ridership Report – Patricia Robinson
- E. Rider Comments – Monica Carter
- F. Financial Report – John Zinzarella

VII. Chief Executive Officer Report – Sheryl Adams

A. Ms. Adams stated with Ms. Tisdale's retirement and the search for an Executive Director that she has asked Ms. Ruffin to serve as Interim Executive Director. Ms. Adams asked if there were any concerns regarding her leading the search to find an Interim Executive Director for RideFinders or did the Board want to handle that function. The Board stated that Ms. Adams should lead that search.

VIII. Board Chair's Report

- A. The Chairman recognized and congratulated Ms. Adams for her 25 years of service with GRTC and presented her with the 25 years of service pin.
- B. The Chairman thanked all the staff and stated what a great year it has been with all the accomplishments. Ms. Robertson also commended staff and the leadership of GRTC.

IX. Adjourn

There being no further business, the meeting adjourned at 9:04AM.

APPROVED:

Tyrone E. Nelson, Chair
GRTC Board of Directors

Date



Meeting Date: January 16, 2024

CONSENT AGENDA ITEMS:

- Janitorial Services – Tony Byrd
- Paratransit Vehicles – Tony Byrd
- Microtransit Marketing Services – Mike Hurt
- Medical Insurance Renewal Resolution – John Zinzarella



Meeting Date: January 16, 2024
Consent Agenda: Janitorial Services

BACKGROUND:

The current contract for Janitorial Services expires on January 31, 2024, and GRTC must now obtain services for continuous janitorial cleaning. As a result, staff issued a Request for Proposals on October 16, 2023.

HIGHLIGHTS:

- Proposals were distributed to over 10,000 companies. Eight companies attended the optional pre-proposal conference and staff received three proposals.
- The evaluation committee rated each proposal in four areas and unanimously selected Brooks & Brooks Services Inc.
- The contractor is required to provide all equipment, materials, tools, supplies and chemicals. These include, but are not limited to, items such as scrubbing machines, floor buffers, vacuum cleaners, mops, brooms, rags, cleaning agents, trashcan liners, paper products, and hand soaps.
- The agreement will be structured as a 3-year contract with 2, 1-year options to renew at rates already established through negotiations to include janitorial service, supplies and day porter. The total cost for a 3-year base term is \$906,121 and each renewal term will be fixed at \$311,655. Additionally, a fee proposal was submitted for the following optional services:
- The contingency amount for the contract will be \$24,000 for the needed services stated below.

Emergency Response Time	\$25.01/hr
Stripping and Waxing of Office Floor or Area Space	\$0.22/sqft.
Shampoo of Office or Area Carpet	\$0.18/sqft
Cleaning Prior and After Special Office Events or Activities	\$3.54/hr

- Staff's independent cost estimate for this project was \$529,180 over a five-year period.
- Brooks & Brooks Services Inc. is certified by the Virginia Department of Small Business and Supplier Diversity as a Minority Owned SWaM Business Enterprise.
- This contract will be funded completely from the operating budget.

RECOMMENDATION:

That the Board of Directors authorizes the CEO to execute a three-year contract with Brooks & Brooks Services for a total cost of \$930,121 for the provision and, upon satisfactory performance of the contractor and after a market analysis of current pricing, exercise each 1-year option accordingly.

Barbara Smith, Secretary
GRTC Board of Directors

Date



Meeting Date: January 16, 2024
Consent Agenda: GRTC Paratransit Vehicles

BACKGROUND:

In an effort to provide clean, safe and reliable transportation to GRTC’s customers in the Richmond region, staff evaluate the age and condition of its fleet to identify vehicles eligible for replacement. Part of this evaluation is the consideration of funding and future replacement opportunities. There are 30 paratransit vehicles that will be eligible for replacement between now and February 2025. At this time staff would like to place an order for 30 Ford StarCraft Allstars with a staggered delivery timeline.

CURRENT STATUS:

- The Virginia Division of Purchases and Supply (DPS) has a contract with Sonny Merryman, Inc. (Contract # CTR01783) for a 13- Passenger, body-on-chassis, Ford StarCraft Allstar shuttle bus that GRTC may utilize.
- The price for a 2024 StarCraft Allstar is \$174,399.
- The price for the StarCraft Allstar includes a 12-month/12,000-mile basic warranty, covering materials and defects, a five-year/75,000-mile body structure warranty and a five-year/150,000-mile powertrain warranty.
- Sonny Merryman, Inc. is certified by the Department of Small Business and Supplier Diversity as a small business.
- GRTC’s paratransit fleet is 100% CNG-powered.
- If approved, the Contractor will be given notice to produce 30 vans immediately.
- With an expected delivery date of one year from notice.
- Currently, the production lead time is unestablished.
- This purchase will be funded with federal, state and local funding as described below:

Source	Federal 5307 (28%)	State (68%)	Local (4%)
Grant #	1458-2022-005		
Amount Funded	\$1,464,951	\$3,557,739	\$204,278

RECOMMENDATION:

That the Board of Directors authorizes the CEO to issue a purchase order to Sonny Merryman, Inc. in the amount of \$5,116,405 for the purchase of 30 CNG-powered paratransit vehicles.

Barbara Smith, Secretary
GRTC Board of Directors

Date



Meeting Date: January 16, 2024
Consent Agenda: Microtransit Marketing Services

BACKGROUND:

In March 2024, GRTC will launch four additional Link microtransit zones in North Chesterfield, Powhatan, Ashland, and Eastern Henrico. To promote the new service, staff would like to place advertisements through the end of fiscal year 2024. GRTC's Marketing & Communications team is seeking a service provider to assist with placing, monitoring, and optimizing advertisements for each zone.

The Virginia Department of Rail and Public Transportation (DRPT) has a Communications and Marketing General Planning Consultant contract (Contract # 505-23-CC0015) with Charles Ryan Associates that GRTC can utilize for marketing services.

HIGHLIGHTS:

- Charles Ryan will provide the following services:
 - Research the efficacy of existing media buy outlets GRTC has used in the past and use platforms that still garner strong results.
 - Suggest new platforms that can geotarget the exact or close match of the service area boundaries.
 - Monitor advertisement performance and optimize ads to effectively spend budget for media buys through the end of the campaign.
 - Suggest and set up out-of-home (OOH) ad spending split evening across the five Microtransit zones to promote the new service and convert to new ridership.
- Charles Ryan will provide services through June 2024.
- This project is being funded by grant money from DRPT for GRTC's microtransit service pilot.
- Charles Ryan Associates is a certified women owned business.

RECOMMENDATION:

The Board of Directors authorizes the CEO to execute a purchase order not to exceed \$100,000 for marketing services for the new microtransit zones.

Barbara K. Smith, Secretary
GRTC Board of Directors

Date



Meeting Date: January 16, 2024

Consent Agenda: Medical Health Insurance Renewal

BACKGROUND

Marsh McLennan is the broker of record for GRTC Transit System’s employee benefits policies (medical, dental, vision, short-term & long-term disability and life insurance). Marsh McLennan working with GRTC leadership and Human Resources developed, marketed and introduced coverage for a Consumer Driven Wellness Plan with an HSA (CDWP hereafter) as an option for active GRTC employees to consider in addition to the traditional Open Access Plan (OAP) in 2021 for the initial benefit year March 1, 2022 – February 28, 2023.

For the upcoming benefit year, GRTC intends to offer both options for all eligible employees. The below table highlights the key components of the proposed medical offerings for the upcoming period of March 1, 2024 – February 28, 2025.

	OAP	CDWP w HSA
Accumulators	Calendar	Calendar
Deductible (Ind/Fam)	None	\$3,200/\$6,000
Out of Pocket Max (Ind/Fam)	\$4,500/\$9,000	\$4,000/\$8,000
Embedded or Non Embedded OOP	Embedded	Embedded
Coinsurance	100%	100%
PCP/Specialist Office Visit	\$25/\$50	0% after ded
Preventive Care	No Cost	No Cost
Urgent Care	\$25	0% after ded
Emergency Room	Facility: \$250, Doctor: No charge	0% after ded
Inpatient Hospital	Facility: \$350/day up to 5 day max (\$1750), Doctor: No charge	0% after ded
Outpatient Surgery	Facility: \$300, Doctor: No charge	0% after ded
Labs	Office: \$25/\$50 Outpatient or independent lab: No charge	0% after ded
X-rays	Office: \$25/\$50 Outpatient hospital: No charge	0% after ded
Advanced Diagnostic Imaging	20% coinsurance	0% after ded
Telemedicine	\$25	0% after ded
Vision Exam	\$15	\$15

Marsh McLennan initially marketed the two medical plan designs in 2021 and received pricing from GRTC’s incumbent carrier, Cigna, and three additional firms (Aetna,

Anthem and Optima). Based upon review of the proposals, it was determined that Cigna would be selected as the carrier for the initial benefit Plan Year.

Due to medical claims experience during the current benefit period, renewal projections were to exceed 20% as claims through three quarters were far above the targeted loss ratio of 85%. Through negotiation with Cigna a 7.5% increase was set for the medical Plan Year March 1, 2024 – February 28, 2025.

The below table reflects the impact on coverage premiums by coverage class for monthly premiums.

	Existing		March 2024 - February 2025	
	Cigna OAP National Network	Cigna CDWP	Cigna OAP National Network	Cigna CDWP
Employee Only	\$1,302.04	\$790.39	\$1,399.65	\$849.56
Employee + Child(ren)	\$2,217.67	\$1,345.69	\$2,386.34	\$1,446.41
Employee + Spouse	\$2,516.66	\$1,527.76	\$2,705.32	\$1,642.13
Employee + Family	\$3,953.28	\$2,399.91	\$4,249.62	\$2,579.56
Monthly Premium	\$544,609	\$96,290	\$585,561	\$103,498
Annual Premium	\$6,535,308	\$1,155,480	\$7,026,732	\$1,241,976
Combined Annual Premium	\$7,690,788		\$8,268,708	
% Change			7.5%	
\$ Change			\$577,920	

The OAP medical plan is a fully insured medical plan and pricing is based upon GRTC claims experience. A CDWP is a fully insured medical plan but due to the deductibles and accompanying HSA funded accounts, the premiums for these types of policies are more cost effective but provide the same healthcare network. Accordingly, GRTC Management is recommending the below employee contribution percentages and HSA funding for the active employees who opt for the CDWP:

	Existing			March 2023 - February 2024		
	Cigna OAP National Network	Cigna CDWP	GRTC HSA Funding for CDWP	Cigna OAP National Network	Cigna CDWP	GRTC HSA Funding for CDWP
Employee Only	15.0%	0.0%	\$2,400.00	15.0%	0.0%	\$2,400.00
Employee + Child(ren)	15.0%	10.0%	\$3,900.00	15.0%	10.0%	\$3,900.00
Employee + Spouse	15.0%	10.0%	\$3,900.00	15.0%	10.0%	\$3,900.00
Employee + Family	15.0%	10.0%	\$3,900.00	15.0%	10.0%	\$3,900.00

It is management's intention to continue the level of HSA funding noted above in the future renewal periods.

RECOMMENDATION

That the Board of Directors authorize the GRTC Chief Executive Officer to execute a contract with Cigna to provide the OAP and CDWP medical plans for the medical benefit period of March 1, 2024 – February 28, 2025, and authorize the HSA GRTC Employer funding contribution levels of Employee only coverage of \$2,400, Employee plus Children, Employee plus spouse and Employee plus family of \$3,900 per year for eligible employees who enroll in the CDWP for the medical benefit period of March 1, 2024 – February 28, 2025.

Barbara Smith, Secretary
GRTC Board of Directors

Date



Meeting Date: January 16, 2024

Action Item: Board Policy – Virtual Public Meetings

PURPOSE:

The purpose of this policy is to comply with the requirements of the Code of Virginia to allow for and govern participation by one or more Directors in meetings of the Board by electronic communication means and to allow for all-virtual public meetings, and all proceedings pursuant to this policy shall be performed in accordance with the Code of Virginia.

HIGHLIGHTS:

- Application and Limitations
- Participation by Electronic Communication Means
 - Approval Process
 - Meeting Minutes
- All-Virtual Public Meetings
 - Request
 - Requirements for All-Virtual Public Meetings

RECOMMENDATION:

That the Board of Directors adopt the Virtual Public Meetings Policy.

Barbara Smith, Secretary
GRTC Board of Directors

Date

POLICY REGARDING PARTICIPATION IN MEETINGS BY ELECTRONIC
COMMUNICATION MEANS AND ALL VIRTUAL PUBLIC MEETINGS

1. **Purpose.** The purpose of this policy is to comply with the requirements of section 2.2-3708.3 of the Code of Virginia to allow for and govern participation by one or more Directors in meetings of the Board by electronic communication means and to allow for all-virtual public meetings, and all proceedings pursuant to this policy shall be performed in accordance with section 2.2-3708.3 of the Code of Virginia, as that statute may from time to time be amended.

2. **Application and Limitations.**

A. This policy shall be applied strictly and uniformly, without exception, to all Directors and without regard to the identity of the Director requesting remote participation or the matters that will be voted on at the meeting.

B. Participation by a Director in a meeting by electronic communication means due to a personal matter shall be limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, of the Board of the particular committee of the Board, as applicable.

C. All-virtual public meetings shall not be convened (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting.

D. This policy shall also apply to any committee of the Board. For purposes of a committee meeting, the term “Board” when used in this policy means the committee holding the meeting in which a Director desires to participate by electronic communication means. For purposes of any committee, the term “Chairperson of the Board” means the Chairperson of the committee.

E. When used in this policy, “electronic communication” has the meaning ascribed to it by section 2.2-3701 of the Code of Virginia.

3. **Participation by Director by Electronic Communication Means.**

3.1 **Approval Process.**

A. No Director may participate in a meeting by electronic communication means unless the Director requests, and the Board approves, the participation in accordance with this section 3.

B. A Director may request to participate in a meeting by electronic communication means if the Director notifies the Chairperson of the Board on or before the day of the meeting

that the Director is unable to attend due to (i) a personal matter, provided that the Director identifies with specificity the nature of the personal matter, (ii) a temporary or permanent disability or other medical condition that prevents the Director's physical attendance, (iii) a family member's medical condition that requires the Director to provide care for such family member, thereby preventing the Director's physical attendance; or (iv) the member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting. The Director must also notify the Chairperson of the Board of the remote location from which the Director would participate by electronic communication means.

C. The Board may consider a request for participation by electronic communication means only if a quorum of the Board is physically assembled at the primary or central meeting location.

D. At the meeting, the Chairperson of the Board shall announce the information received pursuant to section 3.1(B) above. If the Director's request is in all other respects compliant with this policy, the Chairperson of the Board shall solicit a motion to approve or disapprove the Director's request from the Directors physically assembled at the primary or central meeting location. Upon adoption of a motion to approve the Director's participation by electronic communication means, the Director shall be allowed to participate in the meeting by electronic communication means.

3.2. Meeting Minutes.

A. If the Director's participation by electronic communication means is approved, the following shall be recorded in the meeting minutes: (i) the motion; (ii) the vote thereon; (iii) a statement (a) of the specific nature of the personal matter, (b) that a temporary or permanent disability or other medical condition prevents the Director's physical attendance, (c) that a family member's medical condition requires the Director to provide care to such family member, thereby preventing the Director's physical attendance, or (d) that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location; and (iv) the remote location from which the Director participated in the meeting.

B. If the Director's participation by electronic communication means is disapproved, whether by adoption of a motion to disapprove or by rejection of a motion to approve, the following shall be recorded in the meeting minutes: (i) the motion; (ii) the vote thereon; (iii) a statement (a) of the specific nature of the personal matter identified by the Director, (b) that the Director stated that a temporary or permanent disability or other medical condition prevented the Director's physical attendance, (c) that a family member's medical condition required the Director to provide care for such family member, thereby preventing the Director's physical attendance, or (d) that the Director sought to participate through electronic communication means due to the distance between the member's principal residence and the meeting location; (iv) the remote location from which the Director sought to participate in the meeting; and (v) the specific aspect of this policy

that would be violated by the Director's proposed participation by electronic communication means, as summarized by the Chairperson of the Board.

4. All-Virtual Public Meetings.

4.1 Request. A request to hold an all-virtual meeting may be made to the Chairperson of the Board by staff or by a Director. The Chairperson and the Chief Executive Officer shall approve or disapprove such request and, if such request is approved, the all-virtual meeting must be held in compliance with all other provisions of Chapter 37 of Title 2.2 of the Code of Virginia and must comply with all requirements set forth in section 4.2 below.

4.2 Requirements for All-Virtual Public Meetings.

A. An indication of whether the meeting will be an in-person or all-virtual public meeting shall be included in the required meeting notice along with a statement notifying the public that the method by which the Board chooses to meet shall not be changed unless the Board provides a new meeting notice.

B. Public access to the all-virtual public meeting shall be provided via electronic communication means.

C. The electronic communication means used shall the public to hear all members of the Board participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the Board as well.

D. A phone number or other live contact information shall be provided to alert the Board if the audio or video transmission of the meeting provided by the Board fails, the Board shall monitor such designated means of communication during the meeting, and the Board shall take a recess until public access is restored if the transmission fails for the public.

E. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to Board members for the meeting shall be made available to the public in electronic format at the same time that such materials are provided to Board members.

F. The public shall be afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received.

G. No more than two members of the Board shall be together in any one remote location unless that remote location is open to the public to physically access it.

H. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public shall resume before the Board votes to certify the closed meeting.

I. Minutes of all-virtual public meetings held by electronic communication means shall be and shall include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location is disapproved because such participation would violate this policy as it applies to all-virtual public meetings, such disapproval shall be recorded in the minutes with specificity.



Meeting Date: January 16, 2024
Information Item: Planned Service Changes and Major Project Updates

BACKGROUND:

The development section of the board agenda covers planned service changes over the next year and highlights the status and next steps for major capital projects. GRTC has collaborated with jurisdictions in the region to identify prioritized service expansions. As GRTC has successfully recruited operators over the last year, service levels have returned to pre-pandemic levels, and GRTC can now implement expansion services. Chesterfield County and Henrico County will experience growth in service over the next year with service expansion having launched on January 14th on Midlothian Turnpike and planned expansion on Brook Road and Nine Mile Road to the airport.

GRTC has several major projects at different stages. The projects include pilots, planning studies, design/engineering, vehicle purchases, and construction. A high-level project timeline will be presented to provide an update on the status of the projects. Table 1 below shows major anticipated service changes. Table 2 shows the list of all major projects along with their status.

Table 1: Major Service Updates

Microtransit (LINK)	
Launch of Service	Service Start Date
North Chesterfield	March 11, 2024
Ashland	March 18, 2024
Powhatan	March 25, 2024
Local Fixed Route	
Service Change	Service Date
Route 1 – Extend service to Brook Rd & Parham Rd	May 2024
Route 1 – Extend service to VCCS	September 2024
Route 7 – Reduce headway to 15 minutes	September 2024

Table 2: List of Projects and Status

	Spring '23	Summer '23	Fall '23	Winter '23/24	Spring '24	Summer '24	Fall '24	Winter '24/25	Spring '25	Summer '25	2026	2027	2028	
Microtransit	Implementation Plan		Azalea Launch	Chesterfield Ashland Powhatan Launch	Sandston Launch	Additional Zone Implementation Plan			Launch Additional Zones					
North-South BRT	Corridor Study			Envr. Clearance		PE		Design & Construction						
Western BRT	Corridor Study			Envr. Clearance		PE		Design & Construction						
Articulated Vehicles				Purchase				Delivery/ In-Service						
	Station Mod. Design				Station Mod Construction									
Fleet Storage Lot	Planning		Design			Remediation/Demo/Construction								
Facilities Master Plan	Plan Creation					Design			Construction					
Zero-Emission Vehicles	Transition Plan				Purchase Pilot Vehicles	Design and Construction			Delivery/ In-Service					
Dedicated Lanes		Planning Studies												
East End Transfer Hub	Planning Study													
Perm. Downtown Transfer Station			Study/Site Selection			Design and Construction								



Meeting Date: January 16, 2024
Information Item: Recent and Upcoming Procurements

BACKGROUND:

The Board Chair is authorized to sign contracts on behalf of the full GRTC Board for contracts valued over \$50,000 and under \$100,000. Any contract signed by the Board Chair shall be reported at the next full Board Meeting.

