

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. May 21, 2024, at GRTC, 301 East Belt Boulevard, 3<sup>rd</sup> 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/fosTyOK\\_vno?feature=share](https://youtube.com/live/fosTyOK_vno?feature=share).

## Agenda

I.	Call to Order & Introductions	
II.	Public Comments	
III.	Approval of April 16, 2024 Board Meeting Minutes – Tyrone Nelson.....	2
IV.	Consent Agenda	
	A. A&E Services – Frank Adarkwa.....	6
	B. Construction Services – Pulse Station Modifications – Frank Adarkwa.....	8
	C. Interior Painting Services – Tony Byrd .....	9
	D. Microtransit Vans – Tony Byrd.....	10
	E. Drug and Alcohol Policy – Angela Malloy.....	11
V.	Operational Updates	
	A. Operational Performance – Tim Barham.....	26
	B. Ridership Performance – Frank Adarkwa.....	48
VI.	Action Item	
	A. GRTC FY2025 Proposed Budget – John Zinzarella.....	51
VII.	Financial Updates	
	A. Subcommittee Report – Jim Ingle.....	71
VIII.	Chief Executive Officer’s Report – Sheryl Adams	
IX.	Board Chair’s Report	
X.	Other Business	
XI.	Adjourn	

**MINUTES**  
**APRIL 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  
Tony Byrd, Director of Maintenance  
Anthony Carter, Director of Safety  
Joe Dillard, Director of Equitable Innovation & Legislative Policy  
Dexter Hurt, Director of Information Systems  
Mike Hurt, Interim Director of Marketing and Communications  
Angela Malloy, Director of Human Resources  
Marc René, Director of Finance  
Cherika Ruffin, Interim Executive Director of RideFinders  
Tonya Thompson, Director of Procurement  
Mark Carter, Safety and Training Manager  
Monica Carter, Safety and Service Compliance Manager  
Patricia Robinson, Planning Manager  
Janice Witt, Executive Assistant  
Ken Lantz, PlanRVA  
Dan Motta, PlanRVA  
David Ware, Specialized Transportation

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 April 16, 2024, by Vice Chairman Addison, at 8AM. The meeting was held at GRTC, 3<sup>rd</sup> 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://www.youtube.com/watch?v=b-MmR30QoVY>.

II. Public Comments

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

**Dan**

The Pulse in particular and all routes in general need more frequency and our transit system needs more funding from the regional community. If anyone on leadership thinks our current investment is enough, I invite them to use the bus for even one week to commute, get groceries, or perform child care. Our priorities are simply and grossly out of place. - Thank you

III. Board Meeting Minutes – March 19, 2024

Mr. Schmitt motioned to approve the March 19, 2024 Board Meeting minutes, Mr. Ingle seconded, and the motion carried unanimously.

IV. Consent Agenda

A. Diesel Fuel

B. Regional Public Transportation Plan

Mr. Ingle motioned to approve the Consent Agenda, Ms. Robertson seconded, and the motion carried unanimously.

V. Operational Updates

A. Operational Performance – Ms. Carter updated the Board on the Operational Performance on the following departments:

- *Transportation* – The current staffing is 316 full-time operators, 27 part-time operators with 8 operators in training for the month of March, lost 9 operators (2 promotions, 1 resigned, and 6 terminated due to employment issues). We will have 2 fixed route classes in May and recruitment is underway for the 20 employees needed for the microtransit service.
- *Specialized Transportation* – starting to show improvement with operation based on the approved scheduling, increased staffing levels, the no shows are lower than the goal and the OTP is the highest in the year and they met the goal this month. The current staffing is 84 full-time, 9 part-time and are almost fully staffed. There were 7 commendations for operators.
- *Risk Management* – Accidents are down for the month of March. Safety and Training teams are going to continue with the training of safety risk exercises to reinforce good decision-making skills.
- *Maintenance* – Preventive maintenance for March which includes fixed route, specialized transportation and microtransit was 82% with a goal of 80%. All 19 new buses are in place and will be prepped for service by the end of May. There are no vacancies for mechanics and one vacancy for general utility.
- *Customer Service* – We did have an increase in the main categories that we have been watching and we are continuing to train and have a stronger presence on the street and the supervisors are coaching where needed. There were 6 commendations: 5 for operators and 1 for customer service.

B. Ridership Performance – Ms. Robinson gave a detailed presentation on the 3<sup>rd</sup> quarterly performance report. 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 system on-time performance is 68.1%.

- VI. Development Updates  
Ms. Smith updated the Board on the following studies/plans that were discussed during the Development meeting: North/South BRT Study Phase II, Pulse Station Modifications, Pulse Western Extension, East End Transfer Hub Study, Permanent Downtown Transfer Station, Facilities Master Plan, Fleet Storage, and the Transit Strategic Plan.
- VII. Financial Updates  
Mr. Ingle stated that the Finance Committee reviewed the financials for February 2024 and stated that the work on the FY25 Budget is underway.
- VIII. Chief Executive Officer Report  
Ms. Adams announced that management and ATU have started a trial mentorship program with Operators that will help with retention. After the trial, an apprentice program will be implemented.
- IX. Board Chair's Report  
No report.
- X. Adjourn  
There being no further business, the meeting adjourned at 8:30AM.

APPROVED:

\_\_\_\_\_  
Tyrone E. Nelson, Chair  
GRTC Board of Directors

\_\_\_\_\_  
Date





**Meeting Date:** May 21, 2024

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## **CONSENT AGENDA ITEMS**

- A&E Services – Frank Adarkwa
- Construction Services – Pulse Station Modifications – Frank Adarkwa
- Interior Painting Services – Tony Byrd
- Microtransit Vans – Tony Byrd
- Drug and Alcohol Policy – Angela Malloy



**Meeting Date:** May 21, 2024  
**Consent Agenda:** A&E Services (Multiple Firms)

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## **BACKGROUND:**

Over the forthcoming five years, GRTC anticipates a substantial demand for architectural and engineering design services to bolster its Capital Improvement Program, State of Good Repair initiatives, and the expansion of transit and mobility in the RVA region. Prospective endeavors encompass BRT extensions, a permanent downtown transfer station (DTS), and the rehabilitation and construction of facility pavements. In preparation for these ventures and others, GRTC has solicited qualifications from seasoned firms to provide comprehensive General Architectural and Engineering (A&E) on-call services. These services may encompass the aforementioned initiatives or other projects identified by GRTC during the contractual term. Through this engagement, the selected firms will deliver requisite A&E services to GRTC via individual Task Orders, accommodating full or part-time engagement per the agency's requirements. Project scopes may range from the design of new facilities to renovations or repairs of existing structures, as well as engineering endeavors to support system expansion activities. The chosen A&E contractors will play a pivotal role in architectural and engineering assessments and subsequent design processes.

## **HIGHLIGHTS:**

- GRTC received and evaluated offers from three (3) firms. The Selection Committee rated Timmons Group and Wendel Architecture submittals as the most responsive to the request for qualifications and the needs of GRTC.
- Timmons Group and Wendel Architecture methodologies and the quality of the work plan proposed to meet project objectives demonstrated relevant work experiences and capabilities of project personnel on projects of similar sizes, scope, and complexity. By exhibiting that it and their subconsultants have the existing in-house qualified key persons assigned to successfully perform the services required in this contract, these firms were selected as the most qualified.
- Contract Term: The contract shall be five (5) years from the Contract notice to proceed. GRTC has the option to extend the contract for up to two (2) option periods for a twelve (12) month duration.
- As additional items under consideration are developed, funding sources will be identified, and GRTC will request Board approvals when and as required based on GRTC's procurement thresholds.
- This indefinite quantity, indefinite delivery contract is subject to the following:
  - Minimum order: GRTC will order a minimum of \$10,000 in services under this contract over the five-year term.
  - Maximum order: GRTC will order a maximum not exceeding \$80,000,000 under this contract over the five-year term.
  - There is no limit to the number of task orders that may be placed under this Contract.

**RECOMMENDATION:**

Staff recommends that the Board of Directors authorize the CEO to contract with Wendel Architecture and Timmons Group for on-call Architecture and Engineering services for a term not to exceed five years and a total value not to exceed \$80,000,000.

\_\_\_\_\_  
Barbara Smith, Secretary  
GRTC Board of Directors

\_\_\_\_\_  
Date



**Meeting Date:** May 21, 2024  
**Consent Agenda:** Construction Services – Pulse Station Modifications

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## **BACKGROUND:**

To accommodate the future 60-foot articulated buses, it was determined Pulse Stations would need to be modified to allow for proper docking and passenger loading. STV, Inc Architects/Engineers prepared a design and set of bid documents plus an independent estimate of probable cost of \$663,920.95. In January 2024, an Invitation for Bids solicitation was issued, a Pre-Bid Conference was held January 2024, and one bid was received and opened in February 2024 from Waco, Inc. General Contractors for \$789,876.

