

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. February 20, 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/NSqTtEkaHUM?feature=share>.

Agenda

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- II. Public Comments
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- IV. Consent Agenda
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 - C. Western Pulse Extension – Frank Adarkwa.....13
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- V. Operational Updates
 - A. Operational Performance – Tim Barham.....16
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- VI. Financial Updates
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- VII. Chief Executive Officer’s Report – Sheryl Adams
- VIII. Board Chair’s Report
- IX. Other Business
- X. Adjourn

**MINUTES
JANUARY 16, 2024
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
Frank Adarkwa, Director of Planning & Schedules
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
Cherika Ruffin, Interim Executive Director of RideFinders
Tonya Thompson, Procurement
Monica Carter, Safety and Service Compliance Manager
Ashley Mason, Manager of Organizational Advancement
Patricia Robinson, Planning Manager
Janice Witt, Executive Assistant
Maurice Carter, ATU President
Ken Lantz, PlanRVA

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 January 16, 2024, 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/h_EkpYnTBvk?feature=share.

II. Public Comments

The public notice, meeting agenda, and agenda attachments for this January 16, 2024 Board meeting of the Boards of GRTC, RideFinders, and Old Dominion Transit Management Company were posted at rideGRTC.com.

Maurice Carter, ATU Local 1220, President

Good Morning Chairman and Board of Directors. I represent the bargaining unit workers of GRTC and National Express. I would like to commend the Board on the appointment of Mrs. Adams as CEO here. She has made a lot of positive changes and morale at GRTC is rising. Speaking of the previous administration, they brought in a paratransit contractor that had the mindset of theirs of bullying their employees. The contractor negotiated the collective bargaining agreement which they are constantly violating. They are stealing time from the employees and a prime example of that is one employee was on vacation during the Christmas holiday they was told that they can't receive holiday pay and vacation pay they would be double dipping even though the collective bargaining agreement said they can. National Express can attract employees but after working for them a month or two employees run for the exit. In my 35 years here, we haven't had any contractor that has been running people away like National Express. I would like to request the Board to review this service and consider bringing this service back in house. Thank you.

- III. Board Meeting Minutes – November 21, 2023
Mr. Schmit motioned to approve the November 21, 2023 Board Meeting minutes, Mr. Saunders seconded, and the motion carried unanimously.

- IV. Consent Agenda
 - A. Janitorial Services
 - B. Paratransit Vehicles
 - C. Microtransit Marketing Services
 - D. Medical Insurance Renewal ResolutionMs. Robertson motioned to approve the Consent Agenda, Mr. Ingle seconded, and the motion carried unanimously.

- V. Action Item
 - A. Policy for Virtual MeetingsMs. Adams stated that the purpose of this policy is to comply with the requirements of the Code of Virginia and 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. After discussion, Mr. Ingle motioned to adopt the Virtual Public Meetings Policy, Mr. Anderson seconded, and the motion carried unanimously. The Policy will be made part of the official minutes for this meeting.

- VI. Development Updates
 - A. Major Projects - Ms. Adams introduced Frank Adarkwa, GRTC's Director of Planning & Scheduling. Mr. Adarkwa reviewed the major projects of GRTC which included the following: North-South Pulse BRT Extension, Western BRT Extension, purchasing 4 60ft articulated vehicles to Fleet Storage Facility, Zero Emission Vehicles (ZEV), Dedicated Lanes Study, East End Transfer Hub, and Permanent Downtown Transfer Station. He also updated the Board on Essential Infrastructure, Microtransit (LINK) and the Local Fixed Route.

- VII. Operational Updates
 - A. Operational Performance – Mr. Barham updated the Board on the Operational Performance on the following departments:
 - Transportation – The current staffing is 320 full-time operators and 27 part-time operators with 17 operators in training for the month of December.

- Safety – There has been a negative trend with the number of accidents over the last few months and the main one is fixed objects. We will continue to work with the operators.
- Maintenance – Job postings for one mechanic and two general utilities positions.
- Customer Service – The number of customer complaints is down over the last few months with October - 214, November - 166, and December - 136.
- Microtransit Service – This service started in November 2023 and there has been steady growth. In November there were 97 trips performed and in December there were 466 trips.

B. Ridership Performance – Mr. Adarkwa updated the Board on the Ridership Performance:

- 2nd Quarter Ridership Report – This report was reviewed in detail. The on-time performance is defined as a bus leaving a predetermined bus stop along its route within a time that is no more than one minute earlier and no more than five minutes later than a published schedule time. The current on-time performance for express routes is currently 64%, local routes is 66%, and the BRT is 75%.

VIII. Financial Updates

A. Subcommittee Report

- Update to Petersburg Area Transit (PAT) Split Letter – Mr. Ingle stated that for a long period of time there have been a lot of conversations regarding a split that we can agree to moving forward and I can happily say that we now have a signed MOU for the split in place.
- Medical Benefits Presentation – Mr. Ingle stated that the medical benefits presentation was reviewed and the subcommittee is in support of the staff's recommendation.
- November 2023 Financials – Mr. Zinzarella reviewed the financial statements.

Mr. Ingle stated that he wanted to assure everyone that the Board is doing everything possible to continue free fares and we expect to be able to do that at least for the next fiscal year. We need more corporate partners to step up and help with this endeavor.

IX. Chief Executive Officer Report – Sheryl Adams

A. No Report.

X. Executive Session

- Chairman Nelson announced that for technical reasons, we are unable to go into the Executive Session. Ms. Malloy, GRTC's Human Resources Director, reached out and stated it was time for the CEO's performance evaluation. Unfortunately, there is not a process in place. Ms. Adams does have a process in place to evaluate GRTC employees and we can use that process or we can develop a process for the CEO. Chairman Nelson stated that he needs two volunteers to work with him and develop this process and he would like one volunteer from Richmond and one from Chesterfield. Lincoln Saunders from Richmond and Barb Smith from Chesterfield volunteered to work with Chairman Nelson on this process. Since Mr. Dillard has been helping with government affairs, I will ask him to coordinate a meeting.

XI. Board Chair's Report

- Thanked Ms. Adams and all the staff of GRTC for keeping the buses rolling and getting people from place to place.
- Today at 10AM we will have a ribbon cutting to announce the extension of the 1A and there will be a bus ride for anyone that is interested in riding.

XII. Adjourn

There being no further business, the meeting adjourned at 9:08AM.

APPROVED:

Tyrone E. Nelson, Chair
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: February 20, 2024

CONSENT AGENDA ITEMS:

- HASTUS Renewal – Dexter Hurt
- Articulated Buses – Tony Byrd
- Western Pulse Extension – Frank Adarkwa
- North/South Pulse Extension – Frank Adarkwa
- 401a/457 Plan Policy Changes Update – John Zinzarella



Meeting Date: February 20, 2024
Consent Agenda: HASTUS Annual Maintenance and Support Agreement

BACKGROUND:

In April 2003, the Board of Directors authorized the CEO to execute a contract with Giro, Inc. to purchase an automated scheduling, run cutting, rostering, and operator management system. The system also included components for automated trip planning for customer service and the website.

Each year, GRTC must renew the Software Maintenance Agreement with Giro. This agreement covers the cost of additional customizations to the Hastus software and any support requirements to address issues.

HIGHLIGHTS:

- Since Giro can only provide this support, GRTC has classified this purchase as a sole source procurement. FTA regulations for sole source procurements require GRTC to analyze whether the quoted price is fair and reasonable. Staff conducted the required analysis and have made such a determination.
- Annual licensing is applied yearly to the maintenance and support contract, allowing GRTC to upgrade to a newer version of HASTUS software at its convenience.
- The maintenance and support agreement includes unlimited telephone and electronic mail support and ten days for modifications.
- 2024 maintenance and support fees are \$175,187, an increase of 3.4% over last year’s cost of \$169,402.
- This purchase is fully funded with federal, state, and local grant funds.

Grant: 000-111-01-866	Federal (28%)	State (68%)	Local (4%)
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RECOMMENDATION:

The Board of Directors authorizes the CEO to issue a purchase order to GIRO not exceeding \$175,187 to renew the maintenance and software support agreement for HASTUS 2024.

Barbara Smith, Secretary
GRTC Board of Directors

Date



Meeting Date: February 20, 2024
Consent Agenda: Articulated Buses

BACKGROUND:

In 2017 GRTC launched its Bus Rapid Transit line, Pulse. Since its inception, ridership has increased disproportionately to the capacity the vehicles allotted for the service can accommodate leading to standing room only passenger trips and riders having to wait until the next bus's arrival to gain access to the efficient service the Pulse provides. To provide reliable service to its riders, staff would like to purchase (4) four articulated vehicles to add to the growing systems' fleet of vehicles.

HIGHLIGHTS:

- The Washington State Department of Enterprise Services has a cooperative purchasing agreement (Contract # 06719-01) for transit buses with New Flyer of America, Inc. and is authorized to make their contract available to other local or federal government agencies or entities. Staff has reviewed the agreement and determined it complies with all federal laws and requirements and includes the vehicles and options GRTC needs for its fleet.
- GRTC's 40-foot vehicles can seat 38 riders while articulated vehicles seat 46 riders and offers a larger footprint to allow for more standing customers.
- The unit price is \$1,199,919 inclusive of a vehicle warranty for major parts. Staff would also like to purchase diagnostic equipment, special tools and training for a total cost of \$716,631.
- New Flyer anticipates bus delivery by September 2025.
- Current pricing excludes radio system equipment. These items will be acquired via a separate procurement.
- This purchase will be funded with federal, state and local funds.

RECOMMENDATION:

That the Board of Directors authorizes the CEO to issue a purchase order to New Flyer of America, Inc. in the amount of \$5,516,307 for the purchase of 4 CNG-powered articulated transit vehicles.

Barbara Smith, Secretary
GRTC Board of Directors

Date



Meeting Date: February 20, 2024
Consent Agenda: Western Pulse Extension

BACKGROUND:

This project would complete NEPA documentation and Preliminary Engineering/Design (0-30% PE) for the first western extension of BRT service from Willow Lawn to Parham Road utilizing the modified Pulse station architectural designs, determine potential locations of up to eight Pulse Stations (4 eastbound/4 westbound), traffic analysis in the vicinity, available Right Of Way space availability, overhead/below ground utilities, ridership on-offs count, etc. All Stations will be located curbside. Level boarding is required. The project builds on existing plans for expanding BRT, including Plan RVA’s *Greater RVA Transit Vision Plan* and GRTC’s *Regional Public Transportation Plan*.

HIGHLIGHTS:

- This work utilizes the existing On-Call AE Services contract with STV, Inc. This project provides professional consultant services to advance the Pulse Bus Rapid Transit (BRT) Western Extension Phase I Project into the Federal Transit Administration (FTA) Project Development Phase.
- In support of the project, more than fifty percent of the 4-mile linear corridor will have all-day bi-directional transit exclusive lanes, dedicated lanes (w/exception of Libbie Avenue intersection).
- It is expected the architectural design of the original Pulse Stations will be adapted with modifications to reflect site conditions, road conditions, back glass wall design reflecting the western extension graphically, wing-walls, and station approach pad sized to accommodate GRTC’s articulated buses.
- STV submitted a fee of \$3,417,879. GRTC staff negotiated a fee of \$1,299,274, with the proposed scope of work meeting the requirements of the NEPA and anticipated advanced conceptual design effort. Work scheduled to be completed within 12 months of the Notice to Proceed.
- This project will be funded with federal, state, and local funding.

RECOMMENDATION:

Staff recommends that the Board of Directors approve a contract with STV, Inc. for Task Order #8 – NEPA and AE Services for Design/Engineering Western Extension of Pulse under On-Call Contract 212-22-10 for \$1,299,274.

Barbara Smith, Secretary
GRTC Board of Directors

Date



Meeting Date: February 20, 2024
Consent Agenda: North/South Pulse Extension

BACKGROUND:

This project would complete NEPA documentation, public participation, station locations, and routing through Downtown Richmond for the North-South BRT from Magnolia Ridge Drive on Route 1 in Henrico County, through Downtown Richmond crossing the Manchester Bridge with a terminus at Walmart Way on Route 60 in Chesterfield County. The estimated mileage of the entire project is between 19 and 24 miles.

HIGHLIGHTS:

- This work utilizes one of the Virginia Department of Rail and Public Transportation’s (DRPT) existing general planning consultants, Kimley-Horn. The consultant will provide professional planning services to undertake the NEPA documentation, public participation, station locations, and downtown routing of GRTC’s North-South BRT.
- The North-South BRT will create a reliable, higher-frequency north-south transit connection across the James River that better connects neighborhoods, outlying activity centers, the regional core, and the existing Pulse BRT route. Additionally, the North-South BRT would provide a boost to equity in the region by expanding access to education, employment, and services that provide improved physical, mental, and financial quality of life opportunities.
- Once potential alignments were identified, they were screened against detailed multimodal, demographic, and redevelopment data. At the same time, the results were compared to stakeholder and public feedback. From this process, a locally preferred alternative (LPA) was selected. This project will undertake NEPA documentation, station locations, public participation, and downtown routing for the chosen LPA.
- Kimley-Horn submitted an initial proposal with a fee of \$4,395,309. Upon review of the proposal, GRTC staff recommended Kimley-Horn to revise the proposal and resubmit. The fee for the revised proposal came in at \$3,441,585, with the proposed scope of work meeting the requirements of the NEPA, station locations, public participation, and downtown routing. Adding a 10 percent contingency fee puts the total cost of this Task Order at \$3,786,585. Work is scheduled to be completed within 24 months of the Notice to Proceed.
- This project will be funded with federal, state, local, and CVTA funding.

RECOMMENDATION:

Staff recommends that the Board of Directors approve a contract with Kimley-Horn for Task Order #1 – Consultant Planning Services for North-South BRT NEPA documentation, station locations, public participation, and downtown routing to not exceed \$3,786,585.

Barbara Smith, Secretary
GRTC Board of Directors

Date



Meeting Date: February 20, 2024
Consent Agenda: 401a/457 Plan Policy Changes Update

BACKGROUND

GRTC Executive Management would like to propose the following change to the provisions within the 401a and 457 plans:

- Revise the vesting period for both the 401a and 457b plans from the current one (1) year period to a period of three (3) years. Based upon benchmarking the GRTC defined contribution benefit offerings to other entities, it was determined that a three (3) year vesting period was the more common plan structure. Management proposes to modify the plans for all plan eligible participants hired after February 28, 2024.

RECOMMENDATION

That the Board of Directors authorize the GRTC Chief Executive Officer to amend both the 401a and 457b plan's vesting schedule from one (1) year to three (3) years for all eligible plan participants hired after February 28, 2024.

Barbara Smith, Secretary
GRTC Board of Directors

Date



Meeting Date: February 20, 2024
Item Title: Operational Performance

UPDATES:

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

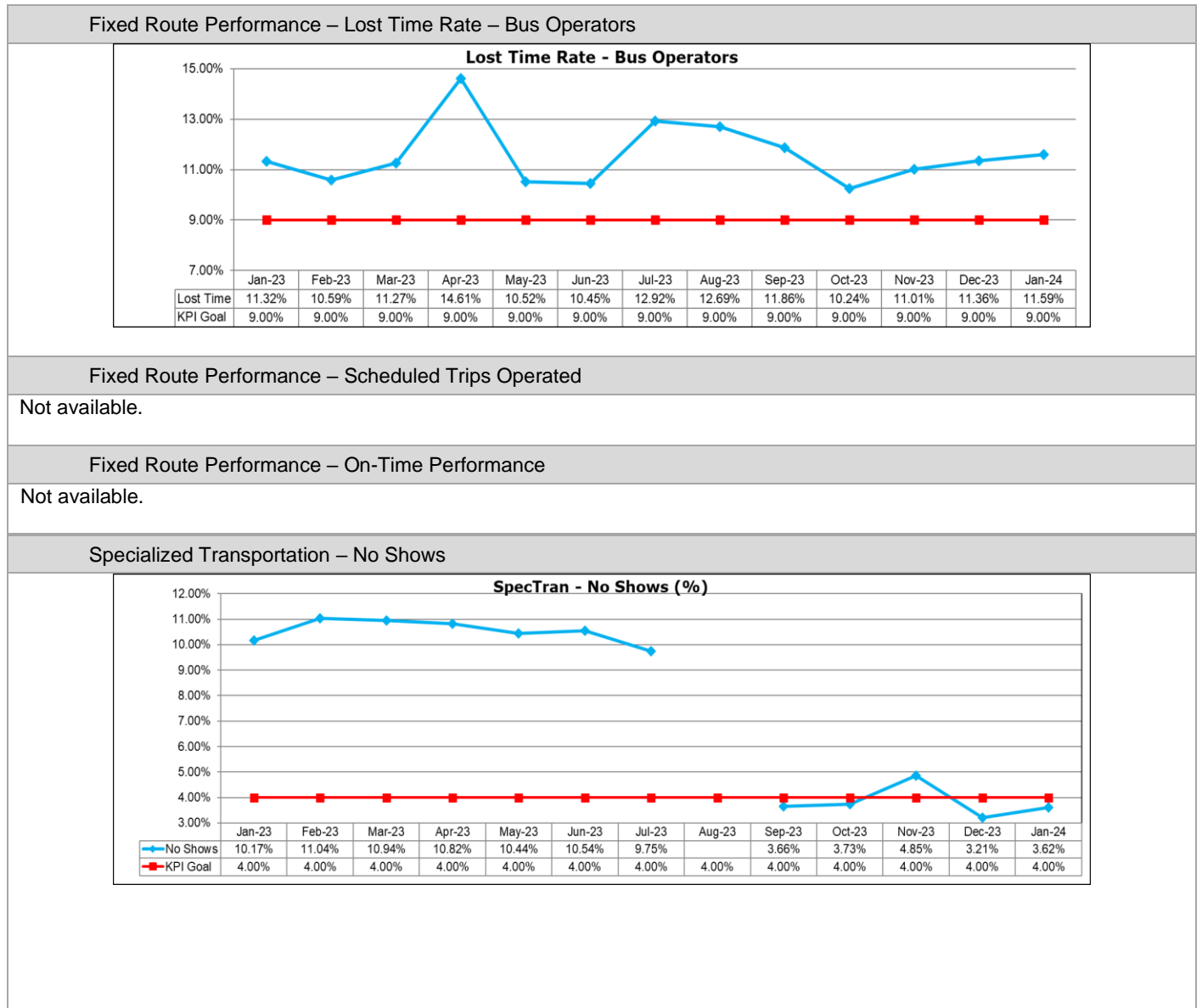


Meeting Date: February 20, 2024
Item Title: Operating Performance

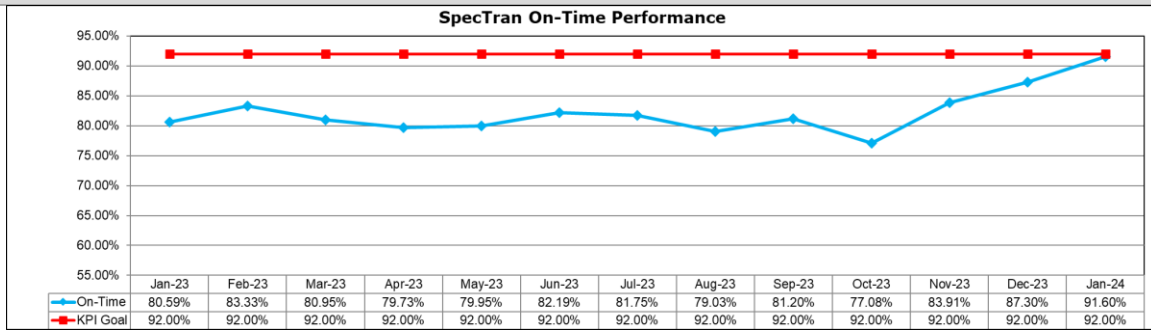
HIGHLIGHTS:

The current staffing is 322 full-time operators and 27 part-time operators with 9 operators in training for the month of January. At the end of December 2023, the operator staffing was 320 full-time and 27 part-time with 17 operators in training. The result is a net gain of 2 operators.