The Procurement Department maintains a rolling list of upcoming procurement items anticipated for the coming year. At least three months prior to initiation of the procurement process, staff will update the Board prior to releasing requests for proposals, quotes, invitations for bids, or other methods of procurement.

The Recent and Upcoming Procurement report ensures full transparency in contracting.

Tonya Thompson, Director of Procurement, will review and answer questions on the list of upcoming procurements as follows:

Date	Purchase Order #	Vendor	Purpose	Amount	Requested by	Approved by
12/14/2023	114979 Mechanical, Plumbing & Electrical Services Contract # 218-23-01	Colonial Webb Contractors	Replacement of (6) Rooftop HVAC Units and Building Automation System	\$822,028	David Wells – Facilities Manager	Task Order Approved by Sheryl Adams as authorized by Board of Directors on June 20, 2023
12/7/2023	114933	Colonial Webb	Shop Lighting Project	\$69,447.22	David Wells	Sheryl Adams Tyrone Nelson
12/18/2023	114935	Ware Lawn Care	Contract Renewal	\$59,880	Joey Agee	Sheryl Adams Tyrone Nelson

CURRENT STATUS:

Upcoming Procurements

TITLE	DEPT	BUDGET	ANTICIPATED AWARD DATE	INCLUDED IN BUDGET (YES/NO)	GRANT STATUS (EXISTING/PENDING/PLANNED)
Interior Painting	Facilities	\$250,000	TBD	Y – FY21	Existing
Actuarial Services	Finance	TBD	TBD	N – FY22 Pension Plan Reimbursement	
General Printing Services	Marketing	TBD	Summer 2024	TBD	Planned
Vehicle Yard Management Infrastructure	IT	\$200,000	TBD	TBD	Pending
Western BRT Phase I Environmental Clearance and Conceptual Design	Planning	\$1,300,000	Winter 2024	N	Planned
North South BRT Phase 2 Study	Planning	\$	Winter 2024	Y – FY 2024	Planned
Construction for BRT Station Modifications	Planning	\$700,000	Winter 2024	Y – FY 2024	Planned
Demo of the Church Lot	Planning	\$2,000,000	Winter 2024	Y-FY 2024	Planned
Occupational Health Services	Human Resources	\$225,000	TBD	Y	Planned
Articulated Vehicles (4)	Maintenance	\$3,000,000			Planned
Transit Vans	Maintenance	\$375,000	TBD	Y	Planned
Auditing Services	Finance				
Pension Administration Services	Finance				
Bus Passenger Awareness Monitor Pilot	IT	\$45,000	TBD	Y – FY23	Ready
Scheduling Training	Planning	\$91,000	TBD	TBD	Pending
Facility Lawncare Services	Facilities	\$63,750	January 2024	Y	Operating
Equipment Storage Structure	Facilities	\$100,000	Spring 2024	Y	Pending
Bus Stop Sign Manufacturing	Planning	\$30,000	Spring 2024	Y	Pending

Amenities Engineering Services	Planning				
Headquarters' Signage	Marketing	\$100,000	TBD	Y	Existing
Pavement Repair Services	Facilities	\$350,000	Spring 2024	Y	Pending
Support Vehicles	Maintenance	\$350,000	Summer 2024	Y	Planned
Bus Parts	Maintenance	\$2.5M	FY-2024	Y	Planned
Paratransit Parts	Maintenance	\$300,000	FY-2024	Y	Planned
Pulse Station Repair and Amenities Installation Services	Planning	\$300,000	Spring 2024	Y	Planned
Motorized Entrance Gates/Fence	Risk Mgmt	\$250,000	Spring 2024	Y	Planned

Ready	Project approved and funds are available.
Existing	Project approved and funds to be applied to federal grant.
Pending	Awaiting approval of funds.
Planned	Project is in planning phase and funding to be applied for in future.



Meeting Date: January 16, 2024
Item Title: Operational Performance

UPDATES:

Mr. Barham will provide highlights for the Operational Performance. He will include the following Departments: Transportation, Risk Management, Maintenance, and Customer Service.

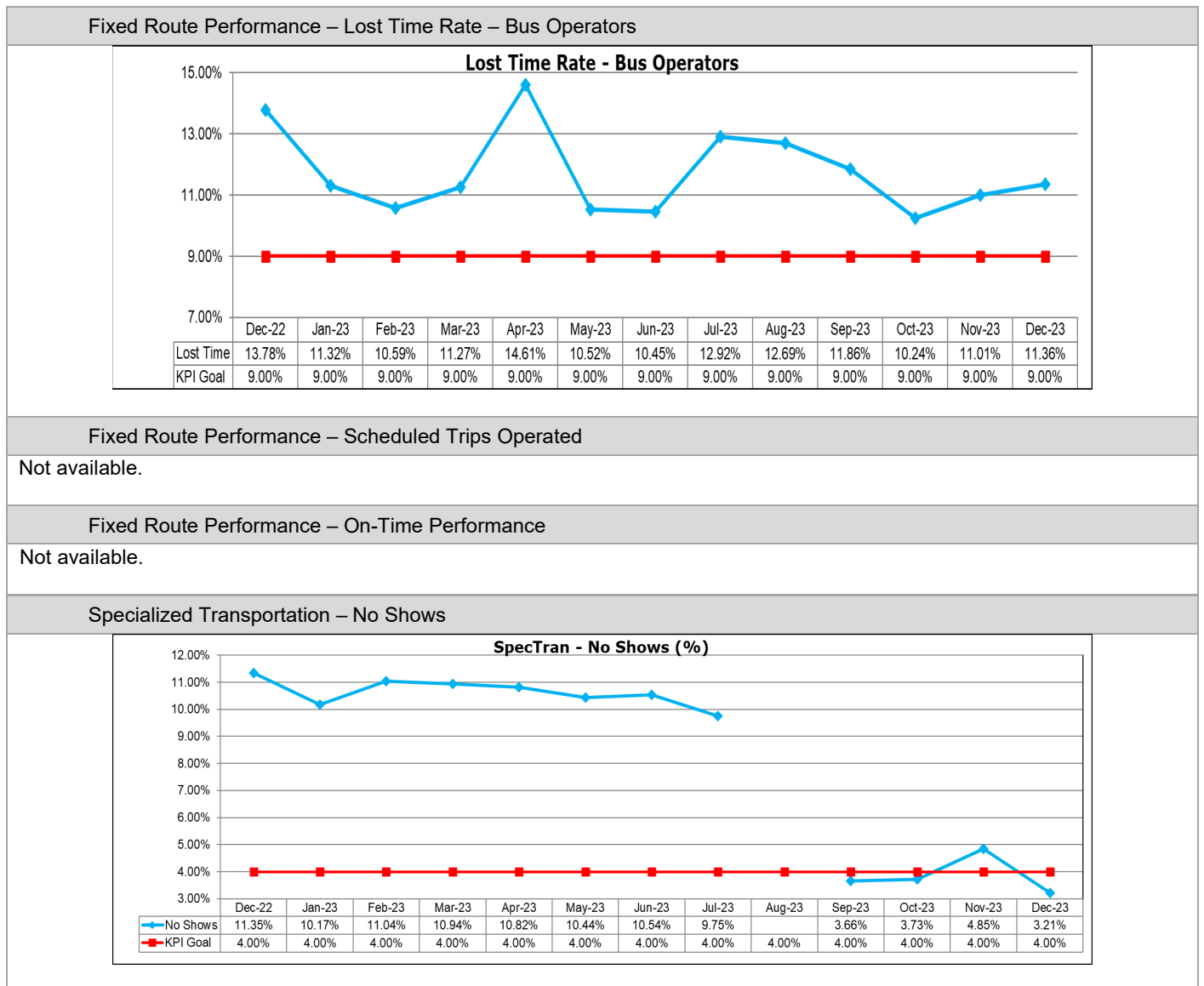


Meeting Date: January 16, 2024
Item Title: Operating Performance

HIGHLIGHTS:

The current staffing is 320 full-time operators and 27 part-time operators with 17 operators in training for the month of December. At the end of November 2023, the operator staffing was 306 full-time and 27 part-time with 34 operators in training. The result is a net gain of 14 operators.

CURRENT STATUS:



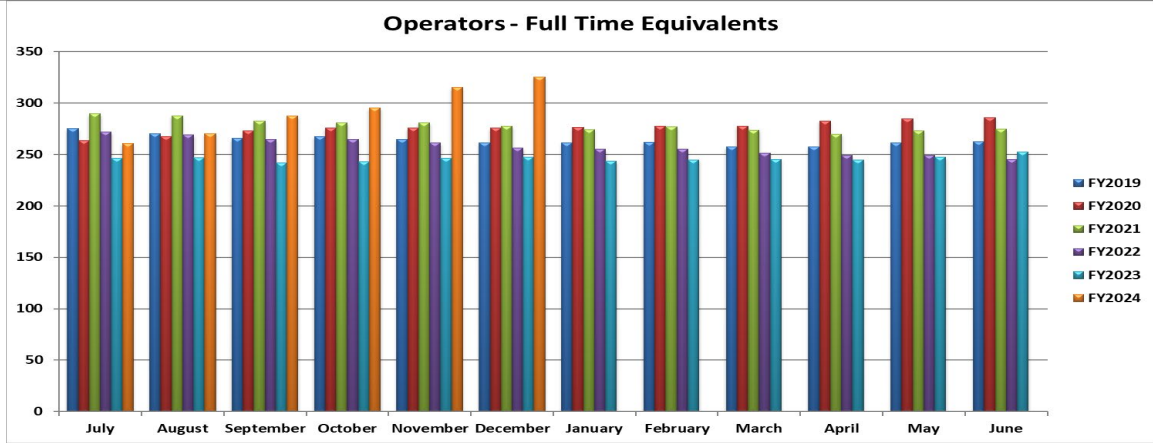
Specialized Transportation – On-Time Performance

Not available.

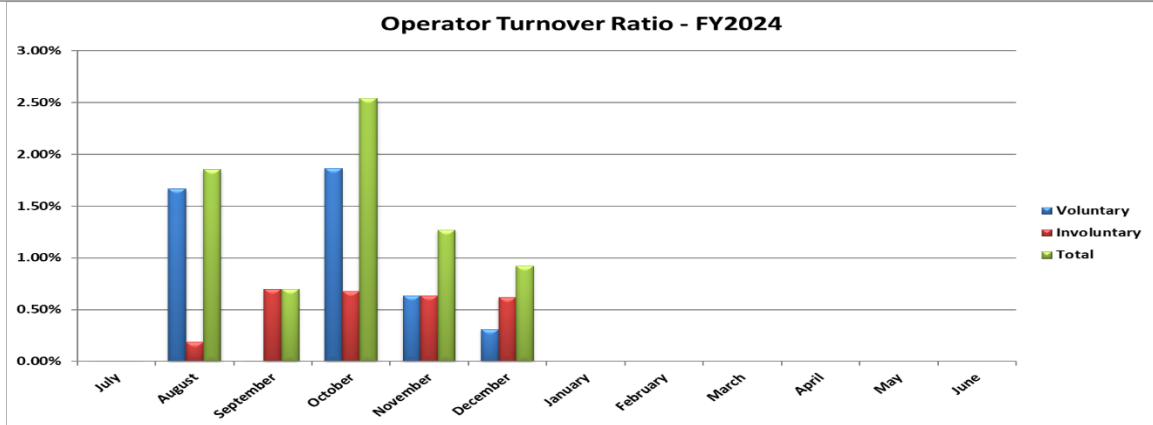
Specialized Transportation – Complaints Per 10,000 Passenger Trips

Not Available.

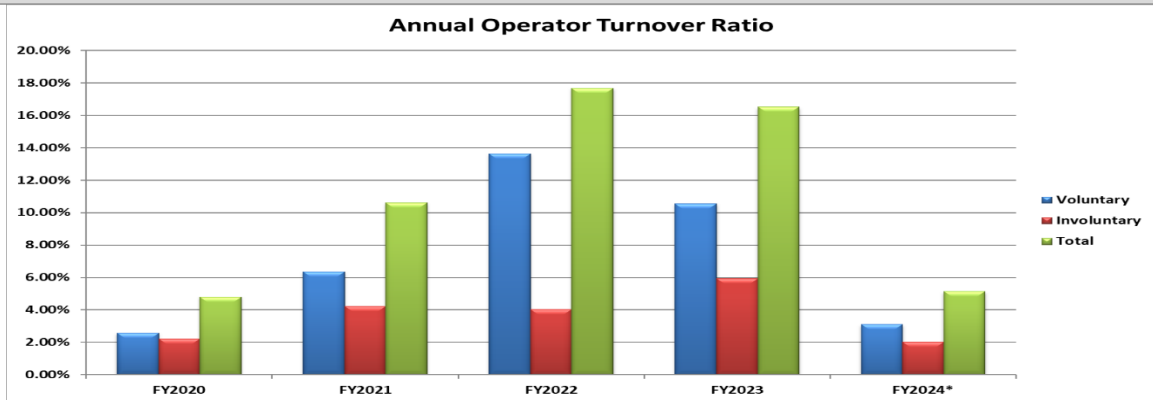
Operators – Full Time Equivalents



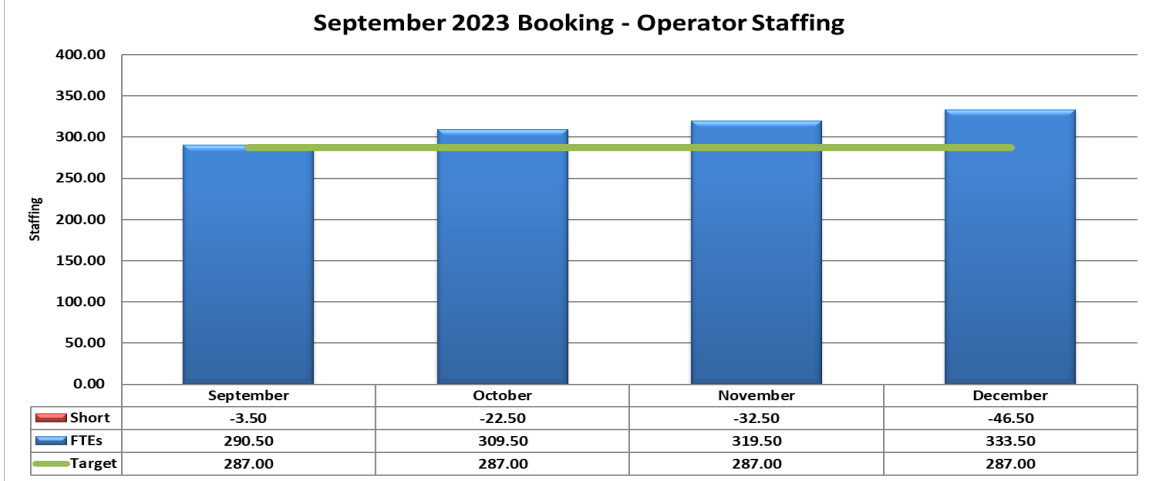
Operator Turnover Ratio – FY2024



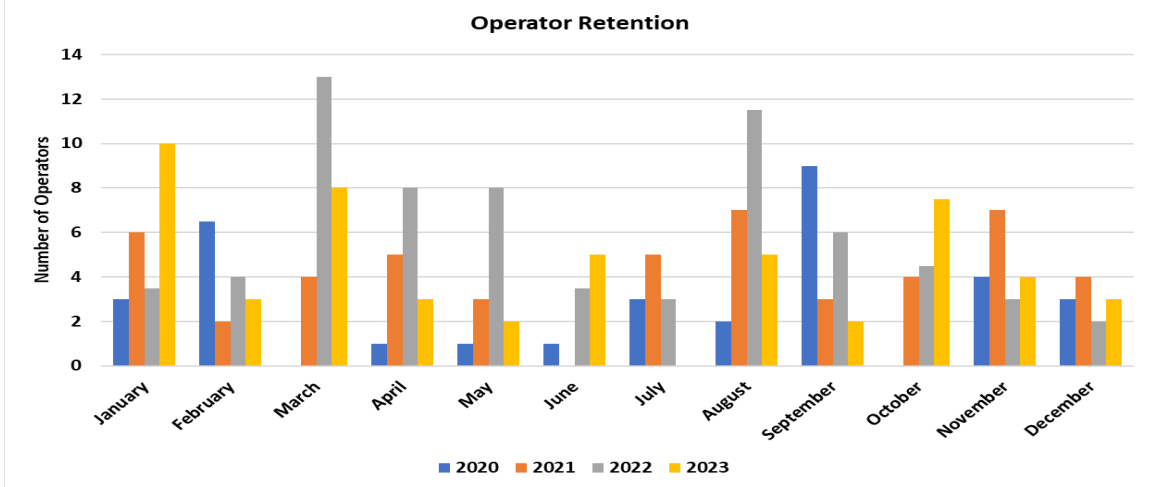
Annual Operator Turnover Ratio



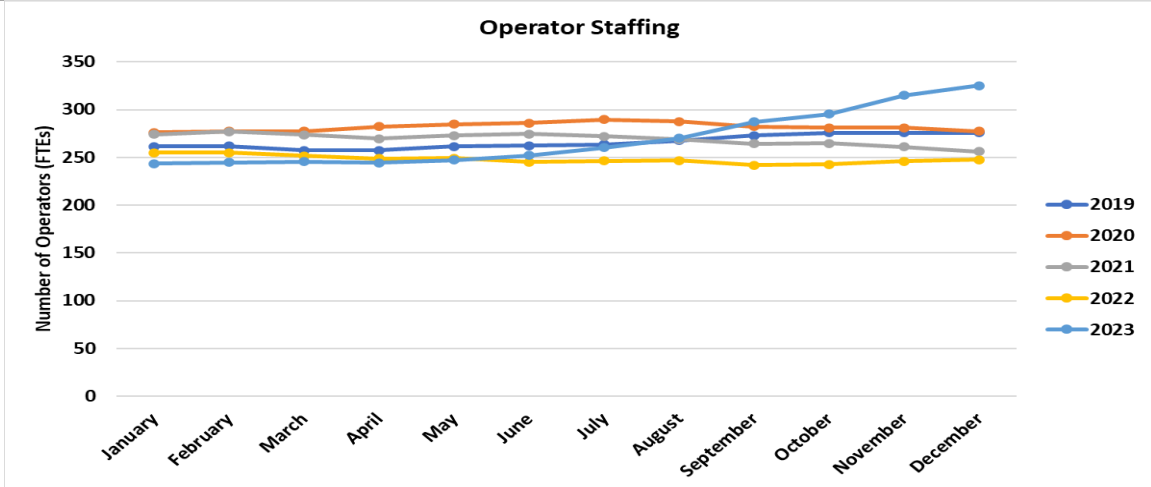
September 2023 Booking – Operator Staffing



Operator Retention



Operator Staffing



New Operator Classes - 2023





Meeting Date: January 16, 2024
Staff Report: Safety Performance

CURRENT STATUS:

Performance Indicator	Agency Averages	October (GRTC)
Miles Between Total NTD Defined Events	11,540	5,950
NTD Defined Event Rate Per 1,000,000 miles	3.5	4.9

(Averages taken from other agencies with similar amount of annual VRM to GRTC)

Fixed Route Traffic Incidents – Trend Report

<u>Traffic Incidents</u>	June	July	August	September	October	November	December	January	February	March	April	May
Passenger Incident	6	3	5	17	15	16	14					
Pedestrian	0	1	0	1	0	0	0					
Bicycle	0	0	0	1	1	0	0					
Vehicle Rear End	3	4	2	2	3	1	2					
Fixed Objects	8	12	15	21	19	17	16					
Improper Turning	1	5	7	4	5	4	3					
Bus Rear end Vehicle	0	0	0	0	0	0	0					
Bus Hit Parked Vehicle	1	3	6	4	6	5	3					
Total	19	28	35	50	49	43	38					

CARE Related Incidents – Trend Report

<u>Traffic Incidents</u>	June	July	August	September	October	November	December	January	February	March	April	May
Passenger Incident	4	1	2	2	0	2	0					
Pedestrian	0	0	0	0	0	0	0					
Bicycle	0	0	0	0	0	0	0					
Vehicle Rear Ended	1	0	0	0	1	0	0					
Fixed Objects	1	1	4	2	2	1	3					
Improper Turning	0	1	0	1	0	1	0					
Van Rear ended Vehicle	0	0	0	0	0	0	0					
Van Hit Parked Vehicle	1	1	3	0	1	2	1					
Total	7	4	9	5	4	4	4					

<u>Assaults</u>	<u>Bus-Related</u>	<u>Care-Related</u>
Verbal	3	0
Physical	0	0

DEFINITIONS:

Assault: Any act of aggression, verbal or physical, towards an operator or rider which stops operations and in which supervision and/or police are involved in response.