## **HIGHLIGHTS:**

- The Construction scope of work includes the following items at all 26 BRT Pulse Stations:
  - Demolishing the station platform knee walls and reconfiguring platform details.
  - Extending the station rub rails.
  - Restoring the station platform surfaces.
  - Replacing the tactile warning strip.
  - Other miscellaneous modifications such as limited handrail modifications and foot-luminates, etc.
  - Management of traffic is a key additional component of the scope of work.
- Waco, Inc. (Contractor) was the sole source bidder on the project. Over several months, GRTC negotiated with the Contractor to qualify their bid to justify a bid price that was greater than the independent estimate of probable cost. GRTC was successful with a negotiated cost of \$774,439. It was determined the cost was fair and reasonable per the scope of services.
- Estimated construction duration is 270 days from Notice to Proceed.
- Funding sources are federal, state, and local monies.

## **RECOMMENDATION:**

Staff recommends that the Board of Directors approve a contract with Waco, Inc. General Contractors for \$774,439 for Construction of Pulse Station Modifications at all twenty-six stations.

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Barbara Smith, Secretary  
GRTC Board of Directors

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Date



**Meeting Date:** May 21, 2024  
**Consent Agenda:** Interior Painting

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## **BACKGROUND:**

GRTC's operating facility, completed in January 2010, operates on a 24/7 schedule. It comprises of a maintenance facility spanning 100,600 square feet and an administration building covering 26,600 square feet. Continuous usage of both facilities has led to significant wear and tear on various surfaces over the past 13 years, necessitating comprehensive repainting and maintenance efforts. In anticipation of this event, GRTC requested bids from experienced painting firms to provide interior painting services. Through this indefinite quantity, indefinite delivery contract, the selected firm will provide the required interior painting services to GRTC.

## **HIGHLIGHTS:**

- GRTC received and evaluated offers from three (3) firms. The Paint and Carpentry Experts LLC was determined to be the lowest bidder.
- The Contractor shall complete all work for the administration building (Phase 1) no later than 90 calendar days from the date of the Notice to Proceed.
- The Contractor shall complete all work for the maintenance building (Phase 2) no later than 120 calendar days from the date of the Notice to Proceed.
- This indefinite quantity, indefinite delivery contract is subject to the following:
  - Minimum order: GRTC will order a minimum of \$10,000 in services under this contract term.
  - Maximum order: GRTC will order a maximum not to exceed \$600,000 under this contract term.

## **RECOMMENDATION:**

Staff recommends that the Board of Directors authorizes the CEO to contract with The Painting and Carpentry Experts LLC for interior painting services over the term of this contract not to exceed \$600,000.

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Barbara Smith, Secretary  
GRTC Board of Directors

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Date



**Meeting Date:** May 21, 2024  
**Consent Agenda:** Vans for Microtransit Service

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## **BACKGROUND:**

GRTC has successfully launched four (4) microtransit zones over the last 6 months, with a fifth zone planned to be launched in July. GRTC has been borrowing vehicles from the paratransit fleet to operate the service during fiscal year 2024 as funding was sought for microtransit vehicles. Staff has successfully applied for a DRPT MERIT grant for microtransit vehicles and is seeking to purchase 12 minivans for the service. These minivans, the five (5) electric vans approved by the Board in March, and the three (3) borrowed paratransit vehicles account for a total microtransit fleet of twenty (20).

## **CURRENT STATUS:**

- The Virginia Division of Purchases and Supply (DPS) has a contract with Sonny Merryman, Inc. (Contract # CTR005605) for twelve (12), Chrysler Voyagers.
- The price for each 2023 Chrysler Voyager is \$70,368.
- Pricing includes a 3-year/36,000-mile warranty.
- Sonny Merryman, Inc. is certified by the Department of Small Business and Supplier Diversity as a small business.
- If approved, staff will order the required inspection and auditing services. Once all requirements have been met, staff can expect delivery of the vehicles within one month.
- This purchase will be funded with federal, state, and local grants.

## **RECOMMENDATION:**

That the Board of Directors authorizes the CEO to issue a purchase order to Sonny Merryman, Inc. in the amount of \$844,421 for the purchase of twelve (12) vans.

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Barbara Smith, Secretary  
GRTC Board of Directors

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Date



**Meeting Date:** May 21, 2024  
**Consent Agenda:** Drug and Alcohol Policy

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## **BACKGROUND:**

The FTA requires each entity's governing body to formally adopt changes made to the Drug and Alcohol Testing Policy.

## **HIGHLIGHTS:**

- The Drug and Alcohol Policy establishes protocol for the company's drug and alcohol testing.
- FTA was onsite March 13, 2024 – March 15, 2024 to conduct an audit.
- FTA advised to update the GRTC Drug & Alcohol Policy utilizing the Policy Builder Tool on their site to be in compliance with updated information. As of 05/10/2024, HR received communication via email from the FTA that they have reviewed the draft and approved the contents therein to submit/present to the Board for review and to be adopted.
- GRTC revised the following documents in addition to the Drug & Alcohol Policy. The documents are updated forms from the FTA website. Usage of the new forms will assist in accurately documenting the process and remain in compliance with the program.
  - Attachment A: Covered Positions: Bus Operators, Microtransit Operators, Transportation Supervisors, Transportation Trainer/Coach, Mechanics, Maintenance Supervisors, General Utility and Electronic Technicians
  - Attachment B: Post Accident Drug/Alcohol Decision Form
  - Attachment C: Reasonable Suspicion Determination Report
  - Attachment D: Notification of Scheduled or Medical Appointments or Day Care Arrangements

## **RECOMMENDATION:**

The GRTC Board of Directors adopts the New Updated Drug & Alcohol Policy to meet the FTA compliance requirements.

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Barbara Smith, Secretary  
GRTC Board of Directors

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Date



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Richmond, VA 23224  
Phone: (804) 358-3871  
ridegrtc.com

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# Drug and Alcohol Policy

Effective as of 07/01/2024

Adopted by: \_\_\_\_\_

Date Adopted: [dd/mm/yyyy]

Last Revised: [5/14/2024]

Revised April 29, 2024



# Table of Contents

1.	Purpose of Policy.....	3
2.	Covered Employees.....	3
3.	Prohibited Behavior .....	4
4.	Consequences for Violations.....	4
5.	Circumstances for Testing .....	5
6.	Testing Procedures.....	7
7.	Test Refusals.....	7
8.	Voluntary Self-Referral.....	8
9.	Contact Person .....	8
	Attachment A: Covered Positions.....	9

## **Purpose of Policy**

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website.

<http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated but reflect GRTC's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

**All GRTC employees are subject to the provisions of the Drug-Free Workplace Act of 1988.**

**The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the Designated Employer Representative (DER) no later than five days after such conviction.**

## **Covered Employees**

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

*See Attachment A for a list of covered positions by job title.*

## **Prohibited Behavior**

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

## **Consequences for Violations**

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and provided with contact information for Substance Abuse Professionals (SAPs).

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

### **Zero Tolerance**

**Per GRTC policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be terminated from employment.**

## **Circumstances for Testing**

### **Pre-Employment Testing**

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

### **Reasonable Suspicion Testing**

All covered employees shall be subject to a drug and/or alcohol test when GRTC has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. **The Reasonable Suspicion Testing Form (Attachment C, must be completed by the Supervisor and returned to Human Resources pertaining to all Reasonable Suspensions.**

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

### **Post-Accident Testing**

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

#### **Fatal Accidents**

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by GRTC using the best information available at the time of the decision, will be tested.

### **Non-fatal Accidents**

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (3) The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by GRTC using the best information available at the time of the decision, will be tested. **The Post Accident Decision Testing Form (Attachment B, must be completed by the Supervisor and returned to Human Resources pertaining to all Post-Accidents.**

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

### **Non-Regulated Testing**

**GRTC protocol requires that the Supervisor send an employee for drug and alcohol testing (non-regulated) following any accident due to a rear end collision. A decision form must be completed indicating that the testing was due to a rear end collision and must be designated as non-regulated on the authorization form. This information will direct the facility to use a non-federal testing form.**

### **Random Testing**

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at [www.transportation.gov/odapc/random-testing-rates](http://www.transportation.gov/odapc/random-testing-rates).

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the

selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty. Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site. GRTC management and union are not precluded from negotiating a process for employees who provide advance notice, verifiable notice for scheduled medical and childcare commitments, to be tested no later than 3 hours before the shift ends. A negotiated process cannot excuse a covered employee from random testing once selected. (See attachment D).

## **Testing Procedures**

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

### **Dilute Urine Specimen**

If there is a negative dilute test result, GRTC will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

### **Split Specimen Test**

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. GRTC guarantees that the split specimen test will be conducted in a timely fashion. **GRTC will require hires to pay for the test. (GRTC may not condition analysis on employee payment).**

## **Test Refusals**

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by GRTC.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.

- (3) Fail to provide a specimen for a drug or alcohol test. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient specimen for a drug or alcohol test without a valid medical explanation.
- (6) Fail or decline to take a second drug test as directed by the collector or GRTC.
- (7) Fail to undergo a medical evaluation as required by the MRO or GRTC's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly observed urine drug test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions and provided with contact information for SAPs.