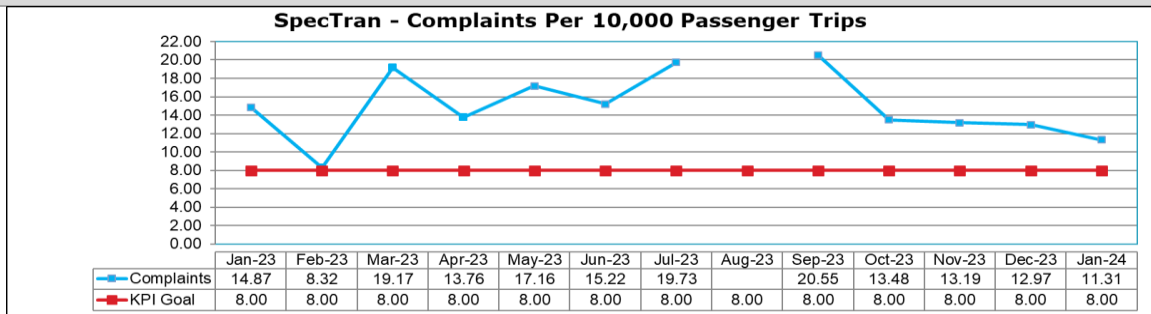
CURRENT STATUS:



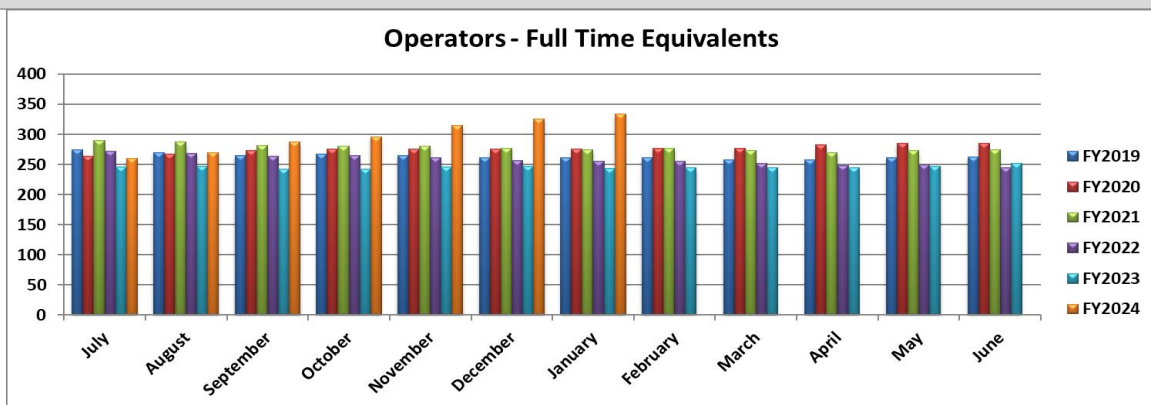
Specialized Transportation – On-Time Performance



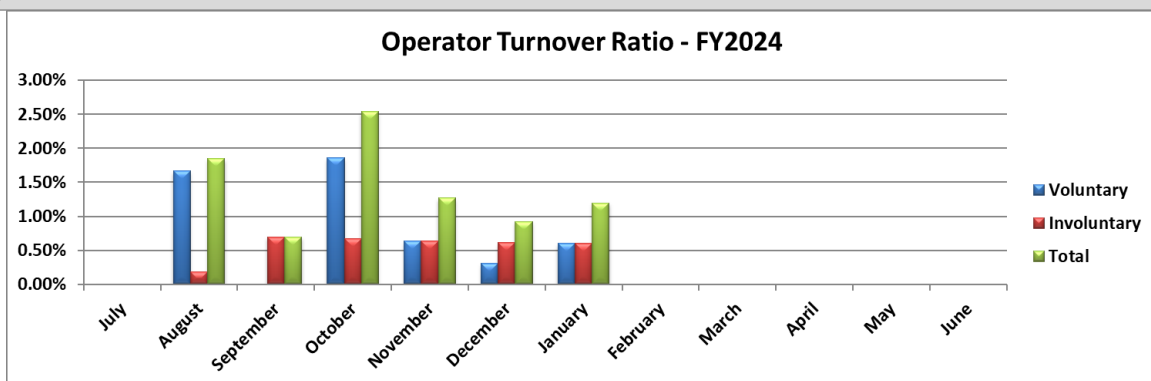
Specialized Transportation – Complaints Per 10,000 Passenger Trips



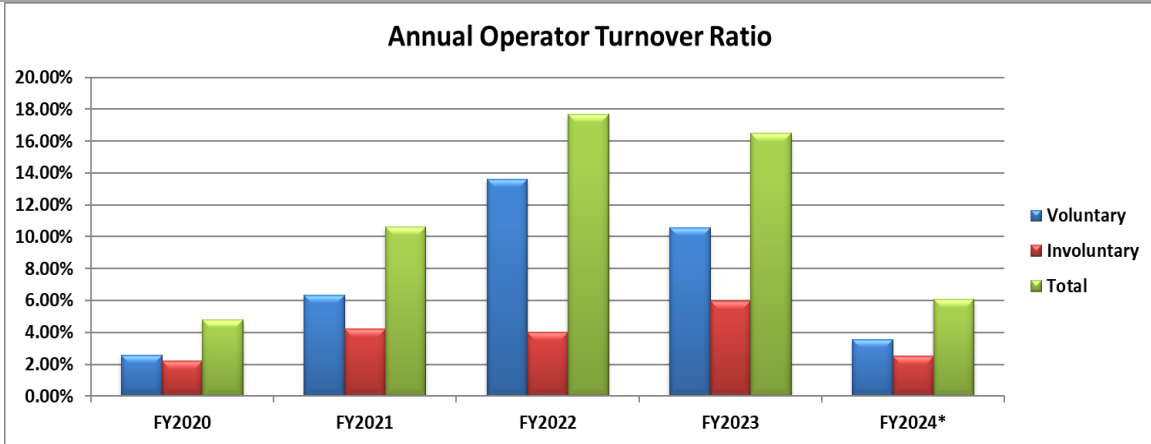
Operators – Full Time Equivalents



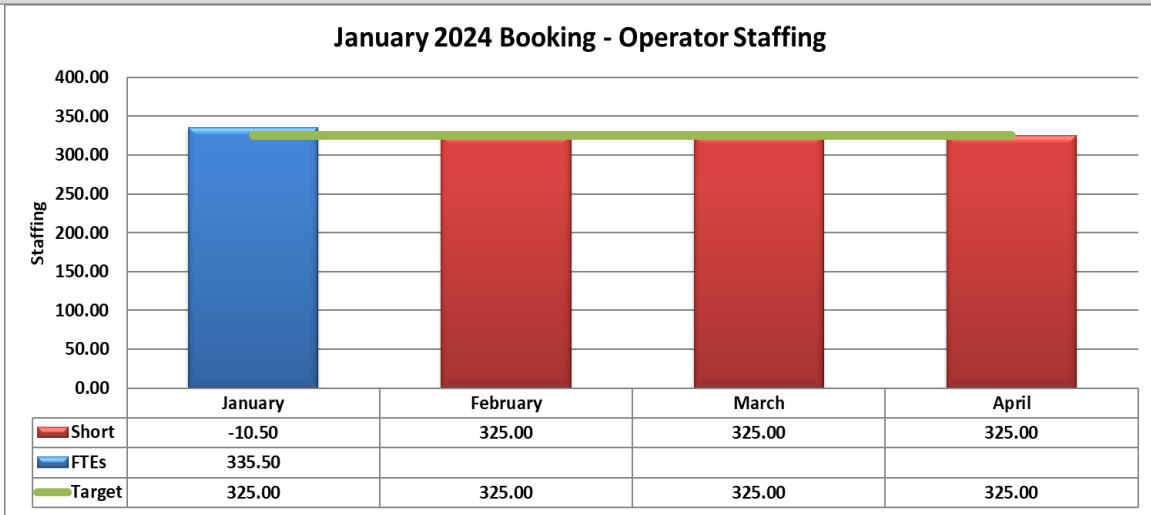
Operator Turnover Ratio – FY2024



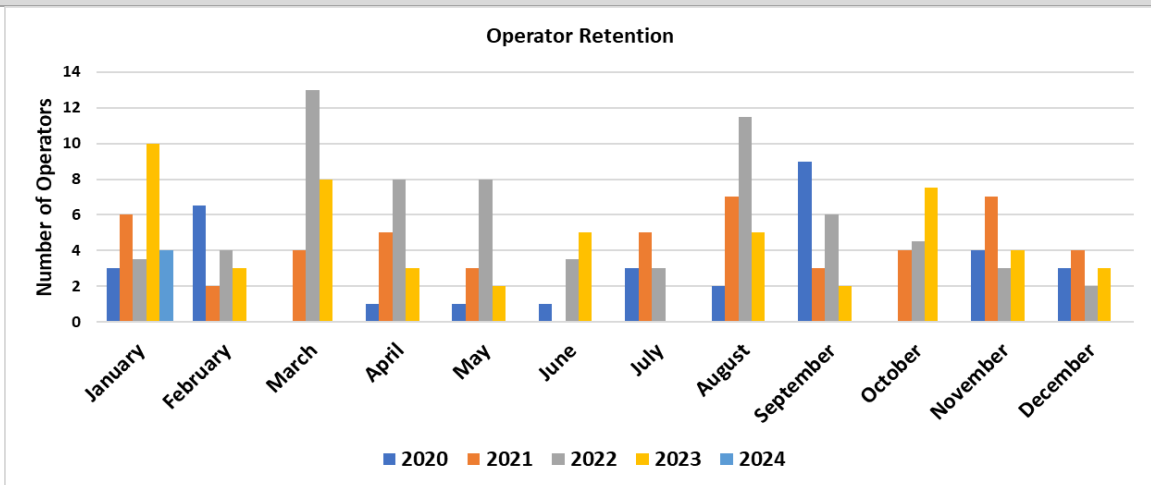
Annual Operator Turnover Ratio



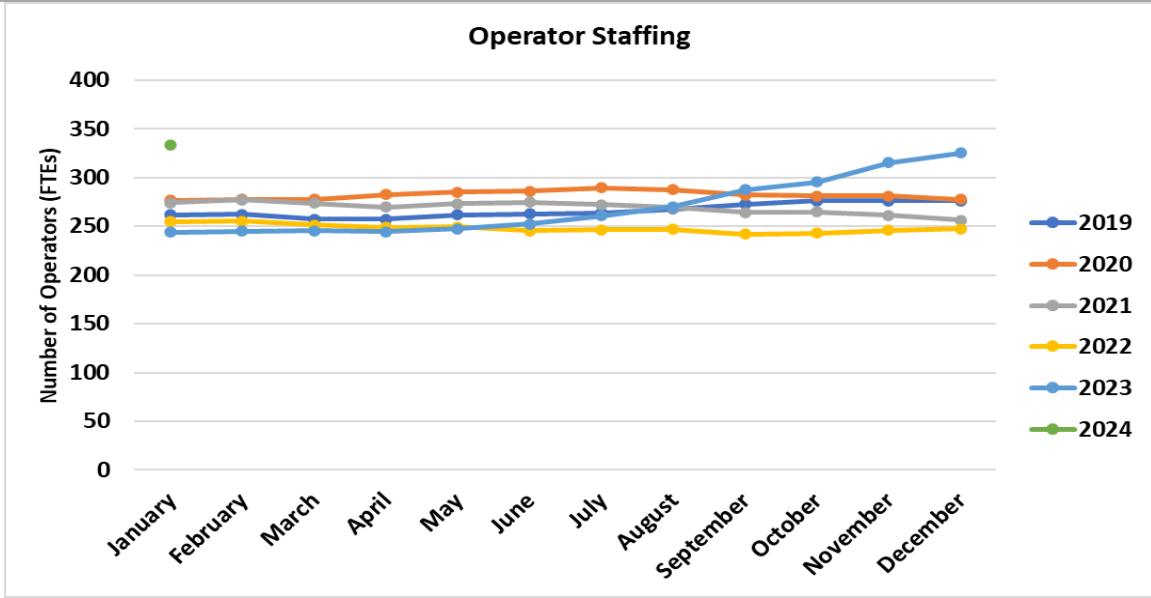
January 2024 Booking – Operator Staffing



Operator Retention



Operator Staffing



New Operator Classes - 2023





Meeting Date: February 20, 2024
Staff Report: Safety Performance

CURRENT STATUS:

Performance Indicator	Agency Averages	January (GRTC)
Miles Between Total NTD Defined Events	11,540	5,329
NTD Defined Event Rate Per 1,000,000 miles	3.5	5.0

(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	17				
Pedestrian	0	1	0	1	0	0	0	0				
Bicycle	0	0	0	1	1	0	0	0				
Vehicle Rear End	3	4	2	2	3	1	2	3				
Fixed Objects	8	12	15	21	19	17	16	13				
Improper Turning	1	5	7	4	5	4	3	4				
Bus Rear end Vehicle	0	0	0	0	0	0	0	0				
Bus Hit Parked Vehicle	1	3	6	4	6	5	3	5				
Total	19	28	35	50	49	43	38	42				

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	1				
Pedestrian	0	0	0	0	0	0	0	0				
Bicycle	0	0	0	0	0	0	0	0				
Vehicle Rear Ended	1	0	0	0	1	0	0	1				
Fixed Objects	1	1	4	2	2	1	3	2				
Improper Turning	0	1	0	1	0	1	0	2				
Van Rear ended Vehicle	0	0	0	0	0	0	0	0				
Van Hit Parked Vehicle	1	1	3	0	1	2	1	0				
Total	7	4	9	5	4	4	4	5				

<u>Assaults</u>	<u>Bus-Related</u>	<u>Care-Related</u>
Verbal	3	0
Physical	1	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.