Bicycle Incident: Bicycle comes into contact with the bus.

Incident: An event or occurrence of an accident or impact.

National Transit Database (NTD) Defined Event: Collision involving on a roadway transit vehicle where any (including private) vehicle is towed away or passenger or driver is transported from scene for medical attention.

Non-Preventable Passenger Incident: A passenger trip, slip or fall, while boarding, alighting or on board the bus related to normal operating environment and pathway clearances and unrelated to GRTC vehicle movement.

Non-Preventable Traffic Incident: A motor vehicle collision in which the Operator committed no driving error and reacted reasonably to the error of others.

Passenger Incidents: Any accident involving a passenger's slip, trip or fall while boarding, alighting or on board the bus.

Pedestrian Incident: Pedestrian comes into contact with the bus.

Physical Assault: Any assault involving physical harm or unwanted physical contact towards an operator or between riders and in which supervision and /or police are requested/required to respond.

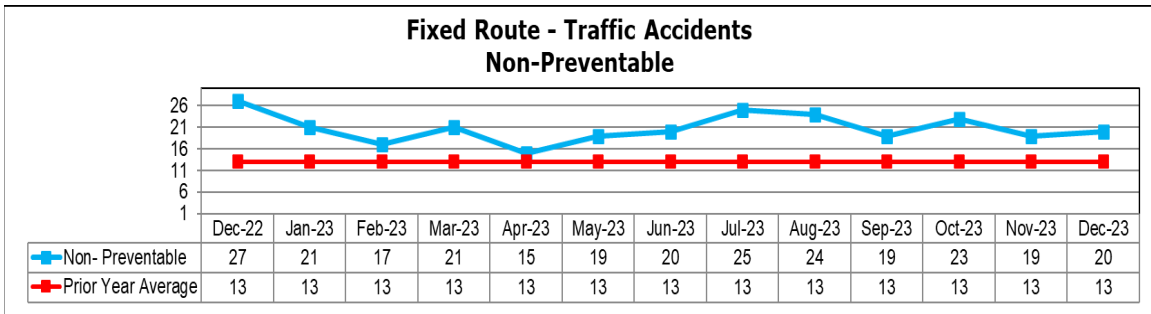
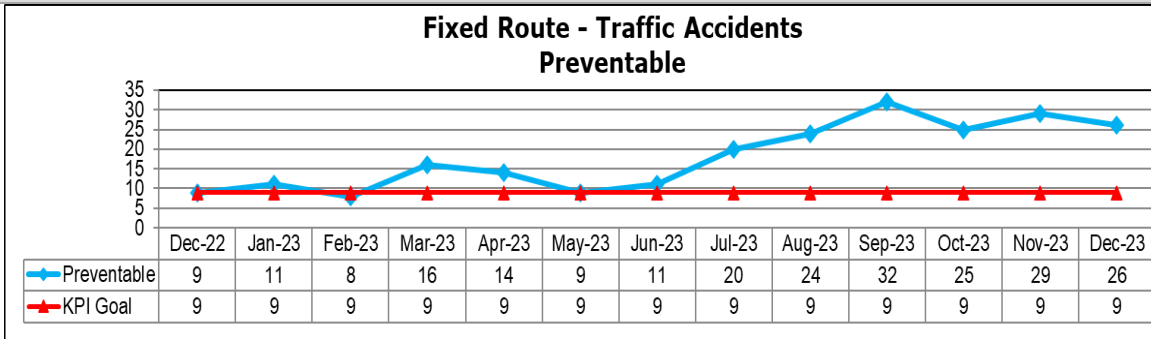
Preventable Passenger Incident: A passenger trip, slip or fall, while boarding, alighting or on board the bus related to normal operating environment and pathway clearances in which the Operator did not do everything reasonable to avoid a collision, committed an error, or failed to react to the errors of others.

Preventable Traffic Incident: A motor vehicle collision in which the Operator did not do everything reasonable to avoid a collision, committed an error, or failed to react to the errors of others.

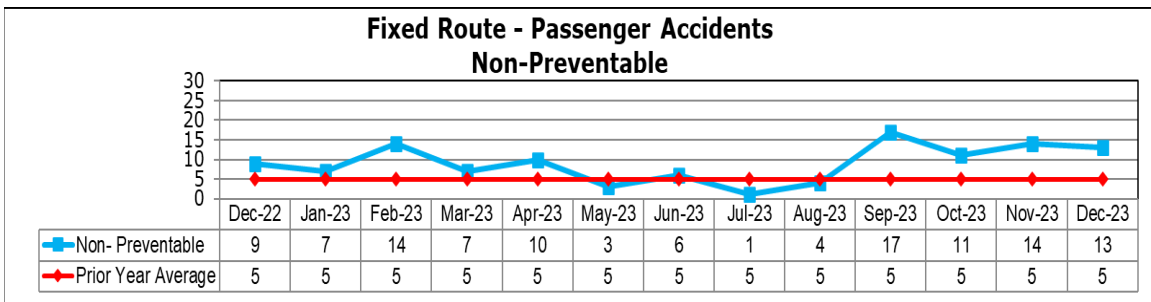
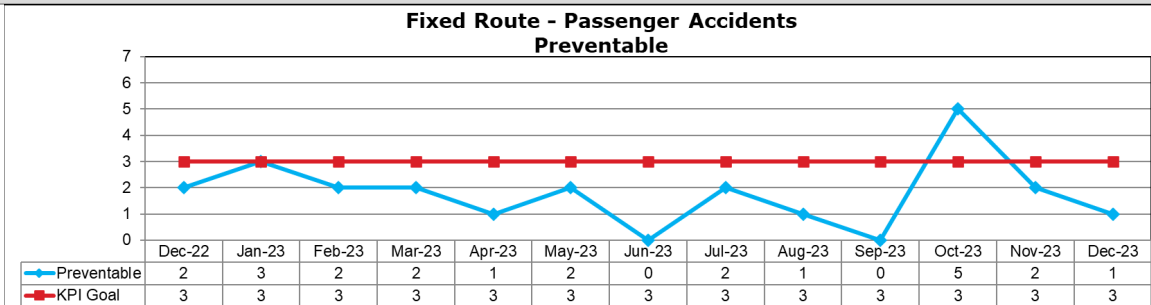
Verbal Assault: – Any assault involving a verbal exchange with harmful and/or threatening content towards an operator or between riders and in which supervision and /or police are requested/required to respond.

VRM/Vehicle Revenue Miles: The number of miles traveled by transit vehicles in revenue service.

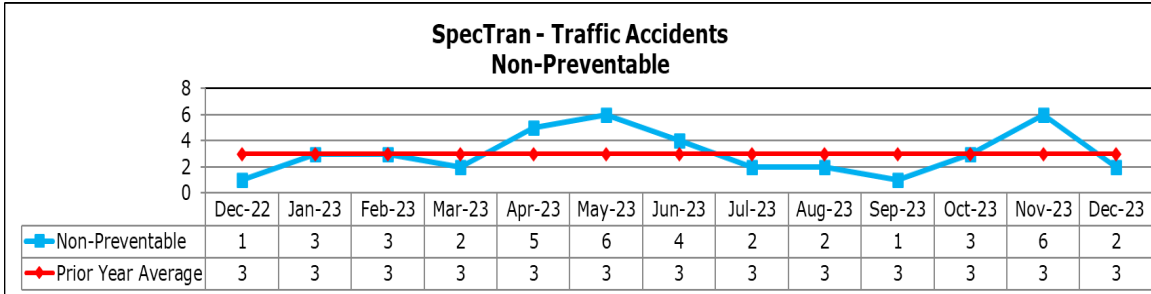
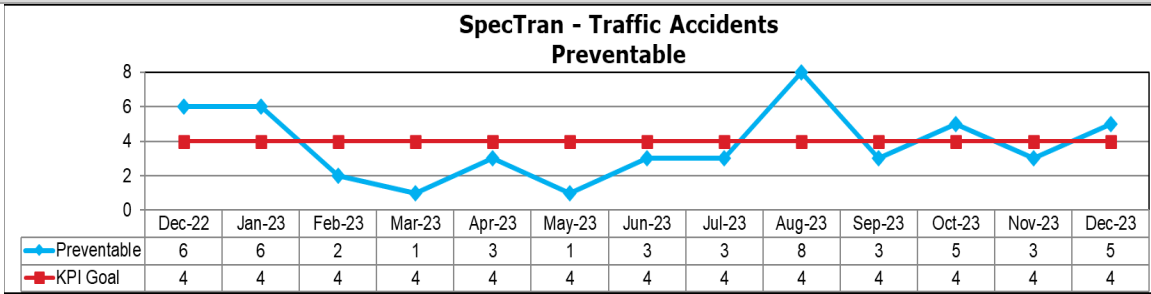
Fixed Route – Traffic Accident Data



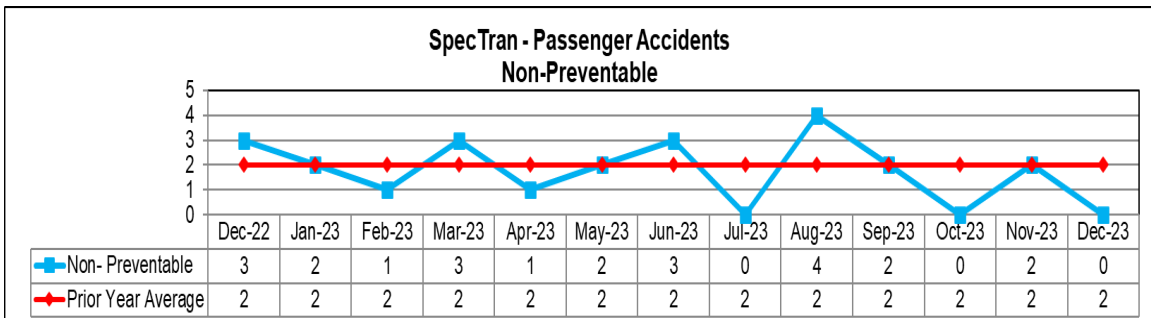
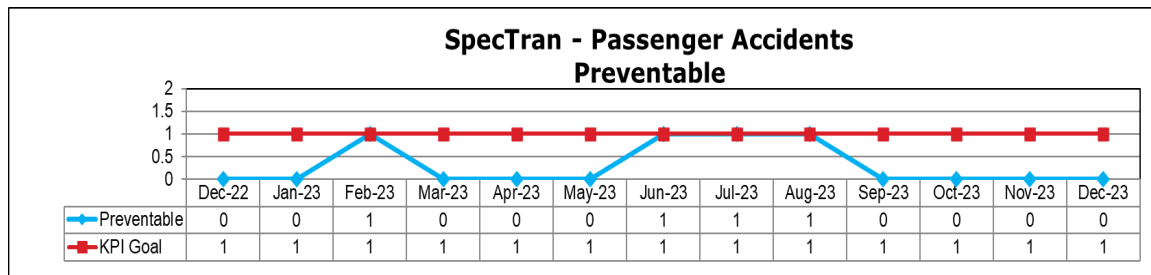
Fixed Route – Passenger Accident Data



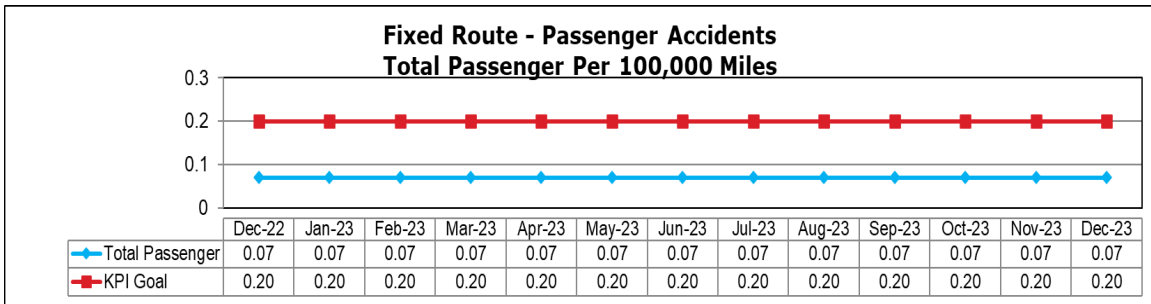
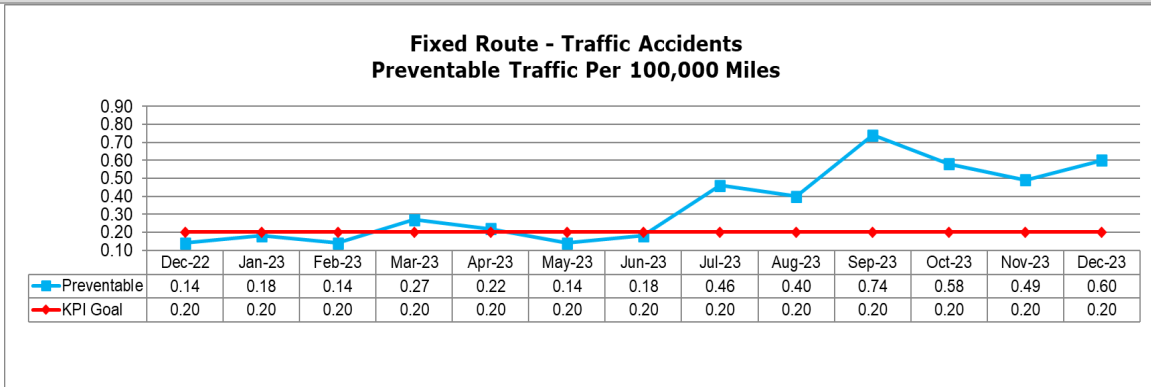
Specialized Transportation – Traffic Accident Data



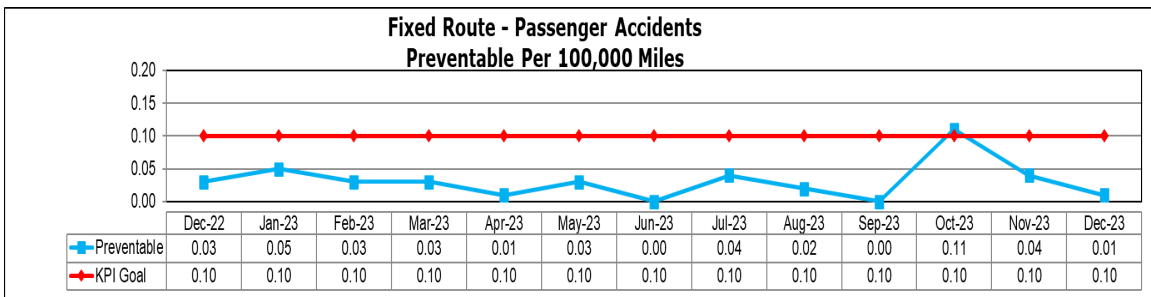
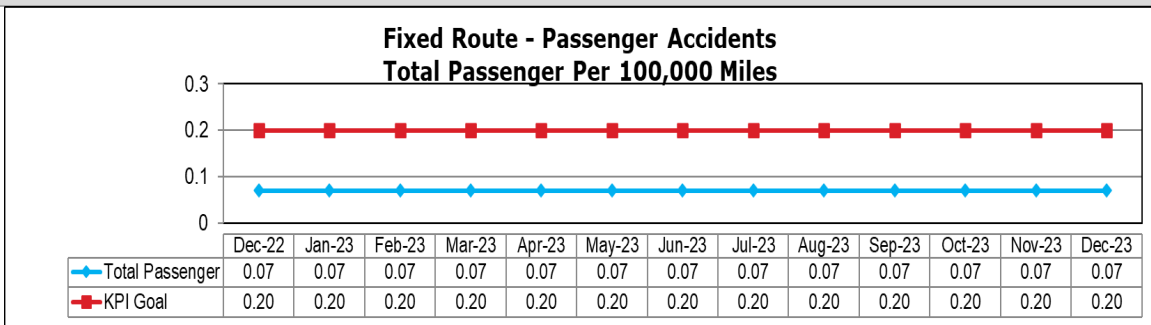
Specialized Transportation – Passenger Accident Data



Fixed Route – Traffic Accidents per 100,000 Miles



Fixed Route – Passenger Accidents per 100,000 Mile

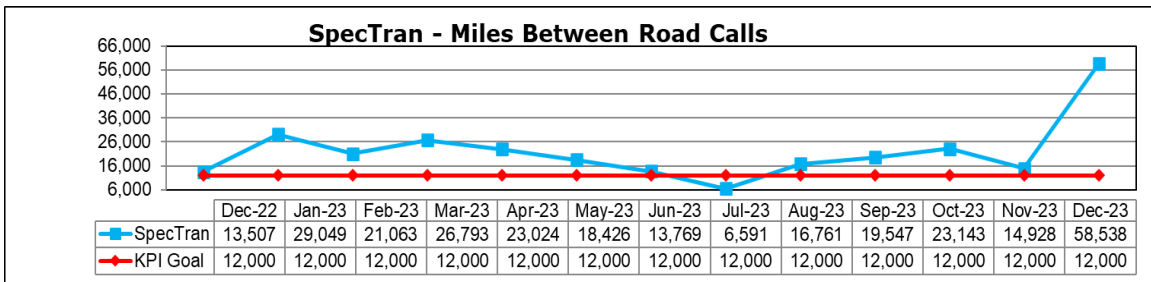
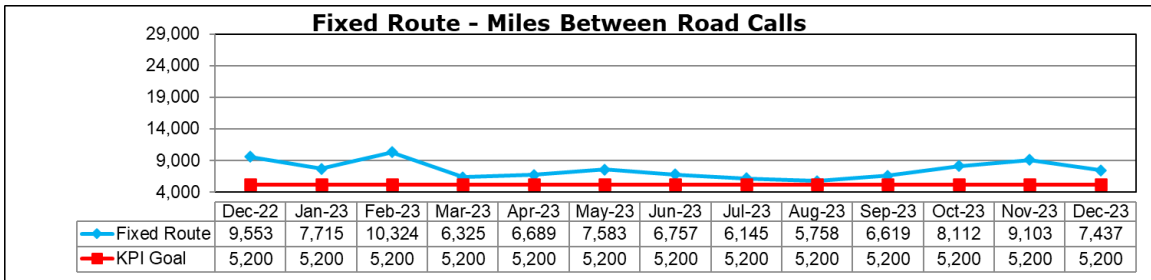




Meeting Date: January 16, 2024
 Staff Report: Maintenance Performance

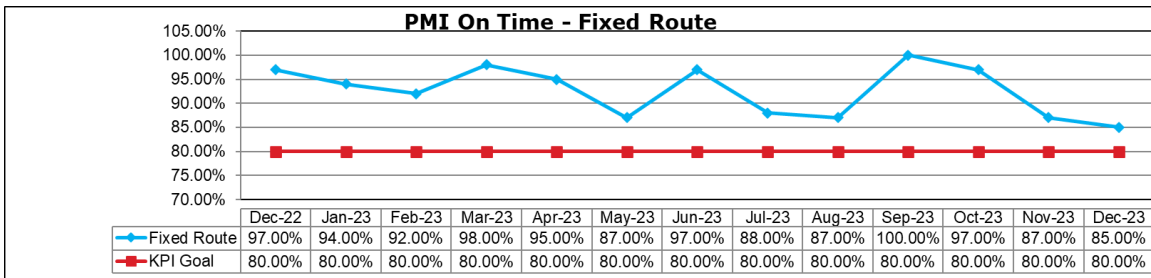
CURRENT STATUS:

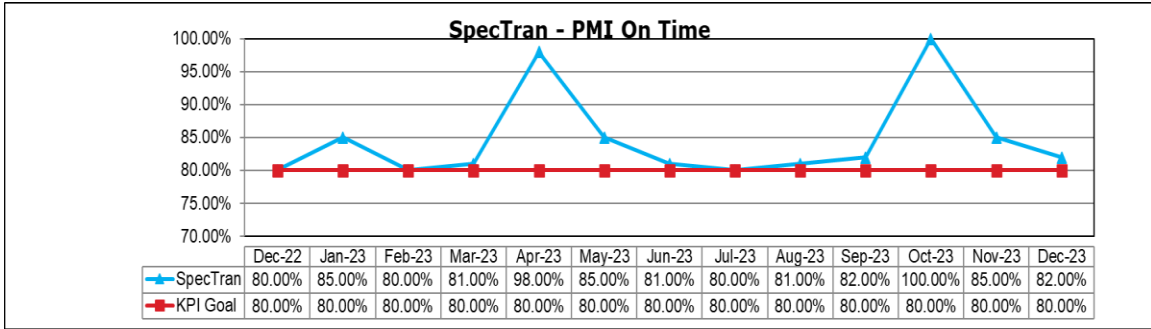
GRTC maintains a bus fleet of 142 vehicles for our fixed route service and 88 vans for our paratransit service.