## **Voluntary Self-Referral**

**Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Designated Employer Representative (DER), who will refer the individual to a substance abuse counselor for evaluation and treatment. The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance. Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.**

## **Contact Person**

For questions about GRTC's anti-drug and alcohol misuse program, contact [**Angela Malloy, Director of Human Resources to answer questions**].

## **Attachment A: Covered Positions**

*Bus Operators*

*Micro Transit Operators*

*Transportation Supervisors*

*Mechanics*

*Maintenance Supervisors*

*General Utility*

*Electronic Technicians*

*Transportation Trainer/Coach*





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## Attachment B: Post-Accident Drug/Alcohol Testing Decision Form

### FTA Post-Accident Drug and Alcohol Testing Decision Making Form

The Federal Transit Administration (FTA) drug and alcohol testing regulation (49 CFR Part 655) requires that safety-sensitive employees involved in a public transportation vehicle accident (as defined at 655.4 & 655.44) submit to tests for alcohol misuse and prohibited drug use as soon as possible following the accident. Part 655 also requires the testing of any other safety-sensitive employee whose performance could have contributed to the accident, as determined by the employer at the scene using the best information available at the time of the decision.

#### Accident Information:

Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_ AM / PM

Employee Name: \_\_\_\_\_ Employee ID/SSN: \_\_\_\_\_

#### Decision Questions:

- Was there a fatality?  
\_\_\_\_\_ YES (FTA drug and alcohol tests are REQUIRED) \_\_\_\_\_ NO
- If there was NO fatality, answer the following questions:
  1. Has any individual suffered a bodily injury and immediately received medical treatment away from the scene of the accident? \_\_\_\_\_ YES \_\_\_\_\_ NO
  2. Was there any disabling damage to **any** vehicle involved in the accident, requiring the vehicle to be towed away from the scene? \_\_\_\_\_ YES \_\_\_\_\_ NO
  3. Was the vehicle (if rail car, trolley car, trolley bus, or vessel) removed from operation? \_\_\_\_\_ YES \_\_\_\_\_ NO

If you answered yes to any of these three questions, can you completely discount the performance of the operator of the public transportation vehicle as a contributing factor to the accident?

\_\_\_\_\_ NO (FTA drug and alcohol tests are REQUIRED)

\_\_\_\_\_ YES, Explain: \_\_\_\_\_

(If you answered YES, FTA drug and alcohol tests are PROHIBITED)

- Other than the operator, could the performance of any other safety-sensitive employee have contributed to the accident, using the best information available? \_\_\_\_\_ NO  
\_\_\_\_\_ YES, (if YES, make arrangements to immediately post-accident test that employee)

FTA Drug and Alcohol Policy – GRTC

Explain: \_\_\_\_\_  
\_\_\_\_\_

**GRTC Post Accident Test (Non-Regulated) – The authorization form must be checked as a non-regulated drug screen post-accident.**

**\*Was the accident attributed to a GRTC vehicle rear-ending another vehicle?**

\_\_\_\_\_ YES (If yes, **unregulated drug and alcohol test is REQUIRED**) \_\_\_\_\_ NO

**Did You Decide to Perform a Drug or Alcohol Test?**

\_\_\_\_\_ YES (*Complete the questions below*) \_\_\_\_\_ NO (No further action required)

**Time of Decision to Conduct a DOT/FTA Post-Accident Test:** \_\_\_\_\_AM/PM

**Testing Information:**

Collection Site Location: \_\_\_\_\_ Time Arrived: \_\_\_\_\_AM/PM

1. Was the **alcohol** test performed within **2** hours of the time of the accident?

\_\_\_\_\_ YES

\_\_\_\_\_ NO, Explain: \_\_\_\_\_  
\_\_\_\_\_

2. Was the **alcohol** test performed within **8** hours of the time of the accident?

\_\_\_\_\_ YES

\_\_\_\_\_ NO, Explain: \_\_\_\_\_  
\_\_\_\_\_

**If the alcohol test is not conducted within 8 hours cease all efforts to administer the test.**

3. Was the **drug** test performed within **32** hours of the time of the accident?

\_\_\_\_\_ YES

\_\_\_\_\_ NO, Explain: \_\_\_\_\_  
\_\_\_\_\_

**If the drug test is not conducted within 32 hours cease all efforts to administer the test.**

*The above documentation was provided by:*

Supervisor Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



301 East Belt Boulevard  
Richmond, VA 23224  
Phone: (804) 358-3871  
ridegrtc.com

## **Attachment C: Reasonable Suspicion Determination Report**

### **Reasonable Suspicion Determination Report**

Employee Name: \_\_\_\_\_ Employee ID/SSN: \_\_\_\_\_

Date/Time of Observation: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ AM/PM

Date/Time of Determination to Test: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ AM/PM

#### **Observed Indicators of Prohibited Drug Use/Alcohol Misuse**

*Reasonable Suspicion determinations must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of the safety-sensitive employee.*

*Check all indicators observed:*

#### **Physical Indicators**

- Bloodshot or watery eyes
- Flushed or very pale complexion
- Extensive sweating/skin clamminess
- Dilated or constricted pupils
- Disheveled clothing/unkempt grooming
- Unfocused, blank stare
- Runny or bleeding nose
- Jerky eye movement
- Body odor

#### **Behavioral Indicators**

- Fidgety/agitated
- Irregular breathing
- Nausea/vomiting
- Slow reactions
- Unstable walking
- Poor coordination
- Hand tremors
- Suspicious, paranoid
- Depressed, withdrawn
- Lackadaisical attitude
- Irritable, moody
- Extreme fatigue

#### **Speech Indicators**

- Slurred or slowed speech
- Loud, boisterous
- Incoherent, nonsensical
- Repetitious, rambling
- Rapid, pressured
- Excessive talkativeness
- Exaggerated enunciation
- Cursing, inappropriate speech
- Inability to concentrate
- Impulsive, unusual risk-taking
- Delayed decision-making
- Reduced alertness

# **Attachment C: Reasonable Suspicion Determination Report**

**Written Summary**

*Summarize the facts and circumstances surrounding the incident. Attach additional sheets as needed.*

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**Testing Information:**

Collection Site Location: \_\_\_\_\_ Time Arrived: \_\_\_\_\_ AM/PM

4. Was the **alcohol** test performed within **2** hours of the reasonable suspicion determination?

\_\_\_\_\_ YES

\_\_\_\_\_ NO, Explain: \_\_\_\_\_  
\_\_\_\_\_

5. Was the **alcohol** test performed within **8** hours of the reasonable suspicion determination?

\_\_\_\_\_ YES

\_\_\_\_\_ NO, Explain: \_\_\_\_\_  
\_\_\_\_\_

**If the alcohol test is not conducted within 8 hours cease all efforts to administer the test.**

*The above documentation of the observed physical, behavioral, and performance indicators of the named employee was provided by:*

Supervisor Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## **Attachment D: Notification of Scheduled Medical Appointments or Day Care Arrangements**

### **FTA Required Drug & Alcohol Test Refusals**

*Under FTA regulations, any employe who refuses to submit to a test will be immediately removed from safety-sensitive duties and the test will be considered a verified positive. **GRTC will terminate any employee who knowingly refuses to take a required drug and/or alcohol test.***

However, the FTA indicates that Union and Management are not precluded from negotiating a process for employees who provide advance, verifiable notice for scheduled medical and/or childcare commitments. The employee must be tested no later than three hours before his/her shift ends for a drug test and thirty minutes before the shift ends for an alcohol test. A negotiated process cannot excuse a covered employee from random testing once selected.

**The following information is required in order to comply with the regulations and must be provided to Dispatch prior to the start of the shift, the day of the designated appointment.** This information does not excuse an employee from random testing. All employees are required to report immediately for testing once notified.

I have a scheduled, verifiable (please check one)

\_\_\_\_\_ Medical appointment on (date/time) \_\_\_\_\_

My Physician is, Dr. \_\_\_\_\_ and can be reached at, (phone number \_\_\_\_\_).

\_\_\_\_\_ Daycare arrangements that must be handled on \_\_\_\_\_ (date/time)

If no advance notification is on file, you will be expected to report for your random testing. Notification forms cannot be completed at the time called for random testing.