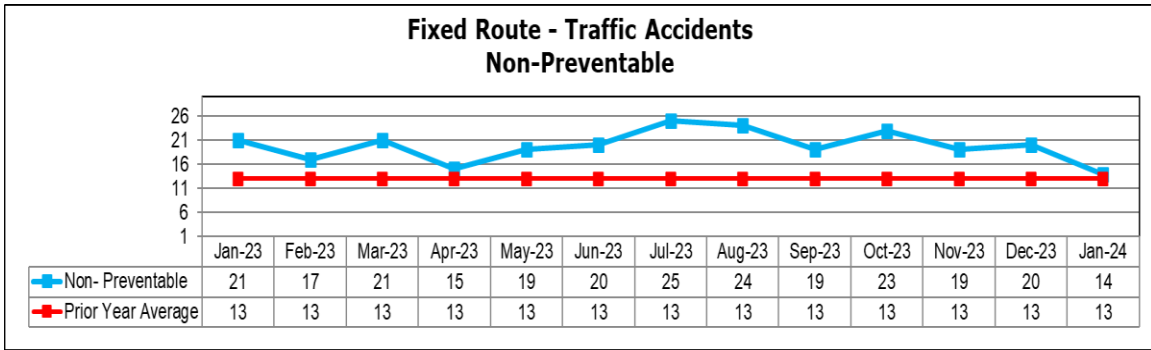
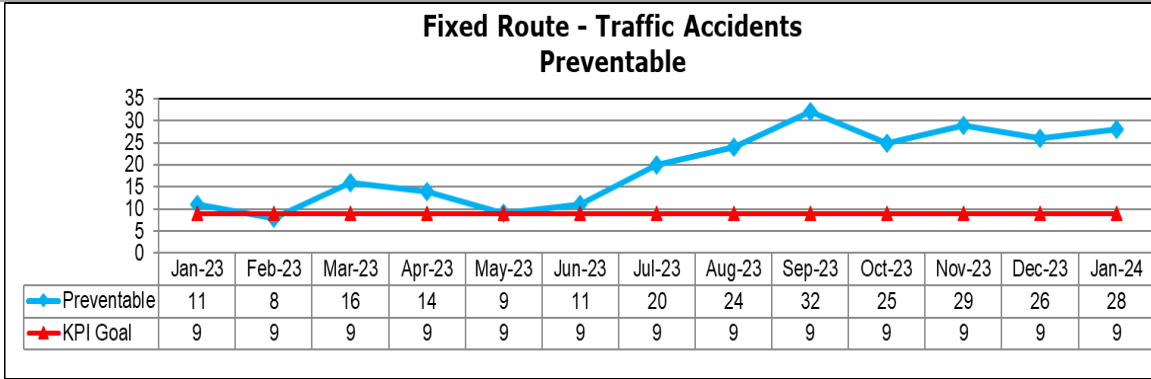
Preventable Passenger Incident: A passenger trip, slip or fall, while boarding, alighting or on board the bus related to normal operating environment and pathway clearances in which the Operator did not do everything reasonable to avoid a collision, committed an error, or failed to react to the errors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

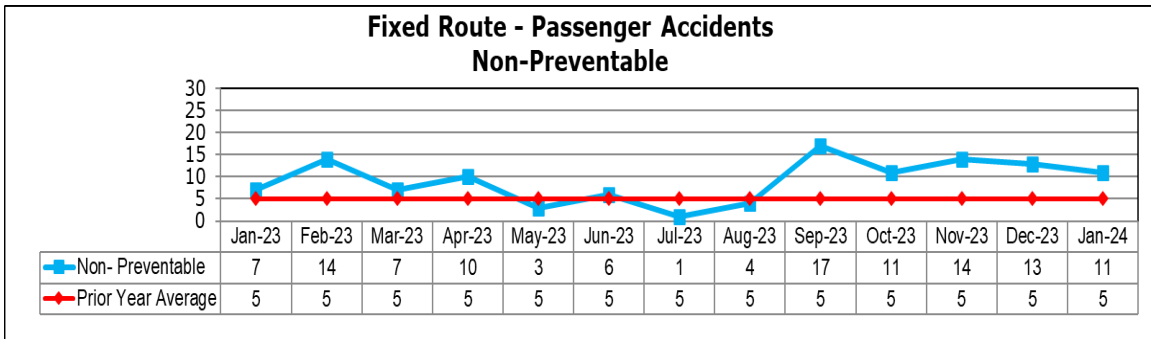
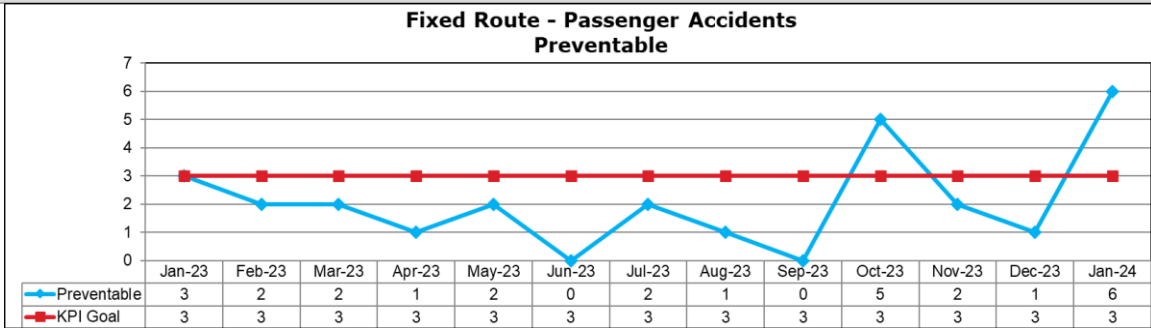
Verbal Assault: – Any assault involving a verbal exchange with harmful and/or threatening content towards an operator or between riders and in which supervision and /or police are requested/required to respond.

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

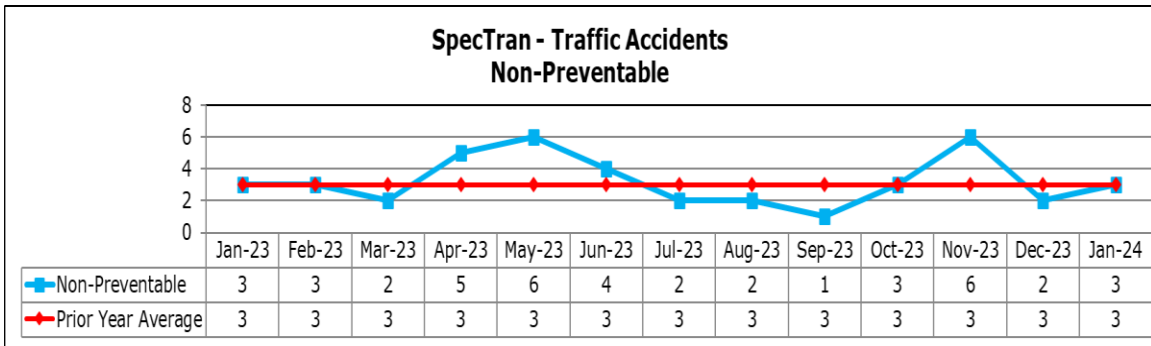
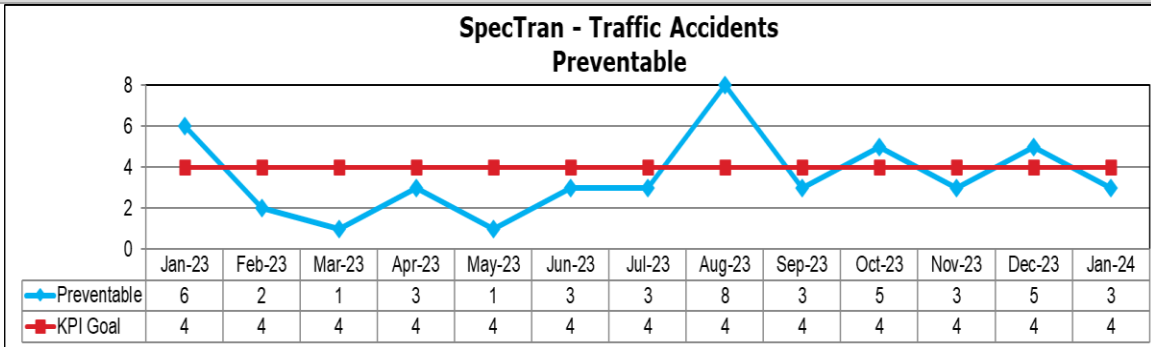
Fixed Route – Traffic Accident Data



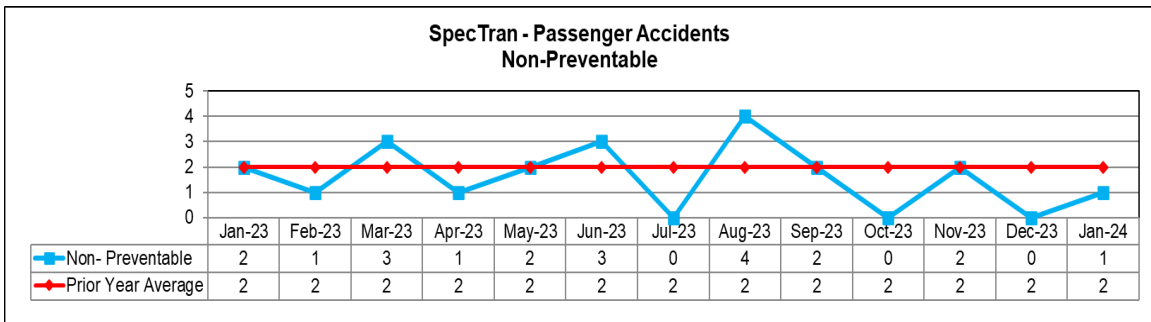
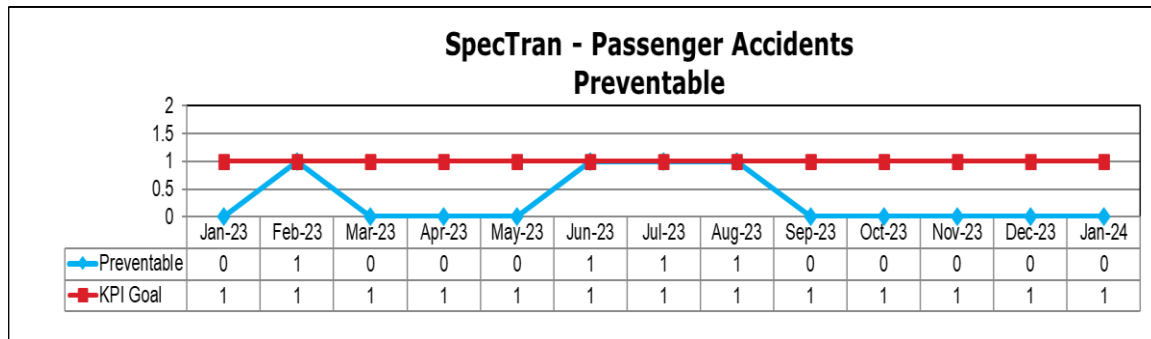
Fixed Route – Passenger Accident Data



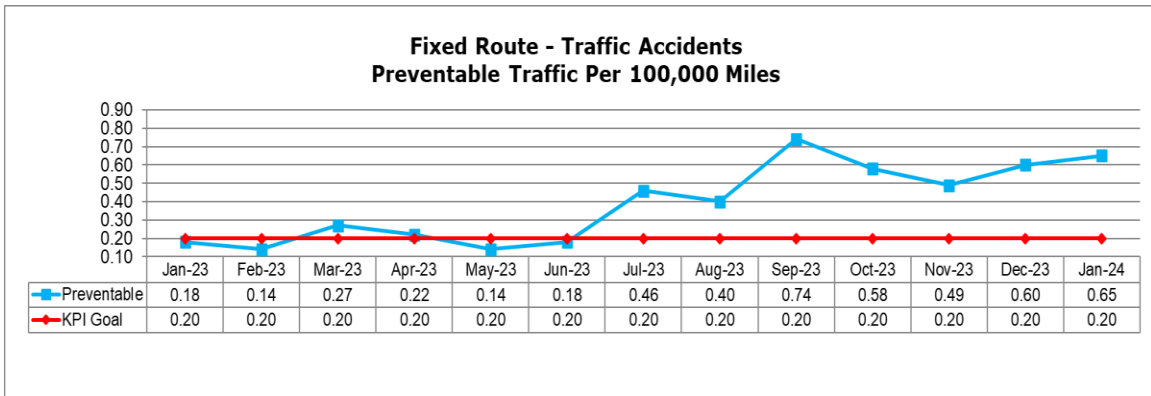
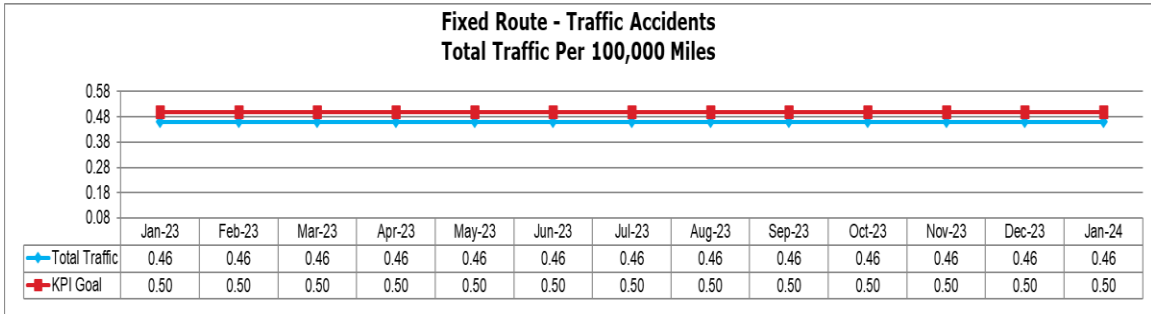
Specialized Transportation – Traffic Accident Data



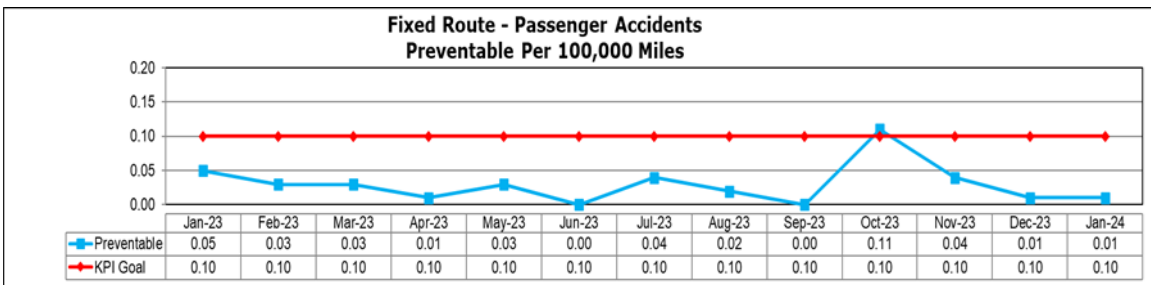
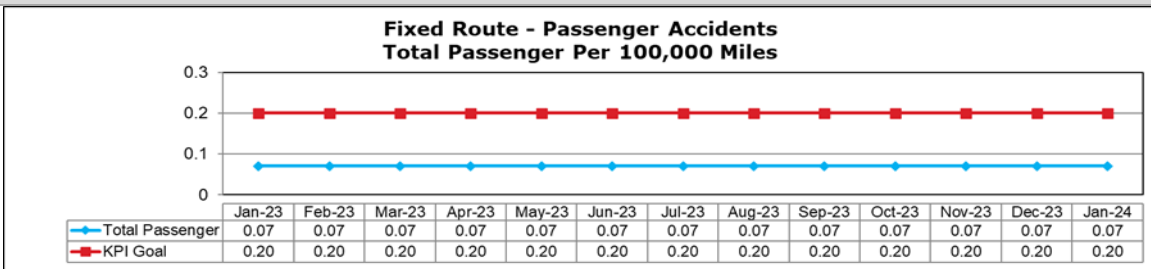
Specialized Transportation – Passenger Accident Data



Fixed Route – Traffic Accidents per 100,000 Miles



Fixed Route – Passenger Accidents per 100,000 Mile

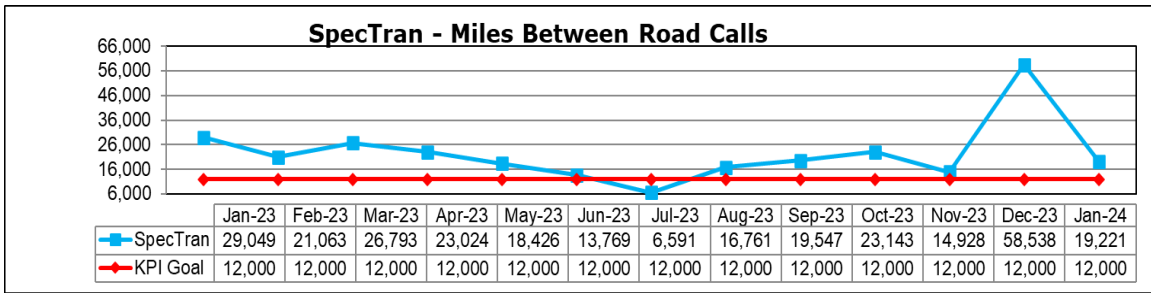
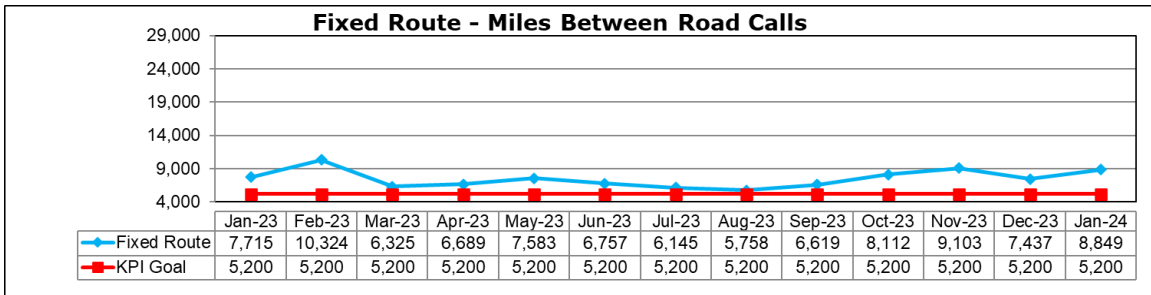




Meeting Date: February 20, 2024
Staff Report: Maintenance Performance

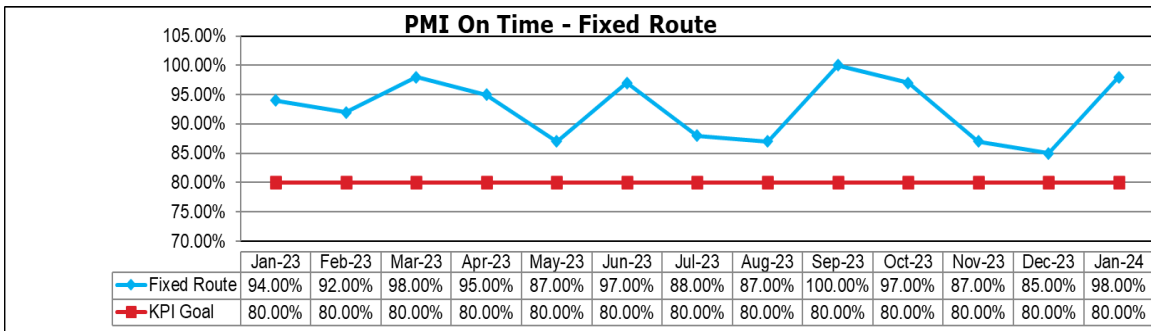
CURRENT STATUS:

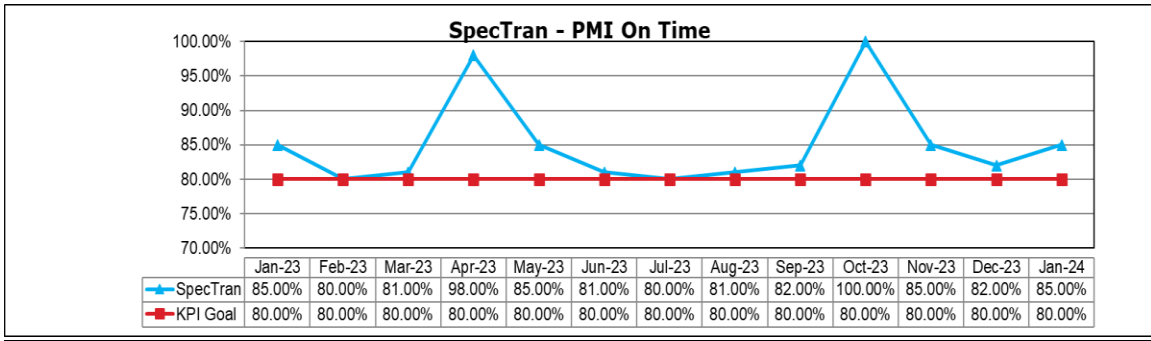
GRTC maintains a bus fleet of 142 vehicles for our fixed route service and 88 vans for our paratransit service.