PREVENTIVE MAINTENANCE:

Preventive Maintenance for the month of December was 85% with a goal of 80%. For the month of December, 8% of the fleet was down for service repairs with a spare ratio of 20%.





CURRENT STAFFING LEVELS:

Mechanics Vacancies – 1
 General Utilities Vacancies – 2

We continue to train all new employees to optimize our workflow. We continue to clean and disinfect the entire fleet daily and clean and power wash the bus shelters, bus stops and BRT platforms.



Meeting Date: January 16, 2024
Staff Report: Rider Comments

DECEMBER REPORT

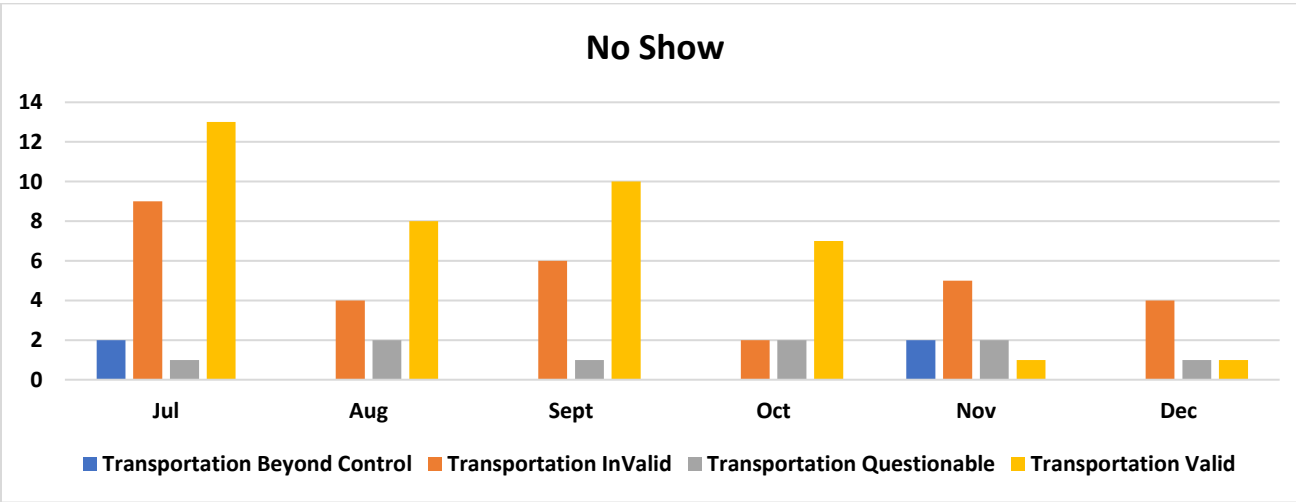
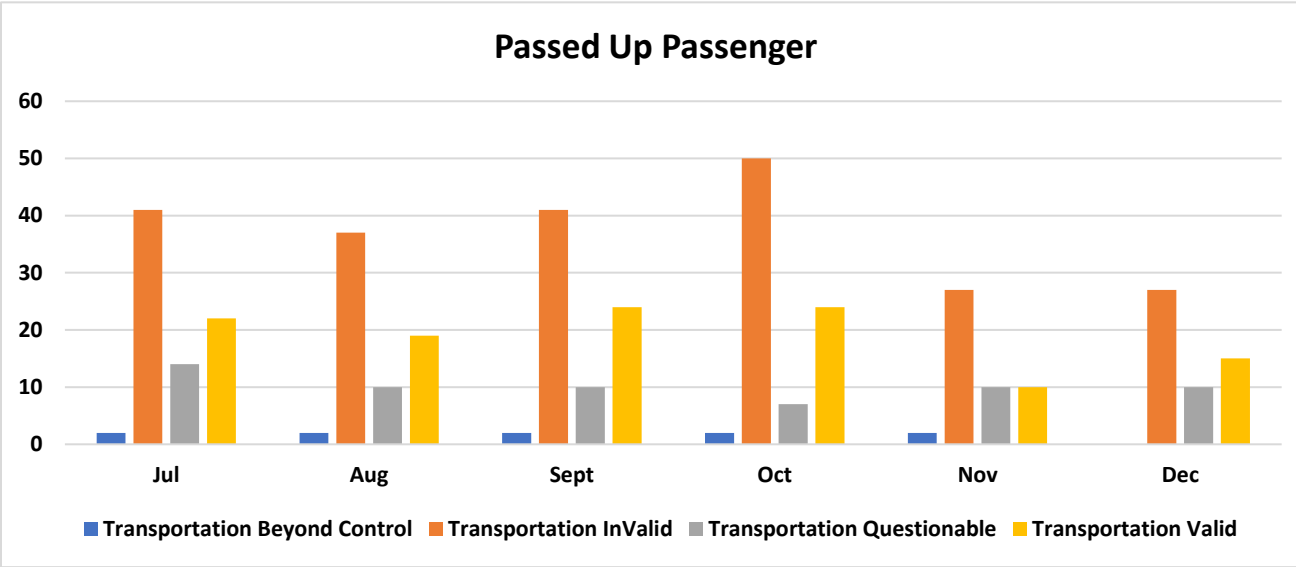
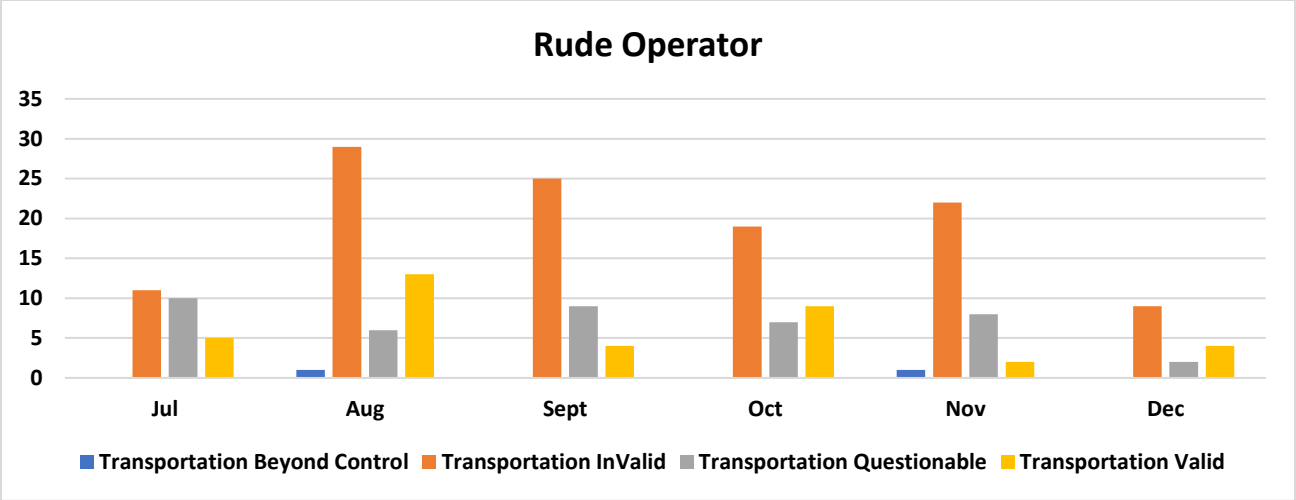
<u>Complaint</u>	<u>Verified</u>	<u>Non-Verified</u>	<u>Questionable</u>	<u>Beyond GRTC Control</u>	<u>Under Investigation</u>	<u>Total</u>
Rude Operator	4	9	2	0	0	15
Passed Up Passenger	15	27	10	0	0	52
No Show	1	4	1	0	0	6
Late Schedule	5	4	2	0	0	11
Improper Operations of Vehicle	2	6	4	0	0	12
Early Schedule	3	5	2	0	0	10
Planning/Scheduling	0	0	0	0	6	6
IT/Mobile App	0	0	0	0	0	0
Other- Miscellaneous	4	10	6	4	0	24
	34	65	27	4	6	136

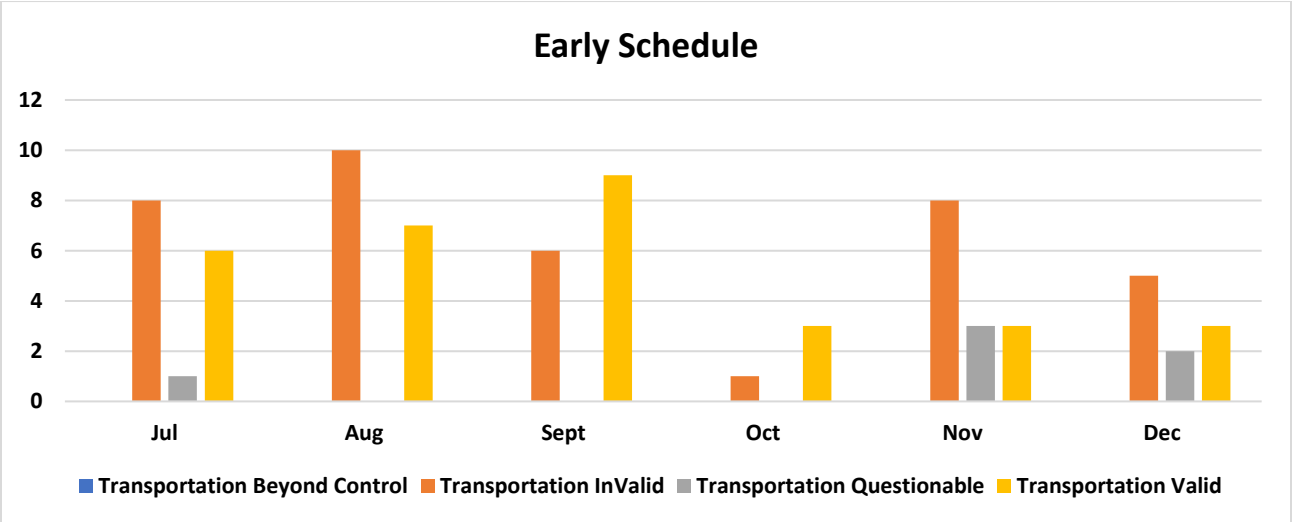
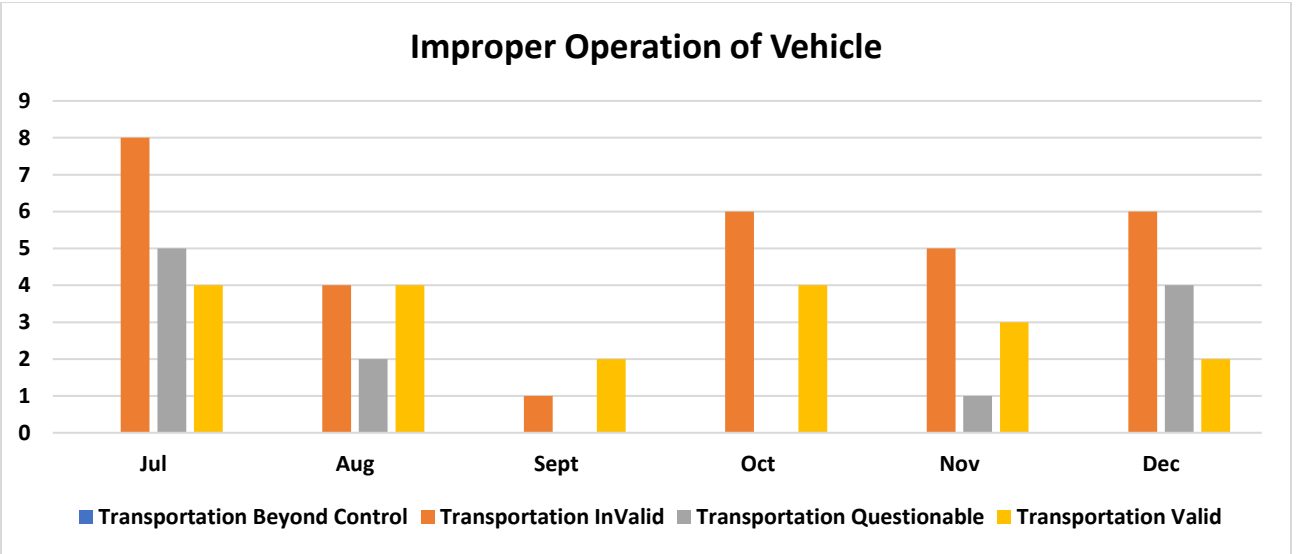
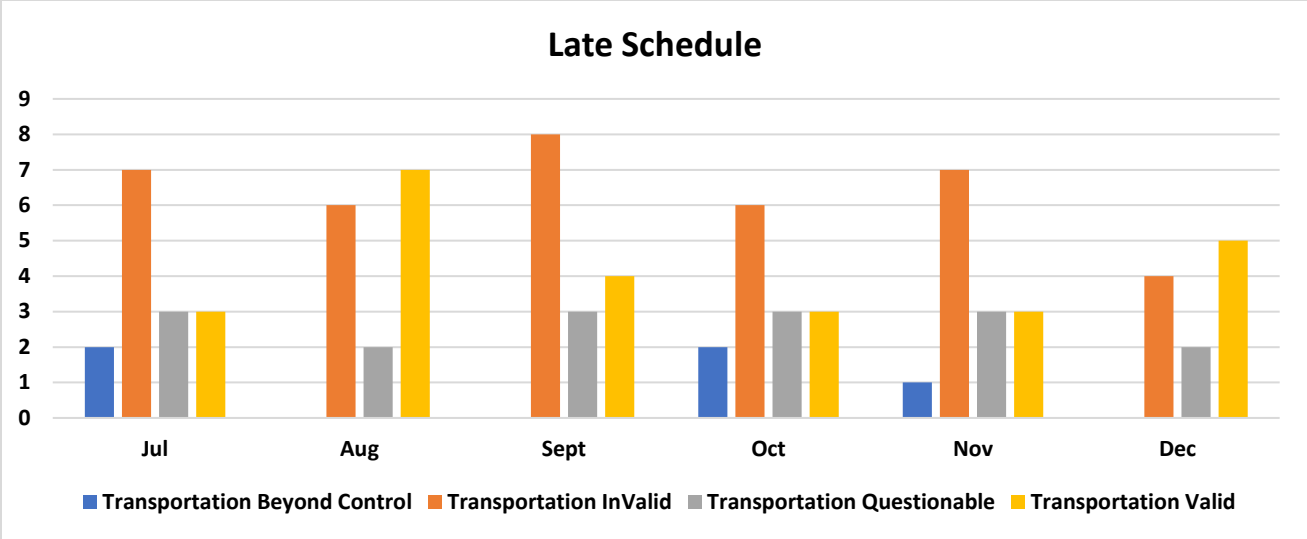
DEFINITIONS FOR COMPLAINTS

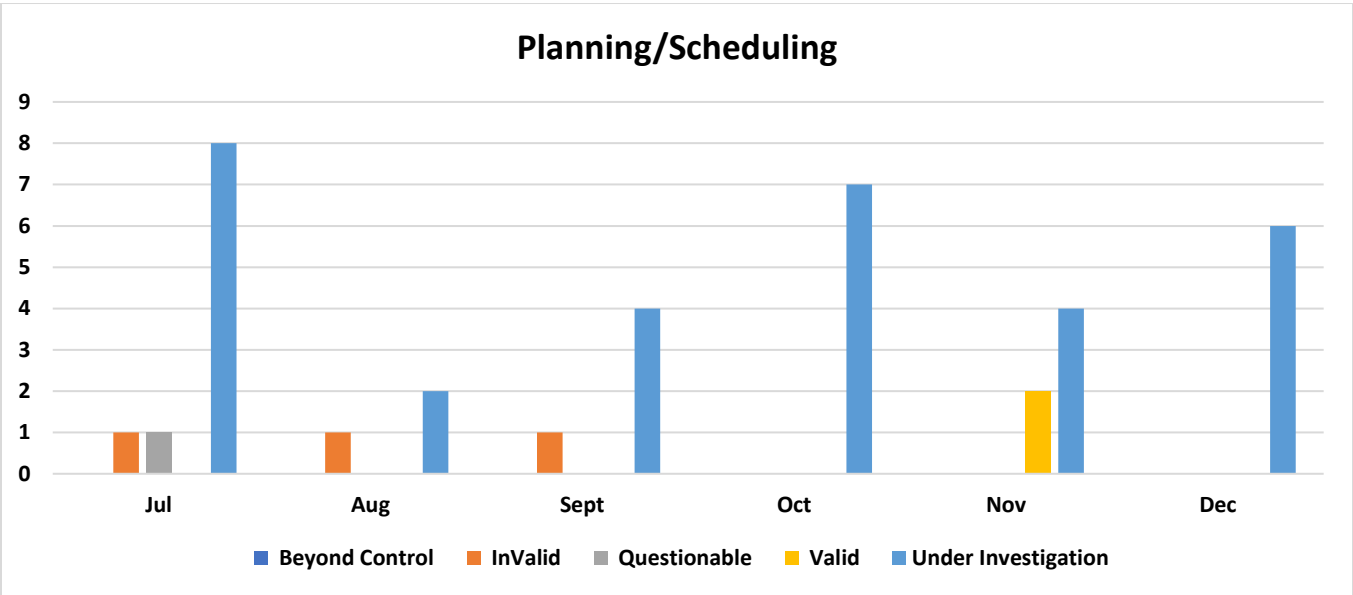
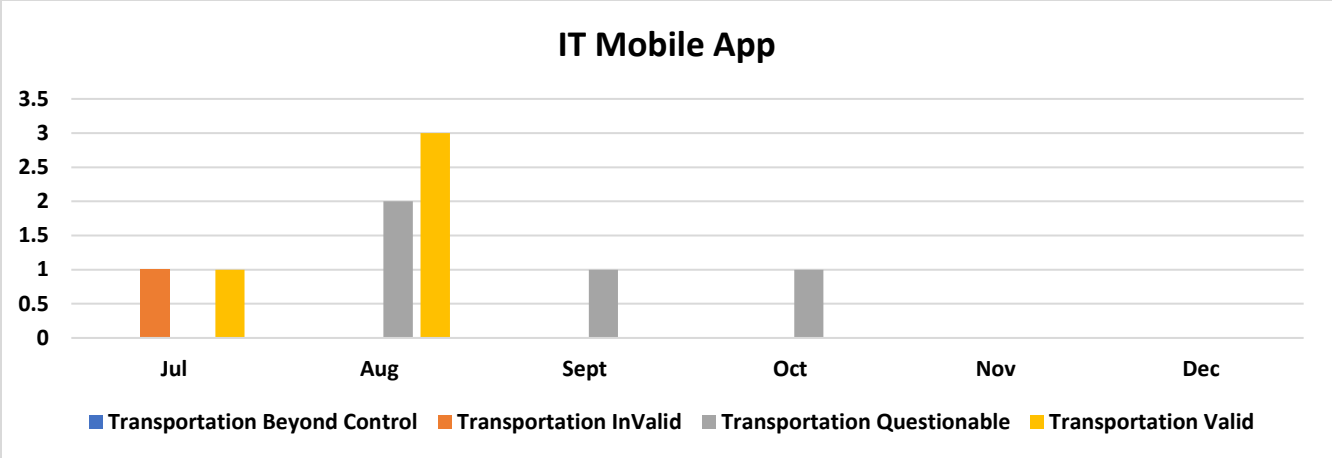
Verified – complaint was able to be verified
Non-Verified – complaint could not be verified based on the information provided
Questionable – complaint could not be confirmed or absolutely denied based on the information provided
Beyond Our Control – complaint is out of GRTC's control
Under Investigation – more research is needed based on information provided

TREND REPORT

<u>Complaint</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>
Rude Operator	4	5	13	4	9	2	4					
Passed Up Passenger	19	22	19	24	24	10	15					
No Show	7	13	8	10	7	1	1					
Late Schedule	3	3	7	4	3	3	5					
Improper Operations of Vehicle	3	4	4	2	4	3	2					
Early Schedule	1	6	7	9	3	3	3					
Planning/Scheduling	0	0	0	0	1	2	0					
IT/Mobile App	2	0	1	0	0	0	0					
Other- Miscellaneous	8	7	10	8	9	8	4					
Commendations	6	5	7	6	7	8	4					









Meeting Date: January 16, 2024

Staff Report: Quarterly Performance

BACKGROUND:

The 2nd Quarter Performance Metric Report provides a snapshot of system performance at the category and route level. This report includes trend analysis of performance. This tool plays a key role in identifying routes that are underperforming and may need schedule adjustments as well as routes that are high performers.