**CONTACT HUMAN RESOURCES IF YOU HAVE ANY QUESTIONS ABOUT THIS NOTIFICATION.**



**Meeting Date:** May 21, 2024  
**Item Title:** Operational Performance

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**UPDATES:**

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

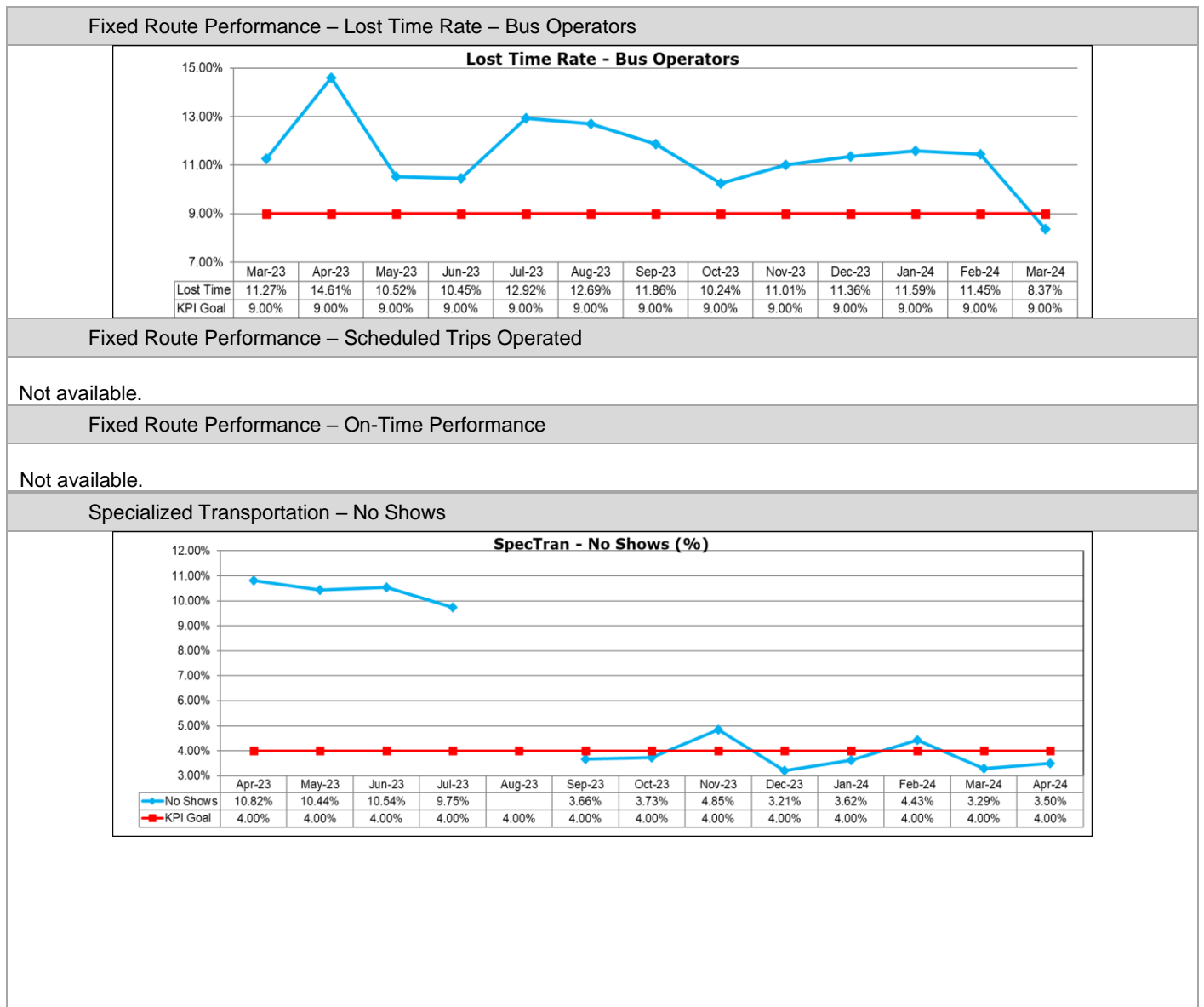


**Meeting Date:** May 21, 2024  
**Item Title:** Operating Performance

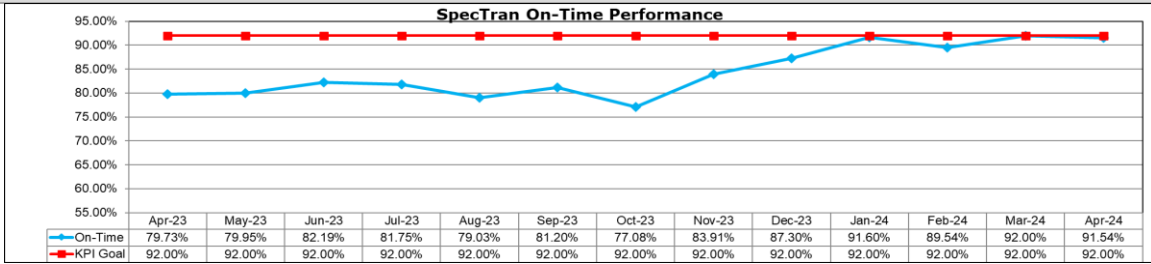
**HIGHLIGHTS:**

The current staffing is 318 full-time operators and 27 part-time operators with 8 operators in training for the month of April. At the end of March 2024, the operator staffing was 316 full-time and 27 part-time with 8 operators in training. The result is a net loss of 2 operators.

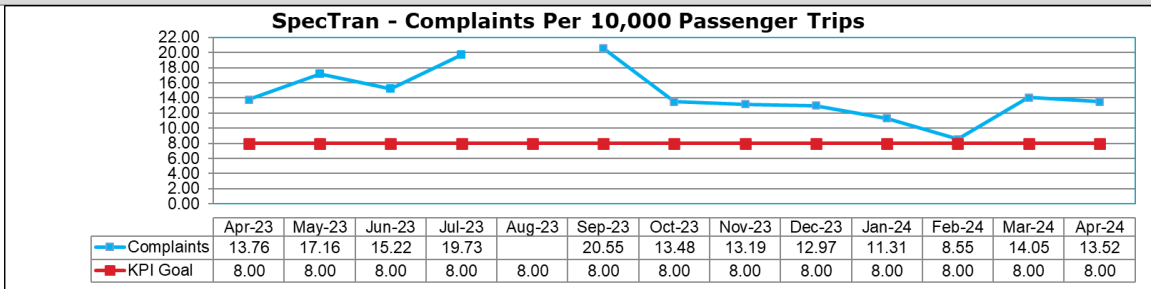
**CURRENT STATUS:**



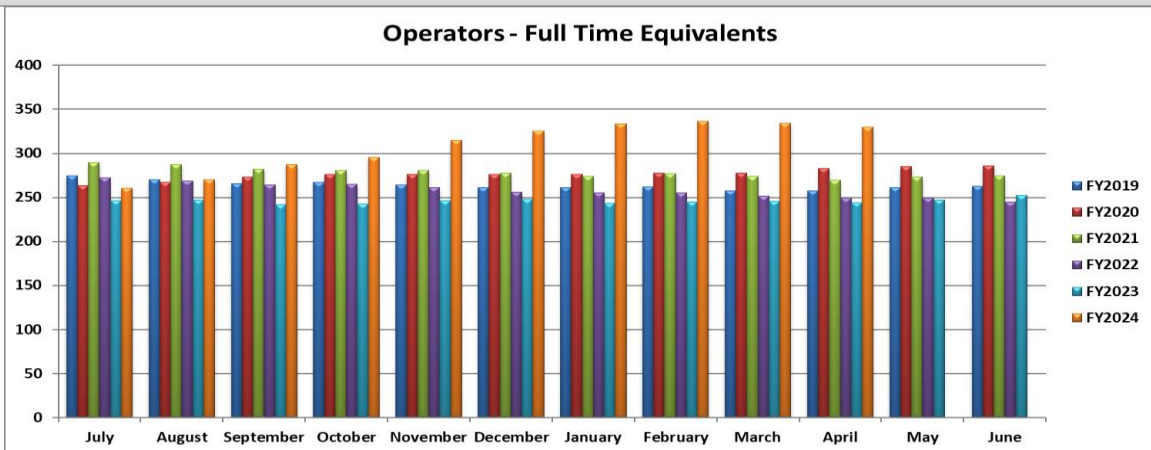
### Specialized Transportation – On-Time Performance



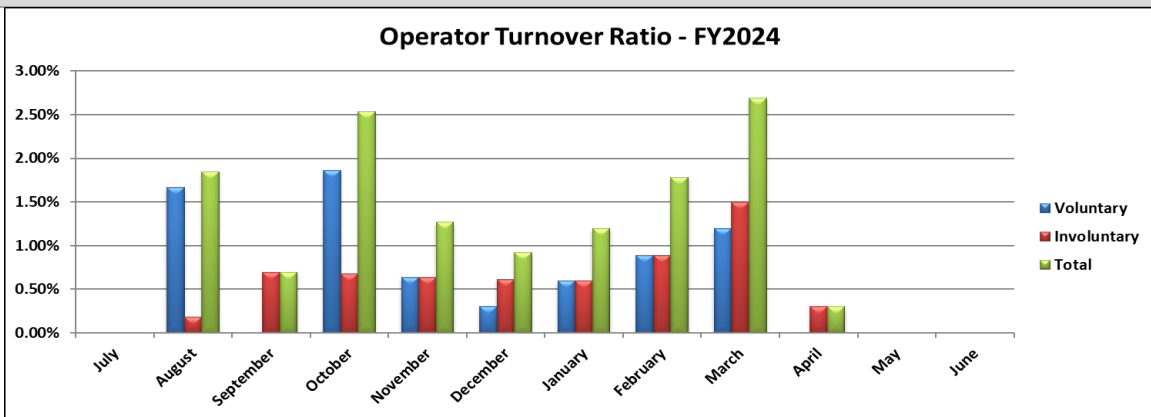
### Specialized Transportation – Complaints Per 10,000 Passenger Trips