PREVENTIVE MAINTENANCE:

Preventive Maintenance for the month of January was 98% with a goal of 80%. For the month of January, 6% of the fleet was down for service repairs with a spare ratio of 20%.





CURRENT STAFFING LEVELS:

Mechanics Vacancies – 0
 General Utilities Vacancies – 1

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: February 20, 2024
Staff Report: Rider Comments

JANUARY REPORT

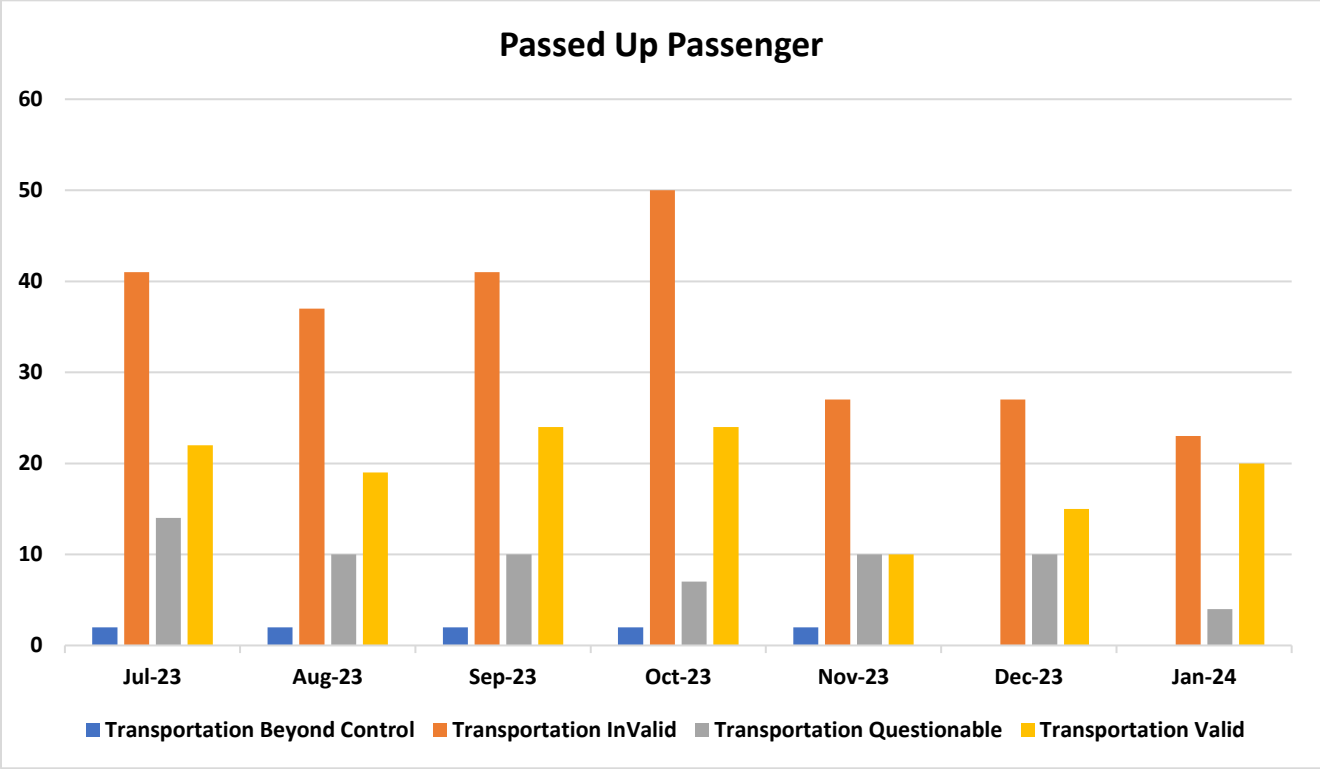
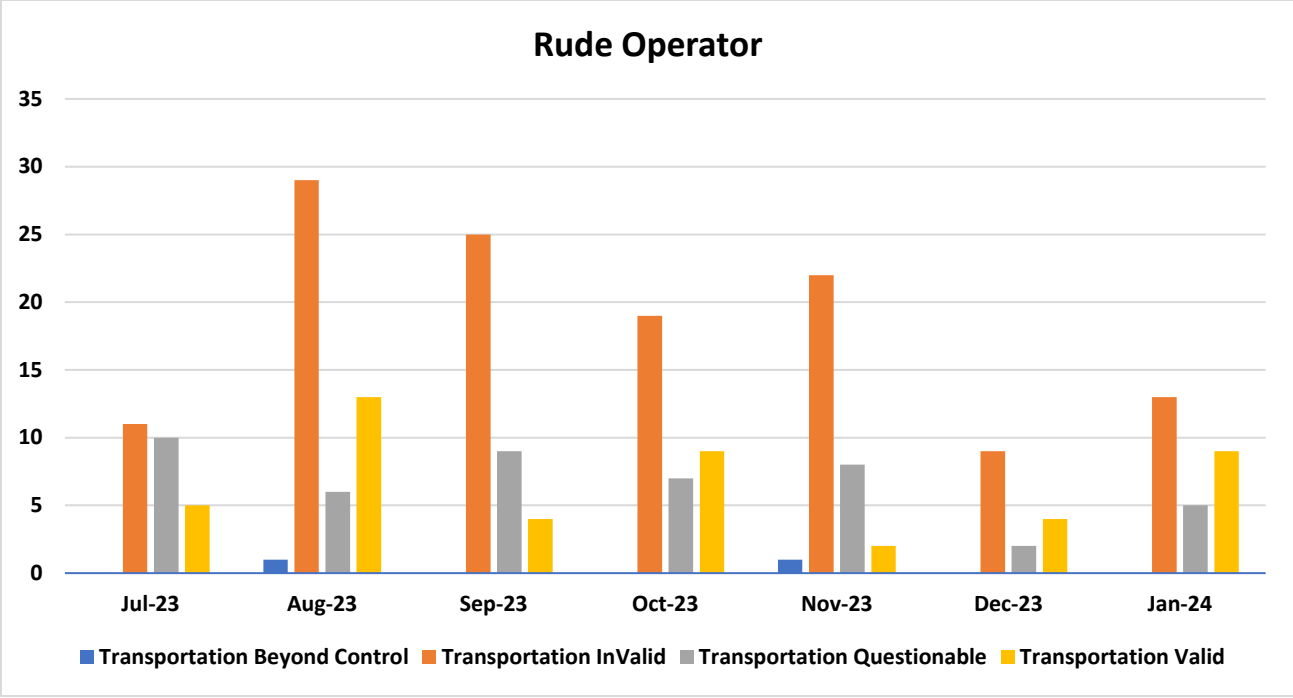
<u>Complaint</u>	<u>Verified</u>	<u>Non-Verified</u>	<u>Questionable</u>	<u>Beyond GRTC Control</u>	<u>Under Investigation</u>	<u>Total</u>
Rude Operator	9	13	5	0	0	27
Passed Up Passenger	20	23	4	0	0	47
No Show	7	3	2	1	0	13
Late Schedule	8	4	3	2	0	17
Improper Operations of Vehicle	2	7	2	0	0	11
Early Schedule	5	7	0	0	0	12
Planning/Scheduling	0	0	2	0	7	9
IT/Mobile App	0	1	1	2	0	4
Other- Miscellaneous	4	19	17	3	0	43
	55	77	36	8	7	183

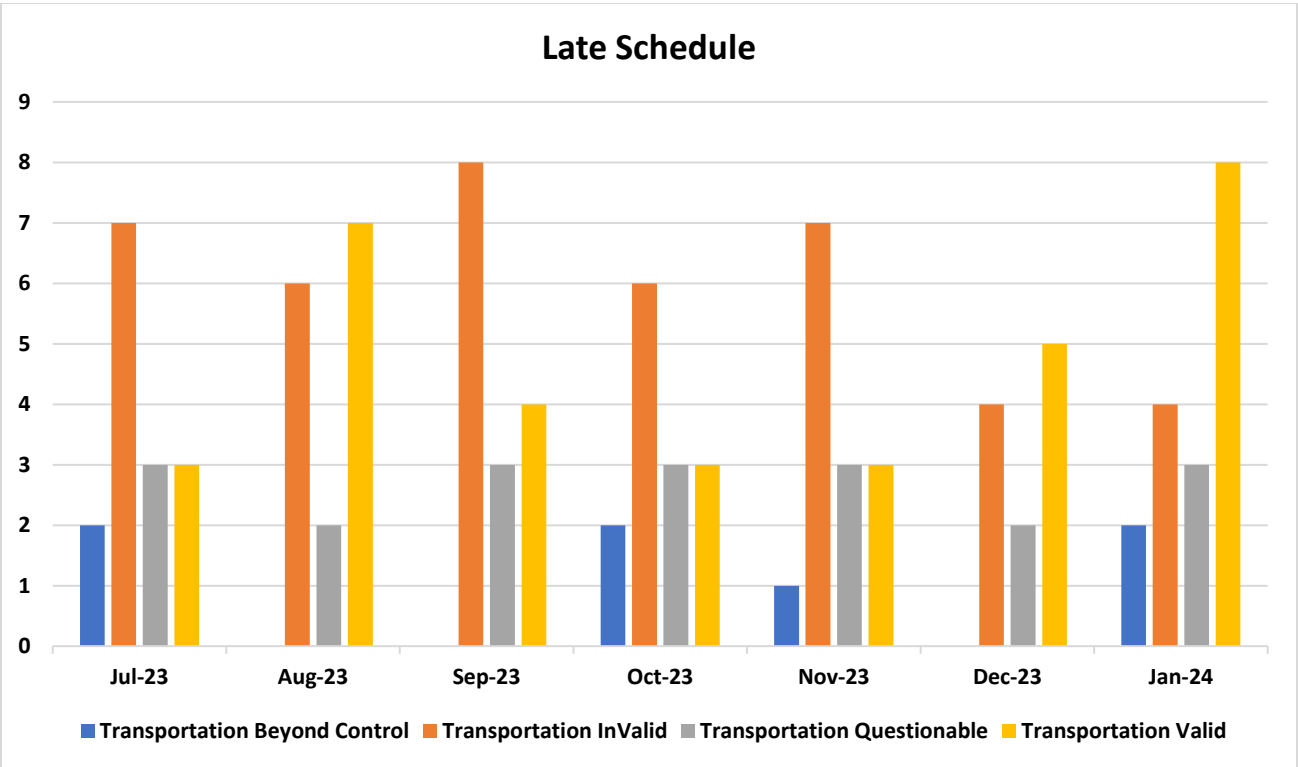
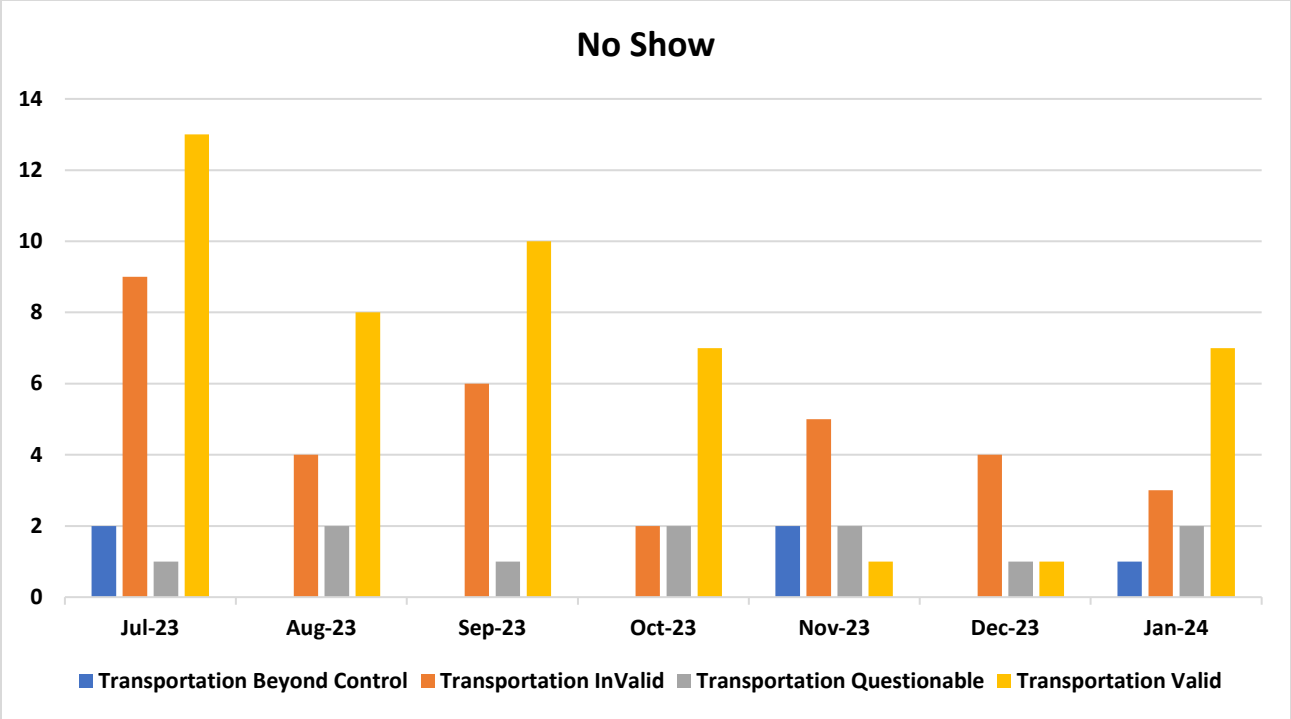
DEFINITIONS:

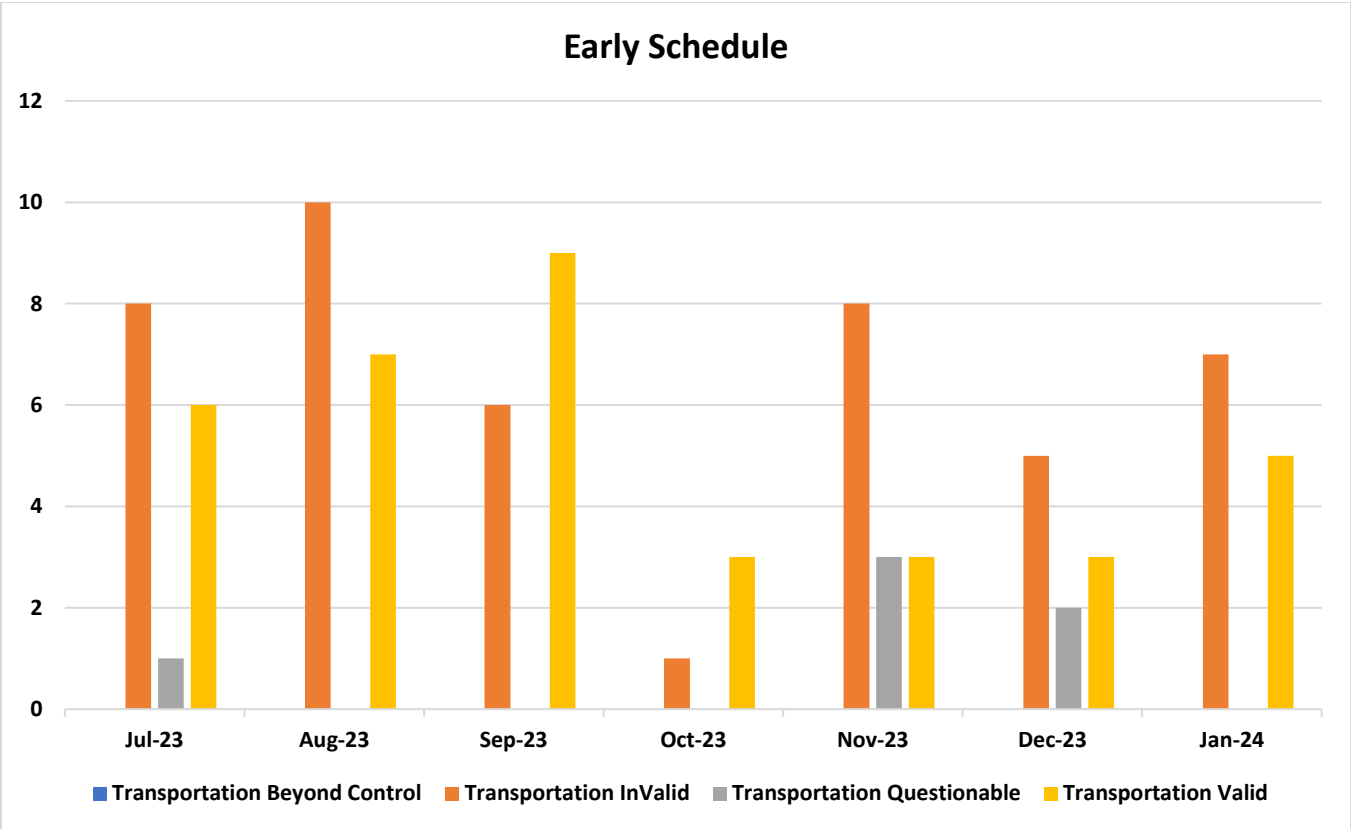
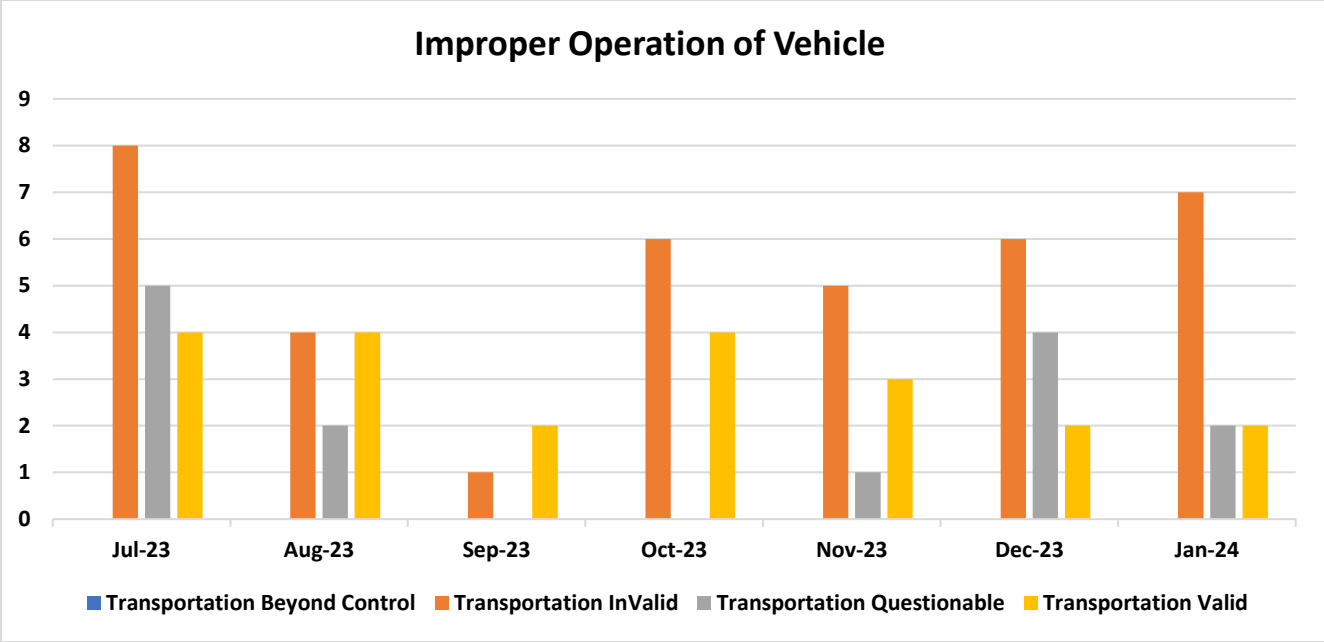
Verified – complaint was able to be verified
Non-Verified – complaint could not be verified based on the information provided
Questionable – complaint could not be confirmed or absolutely denied based on the information provided
Beyond Our Control – complaint is out of GRTC's control
Under Investigation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