UPDATES:

The presentation will provide a detailed review of the FY24 2nd Quarter Performance Metric Report by route category.



Meeting Date: January 16, 2024
Staff Report: Monthly Ridership Report

BACKGROUND:

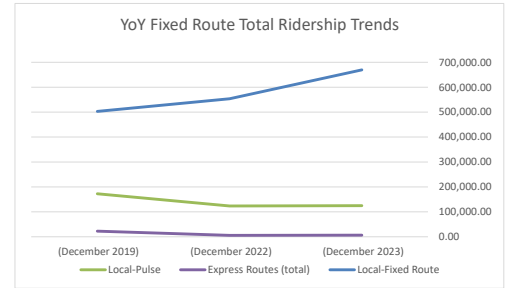
The “Monthly Ridership Report” (MRR), includes comparisons between the ridership of the current month, prior month, year prior (during COVID pandemic), and years prior (pre-COVID pandemic) to allow for a broad understanding of overall ridership trends. The MRR includes ridership data for all services GRTC offers including fixed route (local, express, and Pulse), specialized transportation (CARE, CARE Plus, and CARE On-Demand), and Van Pool. Fixed route and specialized transportation data is shown as system-wide totals as well as broken down by mode, route, and jurisdiction; each of which has an accompanying supplemental graph to aid in visualizing trends.

UPDATES:

Ridership update for the month of December 2023 will be provided by Frank Adarkwa.

**GRTC TRANSIT SYSTEM
MONTHLY RIDERSHIP REPORT December 2023**

	(December 2023)	(November 2023)	MoM%	(December 2022)	YoY % (FY2023)	(December 2019)	YoY % (FY2020)
Fixed Route							
Local-Fixed Route	669,616	674,807	-0.77%	554,052	20.86%	503,029	33.12%
- Richmond (fixed)	554,062	555,832	-0.32%	455,305	21.69%	421,525	31.44%
- Henrico (fixed)	115,553	118,974	-2.88%	98,747	17.02%	81,505	41.78%
Local-Pulse	124,647	136,737	-8.84%	123,567	0.87%	172,525	-27.75%
Express Routes (total)	6,463	6,816	-5.18%	5,630	14.80%	22,575	-71.37%
Total Fixed Route	800,726	818,360	-2.15%	683,249	17.19%	747,489	7.12%
Specialized Transportation							
CARE/CARE Plus		18,495	-100.00%	18,717	-100.00%	22,542	-100.00%
CARE On-Demand		3,984	-100.00%	4,302	-100.00%	2,727	-100.00%
Total Specialized	0	22,479	-100.00%	23,019	-100.00%	25,269	-100.00%



TOTAL FIXED ROUTE & SPECIALIZED	800,726	840,839	-4.77%	706,268	13.37%	772,758	3.62%
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	2024 FYTD	2023 FYTD (July '22 - December '22)	YoY % (FY2023)	2020 FYTD (July '19 - December '19)	YoY % (FY2020)
Fixed Route					
Local- Fixed Route	4,154,338	3,709,734	11.98%	3,307,156	25.62%
Local- Pulse	866,672	853,313	1.57%	1,172,012	-26.05%
Express Routes (total)	45,104	49,472	-8.83%	180,545	-75.02%
Total Fixed Route	5,066,113	4,612,520	9.83%	4,659,713	8.72%
Specialized Transportation					
CARE/CARE Plus	94,375	102,856	-8.25%	120,512	-21.69%
CARE On-Demand	18,130	20,666	-12.27%	12,875	40.82%
Total Specialized	112,505	123,522	-8.92%	133,387	-15.66%
TOTAL FIXED ROUTE & SPECIALIZED	5,178,618	4,736,042	9.34%	4,793,100	8.04%

Van Pool	(November '23)	YoY % (November '22) (FY2023)	(November '19) (FY2020)	YoY % (FY2020)
Van Pool	13,806	10.40%	29,042	-52.46%

**Vanpool data is received a month behind



Meeting Date: January 16, 2024
Board Subcommittee: Finance

CURRENT STATUS:

The Finance Subcommittee met on Thursday, January 11, 2024 at 3PM. Video and audio of the meeting was streamed live online and can be viewed at the following web address: <https://www.youtube.com/watch?v=hOm2XtoWX2k>.

AGENDA:

- Approval of Draft Minutes
- November 2023 Financials
- Update to Petersburg Area Transit (PAT) Split Letter
- Medical Benefits Presentation

UPDATES:

The Chair, Jim Ingle, will provide an update of the meeting.



Meeting Date: January 16, 2024
Staff Report: November 2023 Financial Report

BACKGROUND:

Attached is the Financial Report for the five months ended October 30, 2023. John Zinzarella will highlight the key points.

Financial Report
For the Five Months Ending November 30, 2023
Key Highlights

Revenues

Year to date Revenues favorable to budget	\$ 1,500,241.46
Year to Date Actual Revenues	\$ 32,490,482.65
Year to Date Budgeted Revenues	\$ 30,990,241.19

Favorable Federal Funds revenue \$1.347M due to ARPA funding for Operator Trainees wages and favorable Directly Generated Funds of \$239.057k due to favorable interest income due to higher treasury rates and investment balances versus budget assumptions offset by unfavorable Local Funds (\$77.483k) due to budgetary assumption of TRIP Match contribution from GRTC Fund Balance

Operating Expenditures

Year to date Operating Expenditures lower than budgeted amounts	\$ 2,423,034.67
Year to date Actual Operating Expenditures	\$ 30,354,534.03
Year to Date Budgeted Operating Expenditures	\$ 32,777,568.70

Lower than budgeted expenses primarily the result of favorable labor \$86.486k as a result lower than budgeted headcount in Administration offset by unfavorable labor expenses in Operations and Maintenance due to the number of trainees on staff, favorable services \$1.505M due timing of planning projects, and favorable materials and supplies \$829.937k, favorable offset by unfavorable purchased transportation (\$161.669k) due to higher demand for GRTC programs (CARE and CARE on demand) and unfavorable utilities (\$78.905k) due to irregularly high consumption of water which is under investigation and discussion with Richmond DPU.

<u>Net Operating Position - Surplus / (Deficit)</u>	\$ 2,079,986.72
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Balance Sheet and Cash Flow

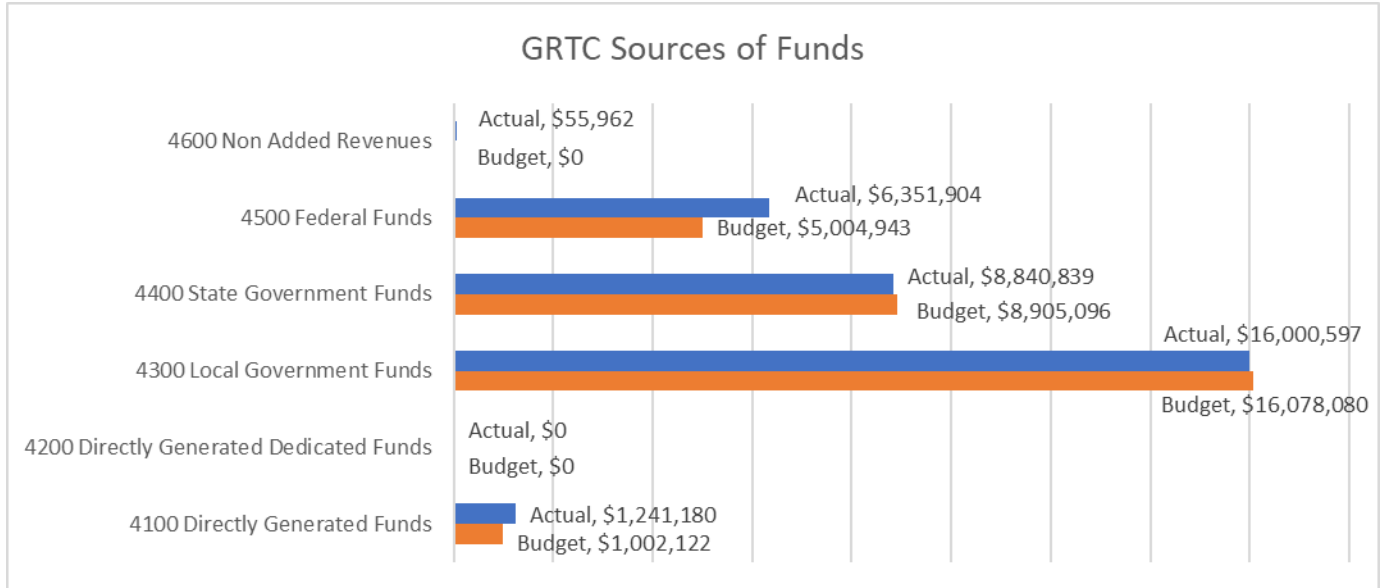
Balance sheet with cash position of		\$8,279,184
Operating Cash Account	\$3,868,280	
Capital Cash Account	\$4,410,904	

**GRTC Transit System
Source of Funds
Year to Date November 30, 2023**

	Month Ended November 30, 2023			Year to Date November 30, 2023		
	Actual	Budget	Variance Fav / (Unfav)	Actual	Budget	Variance Fav / (Unfav)
4100 Directly Generated Funds	\$ 234,326.90	\$ 198,773.64	\$ 35,553.26	\$ 1,241,179.95	\$ 1,002,122.36	\$ 239,057.59
4110 Total Passenger Fares	100,000.00	100,000.00	-	511,409.33	512,409.00	(999.67)
4120 Park and Ride Parking Revenues	-	-	-	-	-	-
4130 Non Public Transportation Revenue	2,450.00	-	2,450.00	43,141.00	-	43,141.00
4140 Auxiliary Transportation Revenue	-	17,000.00	(17,000.00)	3,250.00	61,000.00	(57,750.00)
4150 Other Agency Revenues	131,876.90	81,773.64	50,103.26	683,379.62	428,713.36	254,666.26
4160 Revenues Accrued Through a Purchased Transportation Agreement	-	-	-	-	-	-
4170 Subsidy from Other Sectors of Operations	-	-	-	-	-	-
4180 Extraordinary or Special Items	-	-	-	-	-	-
4190 Total Recoveries	-	-	-	-	-	-
4200 Directly Generated Dedicated Funds						
4300 Local Government Funds	\$ 3,438,834.99	\$ 3,374,193.03	\$ 64,641.96	\$ 16,000,597.38	\$ 16,078,080.37	\$ (77,482.99)
4310 General Revenues of the Local Government	3,438,834.99	3,374,193.03	64,641.96	16,000,597.38	16,078,080.37	(77,482.99)
4400 State Government Funds	\$ 1,822,750.79	\$ 1,853,124.14	\$ (30,373.35)	\$ 8,840,838.95	\$ 8,905,095.93	\$ (64,256.98)
4410 General Revenues of the State Government	1,822,750.79	1,853,124.14	(30,373.35)	8,840,838.95	8,905,095.93	(64,256.98)
4500 Federal Funds	\$ 1,939,214.81	\$ 1,025,198.70	\$ 914,016.12	\$ 6,351,904.47	\$ 5,004,942.53	\$ 1,346,961.94
5307 FTA Urbanized Area Formula Program	1,709,256.93	932,608.84	776,648.09	3,515,123.83	4,661,928.29	(1,146,804.46)
5307 CARES Act Urbanized Area Program Funds	229,957.89	92,589.86	137,368.03	2,836,780.64	343,014.24	2,493,766.40
4600 Non Added Revenues	\$ 2,150.00	\$ -	\$ 2,150.00	\$ 55,961.90	\$ -	\$ 55,961.90
4630 Sales and Disposals of Assets	2,150.00	-	2,150.00	55,961.90	-	55,961.90
Total Sources of Funds	\$ 7,437,277.50	\$ 6,451,289.51	\$ 985,987.99	\$ 32,490,482.65	\$ 30,990,241.19	\$ 1,500,241.46

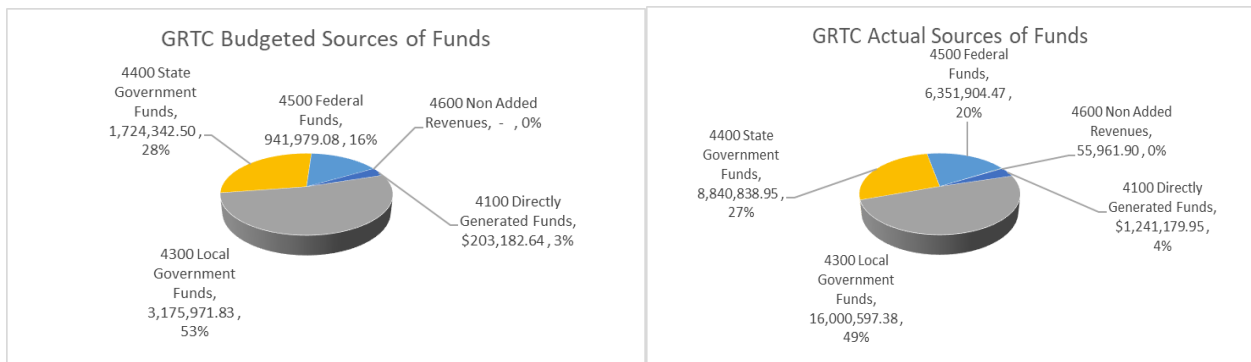
GRTC Transit System Year to Date November 30, 2023

Source of Funds	Budget	Actual	Over (Under)	% of Budget
4100 Directly Generated Funds	\$ 1,002,122.36	\$ 1,241,179.95	\$ 239,057.59	23.86%
4200 Directly Generated Dedicated Funds	-	-	-	n/a
4300 Local Government Funds	16,078,080.37	16,000,597.38	(77,482.99)	-0.48%
4400 State Government Funds	8,905,095.93	8,840,838.95	(64,256.98)	-0.72%
4500 Federal Funds	5,004,942.53	6,351,904.47	1,346,961.94	26.91%
4600 Non Added Revenues	-	55,961.90	55,961.90	n/a
	<u>\$ 30,990,241.19</u>	<u>\$ 32,490,482.65</u>	<u>\$ 1,500,241.46</u>	<u>4.84%</u>



Revenues are favorable versus budget by \$1.50M or 4.84% as a result of:

- Favorable Federal Funds revenue \$1.347M due to ARPA funding for Operator Trainees wages and favorable Directly Generated Funds of \$239.057k due to favorable interest income due to higher treasury rates and investment balances versus budget assumptions offset by unfavorable Local Funds (\$77.483k) due to budgetary assumption of TRIP Match contribution from GRTC Fund Balance.