### Operators – Full Time Equivalents

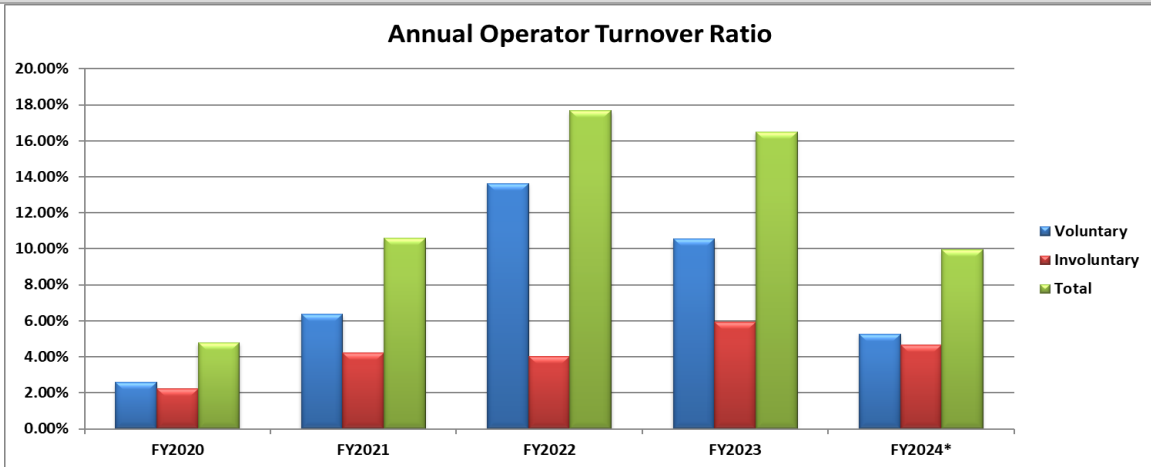


### Operator Turnover Ratio – FY2024

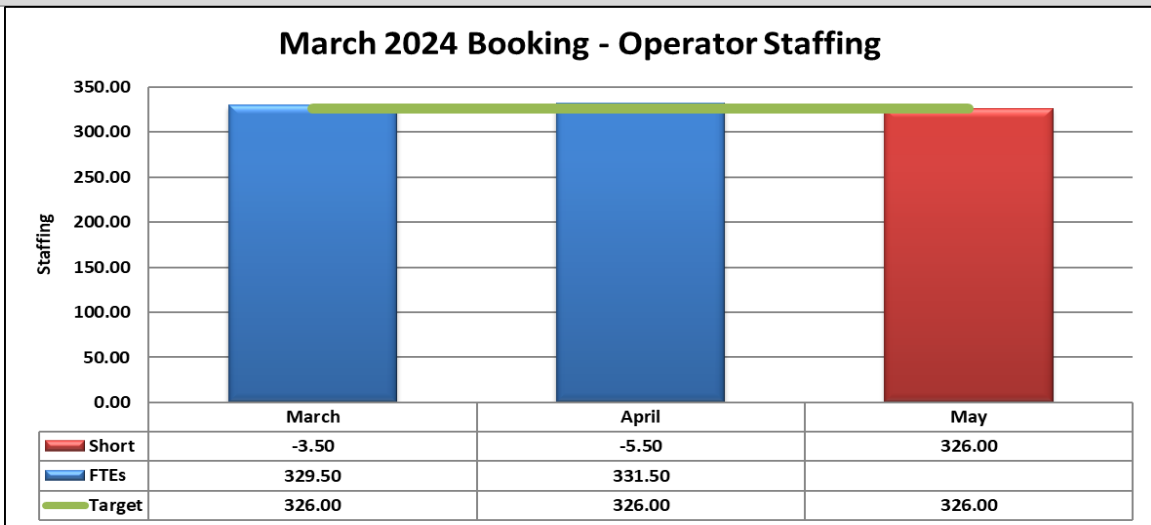




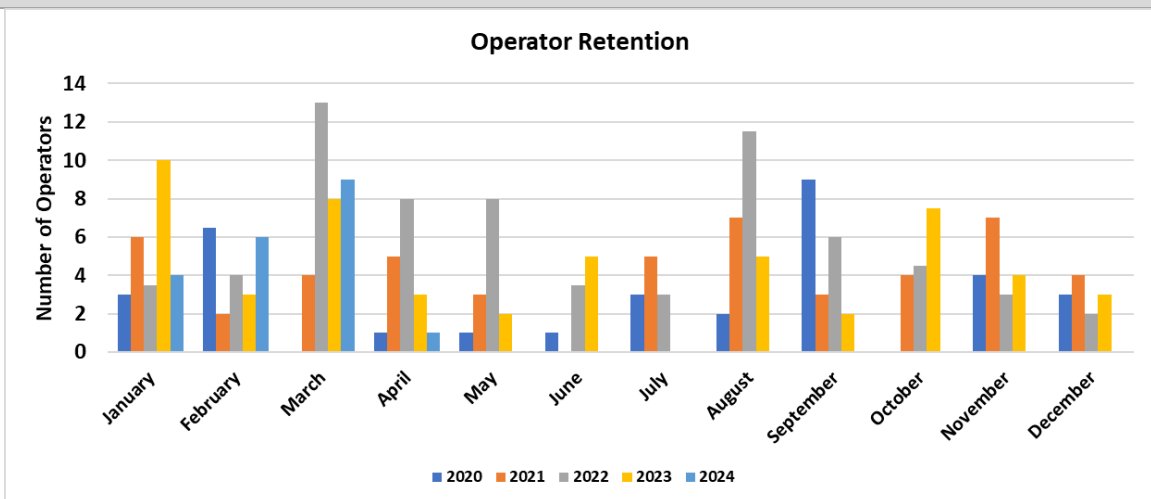
Annual Operator Turnover Ratio



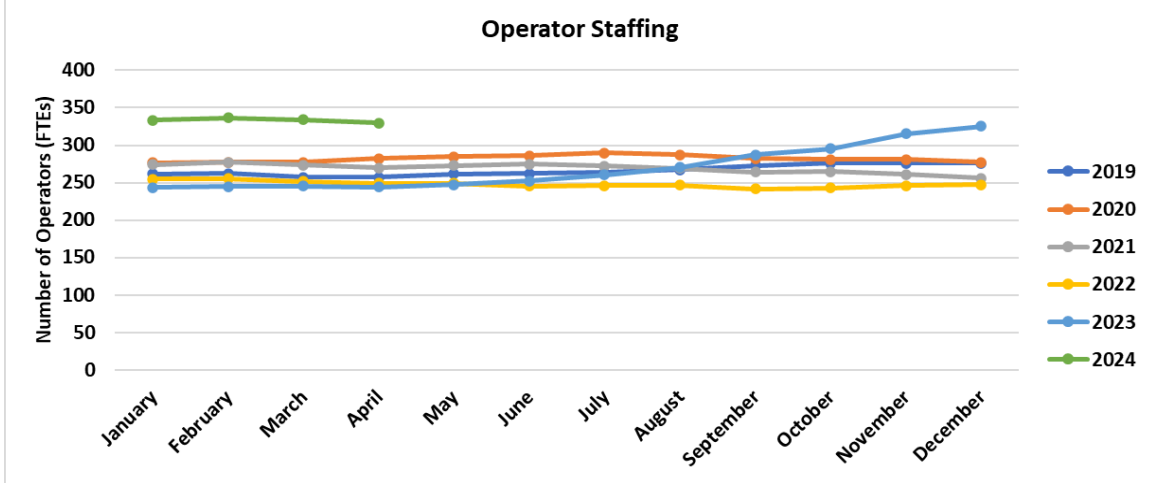
March 2024 Booking – Operator Staffing



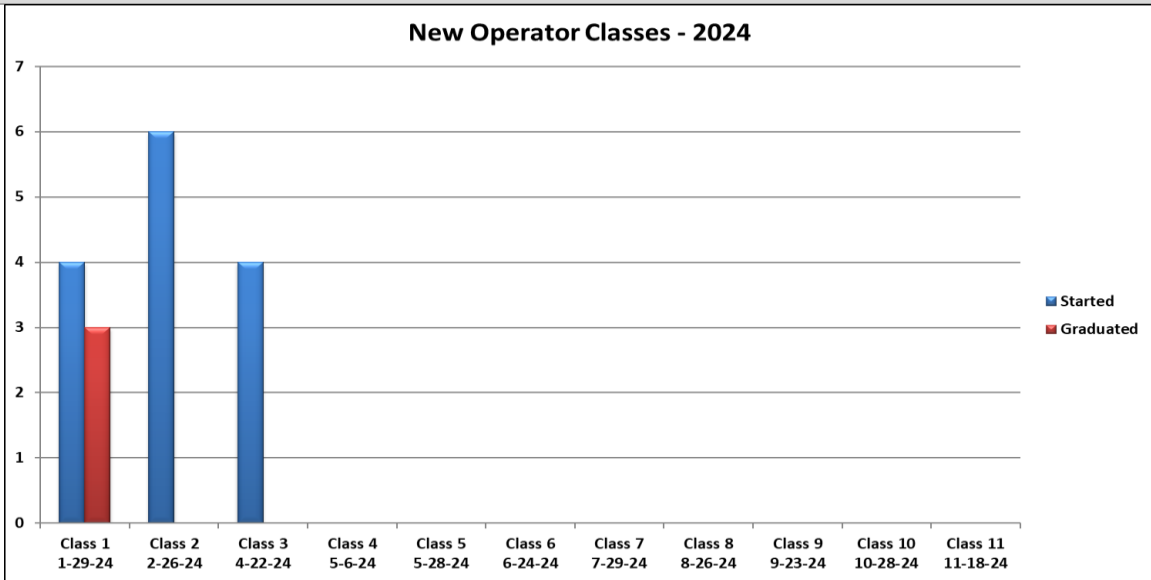
Operator Retention



Operator Staffing



New Operator Classes - 2024





**Meeting Date:** May 21, 2024  
**Staff Report:** Safety Performance

## CURRENT STATUS

Performance Indicator	Agency Averages	April (GRTC)
Miles Between Total NTD Defined Events	10,234	10,906
NTD Defined Event Rate Per 1,000,000 miles	3.1	3.8

*(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	15	13	9	
Pedestrian	0	1	0	1	0	0	0	0	0	0	0	
Bicycle	0	0	0	1	1	0	0	0	0	0	0	
Vehicle Rear End	3	4	2	2	3	1	2	3	1	2	3	
Fixed Objects	8	12	15	21	19	17	16	13	16	8	7	
Improper Turning	1	5	7	4	5	4	3	4	7	3	3	
Company Vehicle	3	2	2	0	1	3	0	2	2	3	6	
Bus Rear End Vehicle	0	0	0	0	0	0	0	0	0	1	1	
Bus Hit Parked Vehicle	1	3	6	4	6	5	3	5	6	6	3	
<b>Total</b>	<b>22</b>	<b>30</b>	<b>37</b>	<b>50</b>	<b>50</b>	<b>46</b>	<b>38</b>	<b>44</b>	<b>47</b>	<b>36</b>	<b>32</b>	

<u>Assaults</u>	<u>Bus-Related</u>
Verbal	2
Physical	1

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	2	1	1	
Pedestrian	0	0	0	0	0	0	0	0	0	0	0	
Bicycle	0	0	0	0	0	0	0	0	0	0	0	
Vehicle Rear Ended	1	0	0	0	1	0	0	1	0	1	0	
Fixed Objects	1	1	4	2	2	1	3	2	1	5	3	