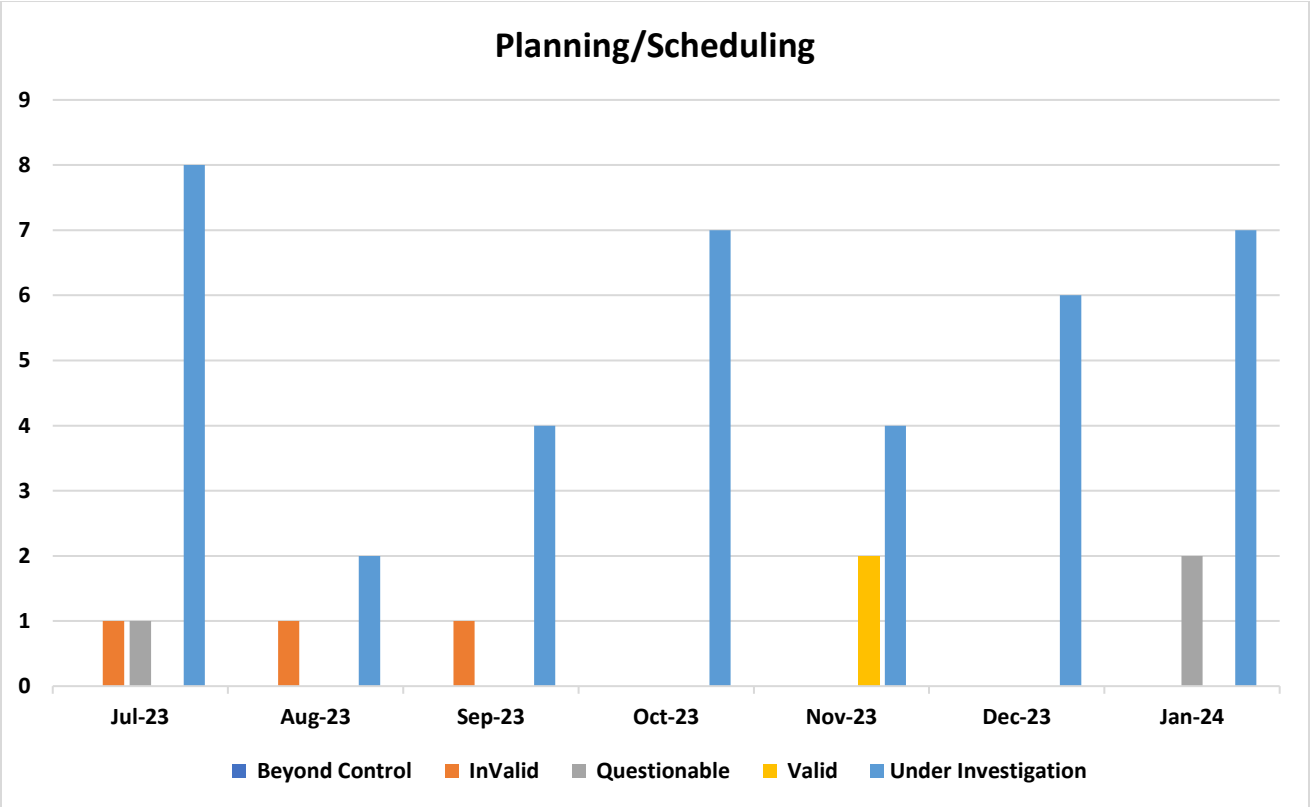
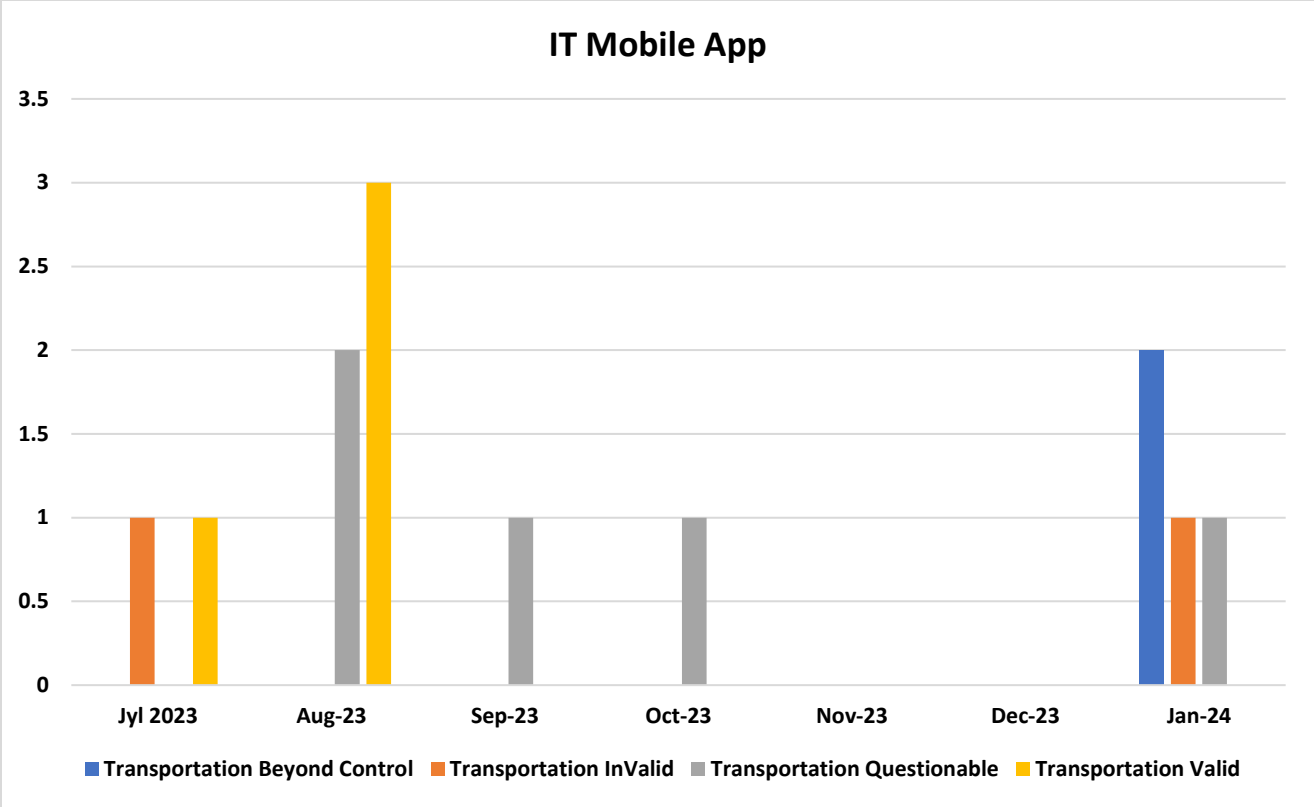
TREND REPORT:

<u>Complaint</u>	June	July	August	September	October	November	December	January	February	March	April	May
Rude Operator	4	5	13	4	9	2	4	9				
Passed Up Passenger	19	22	19	24	24	10	15	20				
No Show	7	13	8	10	7	1	1	7				
Late Schedule	3	3	7	4	3	3	5	8				
Improper Operations of Vehicle	3	4	4	2	4	3	2	2				
Early Schedule	1	6	7	9	3	3	3	5				
Planning/Scheduling	0	0	0	0	1	2	0	0				
IT/Mobile App	2	0	1	0	0	0	0	0				
Other-Miscellaneous	8	7	10	8	9	8	4	4				
Commendations	6	5	7	6	7	8	4	4				











Meeting Date: February 20, 2024

Staff Report: Monthly Ridership Report

BACKGROUND:

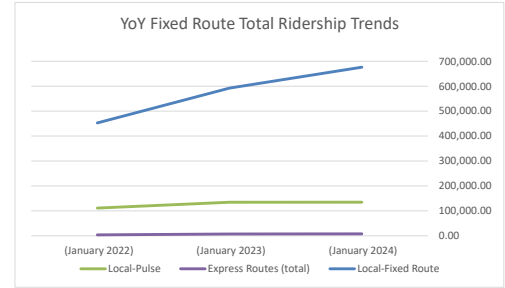
The “Monthly Ridership Report” (MRR), includes comparisons between the ridership of the current month, prior month, year prior (during COVID pandemic), and years prior (pre-COVID pandemic) to allow for a broad understanding of overall ridership trends. The MRR includes ridership data for all services 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 January 2024 will be provided by Frank Adarkwa.

**GRTC TRANSIT SYSTEM
MONTHLY RIDERSHIP REPORT JANUARY 2024**

	(January 2024)	(December 2023)	MoM%	(January 2023)	YoY % (FY2023)	(January 2022)	YoY % (FY2020)
Fixed Route							
Local-Fixed Route	676,416	669,616	1.02%	592,362	14.19%	452,838	49.37%
- Richmond (fixed)	559,337	554,062	0.95%	487,793	14.67%	377,592	48.13%
- Henrico (fixed)	117,079	115,553	1.32%	104,569	11.96%	75,246	55.60%
Local-Pulse	134,390	124,647	7.82%	134,587	-0.15%	111,120	20.94%
Express Routes (total)	7,835	6,463	21.22%	7,215	8.60%	3,626	116.06%
Total Fixed Route	818,641	800,726	2.24%	734,163	11.51%	567,584	44.23%
Specialized Transportation							
CARE/CARE Plus	20,776	18,842	10.26%	20,152	3.10%	19,249	7.93%
CARE On-Demand	3,416	3,411	0.15%	4,102	-16.72%	3,154	8.31%
Total Specialized	24,192	22,253	8.71%	24,254	-0.26%	22,403	7.99%



TOTAL FIXED ROUTE & SPECIALIZED	842,833	822,979	2.41%	758,417	11.13%	589,987	42.86%
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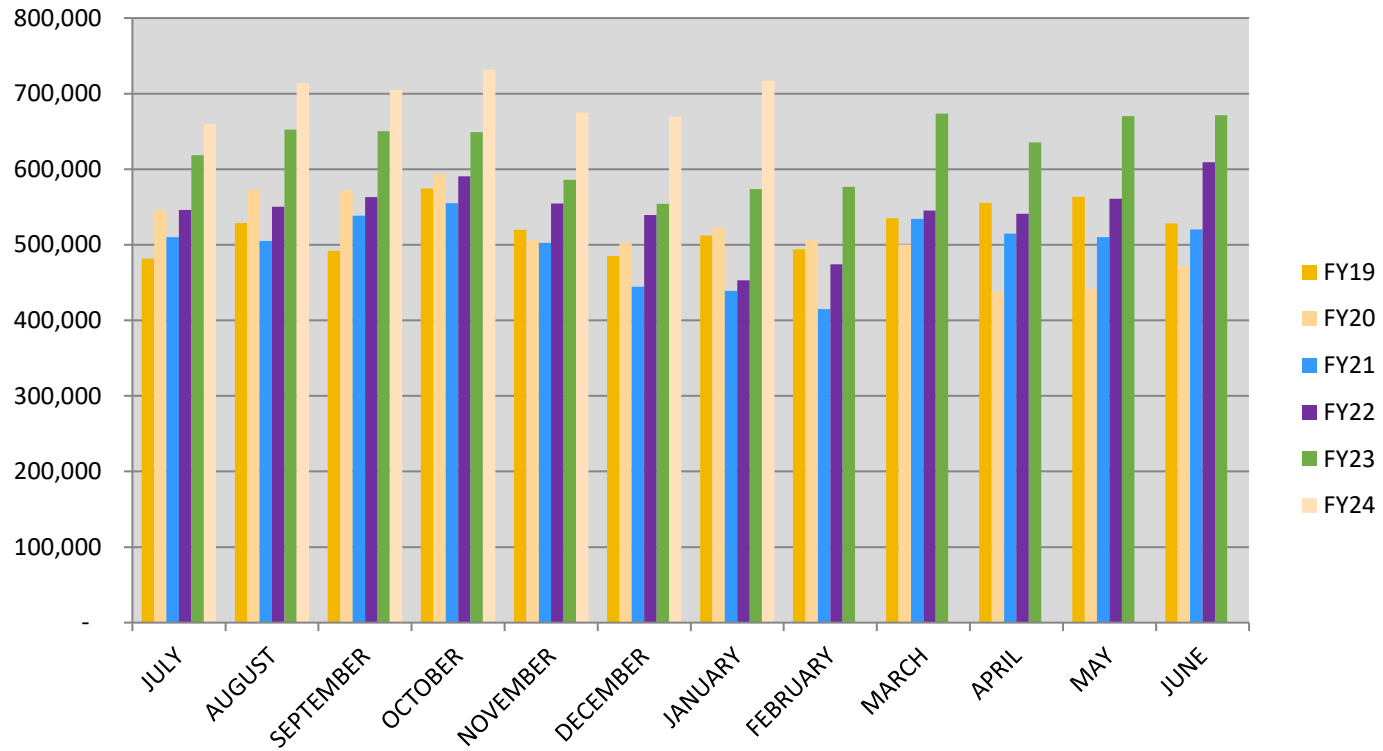
	2024 FYTD	2023 FYTD (July '22 - January '23)	YoY % (FY2023)	2022 FYTD (July '21 - January '22)	YoY % (FY2020)
Fixed Route					
Local- Fixed Route	4,830,754	4,302,096	12.29%	3,796,866	27.23%
Local- Pulse	1,001,062	987,900	1.33%	957,452	4.55%
Express Routes (total)	52,938	56,687	-6.61%	47,387	11.71%
Total Fixed Route	5,884,755	5,346,683	10.06%	4,801,705	22.56%
Specialized Transportation					
CARE/CARE Plus	133,993	141,725	-5.46%	149,928	-10.63%
CARE On-Demand	24,957	29,070	-14.15%	20,752	20.26%
Total Specialized	158,950	170,795	-6.94%	170,680	-6.87%
TOTAL FIXED ROUTE & SPECIALIZED	6,043,705	5,517,478	9.54%	4,972,385	21.55%

	(December '23)	YoY % (December '22) (FY2023)	(December '21) (FY2020)	YoY % (FY2020)
Van Pool				
Van Pool	12,720	10.59%	8,823	44.17%

***Vanpool data is received a month behind*

Local Route Ridership Six Year Comparison

Source: RideCheck Plus APC Data





Meeting Date: February 20, 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
1/19/2024	115195 115191 115193	ABC CBS NBC	1A Extension	\$50,000 media purchase per station for a total of \$150,000	Mike Hurt	Sheryl Adams
2/5/2024	115311	STV	Task Order - Henrico ETI Plans	\$378,707.50	Raquel Aguirre	Sheryl Adams
1/24/2024	115220	Commonwealth Construction	Task Order - Amenities Final PO	\$163,275	Raquel Aguirre	Sheryl Adams
2/01/2024	115286	Achieve One	Cyber Security	\$88,856.17	Dexter Hurt	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	\$25,000	Q3 - 2024	Y – FY24 Pension Plan Reimbursement	N/A
General Printing Services	Marketing	TBD	Summer 2024	TBD	Planned
Vehicle Yard Management Infrastructure	IT	\$200,000	Q2 -2024	TBD	Pending
Construction for BRT Station Modifications	Planning	\$700,000	Q1 - 2024	Y – FY 2024	Planned
Demo of the Church Lot	Planning	\$2,000,000	2024	Y-FY 2024	Planned
Occupational Health Services	Human Resources	\$225,000	2024	Y	Planned
Transit Vans	Maintenance	\$375,000	2024	Y	Planned
Auditing Services	Finance	\$100,000	Q1 2024	Y	N/A
Pension Investment Advisor Services	Finance	\$50,000	Q2 2024	Y – FY24 Pension Plan	N/A
Bus Passenger Awareness Monitor Pilot	IT	\$45,000	2024	Y – FY23	Ready
Scheduling Training	Planning	\$91,000	2024	TBD	Pending
Facility Lawncare Services	Facilities	\$63,750		Y	Operating
Equipment Storage Structure	Facilities	\$100,000	Spring 2024	Y	Pending
Bus Stop Sign Manufacturing	Planning	\$30,000	Q1 - 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	Q2-2024	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: February 20, 2024
Board Subcommittee: Finance

CURRENT STATUS:

The Finance Subcommittee met on Thursday, February 8, 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=U29RwMBAF5o>.