**GRTC Transit System
Operating Expenses
Year to Date November 30, 2023**

	Vehicle Operations			Vehicle Maintenance			Facility Maintenance			General Administration			Total GRTC		
	Actual	Budget	Variance Fav / (Unfav)	Actual	Budget	Variance Fav / (Unfav)	Actual	Budget	Variance Fav / (Unfav)	Actual	Budget	Variance Fav / (Unfav)	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs															
5010. LABOR	\$ 15,010,739.86	\$ 14,391,091.78	\$ (619,648.08)	\$ 2,367,063.67	\$ 2,072,021.52	\$ (295,042.16)	\$ 505,681.26	\$ 735,372.53	\$ 261,209.86	\$ 2,927,490.05	\$ 3,698,974.76	\$ 771,484.71	\$ 20,810,974.84	\$ 20,897,460.60	\$ 86,485.76
01. Operator Salaries and Wages	9,020,397.73	8,940,691.31	(79,706.42)	-	-	-	-	-	-	-	-	-	9,020,397.73	8,940,691.31	(79,706.42)
02. Operator's Paid Absences	895,612.86	-	(895,612.86)	-	-	-	-	-	-	-	-	-	895,612.86	-	(895,612.86)
Operator Vacation	317,091.58	-	(317,091.58)	-	-	-	-	-	-	-	-	-	317,091.58	-	(317,091.58)
Operator Sick	213,537.97	-	(213,537.97)	-	-	-	-	-	-	-	-	-	213,537.97	-	(213,537.97)
Holiday	364,983.31	-	(364,983.31)	-	-	-	-	-	-	-	-	-	364,983.31	-	(364,983.31)
Operator FMLA or other leave	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	837,481.24	977,344.30	139,863.06	1,597,048.65	1,387,851.03	(209,197.62)	366,321.28	557,770.21	191,448.93	2,078,812.55	2,548,910.31	470,097.76	4,879,663.72	5,471,875.86	592,212.14
Dispatch	92,013.42	91,306.53	(706.89)	-	-	-	-	-	-	-	-	-	92,013.42	91,306.53	(706.89)
Operations Supervision	745,467.82	886,037.78	140,569.96	-	-	-	-	-	-	-	-	-	745,467.82	886,037.78	140,569.96
Maintenance	-	-	-	1,597,048.65	1,387,851.03	(209,197.62)	366,321.28	557,770.21	191,448.93	2,078,812.55	2,548,910.31	470,097.76	1,963,369.93	1,945,621.24	(17,748.69)
Administration	-	-	-	-	-	-	-	-	-	-	-	-	2,078,812.55	2,548,910.31	470,097.76
04. Other Paid Absences (Non revenue vehicle operator personnel)	-	-	-	71,578.31	-	(71,578.31)	31,427.58	-	91.00	-	-	-	103,005.89	-	(103,005.89)
Vacation	-	-	-	32,618.48	-	(32,618.48)	12,427.68	-	(12,427.68)	-	-	-	45,046.16	-	(45,046.16)
Sick	-	-	-	10,353.35	-	(10,353.35)	4,863.02	-	(4,863.02)	-	-	-	15,216.37	-	(15,216.37)
Holiday	-	-	-	27,916.08	-	(27,916.08)	12,356.40	-	(12,356.40)	-	-	-	40,272.48	-	(40,272.48)
FMLA or other leave	-	-	-	690.40	-	(690.40)	1,780.48	-	(1,780.48)	-	-	-	2,470.88	-	(2,470.88)
05. Fringe Benefits	4,257,248.03	4,473,056.17	215,808.14	698,436.71	684,170.49	(14,266.23)	107,932.40	177,602.32	69,669.92	848,677.50	1,150,064.45	301,386.95	5,912,294.64	6,484,893.43	572,598.79
Employment Taxes	772,619.13	755,917.35	(16,701.78)	125,169.96	105,777.06	(19,392.90)	28,710.72	42,511.26	13,800.54	162,928.59	194,268.86	31,340.27	1,089,428.41	1,098,474.53	9,046.12
Health and Welfare Expenses	1,984,091.00	2,254,466.56	270,375.55	321,437.29	315,472.12	(5,965.16)	73,729.32	126,786.63	53,057.30	418,401.70	579,392.26	160,990.56	2,797,659.31	3,276,117.57	478,458.26
Retirement Costs/Pension Plans	1,303,487.84	1,250,423.00	(53,064.84)	213,073.45	214,549.77	1,476.32	(45.79)	-	45.79	235,919.15	338,453.55	102,534.41	1,752,434.65	1,803,426.33	50,991.68
Workers Compensation	149,458.51	147,665.93	(1,792.58)	24,213.37	20,663.20	(3,550.18)	5,553.92	8,304.43	2,750.52	31,517.55	37,949.77	6,432.22	210,743.35	214,583.33	3,839.98
Other Fringe Benefits	47,591.55	64,583.33	16,991.79	14,542.64	27,708.33	13,165.70	(15.77)	-	15.77	(89.49)	-	89.49	62,028.92	92,291.67	30,262.75
5020. SERVICES	\$ 19,840.00	\$ 31,250.00	\$ 11,410.00	\$ -	\$ -	\$ -	\$ 224,354.12	\$ 321,940.42	\$ 97,586.30	\$ 1,400,748.54	\$ 2,796,660.57	\$ 1,395,912.03	\$ 1,644,942.66	\$ 3,149,850.98	\$ 1,504,908.32
03. Professional and Technical Services	-	-	-	-	-	-	-	-	-	818,777.55	2,238,461.90	1,419,684.35	818,777.55	2,238,461.90	1,419,684.35
BRT Fare Collection and Security Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Audit Fees	-	-	-	-	-	-	-	-	-	45,312.00	55,000.00	9,688.00	45,312.00	55,000.00	9,688.00
Legal Fees	-	-	-	-	-	-	-	-	-	12,485.60	62,500.00	50,014.40	12,485.60	62,500.00	50,014.40
Human Resources Consulting	-	-	-	-	-	-	-	-	-	20,460.00	26,992.90	6,532.90	20,460.00	26,992.90	6,532.90
Planning and Scheduling Consulting	-	-	-	-	-	-	-	-	-	665,544.56	1,626,719.00	961,174.44	665,544.56	1,626,719.00	961,174.44
Computer Consulting	-	-	-	-	-	-	-	-	-	280.00	2,200.00	1,920.00	280.00	2,200.00	1,920.00
Advertising and Promotion	-	-	-	-	-	-	-	-	-	74,695.39	464,750.00	390,054.61	74,695.39	464,750.00	390,054.61
05. Contract Maintenance Services	-	-	-	-	-	-	224,354.12	321,940.42	97,586.30	46,414.69	33,333.33	(13,081.36)	270,768.81	355,273.75	84,504.94
Vehicle Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Computer Maintenance	-	-	-	-	-	-	-	-	-	46,414.69	33,333.33	(13,081.36)	46,414.69	33,333.33	(13,081.36)
BRT Station Maintenance	-	-	-	-	-	-	-	-	-	39,903.84	84,566.67	44,662.83	39,903.84	84,566.67	44,662.83
Building Maintenance	-	-	-	-	-	-	-	-	-	184,450.28	237,373.75	52,923.47	184,450.28	237,373.75	52,923.47
09. Other Services	19,840.00	31,250.00	11,410.00	-	-	-	-	-	-	535,556.30	524,865.33	(10,690.97)	555,396.30	556,115.33	719.03
Advertising	-	-	-	-	-	-	-	-	-	11,557.51	9,583.33	(1,974.18)	11,557.51	9,583.33	(1,974.18)
Ad commission Lottery Updates	-	-	-	-	-	-	-	-	-	-	20,833.33	20,833.33	-	20,833.33	20,833.33
ADA Ride	-	-	-	-	-	-	-	-	-	26,947.01	30,713.33	3,766.32	26,947.01	30,713.33	3,766.32
Drug and Alcohol Testing	9,950.00	-	(9,950.00)	-	-	-	-	-	-	-	-	-	9,950.00	-	(9,950.00)
Medical Exam Testing	9,890.00	31,250.00	21,360.00	-	-	-	-	-	-	-	-	-	9,890.00	31,250.00	21,360.00
Misc	-	-	-	-	-	-	-	-	-	497,051.78	463,735.33	(33,316.45)	497,051.78	463,735.33	(33,316.45)
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 1,105,764.78	\$ 1,590,326.71	\$ 484,561.93	\$ 1,254,423.75	\$ 1,603,010.08	\$ 348,586.33	\$ 125,246.82	\$ 133,541.67	\$ 8,294.85	\$ 752,513.27	\$ 741,006.67	\$ (11,506.60)	\$ 3,237,948.62	\$ 4,067,885.13	\$ 829,936.51
01. Fuel and Lubricants	899,280.93	1,250,743.38	351,462.45	37,384.72	36,867.48	(517.24)	-	-	-	1,860.95	-	(1,860.95)	938,526.60	1,287,610.86	349,084.26
02. Tires and Tubes	206,483.85	339,583.33	133,099.48	-	-	-	-	-	-	-	-	-	206,483.85	339,583.33	133,099.48
09. Other Materials and Supplies	-	-	-	1,217,039.03	1,566,142.60	349,103.57	125,246.82	133,541.67	8,294.85	750,652.32	741,006.67	(9,645.65)	2,092,938.17	2,440,690.93	347,752.76
Vehicle Equip. and Parts Supplies (inc Cares Act)	-	-	-	1,217,039.03	1,566,142.60	349,103.57	-	-	-	48,922.70	-	(48,922.70)	1,265,961.73	1,566,142.60	300,180.87
Other Equipment and Supplies	-	-	-	-	-	-	125,246.82	133,541.67	8,294.85	174,475.86	194,166.67	19,690.81	299,722.68	327,708.33	27,985.65
Office Equipment	-	-	-	-	-	-	-	-	-	509,007.28	533,333.33	24,326.05	509,007.28	533,333.33	24,326.05
Admin. Supplies	-	-	-	-	-	-	-	-	-	18,246.48	13,506.67	(4,739.81)	18,246.48	13,506.67	(4,739.81)
5040. UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 498,751.35	\$ 419,846.25	\$ (78,905.10)	\$ 498,751.35	\$ 419,846.25	\$ (78,905.10)
Telecommunication	-	-	-	-	-	-	-	-	-	128,525.48	112,500.00	(16,025.48)	128,525.48	112,500.00	(16,025.48)
Utilities	-	-	-	-	-	-	-	-	-	370,225.87	307,346.25	(62,879.62)	370,225.87	307,346.25	(62,879.62)
5050. CASUALTIES AND LIABILITY COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 514,083.52	\$ 731,559.49	\$ 217,475.97	\$ 514,083.52	\$ 731,559.49	\$ 217,475.97
General Liability	-	-	-	-	-	-	-	-	-	238,484.67	406,250.00	167,765.33	238,484.67	406,250.00	167,765.33
Auto Liability	-	-	-	-	-	-	-	-	-	21,535.50	20,855.00	(680.50)	21,535.50	20,855.00	(680.50)
Physical Damage	-	-	-	-	-	-	-	-	-	200,246.18	208,333.33	8,087.15	200,246.18	208,333.33	8,087.15
All Other	-	-	-	-	-	-	-	-	-	53,817.17	96,121.16	42,303.99	53,817.17	96,121.16	42,303.99
5060. TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ 3,351,814.37	\$ 3,190,145.42	\$ (161,668.95)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,351,814.37	\$ 3,190,145.42	\$ (161,668.95)
01. Purchased Transportation - SpecTran	3,008,526.86	2,706,325.00	(302,201.86)	-	-	-	-	-	-	-	-	-	3,008,526.86	2,706,325.00	(302,201.86)
02. Purchased Transportation VanPool	343,287.51	483,820.42	140,532.91	-	-	-	-	-	-	-	-	-	343,287.51	483,820.42	140,532.91
5090. MISCELLANEOUS EXPENSES	\$ 43,382.15	\$ 41,666.67	\$ (1,715.48)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 252,636.52	\$ 279,154.17	\$ 26,517.65	\$ 296,018.67	\$ 320,820.83	\$ 24,802.16
02. Travel and Meetings	-	-	-	-	-	-	-	-	-	14,275.11	63,372.92	49,097.81	14,275.11	63,372.92	49,097.81
08. Advertising/Promotion Media	-	-	-	-	-	-	-	-	-	8,779.48	10,416.67	1,637.19	8,779.48	10,416.67	1,637.19
09. Other Miscellaneous Expenses	43,382.15	41,666.67	(1,715.48)	-	-	-	-	-	-	229,581.93	205,364.58	(24,217.35)	272,964.08	247,031.25	(25,932.83)
5120. LEASES AND RENTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5900 ADA Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 19,531,541.16	\$ 19,244,480.58	\$ (287,060.58)	\$ 3,621,487.42	\$ 3,675,031.60	\$ 53,544.18	\$ 855,282.20	\$ 1,190,854.62	\$ 367,091.00	\$ 6,346,223.25	\$ 8,667,201.90	\$ 2,320,978.66	\$ 30,354,534.03	\$	

GRTC Transit System
Operating Expenses
Year to Date November 30, 2023

	Total GRTC		
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 20,810,974.84	\$ 20,897,460.60	\$ 86,485.76
01. Operator Salaries and Wages	<u>9,020,397.73</u>	<u>8,940,691.31</u>	<u>(79,706.42)</u>
02. Operator's Paid Absences	<u>895,612.86</u>	<u>-</u>	<u>(895,612.86)</u>
Operator Vacation	317,091.58	-	(317,091.58)
Operator Sick	213,537.97	-	(213,537.97)
Holiday	364,983.31	-	(364,983.31)
Operator FMLA or other leave	-	-	
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	<u>4,879,663.72</u>	<u>5,471,875.86</u>	<u>592,212.14</u>
Dispatch	92,013.42	91,306.53	(706.89)
Operations Supervision	745,467.82	886,037.78	140,569.96
Maintenance	1,963,369.93	1,945,621.24	(17,748.69)
Administration	2,078,812.55	2,548,910.31	470,097.76
04. Other Paid Absences (Non revenue vehicle operator personnel)	<u>103,005.89</u>	<u>-</u>	<u>(103,005.89)</u>
Vacation	45,046.16	-	(45,046.16)
Sick	15,216.37	-	(15,216.37)
Holiday	40,272.48	-	(40,272.48)
FMLA or other leave	2,470.88	-	(2,470.88)
05. Fringe Benefits	<u>5,912,294.64</u>	<u>6,484,893.43</u>	<u>572,598.79</u>
Employment Taxes	1,089,428.41	1,098,474.53	9,046.12
Health and Welfare Expenses	2,384,683.16	2,952,411.97	567,728.81
Retirement Costs/Pension Plans	1,752,434.65	1,803,426.33	50,991.68
Workers Compensation	210,743.35	214,583.33	3,839.98
Other Fringe Benefits	475,005.07	415,997.27	(59,007.80)
5020. SERVICES	\$ 1,644,942.66	\$ 3,149,850.98	\$ 1,504,908.32
03. Professional and Technical Services	<u>818,777.55</u>	<u>2,238,461.90</u>	<u>1,419,684.35</u>
BRT Fare Collection and Security Services	-	-	-
Audit Fees	45,312.00	55,000.00	9,688.00
Legal Fees	12,485.60	62,500.00	50,014.40
Human Resources Consulting	20,460.00	26,992.90	6,532.90
Planning and Scheduling Consulting	665,544.56	1,626,719.00	961,174.44
Computer Consulting	280.00	2,500.00	2,220.00
Advertising and Promotion	74,695.39	464,750.00	390,054.61
05. Contract Maintenance Services	<u>270,768.81</u>	<u>355,273.75</u>	<u>84,504.94</u>
Vehicle Maintenance	-	-	-
Computer Maintenance	46,414.69	33,333.33	(13,081.36)
BRT Station Maintenance	39,903.84	84,566.67	44,662.83
Building Maintenance	184,450.28	237,373.75	52,923.47
09. Other Services	<u>555,396.30</u>	<u>556,115.33</u>	<u>719.03</u>
Advertising	11,557.51	9,583.33	(1,974.18)
Ad commission Lottery Updates	-	20,833.33	20,833.33
ADA Ride	26,947.01	30,713.33	3,766.32
Drug and Alcohol Testing	9,950.00	-	(9,950.00)
Medical Exam Testing	9,890.00	31,250.00	21,360.00
Misc	497,051.78	463,735.33	(33,316.45)
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 3,237,948.62	\$ 4,067,885.13	\$ 829,936.51
01. Fuel and Lubricants	<u>938,526.60</u>	<u>1,287,610.86</u>	<u>349,084.26</u>
02. Tires and Tubes	<u>206,483.85</u>	<u>339,583.33</u>	<u>133,099.48</u>
09. Other Materials and Supplies	<u>2,092,938.17</u>	<u>2,440,690.93</u>	<u>347,752.76</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)	1,265,857.57	1,566,142.60	300,285.03
Other Equipment and Supplies	299,826.84	327,708.33	27,881.49
Office Equipment	509,007.28	533,333.33	24,326.05
Admin. Supplies	18,246.48	13,506.67	(4,739.81)

**GRTC Transit System
Operating Expenses
Year to Date November 30, 2023**

	Total GRTC		
	Actual	Budget	Variance Fav / (Unfav)
5040. UTILITIES	\$ 498,751.35	\$ 419,846.25	\$ (78,905.10)
Telecommunication	128,525.48	112,500.00	(16,025.48)
Utilities	370,225.87	307,346.25	(62,879.62)
5050. CASUALTIES AND LIABILITY COSTS	\$ 514,083.52	\$ 731,559.49	\$ 217,475.97
General Liability	238,484.67	406,250.00	167,765.33
Auto Liability	21,535.50	20,855.00	(680.50)
Physical Damage	200,246.18	208,333.33	8,087.15
All Other	53,817.17	96,121.16	42,303.99
5060. TAXES	\$ -	\$ -	\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ 3,351,814.37	\$ 3,190,145.42	\$ (161,668.95)
01. Purchased Transportation - SpecTran	<u>3,008,526.86</u>	<u>2,706,325.00</u>	<u>(302,201.86)</u>
02. Purchased Transportation VanPool	<u>343,287.51</u>	<u>483,820.42</u>	<u>140,532.91</u>
5090. MISCELLANEOUS EXPENSES	\$ 296,018.67	\$ 320,820.83	\$ 24,802.16
02. Travel and Meetings	<u>14,275.11</u>	<u>63,372.92</u>	<u>49,097.81</u>
08. Advertising/Promotion Media	<u>8,779.48</u>	<u>10,416.67</u>	<u>1,637.19</u>
09. Other Miscellaneous Expenses	<u>272,964.08</u>	<u>247,031.25</u>	<u>(25,932.83)</u>
5120. LEASES AND RENTALS	\$ -	\$ -	\$ -
5900 ADA Expenses	\$ -	\$ -	\$ -
Total Expenses	\$ 30,354,534.03	\$ 32,777,568.70	\$ 2,423,034.67
	100.00%	100.00%	

GRTC Transit System
Operating Expenses
Year to Date November 30, 2023

	Vehicle Operations		
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 15,010,739.86	\$ 14,391,091.78	\$ (619,648.08)
01. Operator Salaries and Wages	<u>9,020,397.73</u>	<u>8,940,691.31</u>	<u>(79,706.42)</u>
02. Operator's Paid Absences	<u>895,612.86</u>	<u>-</u>	<u>(895,612.86)</u>
Operator Vacation	317,091.58	-	(317,091.58)
Operator Sick	213,537.97	-	(213,537.97)
Holiday	364,983.31	-	(364,983.31)
Operator FMLA or other leave	-	-	-
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	<u>837,481.24</u>	<u>977,344.30</u>	<u>139,863.06</u>
Dispatch	92,013.42	91,306.53	(706.89)
Operations Supervision	745,467.82	886,037.78	140,569.96
Maintenance	-	-	-
Administration	-	-	-
04. Other Paid Absences (Non revenue vehicle operator personnel)	<u>-</u>	<u>-</u>	<u>-</u>
Vacation	-	-	-
Sick	-	-	-
Holiday	-	-	-
FMLA or other leave	-	-	-
05. Fringe Benefits	<u>4,257,248.03</u>	<u>4,473,056.17</u>	<u>215,808.14</u>
Employment Taxes	772,619.13	755,917.35	(16,701.78)
Health and Welfare Expenses	1,691,209.64	2,031,707.93	340,498.29
Retirement Costs/Pension Plans	1,303,487.84	1,250,423.00	(53,064.84)
Workers Compensation	149,458.51	147,665.93	(1,792.58)
Other Fringe Benefits	340,472.91	287,341.96	(53,130.95)
5020. SERVICES	\$ 19,840.00	\$ 31,250.00	\$ 11,410.00
03. Professional and Technical Services	<u>-</u>	<u>-</u>	<u>-</u>
BRT Fare Collection and Security Services	-	-	-
Audit Fees	-	-	-
Legal Fees	-	-	-
Human Resources Consulting	-	-	-
Planning and Scheduling Consulting	-	-	-
Computer Consulting	-	-	-
Advertising and Promotion	-	-	-
05. Contract Maintenance Services	<u>-</u>	<u>-</u>	<u>-</u>
Vehicle Maintenance	-	-	-
Computer Maintenance	-	-	-
BRT Station Maintenance	-	-	-
Building Maintenance	-	-	-
09. Other Services	<u>19,840.00</u>	<u>31,250.00</u>	<u>11,410.00</u>
Advertising	-	-	-
Ad commission Lottery Updates	-	-	-
ADA Ride	-	-	-
Drug and Alcohol Testing	9,950.00	-	(9,950.00)
Medical Exam Testing	9,890.00	31,250.00	21,360.00
Misc	-	-	-
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 1,105,764.78	\$ 1,590,326.71	\$ 484,561.93
01. Fuel and Lubricants	<u>899,280.93</u>	<u>1,250,743.38</u>	<u>351,462.45</u>
02. Tires and Tubes	<u>206,483.85</u>	<u>339,583.33</u>	<u>133,099.48</u>
09. Other Materials and Supplies	<u>-</u>	<u>-</u>	<u>-</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)	-	-	-
Other Equipment and Supplies	-	-	-
Office Equipment	-	-	-
Admin. Supplies	-	-	-

**GRTC Transit System
Operating Expenses
Year to Date November 30, 2023**

	Vehicle Operations		
	Actual	Budget	Variance Fav / (Unfav)
5040. UTILITIES	\$ -	\$ -	\$ -
Telecommunication			-
Utilities			-
5050. CASUALTIES AND LIABILITY COSTS	\$ -	\$ -	\$ -
General Liability			-
Auto Liability			-
Physical Damage			-
All Other			-
5060. TAXES	\$ -	\$ -	\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ 3,351,814.37	\$ 3,190,145.42	\$ (161,668.95)
01. Purchased Transportation - SpecTran	<u>3,008,526.86</u>	<u>2,706,325.00</u>	<u>(302,201.86)</u>
02. Purchased Transportation VanPool	<u>343,287.51</u>	<u>483,820.42</u>	<u>140,532.91</u>
5090. MISCELLANEOUS EXPENSES	\$ 43,382.15	\$ 41,666.67	\$ (1,715.48)
02. Travel and Meetings			-
08. Advertising/Promotion Media			-
09. Other Miscellaneous Expenses	<u>43,382.15</u>	<u>41,666.67</u>	<u>(1,715.48)</u>
5120. LEASES AND RENTALS			\$ -
5900 ADA Expenses			\$ -
Total Expenses	\$ 19,531,541.16	\$ 19,244,480.58	\$ (287,060.58)
	64.34%	58.71%	