Improper Turning	0	1	0	1	0	1	0	2	0	1	1	
Van Rear ended Vehicle	0	0	0	0	0	0	0	0	0	0	0	
Company Vehicle	0	0	0	0	0	0	0	0	0	0	1	
Van Hit Parked Vehicle	1	1	3	0	1	2	1	0	1	0	1	
Total	7	4	9	5	4	4	4	5	4	8	7	

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

## LINK Related Incidents – Trend Report

<u>Traffic Incidents</u>	January	February	March	April	May
Passenger Incident	0	0	0	0	
Pedestrian	0	0	0	0	
Bicycle	0	0	0	0	
Vehicle Rear Ended	0	0	0	0	
Fixed Objects	1	0	1	0	
Improper Turning	0	0	1	0	
Company Vehicle	0	0	0	1	
Van Rear Ended Vehicle	0	0	0	0	
Van Hit Parked Vehicle	0	0	0	0	
Total	1	0	2	1	

<u>Assaults</u>	<u>LINK</u>
Verbal	0
Physical	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.

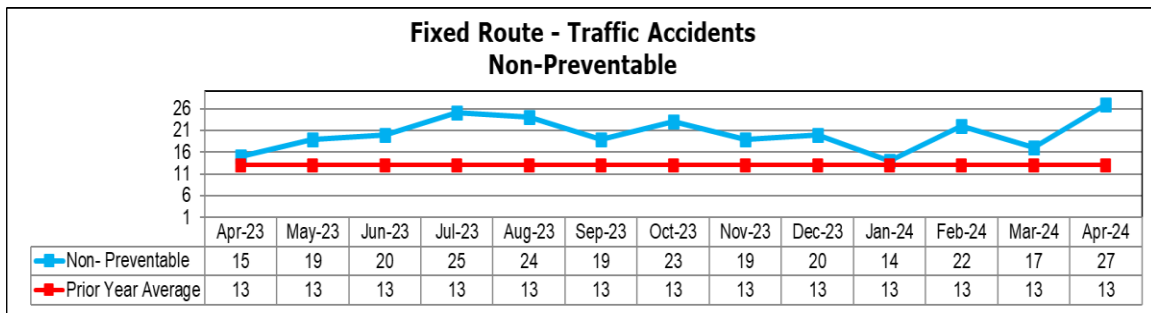
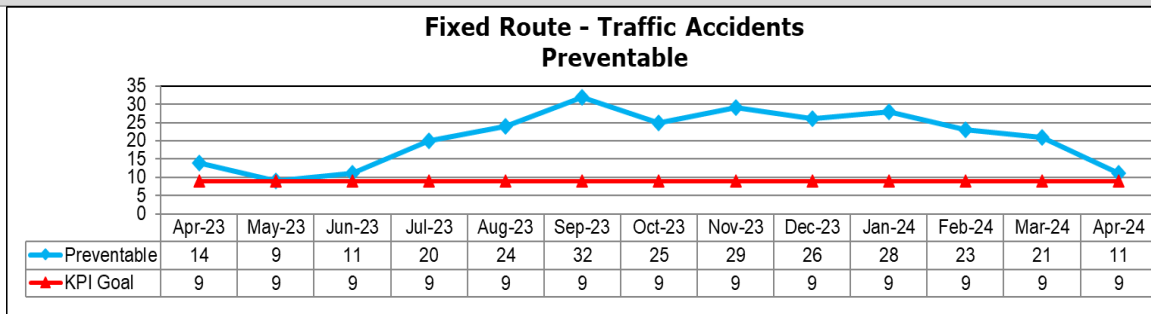
**Preventable Passenger Incident:** A passenger trip, slip or fall, while boarding, alighting or on board the bus related to normal operating environment and pathway clearances in which the Operator did not do everything reasonable to avoid a collision, committed an error, or failed to react to the errors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

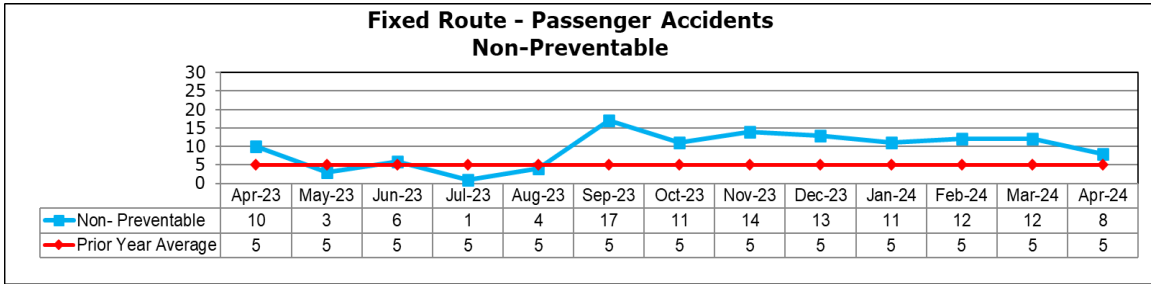
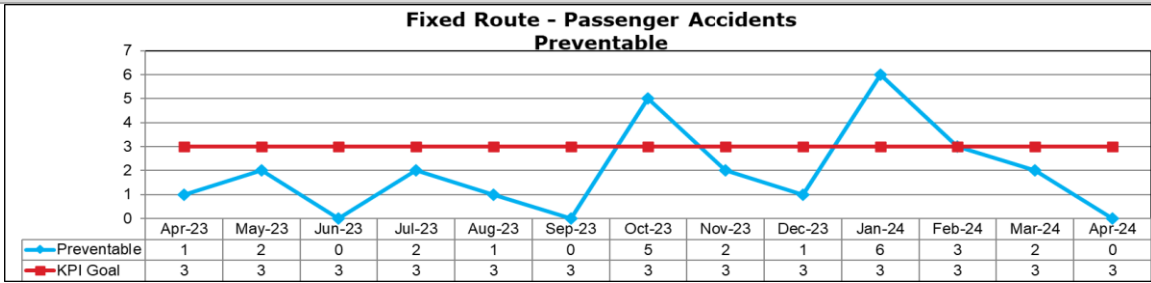
**Verbal Assault:** – Any assault involving a verbal exchange with harmful and/or threatening content towards an operator or between riders and in which supervision and /or police are requested/required to respond.