AGENDA:

- Approval of Draft Minutes
- December 2023 Financials
- FY2025 Budget

UPDATES:

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



Meeting Date: February 20, 2024
Information Item: December 2023 Financial Report

BACKGROUND

Attached is the Financial Report for the six months ended December 31, 2023. John Zinzarella will highlight the key points.

Financial Report
For the Six Months Ending December 31, 2023
Key Highlights

Revenues

Year to date Revenues favorable to budget	\$ 2,898,254.31
Year to Date Actual Revenues	\$ 40,494,028.44
Year to Date Budgeted Revenues	\$ 37,595,774.13

Favorable Federal Funds revenue \$3.069M due to ARPA funding for Operator Trainees wages and lifts in maintenance (capital), and favorable Directly Generated Funds of \$267.805k due to favorable interest income due to higher treasury rates and investment balances versus budget assumptions offset by unfavorable Local Funds (\$337.792k) due to budgetary assumption of TRIP Match contribution from GRTC Fund Balance and unfavorable State Funds (\$176.137k) due to the timing of grant funded projects versus budgetary assumptions.

Operating Expenditures

Year to date Operating Expenditures lower than budgeted amounts	\$ 3,545,851.17
Year to date Actual Operating Expenditures	\$ 36,238,184.51
Year to Date Budgeted Operating Expenditures	\$ 39,784,035.68

Lower than budgeted expenses primarily the result of favorable labor \$51.136k 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 \$2.173M due timing of planning projects, and favorable materials and supplies \$966.189k, favorable utilities \$162.953k due to corrections to the GRTC water consumption issued by Richmond DPU, favorable insurance premium expense due favorable renewal premiums versus budgetary assumptions offset by unfavorable purchased transportation (\$232.864k) due to higher demand for GRTC programs (CARE and CARE on demand).

<u>Net Operating Position - Surplus / (Deficit)</u>	\$ 4,180,547.03
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Balance Sheet and Cash Flow

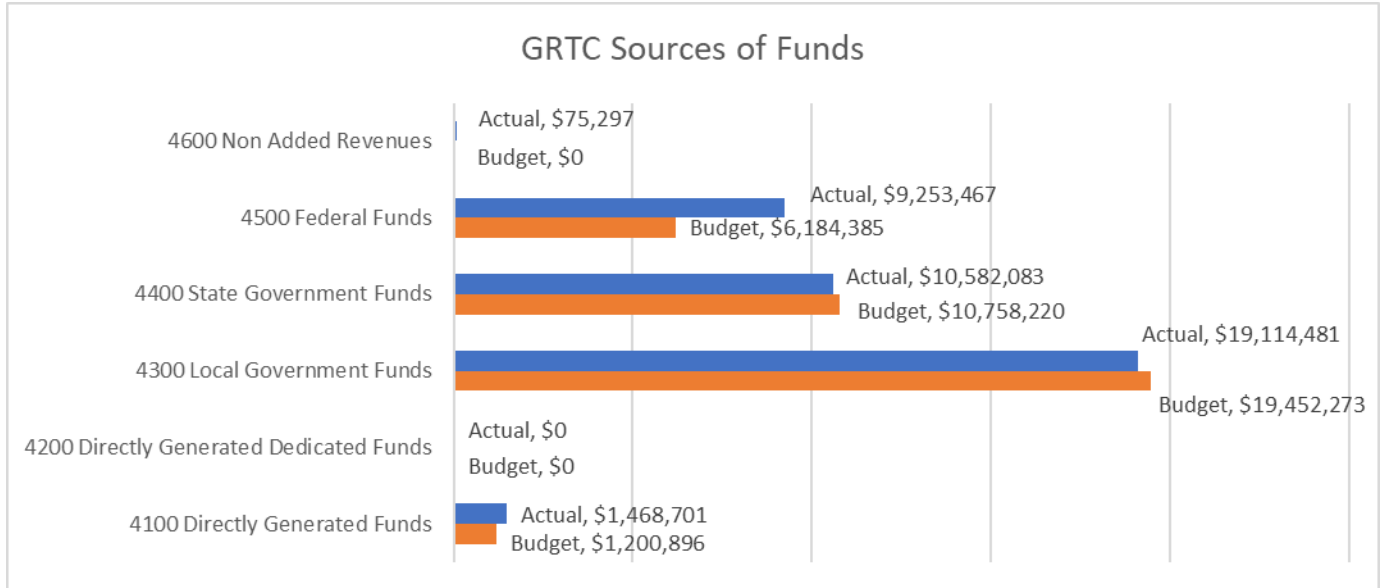
Balance sheet with cash position of		\$5,780,457
Operating Cash Account	\$1,352,766	
Capital Cash Account	\$4,427,692	

**GRTC Transit System
Source of Funds
Year to Date December 31, 2023**

	Month Ended December 31, 2023			Year to Date December 31, 2023		
	Actual	Budget	Variance Fav / (Unfav)	Actual	Budget	Variance Fav / (Unfav)
4100 Directly Generated Funds	\$ 227,521.29	\$ 198,773.64	\$ 28,747.65	\$ 1,468,701.24	\$ 1,200,896.00	\$ 267,805.24
4110 Total Passenger Fares	100,000.00	100,000.00	-	611,409.33	612,409.00	(999.67)
4120 Park and Ride Parking Revenues	-	-	-	-	-	-
4130 Non Public Transportation Revenue	2,188.00	-	2,188.00	45,329.00	-	45,329.00
4140 Auxiliary Transportation Revenue	-	17,000.00	(17,000.00)	3,250.00	78,000.00	(74,750.00)
4150 Other Agency Revenues	125,333.29	81,773.64	43,559.65	808,712.91	510,487.00	298,225.91
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	\$ 3,113,883.55	\$ 3,374,193.03	\$ (260,309.48)	\$ 19,114,480.93	\$ 19,452,273.40	\$ (337,792.47)
4310 General Revenues of the Local Government	3,113,883.55	3,374,193.03	(260,309.48)	19,114,480.93	19,452,273.40	(337,792.47)
4400 State Government Funds	\$ 1,741,243.70	\$ 1,853,124.14	\$ (111,880.44)	\$ 10,582,082.65	\$ 10,758,220.07	\$ (176,137.42)
4410 General Revenues of the State Government	1,741,243.70	1,853,124.14	(111,880.44)	10,582,082.65	10,758,220.07	(176,137.42)
4500 Federal Funds	\$ 2,901,562.25	\$ 1,179,442.12	\$ 1,722,120.13	\$ 9,253,466.72	\$ 6,184,384.66	\$ 3,069,082.06
5307 FTA Urbanized Area Formula Program	360,135.39	1,086,852.27	(726,716.88)	3,875,259.22	5,748,780.55	(1,873,521.33)
5307 CARES Act Urbanized Area Program Funds	2,541,426.86	92,589.86	2,448,837.00	5,378,207.50	435,604.10	4,942,603.40
4600 Non Added Revenues	\$ 19,335.00	\$ -	\$ 19,335.00	\$ 75,296.90	\$ -	\$ 75,296.90
4630 Sales and Disposals of Assets	19,335.00	-	19,335.00	75,296.90	-	75,296.90
Total Sources of Funds	\$ 8,003,545.79	\$ 6,605,532.94	\$ 1,398,012.85	\$ 40,494,028.44	\$ 37,595,774.13	\$ 2,898,254.31

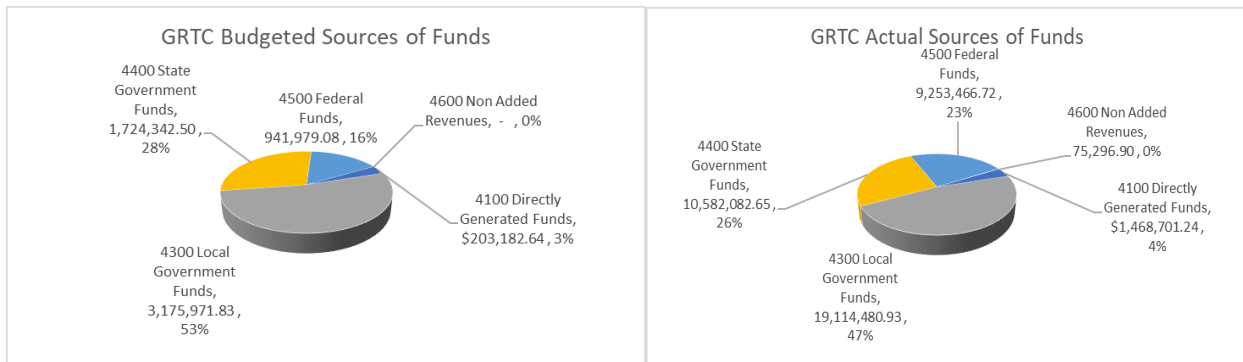
GRTC Transit System Year to Date December 31, 2023

Source of Funds	Budget	Actual	Over (Under)	% of Budget
4100 Directly Generated Funds	\$ 1,200,896.00	\$ 1,468,701.24	\$ 267,805.24	22.30%
4200 Directly Generated Dedicated Funds	-	-	-	n/a
4300 Local Government Funds	19,452,273.40	19,114,480.93	(337,792.47)	-1.74%
4400 State Government Funds	10,758,220.07	10,582,082.65	(176,137.42)	-1.64%
4500 Federal Funds	6,184,384.66	9,253,466.72	3,069,082.06	49.63%
4600 Non Added Revenues	-	75,296.90	75,296.90	n/a
	<u>\$ 37,595,774.13</u>	<u>\$ 40,494,028.44</u>	<u>\$ 2,898,254.31</u>	<u>7.71%</u>



Revenues are favorable versus budget by \$2.90M or 7.71% as a result of:

- Favorable Federal Funds revenue \$3.069M due to ARPA funding for Operator Trainees wages and lifts in maintenance (capital), and favorable Directly Generated Funds of \$267.805k due to favorable interest income due to higher treasury rates and investment balances versus budget assumptions offset by unfavorable Local Funds (\$337.792k) due to budgetary assumption of TRIP Match contribution from GRTC Fund Balance and unfavorable State Funds (\$176.137k) due to the timing of grant funded projects versus budgetary assumptions.



GRTC Transit System
Operating Expenses
Year to Date December 31, 2023

	Total GRTC		
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 25,101,743.19	\$ 25,152,879.30	\$ 51,136.11
01. Operator Salaries and Wages	<u>10,744,436.79</u>	<u>10,752,203.93</u>	<u>7,767.14</u>
02. Operator's Paid Absences	<u>1,095,423.92</u>	<u>-</u>	<u>(1,095,423.92)</u>
Operator Vacation	386,542.78	-	(386,542.78)
Operator Sick	260,283.97	-	(260,283.97)
Holiday	448,597.17	-	(448,597.17)
Operator FMLA or other leave	-	-	
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	<u>5,822,796.32</u>	<u>6,580,556.58</u>	<u>757,760.26</u>
Dispatch	109,865.27	109,806.54	(58.73)
Operations Supervision	881,761.42	1,065,561.77	183,800.35
Maintenance	2,342,380.83	2,339,832.08	(2,548.75)
Administration	2,488,788.80	3,065,356.19	576,567.39
04. Other Paid Absences (Non revenue vehicle operator personnel)	<u>134,931.07</u>	<u>-</u>	<u>(134,931.07)</u>
Vacation	63,327.20	-	(63,327.20)
Sick	18,392.75	-	(18,392.75)
Holiday	50,740.24	-	(50,740.24)
FMLA or other leave	2,470.88	-	(2,470.88)
05. Fringe Benefits	<u>7,304,155.09</u>	<u>7,820,118.78</u>	<u>515,963.69</u>
Employment Taxes	1,305,253.57	1,321,041.27	15,787.70
Health and Welfare Expenses	2,886,752.70	3,543,674.36	656,921.66
Retirement Costs/Pension Plans	2,114,307.73	2,168,826.44	54,518.71
Workers Compensation	321,641.02	257,500.00	(64,141.02)
Other Fringe Benefits	676,200.07	529,076.72	(147,123.35)
5020. SERVICES	\$ 1,877,896.22	\$ 4,051,388.98	\$ 2,173,492.76
03. Professional and Technical Services	<u>959,468.05</u>	<u>2,807,907.48</u>	<u>1,848,439.43</u>
BRT Fare Collection and Security Services	-	-	-
Audit Fees	45,312.00	55,000.00	9,688.00
Legal Fees	19,678.40	75,000.00	55,321.60
Human Resources Consulting	27,270.00	32,391.48	5,121.48
Planning and Scheduling Consulting	755,453.52	2,052,316.00	1,296,862.48
Computer Consulting	280.00	3,000.00	2,720.00
Advertising and Promotion	111,474.13	590,200.00	478,725.87
05. Contract Maintenance Services	<u>337,853.53</u>	<u>426,328.50</u>	<u>88,474.97</u>
Vehicle Maintenance	-	-	-
Computer Maintenance	56,249.23	40,000.00	(16,249.23)
BRT Station Maintenance	60,196.45	101,480.00	41,283.55
Building Maintenance	221,407.85	284,848.50	63,440.65
09. Other Services	<u>580,574.64</u>	<u>817,153.00</u>	<u>236,578.36</u>
Advertising	13,157.32	11,500.00	(1,657.32)
Ad commission Lottery Updates	-	25,000.00	25,000.00
ADA Ride	34,125.68	36,856.00	2,730.32
Drug and Alcohol Testing	14,175.00	-	(14,175.00)
Medical Exam Testing	13,580.00	37,500.00	23,920.00
Misc	505,536.64	706,297.00	200,760.36
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 3,922,941.43	\$ 4,889,130.85	\$ 966,189.42
01. Fuel and Lubricants	<u>1,132,290.39</u>	<u>1,548,581.45</u>	<u>416,291.06</u>
02. Tires and Tubes	<u>235,864.00</u>	<u>407,500.00</u>	<u>171,636.00</u>
09. Other Materials and Supplies	<u>2,554,787.04</u>	<u>2,933,049.40</u>	<u>378,262.36</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)	1,618,396.42	1,883,591.40	265,194.98
Other Equipment and Supplies	359,542.44	393,250.00	33,707.56
Office Equipment	556,673.49	640,000.00	83,326.51
Admin. Supplies	20,174.69	16,208.00	(3,966.69)

**GRTC Transit System
Operating Expenses
Year to Date December 31, 2023**

	Total GRTC		
	Actual	Budget	Variance Fav / (Unfav)
5040. UTILITIES	\$ 340,862.57	\$ 503,815.50	\$ 162,952.93
Telecommunication	156,192.00	135,000.00	(21,192.00)
Utilities	184,670.57	368,815.50	184,144.93
5050. CASUALTIES AND LIABILITY COSTS	\$ 548,416.27	\$ 878,361.55	\$ 329,945.28
General Liability	245,700.00	487,500.00	241,800.00
Auto Liability	25,707.00	25,304.00	(403.00)
Physical Damage	212,795.70	250,000.00	37,204.30
All Other	64,213.57	115,557.55	51,343.98
5060. TAXES	\$ -	\$ -	\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ 4,061,038.86	\$ 3,828,174.50	\$ (232,864.36)
01. Purchased Transportation - SpecTran	<u>3,662,045.21</u>	<u>3,247,590.00</u>	<u>(414,455.21)</u>
02. Purchased Transportation VanPool	<u>398,993.65</u>	<u>580,584.50</u>	<u>181,590.85</u>
5090. MISCELLANEOUS EXPENSES	\$ 385,285.97	\$ 480,285.00	\$ 94,999.03
02. Travel and Meetings	<u>15,723.58</u>	<u>76,047.50</u>	<u>60,323.92</u>
08. Advertising/Promotion Media	<u>8,848.48</u>	<u>12,500.00</u>	<u>3,651.52</u>
09. Other Miscellaneous Expenses	<u>360,713.91</u>	<u>391,737.50</u>	<u>31,023.59</u>
5120. LEASES AND RENTALS	\$ -	\$ -	\$ -
5900 ADA Expenses	\$ -	\$ -	\$ -
Total Expenses	\$ 36,238,184.51	\$ 39,784,035.68	\$ 3,545,851.17
	100.00%	100.00%	