**GRTC Transit System
Operating Expenses
Year to Date November 30, 2023**

	Vehicle Maintenance		
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 2,367,063.67	\$ 2,072,021.52	\$ (295,042.16)
01. Operator Salaries and Wages			-
02. Operator's Paid Absences	-	-	-
Operator Vacation			-
Operator Sick			-
Holiday			-
Operator FMLA or other leave			
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	<u>1,597,048.65</u>	<u>1,387,851.03</u>	<u>(209,197.62)</u>
Dispatch			-
Operations Supervision			-
Maintenance	1,597,048.65	1,387,851.03	(209,197.62)
Administration			-
04. Other Paid Absences (Non revenue vehicle operator personnel)	<u>71,578.31</u>	<u>-</u>	<u>(71,578.31)</u>
Vacation	32,618.48	-	(32,618.48)
Sick	10,353.35	-	(10,353.35)
Holiday	27,916.08	-	(27,916.08)
FMLA or other leave	690.40	-	(690.40)
05. Fringe Benefits	<u>698,436.71</u>	<u>684,170.49</u>	<u>(14,266.23)</u>
Employment Taxes	125,169.96	105,777.06	(19,392.90)
Health and Welfare Expenses	273,988.36	284,301.05	10,312.69
Retirement Costs/Pension Plans	213,073.45	214,549.77	1,476.32
Workers Compensation	24,213.37	20,663.20	(3,550.18)
Other Fringe Benefits	61,991.56	58,879.40	(3,112.16)
5020. SERVICES	\$ -	\$ -	\$ -
03. Professional and Technical Services	-	-	-
BRT Fare Collection and Security Services			-
Audit Fees			-
Legal Fees			-
Human Resources Consulting			-
Planning and Scheduling Consulting			-
Computer Consulting			-
Advertising and Promotion			-
05. Contract Maintenance Services	-	-	-
Vehicle Maintenance			-
Computer Maintenance			-
BRT Station Maintenance			-
Building Maintenance			-
09. Other Services	-	-	-
Advertising			-
Ad commission Lottery Updates			-
ADA Ride			-
Drug and Alcohol Testing			-
Medical Exam Testing			-
Misc			-
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 1,254,423.75	\$ 1,603,010.08	\$ 348,586.33
01. Fuel and Lubricants	<u>37,384.72</u>	<u>36,867.48</u>	<u>(517.24)</u>
02. Tires and Tubes			-
09. Other Materials and Supplies	<u>1,217,039.03</u>	<u>1,566,142.60</u>	<u>349,103.57</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)	1,217,039.03	1,566,142.60	349,103.57
Other Equipment and Supplies			-
Office Equipment			-
Admin. Supplies			-

**GRTC Transit System
Operating Expenses
Year to Date November 30, 2023**

	Vehicle Maintenance			
	Actual	Budget	Variance Fav / (Unfav)	
5040. UTILITIES	\$ -	\$ -	\$ -	-
Telecommunication				-
Utilities				-
5050. CASUALTIES AND LIABILITY COSTS	\$ -	\$ -	\$ -	-
General Liability				-
Auto Liability				-
Physical Damage				-
All Other	-	-		-
5060. TAXES			\$ -	-
5100. PURCHASED TRANSPORTATION SERVICE	\$ -	\$ -	\$ -	-
01. Purchased Transportation - SpecTran				-
02. Purchased Transportation VanPool				-
5090. MISCELLANEOUS EXPENSES	\$ -	\$ -	\$ -	-
02. Travel and Meetings				-
08. Advertising/Promotion Media				-
09. Other Miscellaneous Expenses				-
5120. LEASES AND RENTALS	\$ -	\$ -	\$ -	-
5900 ADA Expenses	\$ -	\$ -	\$ -	-
Total Expenses	\$ 3,621,487.42	\$ 3,675,031.60	\$ 53,544.18	
	11.93%	11.21%		

**GRTC Transit System
Operating Expenses
Year to Date November 30, 2023**

	Facility Maintenance		
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 505,681.26	\$ 735,372.53	\$ 229,691.28
01. Operator Salaries and Wages			-
02. Operator's Paid Absences	-	-	-
Operator Vacation			-
Operator Sick			-
Holiday			-
Operator FMLA or other leave			
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	<u>366,321.28</u>	<u>557,770.21</u>	<u>191,448.93</u>
Dispatch			-
Operations Supervision			-
Maintenance	366,321.28	557,770.21	191,448.93
Administration			-
04. Other Paid Absences (Non revenue vehicle operator personnel)	<u>31,427.58</u>	<u>-</u>	<u>(31,427.58)</u>
Vacation	12,427.68	-	(12,427.68)
Sick	4,863.02	-	(4,863.02)
Holiday	12,356.40	-	(12,356.40)
FMLA or other leave	1,780.48	-	(1,780.48)
05. Fringe Benefits	<u>107,932.40</u>	<u>177,602.32</u>	<u>69,669.92</u>
Employment Taxes	28,710.72	42,511.26	13,800.54
Health and Welfare Expenses	62,845.78	114,259.13	51,413.36
Retirement Costs/Pension Plans	(45.79)	-	45.79
Workers Compensation	5,553.92	8,304.43	2,750.52
Other Fringe Benefits	10,867.78	12,527.49	1,659.72
5020. SERVICES	\$ 224,354.12	\$ 321,940.42	\$ 97,586.30
03. Professional and Technical Services	-	-	-
BRT Fare Collection and Security Services			-
Audit Fees			-
Legal Fees			-
Human Resources Consulting			-
Planning and Scheduling Consulting			-
Computer Consulting			-
Advertising and Promotion			-
05. Contract Maintenance Services	<u>224,354.12</u>	<u>321,940.42</u>	<u>97,586.30</u>
Vehicle Maintenance			-
Computer Maintenance			-
BRT Station Maintenance	39,903.84	84,566.67	44,662.83
Building Maintenance	184,450.28	237,373.75	52,923.47
09. Other Services	-	-	-
Advertising			-
Ad commission Lottery Updates			-
ADA Ride			-
Drug and Alcohol Testing			-
Medical Exam Testing			-
Misc			-
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 125,246.82	\$ 133,541.67	\$ 8,294.85
01. Fuel and Lubricants			-
02. Tires and Tubes			-
09. Other Materials and Supplies	<u>125,246.82</u>	<u>133,541.67</u>	<u>8,294.85</u>
Vechicle Equip. and Parts Supplies (inc Cares Act)			-
Other Equipment and Supplies	125,246.82	133,541.67	8,294.85
Office Equipment			-
Admin. Supplies			-

**GRTC Transit System
Operating Expenses
Year to Date November 30, 2023**

	Facility Maintenance			
	Actual	Budget	Variance Fav / (Unfav)	
5040. UTILITIES	\$ -	\$ -	\$ -	-
Telecommunication				-
Utilities				-
5050. CASUALTIES AND LIABILITY COSTS	\$ -	\$ -	\$ -	-
General Liability				-
Auto Liability				-
Physical Damage				-
All Other				-
5060. TAXES			\$ -	-
5100. PURCHASED TRANSPORTATION SERVICE	\$ -	\$ -	\$ -	-
01. Purchased Transportation - SpecTran				-
02. Purchased Transportation VanPool				-
5090. MISCELLANEOUS EXPENSES	\$ -	\$ -	\$ -	-
02. Travel and Meetings				-
08. Advertising/Promotion Media				-
09. Other Miscellaneous Expenses				-
5120. LEASES AND RENTALS	\$ -	\$ -	\$ -	-
5900 ADA Expenses	\$ -	\$ -	\$ -	-
Total Expenses	\$ 855,282.20	\$ 1,190,854.62	\$ 335,572.42	
	2.82%	3.63%		

GRTC Transit System
Operating Expenses
Year to Date November 30, 2023

	General Administration		
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 2,927,490.05	\$ 3,698,974.76	\$ 771,484.71
01. Operator Salaries and Wages			-
02. Operator's Paid Absences	-	-	-
Operator Vacation			-
Operator Sick			-
Holiday			-
Operator FMLA or other leave			
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	<u>2,078,812.55</u>	<u>2,548,910.31</u>	<u>470,097.76</u>
Dispatch			-
Operations Supervision			-
Maintenance			-
Administration	2,078,812.55	2,548,910.31	470,097.76
04. Other Paid Absences (Non revenue vehicle operator personnel)	-	-	-
Vacation			-
Sick			-
Holiday			-
FMLA or other leave			-
05. Fringe Benefits	<u>848,677.50</u>	<u>1,150,064.45</u>	<u>301,386.95</u>
Employment Taxes	162,928.59	194,268.86	31,340.27
Health and Welfare Expenses	356,639.38	522,143.85	165,504.47
Retirement Costs/Pension Plans	235,919.15	338,453.55	102,534.41
Workers Compensation	31,517.55	37,949.77	6,432.22
Other Fringe Benefits	61,672.82	57,248.41	(4,424.41)
5020. SERVICES	\$ 1,400,748.54	\$ 2,796,660.57	\$ 1,395,912.03
03. Professional and Technical Services	<u>818,777.55</u>	<u>2,238,461.90</u>	<u>1,419,684.35</u>
BRT Fare Collection and Security Services	-	-	-
Audit Fees	45,312.00	55,000.00	9,688.00
Legal Fees	12,485.60	62,500.00	50,014.40
Human Resources Consulting	20,460.00	26,992.90	6,532.90
Planning and Scheduling Consulting	665,544.56	1,626,719.00	961,174.44
Computer Consulting	280.00	2,200.00	2,220.00
Advertising and Promotion	74,695.39	464,750.00	390,054.61
05. Contract Maintenance Services	<u>46,414.69</u>	<u>33,333.33</u>	<u>(13,081.36)</u>
Vehicle Maintenance			-
Computer Maintenance	46,414.69	33,333.33	(13,081.36)
BRT Station Maintenance			-
Building Maintenance			-
09. Other Services	<u>535,556.30</u>	<u>524,865.33</u>	<u>(10,690.97)</u>
Advertising	11,557.51	9,583.33	(1,974.18)
Ad commission Lottery Updates	-	20,833.33	20,833.33
ADA Ride	26,947.01	30,713.33	3,766.32
Drug and Alcohol Testing			-
Medical Exam Testing			-
Misc	497,051.78	463,735.33	(33,316.45)
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 752,513.27	\$ 741,006.67	\$ (11,506.60)
01. Fuel and Lubricants	<u>1,860.95</u>	<u>-</u>	<u>(1,860.95)</u>
02. Tires and Tubes			-
09. Other Materials and Supplies	<u>750,652.32</u>	<u>741,006.67</u>	<u>(9,645.65)</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)	48,818.54	-	(48,818.54)
Other Equipment and Supplies	174,580.02	194,166.67	19,586.65
Office Equipment	509,007.28	533,333.33	24,326.05
Admin. Supplies	18,246.48	13,506.67	(4,739.81)

**GRTC Transit System
Operating Expenses
Year to Date November 30, 2023**

	General Administration		
	Actual	Budget	Variance Fav / (Unfav)
5040. UTILITIES	\$ 498,751.35	\$ 419,846.25	\$ (78,905.10)
Telecommunication	128,525.48	112,500.00	(16,025.48)
Utilities	370,225.87	307,346.25	(62,879.62)
5050. CASUALTIES AND LIABILITY COSTS	\$ 514,083.52	\$ 731,559.49	\$ 217,475.97
General Liability	238,484.67	406,250.00	167,765.33
Auto Liability	21,535.50	20,855.00	(680.50)
Physical Damage	200,246.18	208,333.33	8,087.15
All Other	53,817.17	96,121.16	42,303.99
5060. TAXES	\$ -	\$ -	\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ -	\$ -	\$ -
01. Purchased Transportation - SpecTran			-
02. Purchased Transportation VanPool			-
5090. MISCELLANEOUS EXPENSES	\$ 252,636.52	\$ 279,154.17	\$ 26,517.65
02. Travel and Meetings	14,275.11	63,372.92	49,097.81
08. Advertising/Promotion Media	8,779.48	10,416.67	1,637.19
09. Other Miscellaneous Expenses	229,581.93	205,364.58	(24,217.35)
5120. LEASES AND RENTALS	\$ -	\$ -	\$ -
5900 ADA Expenses	-	-	-
Total Expenses	\$ 6,346,223.25	\$ 8,667,201.90	\$ 2,320,978.66
	20.91%	26.44%	

GRTC Transit System Year to Date November 30, 2023

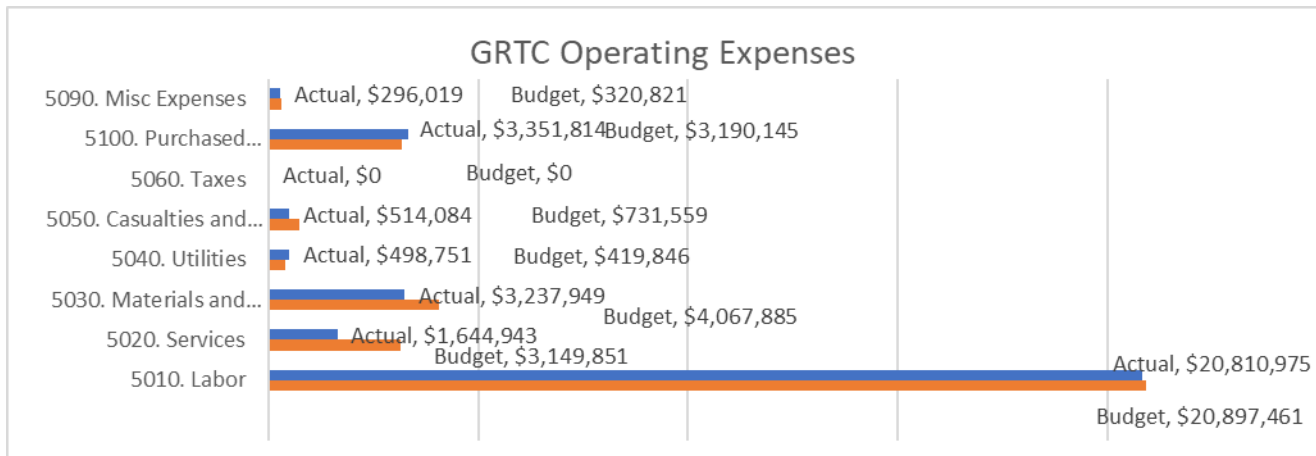
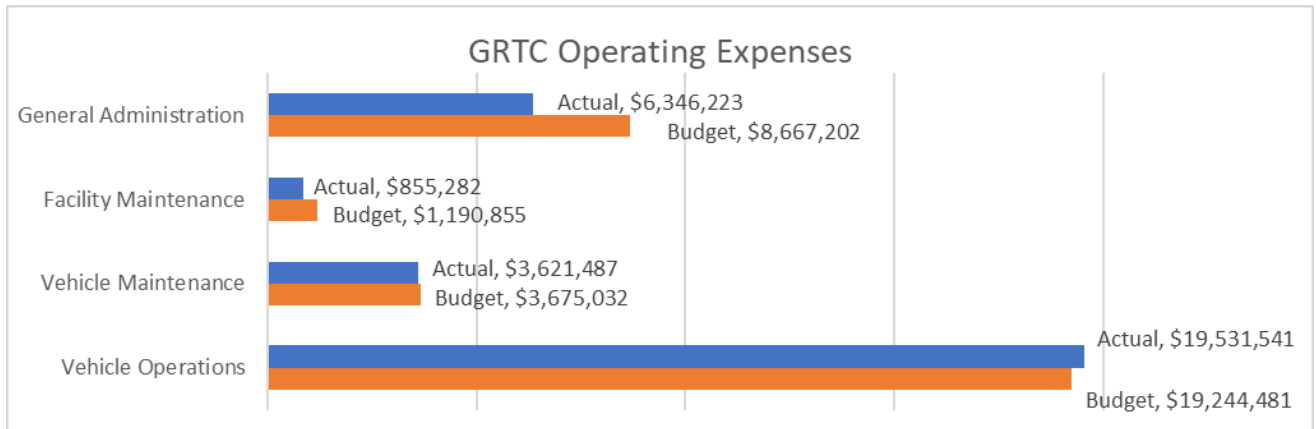
Operating Expenses

	Budget	Actual	(Over) Under	% of Budget
Vehicle Operations	\$ 19,244,480.58	\$ 19,531,541.16	\$ (287,060.58)	101.49%
Vehicle Maintenance	3,675,031.60	3,621,487.42	53,544.18	98.54%
Facility Maintenance	1,190,854.62	855,282.20	335,572.42	71.82%
General Administration	8,667,201.90	6,346,223.25	2,320,978.66	73.22%
Total GRTC	\$ 32,777,568.70	\$ 30,354,534.03	\$ 2,423,034.67	92.61%

	Budget	Actual	(Over) Under	% of Budget
5010. Labor	\$ 20,897,460.60	\$ 20,810,974.84	\$ 86,485.76	99.59%
5020. Services	3,149,850.98	1,644,942.66	1,504,908.32	52.22%
5030. Materials and Supplies Consumed	4,067,885.13	3,237,948.62	829,936.51	79.60%
5040. Utilities	419,846.25	498,751.35	(78,905.10)	118.79%
5050. Casualties and Liability Costs	731,559.49	514,083.52	217,475.97	70.27%
5060. Taxes	-	-	-	0.00%
5100. Purchased Transportation Service	3,190,145.42	3,351,814.37	(161,668.95)	105.07%
5090. Misc Expenses	320,820.83	296,018.67	24,802.16	92.27%
Total GRTC	\$ 32,777,568.70	\$ 30,354,534.03	\$ 2,423,034.67	92.61%

Total Fleet Service Miles	2,338,287.82	2,314,103.78
Operating Expense per Mile	\$ 14.02	\$ 13.12

Total Fleet Service Hours	209,106.09	206,931.00
Operating Expense per Hour	\$ 156.75	\$ 146.69



Operating Expenses are favorable versus budget by \$2.423M or 7.39% as a result of:

- Lower than budgeted labor expenses of \$86.486k due to higher than budgeted vacancy factor in the general and administrative groups offset by unfavorable labor expenses in Operations and Maintenance due to the number of trainees on staff.
- Favorable purchased services of \$1.505M due to the timing of consulting services versus budget.
- Favorable materials and supplies of \$829.937k timing of purchases versus budget assumptions.
- Unfavorable Utilities expenses of \$78.905k driven by irregularly high consumption of water which is under investigation and discussion with Richmond DPU.
- Favorable casualties and liability expense of \$217.476k is due to timing of self-insured provision charges and favorable general liability renewal premiums.
- Unfavorable purchased transportation services of \$161.669k due to actual demand differing from budgetary assumptions.
- Favorable Miscellaneous expense of \$24.802k due to timing of travel expense versus budget.