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

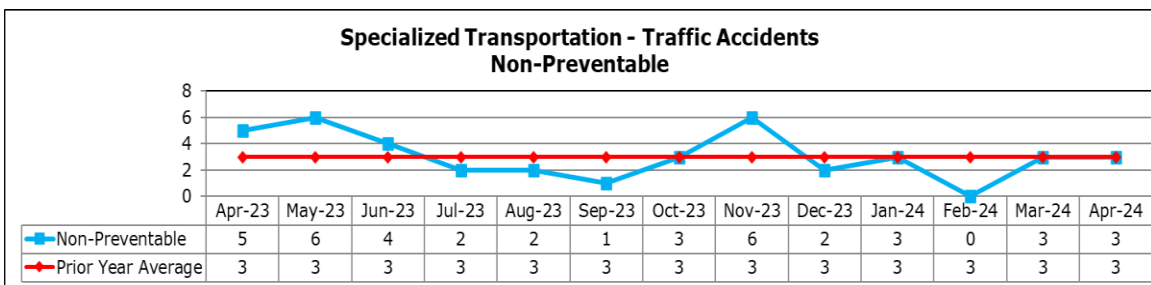
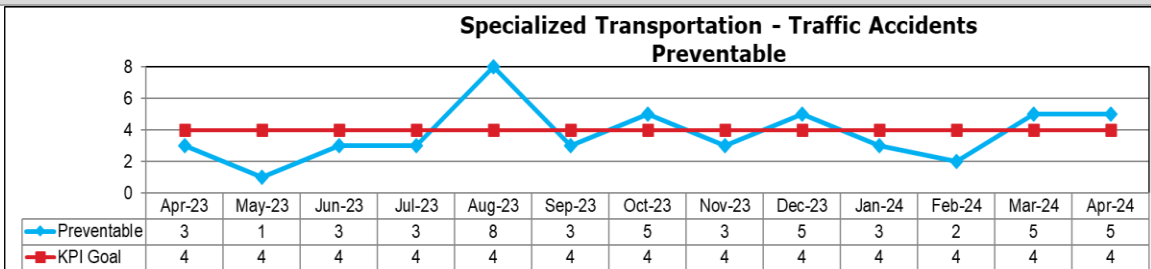
Fixed Route – Traffic Accident Data



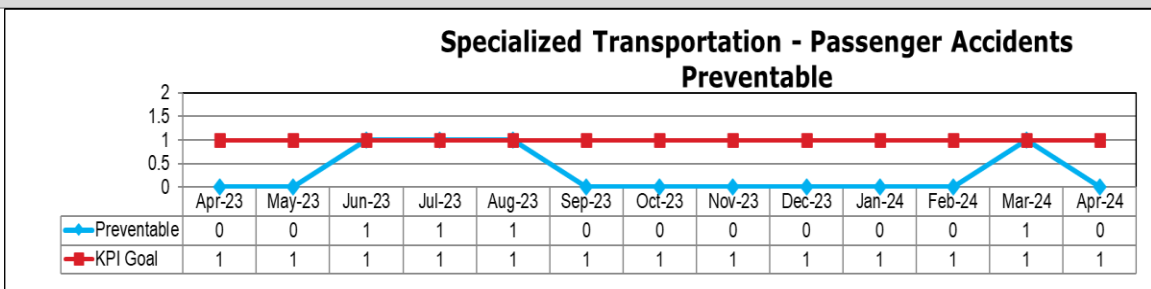
Fixed Route – Passenger Accident Data

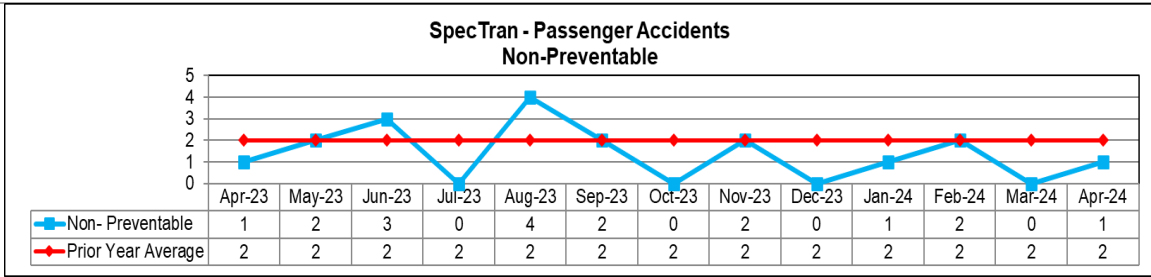


Specialized Transportation – Traffic Accident Data

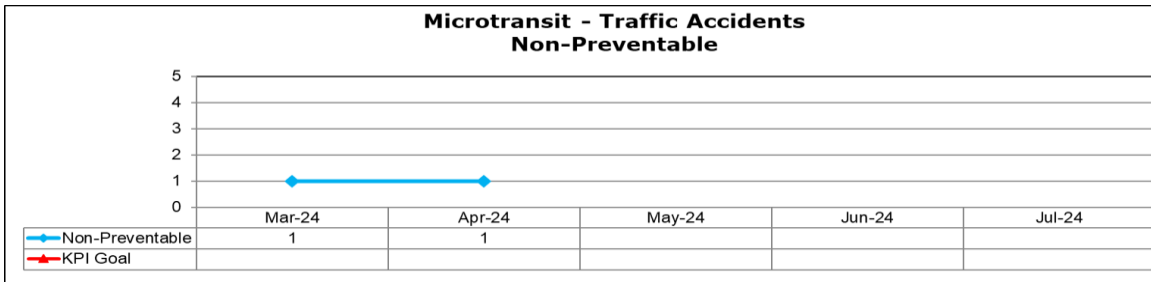
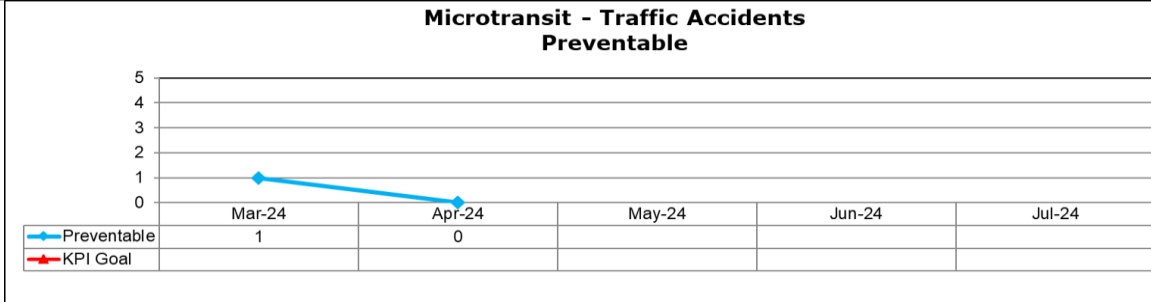


Specialized Transportation – Passenger Accident Data

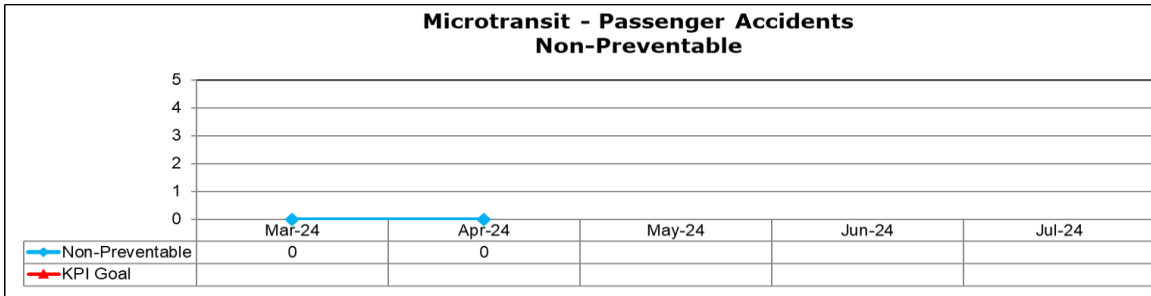
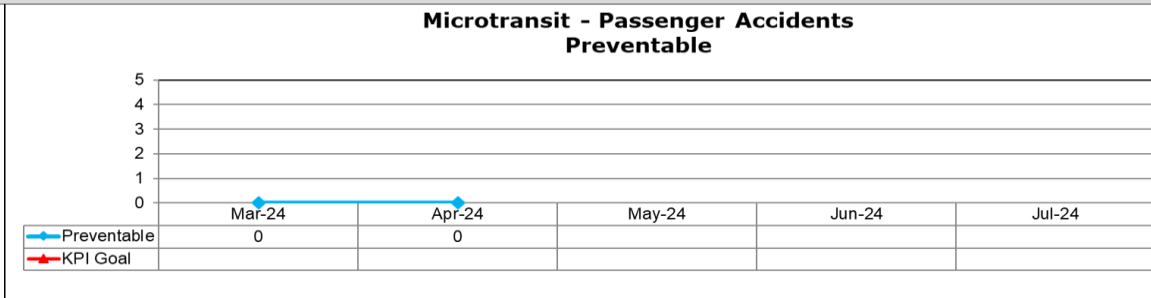