GRTC Transit System
Operating Expenses
Year to Date December 31, 2023

	Vehicle Operations		
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 18,088,317.29	\$ 17,321,583.72	\$ (766,733.57)
01. Operator Salaries and Wages	<u>10,744,436.79</u>	<u>10,752,203.93</u>	<u>7,767.14</u>
02. Operator's Paid Absences	<u>1,095,423.92</u>	<u>-</u>	<u>(1,095,423.92)</u>
Operator Vacation	386,542.78	-	(386,542.78)
Operator Sick	260,283.97	-	(260,283.97)
Holiday	448,597.17	-	(448,597.17)
Operator FMLA or other leave	-	-	-
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	<u>991,626.69</u>	<u>1,175,368.31</u>	<u>183,741.62</u>
Dispatch	109,865.27	109,806.54	(58.73)
Operations Supervision	881,761.42	1,065,561.77	183,800.35
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>5,256,829.89</u>	<u>5,394,011.48</u>	<u>137,181.59</u>
Employment Taxes	924,628.67	909,077.07	(15,551.60)
Health and Welfare Expenses	2,044,946.96	2,438,586.28	393,639.32
Retirement Costs/Pension Plans	1,579,268.99	1,503,776.68	(75,492.31)
Workers Compensation	227,847.31	177,199.12	(50,648.19)
Other Fringe Benefits	480,137.96	365,372.33	(114,765.63)
5020. SERVICES	\$ 27,755.00	\$ 37,500.00	\$ 9,745.00
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>27,755.00</u>	<u>37,500.00</u>	<u>9,745.00</u>
Advertising	-	-	-
Ad commission Lottery Updates	-	-	-
ADA Ride	-	-	-
Drug and Alcohol Testing	14,175.00	-	(14,175.00)
Medical Exam Testing	13,580.00	37,500.00	23,920.00
Misc	-	-	-
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 1,323,189.58	\$ 1,911,817.10	\$ 588,627.52
01. Fuel and Lubricants	<u>1,087,325.58</u>	<u>1,504,317.10</u>	<u>416,991.52</u>
02. Tires and Tubes	<u>235,864.00</u>	<u>407,500.00</u>	<u>171,636.00</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 December 31, 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	\$ 4,061,038.86	\$ 3,828,174.50	\$ (232,864.36)
01. Purchased Transportation - SpecTran	<u>3,662,045.21</u>	<u>3,247,590.00</u>	<u>(414,455.21)</u>
02. Purchased Transportation VanPool	<u>398,993.65</u>	<u>580,584.50</u>	<u>181,590.85</u>
5090. MISCELLANEOUS EXPENSES	\$ 57,010.85	\$ 50,000.00	\$ (7,010.85)
02. Travel and Meetings			-
08. Advertising/Promotion Media			-
09. Other Miscellaneous Expenses	<u>57,010.85</u>	<u>50,000.00</u>	<u>(7,010.85)</u>
5120. LEASES AND RENTALS			\$ -
5900 ADA Expenses			\$ -
Total Expenses	\$ 23,557,311.58	\$ 23,149,075.32	\$ (408,236.26)
	65.01%	58.19%	

**GRTC Transit System
Operating Expenses
Year to Date December 31, 2023**

	Vehicle Maintenance		
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 2,858,609.94	\$ 2,493,844.03	\$ (364,765.91)
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>1,899,492.87</u>	<u>1,669,049.60</u>	<u>(230,443.27)</u>
Dispatch			-
Operations Supervision			-
Maintenance	1,899,492.87	1,669,049.60	(230,443.27)
Administration			-
04. Other Paid Absences (Non revenue vehicle operator personnel)	<u>93,373.36</u>	<u>-</u>	<u>(93,373.36)</u>
Vacation	45,544.16	-	(45,544.16)
Sick	12,337.04	-	(12,337.04)
Holiday	34,801.76	-	(34,801.76)
FMLA or other leave	690.40	-	(690.40)
05. Fringe Benefits	<u>865,743.71</u>	<u>824,794.43</u>	<u>(40,949.28)</u>
Employment Taxes	149,652.02	127,209.02	(22,443.00)
Health and Welfare Expenses	330,976.58	341,236.37	10,259.79
Retirement Costs/Pension Plans	255,957.02	258,020.64	2,063.62
Workers Compensation	36,877.30	24,795.84	(12,081.46)
Other Fringe Benefits	92,280.79	73,532.56	(18,748.23)
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	\$ 1,591,616.13	\$ 1,927,855.75	\$ 336,239.62
01. Fuel and Lubricants	<u>42,478.72</u>	<u>44,264.35</u>	<u>1,785.63</u>
02. Tires and Tubes			-
09. Other Materials and Supplies	<u>1,549,137.41</u>	<u>1,883,591.40</u>	<u>334,453.99</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)	1,549,137.41	1,883,591.40	334,453.99
Other Equipment and Supplies			-
Office Equipment			-
Admin. Supplies			-

**GRTC Transit System
Operating Expenses
Year to Date December 31, 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	\$ 4,450,226.07	\$ 4,421,699.78	\$ (28,526.29)
	12.28%	11.11%	

**GRTC Transit System
Operating Expenses
Year to Date December 31, 2023**

	Facility Maintenance		
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 620,739.72	\$ 885,202.96	\$ 264,463.23
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>442,887.96</u>	<u>670,782.48</u>	<u>227,894.52</u>
Dispatch			-
Operations Supervision			-
Maintenance	442,887.96	670,782.48	227,894.52
Administration			-
04. Other Paid Absences (Non revenue vehicle operator personnel)	<u>41,557.71</u>	<u>-</u>	<u>(41,557.71)</u>
Vacation	17,783.04	-	(17,783.04)
Sick	6,055.71	-	(6,055.71)
Holiday	15,938.48	-	(15,938.48)
FMLA or other leave	1,780.48	-	(1,780.48)
05. Fringe Benefits	<u>136,294.05</u>	<u>214,420.47</u>	<u>78,126.42</u>
Employment Taxes	34,893.04	51,124.65	16,231.61
Health and Welfare Expenses	77,170.88	137,141.15	59,970.26
Retirement Costs/Pension Plans	(46.45)	-	46.45
Workers Compensation	8,598.35	9,965.32	1,366.97
Other Fringe Benefits	15,678.23	16,189.36	511.13
5020. SERVICES	\$ 281,604.30	\$ 386,328.50	\$ 104,724.20
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>281,604.30</u>	<u>386,328.50</u>	<u>104,724.20</u>
Vehicle Maintenance			-
Computer Maintenance			-
BRT Station Maintenance	60,196.45	101,480.00	41,283.55
Building Maintenance	221,407.85	284,848.50	63,440.65
09. Other Services	<u>0.00</u>	<u>-</u>	<u>(0.00)</u>
Advertising			-
Ad commission Lottery Updates			-
ADA Ride			-
Drug and Alcohol Testing			-
Medical Exam Testing			-
Misc	0.00	-	(0.00)
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 145,430.58	\$ 160,250.00	\$ 14,819.42
01. Fuel and Lubricants			-
02. Tires and Tubes			-
09. Other Materials and Supplies	<u>145,430.58</u>	<u>160,250.00</u>	<u>14,819.42</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)			-
Other Equipment and Supplies	145,430.58	160,250.00	14,819.42
Office Equipment			-
Admin. Supplies			-

**GRTC Transit System
Operating Expenses
Year to Date December 31, 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	\$ 1,047,774.60	\$ 1,431,781.46	\$ 384,006.85
	2.89%	3.60%	

**GRTC Transit System
Operating Expenses
Year to Date December 31, 2023**

	General Administration		
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 3,534,076.24	\$ 4,452,248.59	\$ 918,172.35
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>2,488,788.80</u>	<u>3,065,356.19</u>	<u>576,567.39</u>
Dispatch			-
Operations Supervision			-
Maintenance			-
Administration	2,488,788.80	3,065,356.19	576,567.39
04. Other Paid Absences (Non revenue vehicle operator personnel)	-	-	-
Vacation			-
Sick			-
Holiday			-
FMLA or other leave			-
05. Fringe Benefits	<u>1,045,287.44</u>	<u>1,386,892.40</u>	<u>341,604.97</u>
Employment Taxes	196,079.84	233,630.53	37,550.69
Health and Welfare Expenses	433,658.28	626,710.56	193,052.29
Retirement Costs/Pension Plans	279,128.17	407,029.11	127,900.95
Workers Compensation	48,318.06	45,539.73	(2,778.33)
Other Fringe Benefits	88,103.09	73,982.47	(14,120.62)
5020. SERVICES	\$ 1,568,536.92	\$ 3,627,560.48	\$ 2,059,023.56
03. Professional and Technical Services	<u>959,468.05</u>	<u>2,807,907.48</u>	<u>1,848,439.43</u>
BRT Fare Collection and Security Services	-	-	-
Audit Fees	45,312.00	55,000.00	9,688.00
Legal Fees	19,678.40	75,000.00	55,321.60
Human Resources Consulting	27,270.00	32,391.48	5,121.48
Planning and Scheduling Consulting	755,453.52	2,052,316.00	1,296,862.48
Computer Consulting	280.00	3,000.00	2,720.00
Advertising and Promotion	111,474.13	590,200.00	478,725.87
05. Contract Maintenance Services	<u>56,249.23</u>	<u>40,000.00</u>	<u>(16,249.23)</u>
Vehicle Maintenance			-
Computer Maintenance	56,249.23	40,000.00	(16,249.23)
BRT Station Maintenance			-
Building Maintenance			-
09. Other Services	<u>552,819.64</u>	<u>779,653.00</u>	<u>226,833.36</u>
Advertising	13,157.32	11,500.00	(1,657.32)
Ad commission Lottery Updates	-	25,000.00	25,000.00
ADA Ride	34,125.68	36,856.00	2,730.32
Drug and Alcohol Testing			-
Medical Exam Testing			-
Misc	505,536.64	706,297.00	200,760.36
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 862,705.14	\$ 889,208.00	\$ 26,502.86
01. Fuel and Lubricants	<u>2,486.09</u>	<u>-</u>	<u>(2,486.09)</u>
02. Tires and Tubes			-
09. Other Materials and Supplies	<u>860,219.05</u>	<u>889,208.00</u>	<u>28,988.95</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)	69,259.01	-	(69,259.01)
Other Equipment and Supplies	214,111.86	233,000.00	18,888.14
Office Equipment	556,673.49	640,000.00	83,326.51
Admin. Supplies	20,174.69	16,208.00	(3,966.69)

**GRTC Transit System
Operating Expenses
Year to Date December 31, 2023**

	General Administration		
	Actual	Budget	Variance Fav / (Unfav)
5040. UTILITIES	\$ 340,862.57	\$ 503,815.50	\$ 162,952.93
Telecommunication	156,192.00	135,000.00	(21,192.00)
Utilities	184,670.57	368,815.50	184,144.93
5050. CASUALTIES AND LIABILITY COSTS	\$ 548,416.27	\$ 878,361.55	\$ 329,945.28
General Liability	245,700.00	487,500.00	241,800.00
Auto Liability	25,707.00	25,304.00	(403.00)
Physical Damage	212,795.70	250,000.00	37,204.30
All Other	64,213.57	115,557.55	51,343.98
5060. TAXES	\$ -	\$ -	\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ -	\$ -	\$ -
01. Purchased Transportation - SpecTran			-
02. Purchased Transportation VanPool			-
5090. MISCELLANEOUS EXPENSES	\$ 328,275.12	\$ 430,285.00	\$ 102,009.88
02. Travel and Meetings	15,723.58	76,047.50	60,323.92
08. Advertising/Promotion Media	8,848.48	12,500.00	3,651.52
09. Other Miscellaneous Expenses	303,703.06	341,737.50	38,034.44
5120. LEASES AND RENTALS	\$ -	\$ -	\$ -
5900 ADA Expenses	-	-	-
Total Expenses	\$ 7,182,872.26	\$ 10,781,479.12	\$ 3,598,606.86
	19.82%	27.10%	

GRTC Transit System Year to Date December 31, 2023

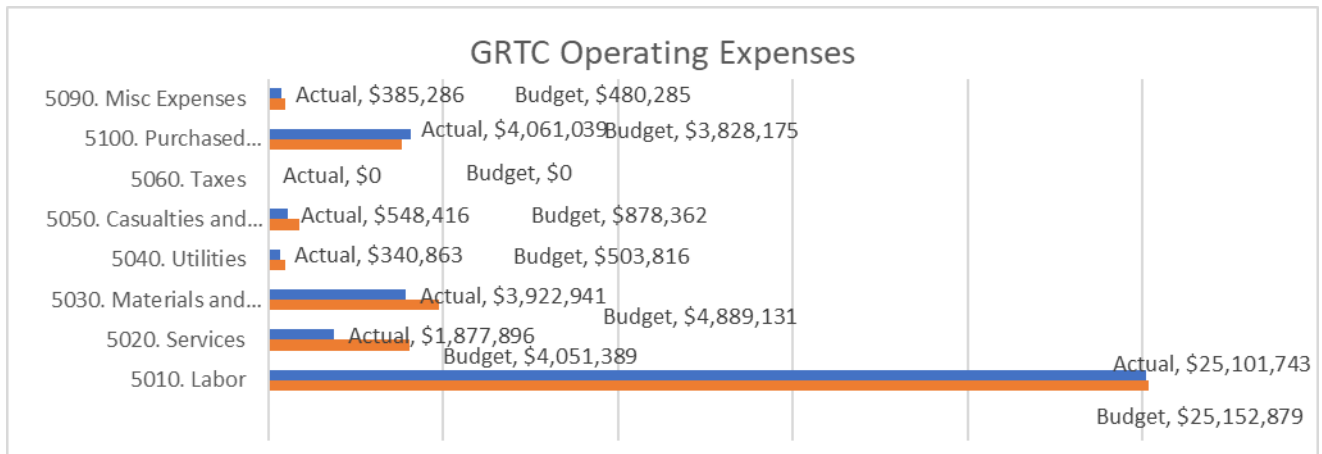
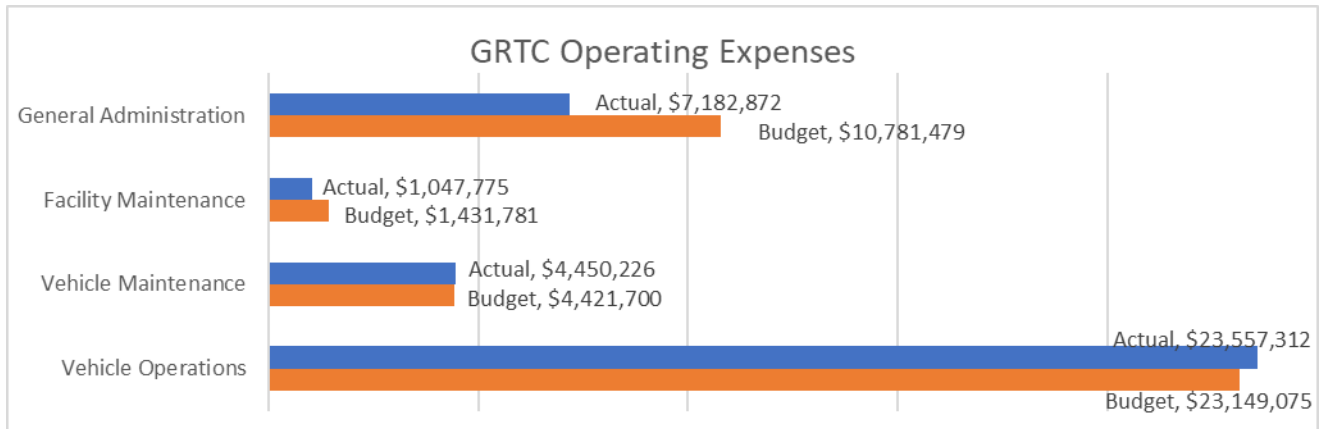
Operating Expenses

	Budget	Actual	(Over) Under	% of Budget
Vehicle Operations	\$ 23,149,075.32	\$ 23,557,311.58	\$ (408,236.26)	101.76%
Vehicle Maintenance	4,421,699.78	4,450,226.07	(28,526.29)	100.65%
Facility Maintenance	1,431,781.46	1,047,774.60	384,006.85	73.18%
General Administration	<u>10,781,479.12</u>	<u>7,182,872.26</u>	<u>3,598,606.86</u>	<u>66.62%</u>
Total GRTC	\$ 39,784,035.68	\$ 36,238,184.51	\$ 3,545,851.17	91.09%

	Budget	Actual	(Over) Under	% of Budget
5010. Labor	\$ 25,152,879.30	\$ 25,101,743.19	\$ 51,136.11	99.80%
5020. Services	4,051,388.98	1,877,896.22	2,173,492.76	46.35%
5030. Materials and Supplies Consumed	4,889,130.85	3,922,941.43	966,189.42	80.24%
5040. Utilities	503,815.50	340,862.57	162,952.93	67.66%
5050. Casualties and Liability Costs	878,361.55	548,416.27	329,945.28	62.44%
5060. Taxes	-	-	-	0.00%
5100. Purchased Transportation Service	3,828,174.50	4,061,038.86	(232,864.36)	106.08%
5090. Misc Expenses	<u>480,285.00</u>	<u>385,285.97</u>	<u>94,999.03</u>	<u>80.22%</u>
Total GRTC	\$ 39,784,035.68	\$ 36,238,184.51	\$ 3,545,851.17	91.09%

Total Fleet Service Miles	2,820,364.26	2,792,441.58
Operating Expense per Mile	\$ 14.11	\$ 12.98

Total Fleet Service Hours	251,666.46	249,217.12
Operating Expense per Hour	\$ 158.08	\$ 145.41



Operating Expenses are favorable versus budget by \$3.546M or 8.91% as a result of:

- Lower than budgeted labor expenses of \$51.136k 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 \$2.173M due to the timing of consulting services versus budget.
- Favorable materials and supplies of \$966.189k timing of purchases versus budget assumptions.
- Favorable Utilities expenses of \$162.952k due to corrections to the GRTC water consumption issued by Richmond DPU.
- Favorable casualties and liability expense of \$329.945k is due to favorable insurance premium expense due favorable renewal premiums versus budgetary assumptions and due to timing of self-insured provision charge.
- Unfavorable purchased transportation services of \$232.864k due to actual demand differing from budgetary assumptions for CARE and CARE on demand services.
- Favorable Miscellaneous expense of \$94.999k due to timing of travel expense versus budget.