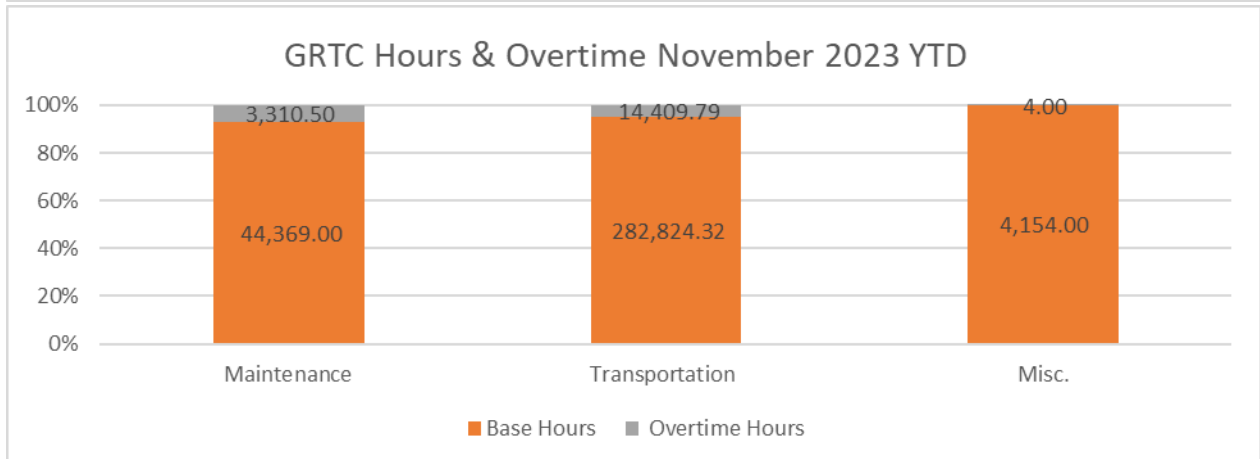
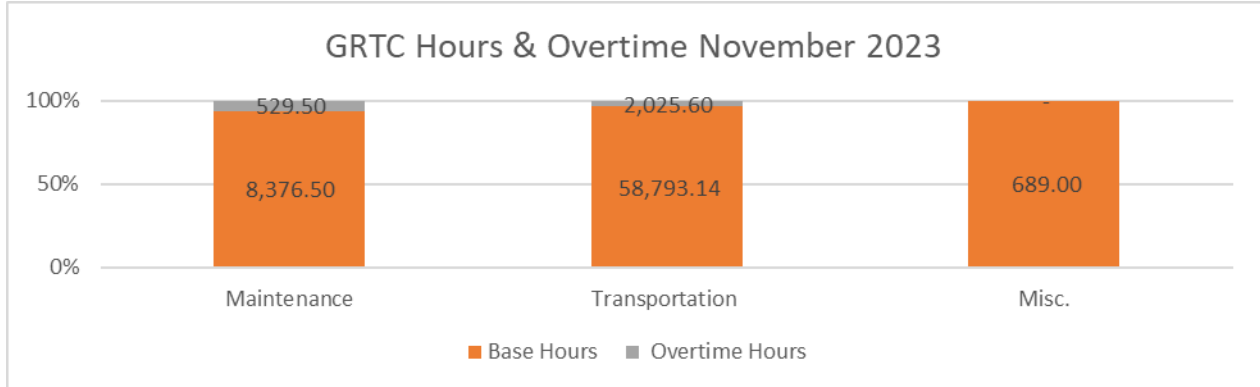
<u>Operating Expense per Mile</u>	Budget	Actual
Vehicle Operations	\$ 8.23	\$ 8.44
Vehicle Maintenance	1.57	1.56
Facility Maintenance	0.51	0.37
General Administration	<u>3.71</u>	<u>2.74</u>
Total GRTC	\$ 14.02	\$ 13.12

<u>Operating Expense per Mile</u>	Budget	Actual
5010. Labor	\$ 8.94	\$ 8.99
5020. Services	1.35	0.71
5030. Materials and Supplies Consumed	1.74	1.40
5040. Utilities	0.18	0.22
5050. Casualties and Liability Costs	0.31	0.22
5060. Taxes	-	-
5100. Purchased Transportation Service	1.36	1.45
5090. Misc Expenses	<u>0.14</u>	<u>0.13</u>
Total GRTC	\$ 14.02	\$ 13.12

<u>Operating Expense per Hour</u>	Budget	Actual
Vehicle Operations	\$ 92.03	\$ 94.39
Vehicle Maintenance	17.57	17.50
Facility Maintenance	5.69	4.13
General Administration	41.45	30.67
Total GRTC	\$ 156.75	\$ 146.69

<u>Operating Expense per Hour</u>	Budget	Actual
5010. Labor	\$ 99.94	\$ 100.57
5020. Services	15.06	7.95
5030. Materials and Supplies Consumed	19.45	15.65
5040. Utilities	2.01	2.41
5050. Casualties and Liability Costs	3.50	2.48
5060. Taxes	-	-
5100. Purchased Transportation Service	15.26	16.20
5090. Misc Expenses	1.53	1.43
Total GRTC	\$ 156.75	\$ 146.69

GRTC Headcount @ November 30, 2023	Budget	Actual	(Over) Under	% of Budget
Equipment & Facility Maintenance	72	72	-	100.00%
Transportation	362	384	(22)	106.08%
Planning, Scheduling & Marketing	20	14	6	70.00%
Insurance & Safety	10	11	(1)	110.00%
General & Administrative	60	45	15	75.00%
Reflects Actual Total Heads (Not FTEs)	524	526	(2)	100.38%



GRTC Transic System
STATEMENT OF INCOME
BUDGET VS. ACTUAL

For the Five Months Ending November 30, 2023

	Current Month			Fav/ (Unfav)	Year To Date			Fav/ (Unfav)	FY 2024 Annual Budget
	Budget	Actual	Difference		Budget	Actual	Difference		
Operating Revenue:									
Customer Revenue - Fixed Route	\$ -	\$ -	\$ -	F	\$ -	\$ -	\$ -	F	\$ -
Pass Program Revenue	100,000	100,000	-	F	512,409	511,409	(1,000)	U	1,212,409
Charter Revenue	-	2,450	2,450	F	-	43,141	43,141	F	-
Advertising Revenue	17,000	-	(17,000)	U	61,000	3,250	(57,750)	U	605,000
Other Operating Revenue	-	-	-	F	-	-	-	F	-
Total Operating Revenue	\$ 117,000	\$ 102,450	\$ (14,550)	U	\$ 573,409	\$ 557,800	\$ (15,609)	U	\$ 1,817,409
Other Income:									
Ridefinders	39,690	38,462	(1,228)	U	218,297	210,872	(7,425)	U	515,974
Interest Income	41,667	92,975	51,308	F	208,333	470,269	261,935	F	500,000
Non-Transportation Income	417	440	23	F	2,083	2,239	156	F	5,000
Total Other Income	\$ 81,774	\$ 131,877	\$ 50,103	F	\$ 428,713	\$ 683,380	\$ 254,666	F	\$ 1,020,974
Operating Contributions:									
COVID Relief Acts VA2020-023	92,590	229,958	137,368	F	343,014	2,836,781	2,493,766	F	1,764,174
FFCRA Credit	-	-	-	F	-	-	-	F	-
Oper contrib - Federal	932,609	1,709,257	776,648	F	4,661,928	3,515,124	(1,146,804)	U	13,379,153
Oper contrib - State	1,853,124	1,822,751	(30,373)	U	8,905,096	8,849,378	(55,717)	U	24,827,905
Oper contrib - CVTA	1,909,504	1,909,504	0	F	9,547,521	9,547,521	0	F	22,914,050
Oper contrib - Richmond	734,555	978,347	243,791	F	3,672,777	4,165,733	492,956	F	8,814,665
Oper contrib - Henrico	352,745	476,943	124,199	F	1,763,723	2,004,916	241,193	F	4,232,935
Oper contrib - Petersburg	16,667	16,667	0	F	83,333	83,333	0	F	200,000
Oper contrib - Chesterfield	219,378	57,374	(162,004)	U	304,006	176,118	(127,888)	U	1,244,989
Oper Contrib Local	-	-	-	F	-	14,436	14,436	F	-
Oper contrib - GRTC Fund Balance	141,344	-	(141,344)	U	706,720	-	(706,720)	U	1,696,129
Total Operating Contributions:	\$ 6,252,516	\$ 7,200,801	\$ 948,285	F	\$ 29,988,119	\$ 31,193,341	\$ 1,205,222	F	\$ 79,074,000
Net Operating Revenue	\$ 6,451,290	\$ 7,435,127	\$ 983,838	F	\$ 30,990,241	\$ 32,434,521	\$ 1,444,280	F	\$ 81,912,383
Operating Expenses:									
Equipment & Facility Maintenance	1,267,994	1,016,048	(251,946)	F	6,408,814	5,541,338	(867,476)	F	15,352,868
Transportation	2,228,095	2,446,170	218,075	U	11,357,672	12,207,223	849,551	U	27,099,134
Planning, Scheduling & Marketing	892,380	234,188	(658,192)	F	3,059,386	1,659,504	(1,399,882)	F	10,663,128
Insurance and Safety	251,551	157,771	(93,780)	F	1,270,008	1,024,836	(245,171)	F	3,051,314
General and Administrative	1,258,569	1,222,625	(35,944)	F	6,390,152	5,480,390	(909,762)	F	15,462,045
Purchase of Service - Spectran & Van Pool	638,029	683,198	45,169	U	3,190,145	3,351,814	161,669	U	7,656,349
Operating Taxes and Licenses	215,970	218,386	2,415	U	1,101,391	1,089,428	(11,963)	F	2,627,544
Total Operating Expenses	\$ 6,752,589	\$ 5,978,386	\$ (774,203)	F	\$ 32,777,569	\$ 30,354,534	\$ (2,423,035)	F	\$ 81,912,383
Change in Net Postion	\$ (301,300)	\$ 1,456,741	\$ 1,758,041	F	\$ (1,787,328)	\$ 2,079,987	\$ 3,867,314	F	\$ (0)
Operating Ratio	11.66%	10.45%	62.21%		9.62%	10.52%	0.90%		
Farebox Recovery Ratio	1.64%	1.89%	0.25%		1.73%	1.89%	0.16%		

GRTC Transit System
Balance Sheet
As of November 30, 2023

	Current Month November 30, 2023	Prior Month October 31, 2023	Prior Year End June 30, 2023
ASSETS			
Current Assets:			
Cash	\$8,279,184	\$9,130,859	\$12,067,738
Working Funds	118,181	118,181	118,181
Capital Funds	6,794,497	6,706,877	6,451,925
Accounts Receivable, net	11,345,221	12,276,447	5,349,811
Motor Bus Parts Inventory	1,020,703	1,042,454	1,014,500
Gasoline Inventory	8,929	3,888	4,715
Diesel Fuels Inventory	30,042	58,621	61,056
Lubricants Inventory	55,828	64,111	39,951
Prepayments	<u>820,587</u>	<u>939,139</u>	<u>534,355</u>
Total Current Assets	\$28,473,171	\$30,340,577	\$25,642,232
Tangible Property:			
Property and Equipment	174,404,030	174,082,105	169,904,905
Accumulated Depreciation	<u>(93,841,278)</u>	<u>(93,441,278)</u>	<u>(91,841,278)</u>
Net Property	\$80,562,752	\$80,640,827	\$78,063,627
Other Assets:			
Restricted Funds (LGIP)	8,492,752	8,492,752	8,492,752
Restricted Funds (CVTA Special Fund)	38,488,599	32,745,618	36,106,151
Intangible Asset - Software, net of amortization	1,307,331	1,307,331	1,299,482
Deferred Outflows GASB 68	17,313,743	17,313,743	17,313,743
Deferred Outflows GASB 75	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Assets	<u>65,602,424</u>	<u>59,859,444</u>	<u>63,212,128</u>
TOTAL ASSETS	<u>\$174,638,348</u>	<u>\$170,840,847</u>	<u>\$166,917,987</u>
LIABILITIES AND CAPITAL			
Current Liabilities:			
Accounts Payable	5,767,437	5,574,400	6,027,435
Wages Payable	2,832,209	2,610,267	2,366,311
Taxes Accrued	89,969	72,789	93,068
Deferred Revenues CVTA	40,458,889	36,625,413	35,816,483
Other Current Liabilities	<u>846,910</u>	<u>2,458,948</u>	<u>579,311</u>
Total Current Liabilities	\$49,995,415	\$47,341,817	\$44,882,608
Non-current Liabilities:			
N/P City, OPEB and GASB 68	\$ 75,725,285	\$ 75,725,285	\$ 75,725,285
Reserves:			
Injuries, Loss, and Damage	<u>621,450</u>	<u>621,450</u>	<u>621,450</u>
Total Reserves	<u>\$621,450</u>	<u>\$621,450</u>	<u>\$621,450</u>
TOTAL LIABILITIES	126,342,150	123,688,552	121,229,343
Capital:			
Common Stock	50,005	50,005	50,005
Paid-In Capital	125,255,775	125,170,764	121,129,047
Fund Balance - Accumulated Depreciation	(93,404,669)	(93,004,669)	(91,404,669)
Fund Balance - GASB 68	(36,089,951)	(36,089,951)	(36,089,951)
Fund Balance	<u>52,485,037</u>	<u>51,026,145</u>	<u>52,004,212</u>
Total Capital	\$ 63,482,961,97	\$ 47,152,294	\$ 45,688,644
TOTAL LIABILITIES AND CAPITAL	<u>\$ 174,638,348</u>	<u>\$ 170,840,847</u>	<u>\$ 166,917,987</u>

Greater Richmond Transit Company
Cash Flow Projection
January 16, 2024

	Actual					Expected	
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24
Beginning Balance	\$ 7,984,254	\$ 10,329,366	\$ 4,965,018	\$ 2,121,781	\$ 4,737,173	\$ 3,868,280	\$ 1,352,766
Revenue							
Advertising Revenue	-	-	-	-	-	-	-
CVTA	5,728,513	-	-	5,728,513	-	-	5,728,513
Federal	-	-	2,418,712	1,313,857	2,547,732	1,447,857	2,067,077
State	-	-	-	-	-	-	-
Operating Assistance	1,459,189	1,459,189	1,459,189	1,459,189	1,459,189	1,459,189	1,459,189
Capital	261,692	-	-	646,143	655,749	-	-
Zero Fare	-	-	-	-	-	-	-
Local - Chesterfield	63,471	-	-	63,471	-	-	63,471
LOCAL - COR	-	250,000	-	-	-	4,502,730	2,203,666
LOCAL - HNCO	1,047,382	-	1,058,234	1,058,234	-	-	1,058,234
LOCAL - Peterburg	16,667	16,667	16,667	-	33,333	16,667	16,667
LOCAL -Bon Secours	-	-	-	-	-	-	-
Ridefinders	37,764	38,736	38,031	57,222	38,421	38,462	37,751
Other Income	29,812	90,449	81,906	33,682	14,858	46,025	15,000
VCU	-	600,000	-	-	-	-	-
	\$ 8,644,489	\$ 2,455,040	\$ 5,072,738	\$ 10,360,310	\$ 4,749,282	\$ 7,510,930	\$ 12,649,567
Expenses							
Wages & Benefits	3,509,863	4,749,065	4,171,605	4,199,838	3,291,109	4,634,428	3,602,479
SGR / Maintenance	568,592	274,508	274,558	311,899	249,476	130,905	249,269
Materials and Supplies	382,242	366,225	235,201	232,773	370,655	379,241	316,819
Casualty & Insurance	297,877	310,669	17,645	(33,150)	136,235	236,023	50,000
Services	341,400	425,786	286,682	764,730	436,714	394,570	441,647
Purchased Services	653,060	68,794	666,882	647,733	698,372	1,241,306	664,617
Utilities	74,149	165,795	59,212	87,969	106,868	170,314	59,212
Travel & Training	7,363	5,715	3,739	12,574	1,848	849	4,945
Miscellaneous	27,869	6,978	4,711	5,292	12,947	46,041	7,650
Capital	436,961	1,445,853	2,195,741	1,515,262	313,951	2,792,768	750,000
	\$ 6,299,377	\$ 7,819,388	\$ 7,915,975	\$ 7,744,918	\$ 5,618,174	\$ 10,026,444	\$ 6,146,638

Cash Position	\$ 10,329,366	\$ 4,965,018	\$ 2,121,781	\$ 4,737,173	\$ 3,868,280	\$ 1,352,766	\$ 7,855,694
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GRTC Transit System
CVTA Special Fund Quarterly Report
For the Quarter Ended December 31, 2023

Beginning Balance @ September 30, 2023 **\$ 38,482,410.76**

Receipts:

November 1, 2023 GRTC 15% Funds Distribution - Month of September 2023	\$	2,798,401.56	
November 28, 2023 GRTC 15% Funds Distribution - Month of October 2023	\$	2,746,724.12	
December 22, 2023 GRTC 15% Funds Distribution - Month of November 2023	\$	2,800,864.07	
October 1, 2023 Interest Income WF Treasury Sweep September 2023	\$	56,946.75	
October 31, 2023 Interest Income LGIP EM- October 2023	\$	82,367.91	
October 31, 2023 October 2023 LGIP EM Share unrealized gain/(loss)	\$	23,026.92	
November 1, 2023 Interest Income WF Treasury Sweep October 2023	\$	45,213.60	
November 30, 2023 Interest Income LGIP EM- November 2023	\$	83,310.31	
November 30, 2023 November 2023 LGIP EM Share unrealized gain/(loss)	\$	69,330.80	
December 1, 2023 Interest Income WF Treasury Sweep November 2023	\$	54,716.72	
December 31, 2023 Interest Income LGIP EM- December 2023	\$	84,516.41	
December 31, 2023 December 2023 LGIP EM Share unrealized gain/(loss)	\$	<u>92,777.33</u>	
			\$ 8,938,196.50

Uses:

Costs incurred in preparing GRTC Regional Public Transportation Plan			\$ -
Michael Baker International Invoice 114XXXX - RPTP			
Michael Baker International Invoice 114XXXX - RPTP			
Michael Baker International Invoice 114XXXX - RPTP			

Costs incurred in preparing GRTC Micromobility Plan			\$ (46,962.70)
Four Square Invoice 06451 Microtransit Implementation Plan	\$	(17,598.78)	
Four Square Invoice 06623 Microtransit Implementation Plan	\$	(23,025.17)	
Four Square Invoice 06624 Microtransit Implementation Plan	\$	(6,338.75)	

GRTC Operating and Capital Expense

GRTC Operating Expense Qtr 2 FY2024 Draw	\$	(5,728,512.50)	
GRTC Capital Expense Qtr 2 FY2024 Local Share Draw	\$	<u>(123,658.75)</u>	
Subtotal GRTC Operating and Capital Expense			\$ (5,852,171.25)

Ending Balance @ December 31, 2023 **\$ 41,521,473.31**

Fund Balance Composition @ December 31, 2023

Unrestricted Funds	\$	-	
Restricted Funds: GRTC FY2021 Regional Public Transportation Plan preparation	\$	22,250.69	
Restricted Funds: GRTC FY2022 Regional Public Transportation Plan preparation	\$	200,000.00	
Restricted Funds: GRTC FY2022 Regional On Demand Micromobility Study	\$	-	
Restricted Funds: GRTC FY2023 Regional Public Transportation Plan preparation	\$	200,000.00	
Restricted Funds: GRTC FY2023 On Demand Micromobility Study	\$	119,463.79	
Restricted Funds: GRTC FY2024 Regional Public Transportation Plan preparation	\$	62,500.00	
Restricted Funds: GRTC FY2024 On Demand Micromobility Study	\$	62,500.00	
Restricted Funds: GRTC FY2024/FY2025 GRTC Operating and Capital Expenses	\$	40,854,758.83	
	\$	<u>41,521,473.31</u>	

CVTA Funds:

Balance @ December 31, 2023 in Wells Fargo	\$	100,000.00	
Balance @ December 31, 2023 in Wells Fargo Treasury Sweep	\$	18,258,595.78	
Balance @ December 31, 2023 in LGIP EM	\$	<u>23,162,877.53</u>	
	\$	<u>41,521,473.31</u>	

Wells Fargo Balance at December 31, 2023 **\$ 18,358,595.78**

Restricted Funds: GRTC FY2021 Regional Public Transportation Plan preparation	\$	22,250.69	
Restricted Funds: GRTC FY2022 Regional Public Transportation Plan preparation	\$	200,000.00	
Restricted Funds: GRTC FY2022 Regional On Demand Micromobility Study	\$	-	
Restricted Funds: GRTC FY2023 Regional Public Transportation Plan preparation	\$	200,000.00	
Restricted Funds: GRTC FY2023 On Demand Micromobility Study	\$	119,463.79	
Restricted Funds: GRTC FY2024 Regional Public Transportation Plan preparation	\$	62,500.00	
Restricted Funds: GRTC FY2024 On Demand Micromobility Study	\$	62,500.00	
Surplus - Available for Investment - Treasury Sweep or LGIP	\$	<u>17,691,881.30</u>	