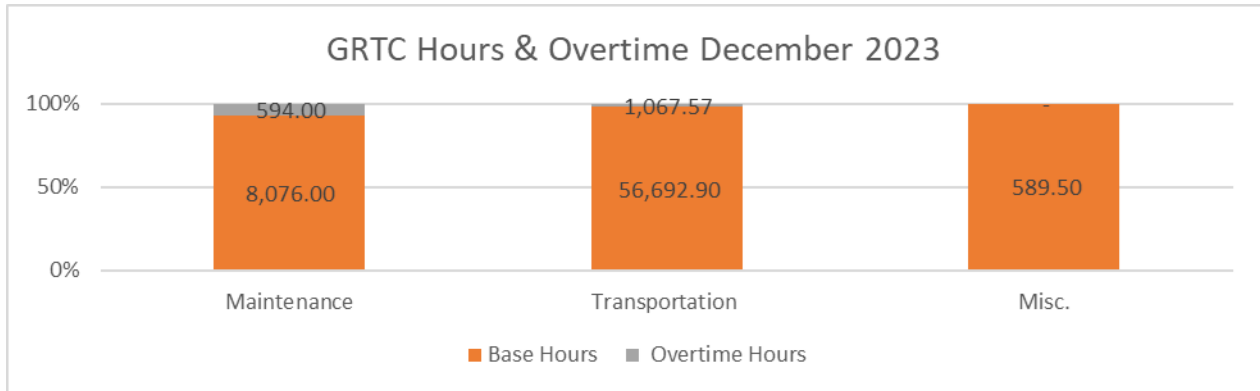
<u>Operating Expense per Mile</u>	Budget	Actual
Vehicle Operations	\$ 8.21	\$ 8.44
Vehicle Maintenance	1.57	1.59
Facility Maintenance	0.51	0.38
General Administration	3.82	2.57
Total GRTC	\$ 14.11	\$ 12.98

<u>Operating Expense per Mile</u>	Budget	Actual
5010. Labor	\$ 8.92	\$ 8.99
5020. Services	1.44	0.67
5030. Materials and Supplies Consumed	1.73	1.40
5040. Utilities	0.18	0.12
5050. Casualties and Liability Costs	0.31	0.20
5060. Taxes	-	-
5100. Purchased Transportation Service	1.36	1.45
5090. Misc Expenses	0.17	0.14
Total GRTC	\$ 14.11	\$ 12.98

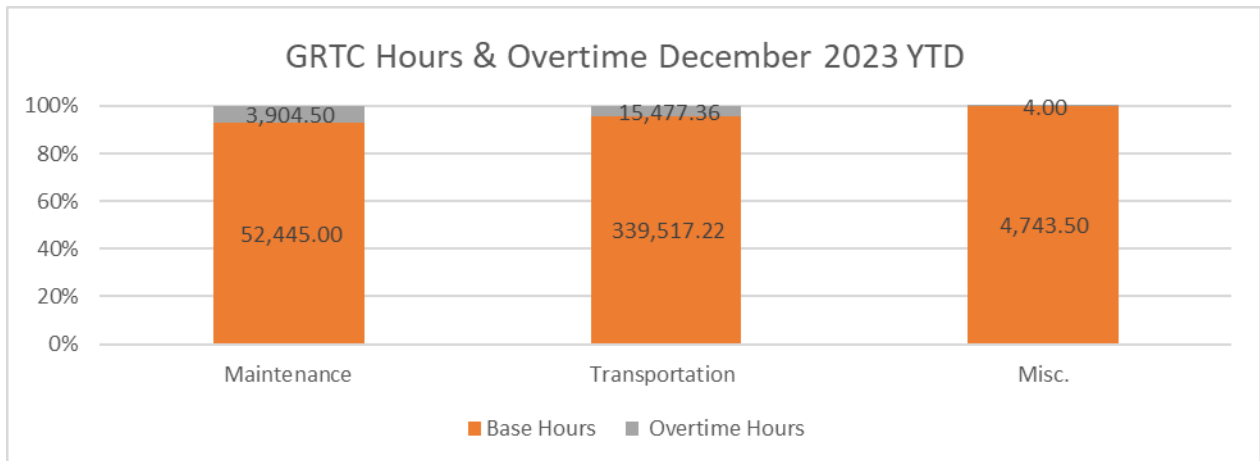
<u>Operating Expense per Hour</u>	Budget	Actual
Vehicle Operations	\$ 91.98	\$ 94.53
Vehicle Maintenance	17.57	17.86
Facility Maintenance	5.69	4.20
General Administration	42.84	28.82
Total GRTC	\$ 158.08	\$ 145.41

<u>Operating Expense per Hour</u>	Budget	Actual
5010. Labor	\$ 99.95	\$ 100.72
5020. Services	16.10	7.54
5030. Materials and Supplies Consumed	19.43	15.74
5040. Utilities	2.00	1.37
5050. Casualties and Liability Costs	3.49	2.20
5060. Taxes	-	-
5100. Purchased Transportation Service	15.21	16.30
5090. Misc Expenses	<u>1.91</u>	<u>1.55</u>
Total GRTC	\$ 158.08	\$ 145.41

GRTC Headcount @ December 31, 2023	Budget	Actual	(Over) Under	% of Budget
Equipment & Facility Maintenance	72	72	-	100.00%
Transportation	362	381	(19)	105.25%
Planning, Scheduling & Marketing	20	15	5	75.00%
Insurance & Safety	10	11	(1)	110.00%
General & Administrative	<u>60</u>	<u>47</u>	<u>13</u>	<u>78.33%</u>
Reflects Actual Total Heads (Not FTEs)	524	526	(2)	100.38%



GRTC Hours & Overtime (11/19/23-12/16/2023)	Total Hours	Base Hours	Overtime Hours	OT %
Maintenance	8,670.00	8,076.00	594.00	7.36%
Transportation	57,760.47	56,692.90	1,067.57	1.88%
Misc.	<u>589.50</u>	<u>589.50</u>	<u>-</u>	<u>0.00%</u>
	67,019.97	65,358.40	1,661.57	2.54%



GRTC Hours & Overtime (7/2/23-12/16/2023)	Total Hours	Base Hours	Overtime Hours	OT %
Maintenance	56,349.50	52,445.00	3,904.50	7.44%
Transportation	354,994.58	339,517.22	15,477.36	4.56%
Misc.	<u>4,747.50</u>	<u>4,743.50</u>	<u>4.00</u>	<u>0.08%</u>
	416,091.58	396,705.72	19,385.86	4.89%

GRTC Transit System
STATEMENT OF INCOME
BUDGET VS. ACTUAL

For the Six Months Ending December 31, 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	612,409	611,409	(1,000)	U	1,212,409
Charter Revenue	-	2,188	2,188	F	-	45,329	45,329	F	-
Advertising Revenue	17,000	-	(17,000)	U	78,000	3,250	(74,750)	U	605,000
Other Operating Revenue	-	-	-	F	-	-	-	F	-
Total Operating Revenue	\$ 117,000	\$ 102,188	\$ (14,812)	U	\$ 690,409	\$ 659,988	\$ (30,421)	U	\$ 1,817,409
Other Income:									
Ridefinders	39,690	37,751	(1,939)	U	257,987	248,623	(9,364)	U	515,974
Interest Income	41,667	87,572	45,906	F	250,000	557,841	307,841	F	500,000
Non-Transportation Income	417	10	(407)	U	2,500	2,249	(251)	U	5,000
Total Other Income	\$ 81,774	\$ 125,333	\$ 43,560	F	\$ 510,487	\$ 808,713	\$ 298,226	F	\$ 1,020,974
Operating Contributions:									
COVID Relief Acts VA2020-023	92,590	2,541,427	2,448,837	F	435,604	5,378,208	4,942,603	F	1,764,174
FFCRA Credit	-	-	-	F	-	-	-	F	-
Oper contrib - Federal	1,086,852	360,135	(726,717)	U	5,748,781	3,875,259	(1,873,521)	U	13,379,153
Oper contrib - State	1,853,124	1,741,784	(111,340)	U	10,758,220	10,591,162	(167,058)	U	24,827,905
Oper contrib - CVTA	1,909,504	1,909,504	0	F	11,457,025	11,457,025	0	F	22,914,050
Oper contrib - Richmond	734,555	783,317	48,761	F	4,407,333	4,949,050	541,717	F	8,814,665
Oper contrib - Henrico	352,745	375,936	23,192	F	2,116,468	2,380,853	264,385	F	4,232,935
Oper contrib - Petersburg	16,667	16,667	0	F	100,000	100,000	0	F	200,000
Oper contrib - Chesterfield	219,378	27,920	(191,458)	U	523,384	204,038	(319,346)	U	1,244,989
Oper Contrib Local	-	-	-	F	-	14,436	14,436	F	-
Oper contrib - GRTC Fund Balance	141,344	-	(141,344)	U	848,065	-	(848,065)	U	1,696,129
Total Operating Contributions:	\$ 6,406,759	\$ 7,756,690	\$ 1,349,930	F	\$ 36,394,878	\$ 38,950,030	\$ 2,555,152	F	\$ 79,074,000
Net Operating Revenue	\$ 6,605,533	\$ 7,984,211	\$ 1,378,678	F	\$ 37,595,774	\$ 40,418,732	\$ 2,822,957	F	\$ 81,912,383
Operating Expenses:									
Equipment & Facility Maintenance	1,295,650	1,216,135	(79,516)	F	7,704,464	6,757,472	(946,992)	F	15,352,868
Transportation	2,300,494	2,399,006	98,512	U	13,658,166	14,606,230	948,063	U	27,099,134
Planning, Scheduling & Marketing	895,822	220,884	(674,937)	F	3,955,208	1,880,388	(2,074,820)	F	10,663,128
Insurance and Safety	253,766	206,105	(47,662)	F	1,523,774	1,230,941	(292,833)	F	3,051,314
General and Administrative	1,399,555	916,471	(483,084)	F	7,789,707	6,396,861	(1,392,846)	F	15,462,045
Purchase of Service - Spectran & Van Pool	638,029	709,224	71,195	U	3,828,175	4,061,039	232,864	U	7,656,349
Operating Taxes and Licenses	223,150	215,825	(7,325)	F	1,324,541	1,305,254	(19,288)	F	2,627,544
Total Operating Expenses	\$ 7,006,467	\$ 5,883,650	\$ (1,122,816)	F	\$ 39,784,036	\$ 36,238,185	\$ (3,545,851)	F	\$ 81,912,383
Change in Net Postion	\$ (400,934)	\$ 2,100,560	\$ 2,501,494	F	\$ (2,188,262)	\$ 4,180,547	\$ 6,368,809	F	\$ (0)
Operating Ratio	11.24%	10.51%	59.74%		9.91%	10.52%	0.61%		
Farebox Recovery Ratio	1.57%	1.93%	0.36%		1.70%	1.90%	0.20%		

GRTC Transit System
Balance Sheet
As of December 31, 2023

	Current Month December 31, 2023	Prior Month November 30, 2023	Prior Year End June 30, 2023
ASSETS			
Current Assets:			
Cash	\$5,780,457	\$8,279,184	\$12,067,738
Working Funds	118,181	118,181	118,181
Capital Funds	6,892,531	6,794,497	6,451,925
Accounts Receivable, net	9,713,404	11,345,221	5,349,811
Motor Bus Parts Inventory	1,028,303	1,020,703	1,014,500
Gasoline Inventory	3,792	8,929	4,715
Diesel Fuels Inventory	37,281	30,042	61,056
Lubricants Inventory	44,796	55,828	39,951
Prepayments	<u>829,600</u>	<u>820,587</u>	<u>534,355</u>
Total Current Assets	\$24,448,345	\$28,473,171	\$25,642,232
Tangible Property:			
Property and Equipment	177,127,386	174,404,030	169,904,905
Accumulated Depreciation	<u>(94,241,278)</u>	<u>(93,841,278)</u>	<u>(91,841,278)</u>
Net Property	\$82,886,108	\$80,562,752	\$78,063,627
Other Assets:			
Restricted Funds (LGIP)	8,492,752	8,492,752	8,492,752
Restricted Funds (CVTA Special Fund)	41,521,473	38,488,599	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>68,635,299</u>	<u>65,602,424</u>	<u>63,212,128</u>
TOTAL ASSETS	<u>\$175,969,751</u>	<u>\$174,638,348</u>	<u>\$166,917,987</u>
LIABILITIES AND CAPITAL			
Current Liabilities:			
Accounts Payable	4,079,750	5,767,438	6,027,435
Wages Payable	2,592,535	2,374,246	2,366,311
Taxes Accrued	106,858	89,969	93,068
Deferred Revenues CVTA	41,582,260	40,458,889	35,816,483
Other Current Liabilities	<u>10,239</u>	<u>1,304,874</u>	<u>579,311</u>
Total Current Liabilities	\$48,371,642	\$49,995,415	\$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	124,718,377	126,342,151	121,229,343
Capital:			
Common Stock	50,005	50,005	50,005
Paid-In Capital	126,491,057	125,255,775	121,129,047
Fund Balance - Accumulated Depreciation	(93,804,669)	(93,404,669)	(91,404,669)
Fund Balance - GASB 68	(36,089,951)	(36,089,951)	(36,089,951)
Fund Balance	<u>54,604,932</u>	<u>52,485,037</u>	<u>52,004,212</u>
Total Capital	\$ 60,512,513,74	\$ 48,296,197	\$ 45,688,644
TOTAL LIABILITIES AND CAPITAL	<u>\$ 175,969,751</u>	<u>\$ 174,638,348</u>	<u>\$ 166,917,987</u>

Greater Richmond Transit Company

Cash Flow Projection

February 20, 2024

	Actual						Expected	
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24
Beginning Balance	\$ 7,984,254	\$ 10,329,366	\$ 4,965,018	\$ 2,121,781	\$ 4,737,173	\$ 3,868,280	\$ 3,868,280	\$ 8,806,013
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	1,942,803	3,286,044
State								
Operating Assistance	1,459,189	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	-	-	1,510,596
Zero Fare	-	-						
Local - Chesterfield	63,471			63,471	-		63,471	-
LOCAL - COR		250,000			-	4,502,730	2,251,365	-
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	-	33,333
LOCAL -Bon Secours					-			
Ridefinders	37,764	38,736	38,031	57,222	38,421	38,462	37,751	26,787
Other Income	29,812	90,449	81,906	33,682	14,858	46,025	19,577	15,000
VCU	-	600,000	-	-			600,000	-
	\$ 8,644,489	\$ 2,455,040	\$ 5,072,738	\$ 10,360,310	\$ 4,749,282	\$ 7,510,930	\$ 12,102,668	\$ 7,389,183
Expenses								
Wages & Benefits	3,509,863	4,749,065	4,171,605	4,199,838	3,291,109	4,634,428	4,540,307	3,578,527
SGR / Maintenance	568,592	274,508	274,558	311,899	249,476	130,905	300,771	301,656
Materials and Supplies	382,242	366,225	235,201	232,773	370,655	379,241	206,145	327,723
Casualty & Insurance	297,877	310,669	17,645	(33,150)	136,235	236,023	250,759	160,883
Services	341,400	425,786	286,682	764,730	436,714	394,570	584,803	441,647
Purchased Services	653,060	68,794	666,882	647,733	698,372	1,241,306	747,175	662,691
Utilities	74,149	165,795	59,212	87,969	106,868	170,314	142,554	71,693
Travel & Training	7,363	5,715	3,739	12,574	1,848	849	4,184	5,348
Miscellaneous	27,869	6,978	4,711	5,292	12,947	46,041	15,265	5,000
Capital	436,961	1,445,853	2,195,741	1,515,262	313,951	2,792,768	372,974	450,000
	\$ 6,299,377	\$ 7,819,388	\$ 7,915,975	\$ 7,744,918	\$ 5,618,174	\$ 10,026,444	\$ 7,164,936	\$ 6,005,168

Cash Position	\$ 10,329,366	\$ 4,965,018	\$ 2,121,781	\$ 4,737,173	\$ 3,868,280	\$ 1,352,766	\$ 8,806,013	\$ 10,190,028
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GRTC Transit System
CVTA Special Fund Quarterly Report
For the Quarter Ended March 31, 2024
Data through January 31, 2024

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

Receipts:

January 25, 2024 GRTC 15% Funds Distribution - Month of December 2023	\$	2,758,391.90	
GRTC 15% Funds Distribution - Month of January 2024	\$	-	
GRTC 15% Funds Distribution - Month of February 2024	\$	-	
Interest Income WF Treasury Sweep December 2023	\$	71,050.38	
January 31, 2024 Interest Income LGIP EM- January 2024	\$	84,635.13	
January 31, 2024 January 2024 LGIP EM Share unrealized gain/(loss)	\$	23,279.25	
Interest Income WF Treasury Sweep January 2024			
Interest Income LGIP EM- February 2024			
February 2024 LGIP EM Share unrealized gain/(loss)			
Interest Income WF Treasury Sweep February 2024			
Interest Income LGIP EM- March 2024			
March 2024 LGIP EM Share unrealized gain/(loss)			
			\$ 2,937,356.66

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			 \$ (10,658.96)
Four Square Invoice 06884 Microtransit Implementation Plan	\$	(4,184.36)	
Four Square Invoice 06885 Microtransit Implementation Plan	\$	(6,474.60)	
Four Square Invoice 06XXX Microtransit Implementation Plan			

GRTC Operating and Capital Expense

GRTC Operating Expense Qtr 3 FY2024 Draw	\$	(5,728,512.50)	
GRTC Capital Expense Qtr 3 FY2024 Local Share Draw	\$	(123,658.75)	
Subtotal GRTC Operating and Capital Expense			\$ (5,852,171.25)

Ending Balance @ January 31, 2024 **\$ 38,595,999.76**

Fund Balance Composition @ January 31, 2024

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	\$	155,767.53	
Restricted Funds: GRTC FY2024 Regional Public Transportation Plan preparation	\$	93,750.00	
Restricted Funds: GRTC FY2024 On Demand Micromobility Study	\$	93,750.00	
Restricted Funds: GRTC FY2024/FY2025 GRTC Operating and Capital Expenses	\$	37,830,481.54	
	\$	<u>38,595,999.76</u>	

CVTA Funds:

Balance @ January 31, 2024 in Wells Fargo	\$	100,000.00	
Balance @ January 31, 2024 in Wells Fargo Treasury Sweep	\$	15,225,207.85	
Balance @ January 31, 2024 in LGIP EM	\$	<u>23,270,791.91</u>	
	\$	<u>38,595,999.76</u>	

Wells Fargo Balance at January 31, 2024 **\$ 15,325,207.85**

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	\$	155,767.53	
Restricted Funds: GRTC FY2024 Regional Public Transportation Plan preparation	\$	93,750.00	
Restricted Funds: GRTC FY2024 On Demand Micromobility Study	\$	93,750.00	
Surplus - Available for Investment - Treasury Sweep or LGIP	\$	14,559,689.63	