## LINK – Traffic Accident Data

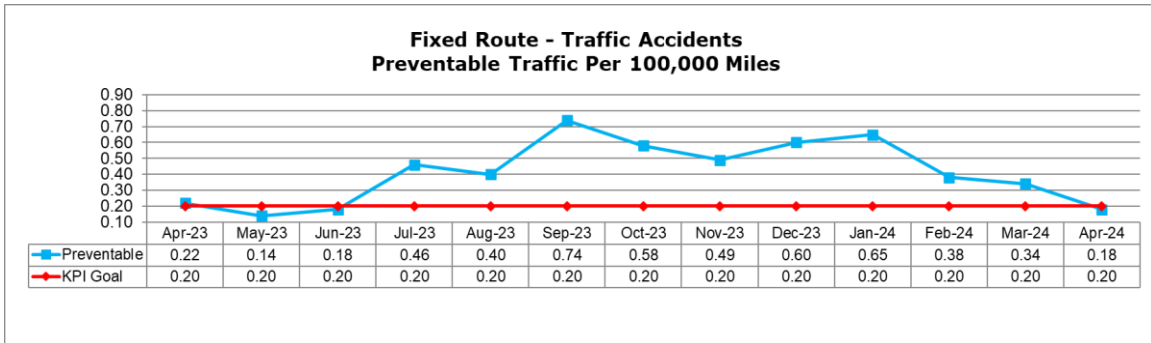
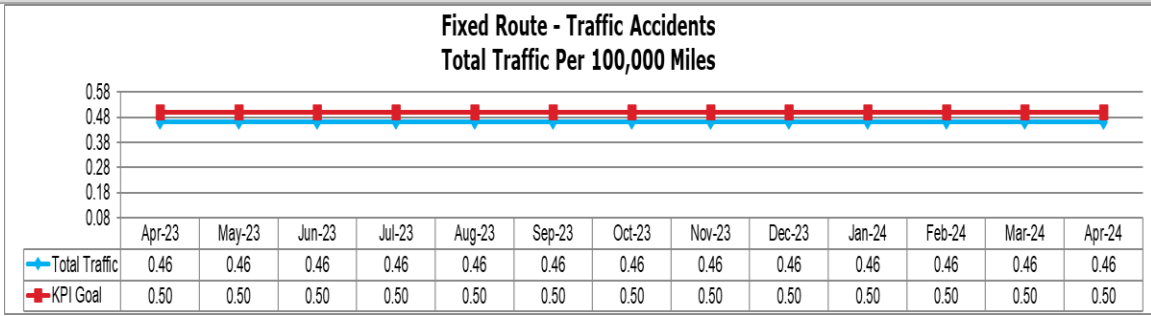


## LINK – Passenger Accident Data

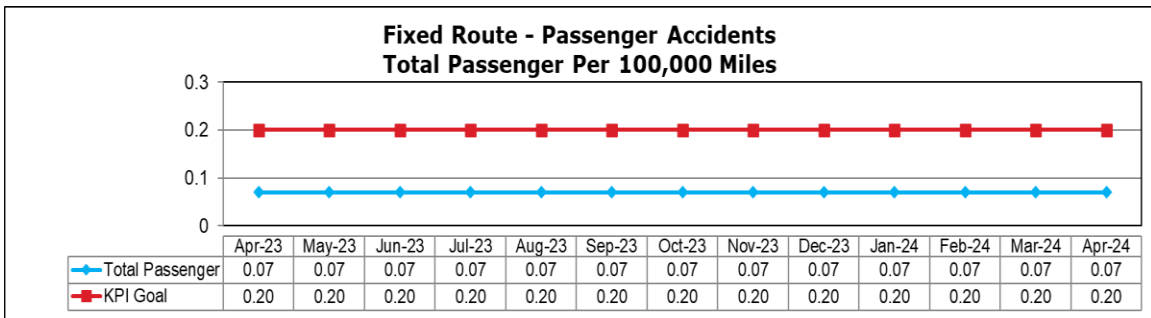




Fixed Route – Traffic Accidents per 100,000 Miles



Fixed Route – Passenger Accidents per 100,000 Mile

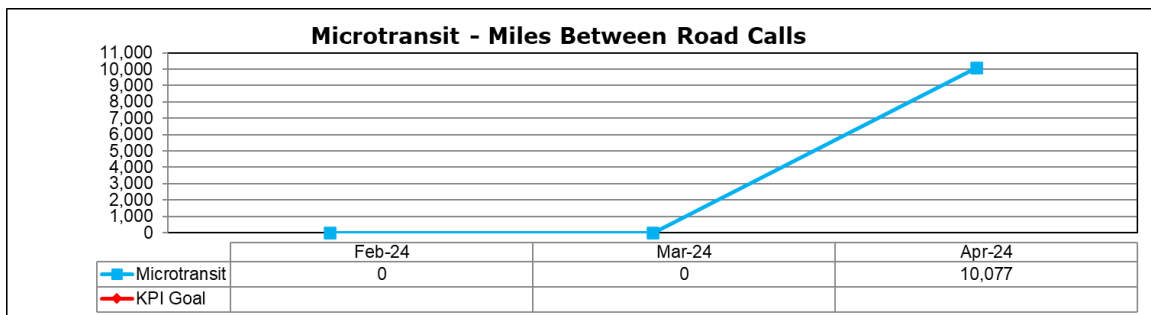
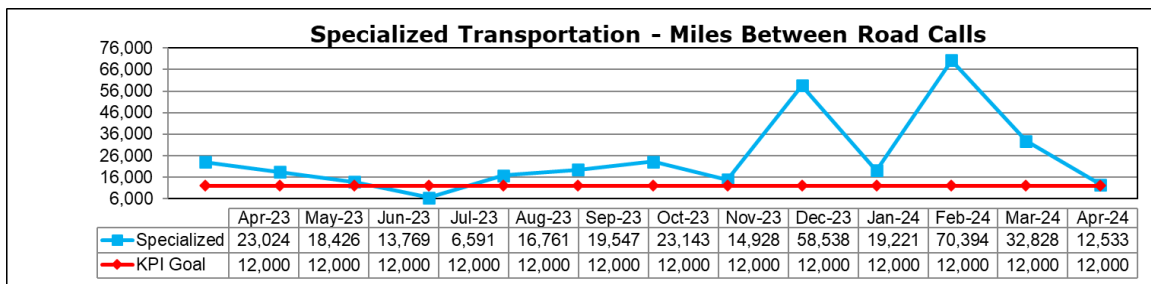
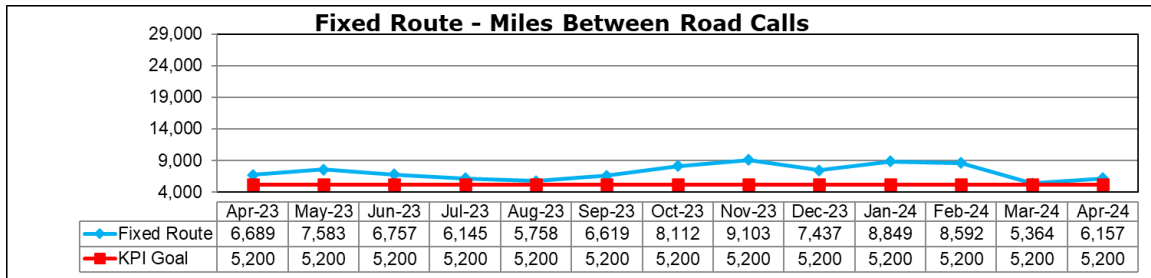




Meeting Date: May 21, 2024  
 Staff Report: Maintenance Performance

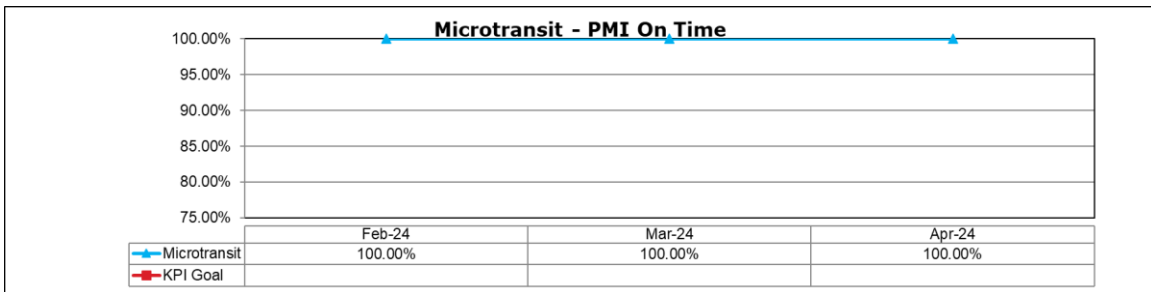
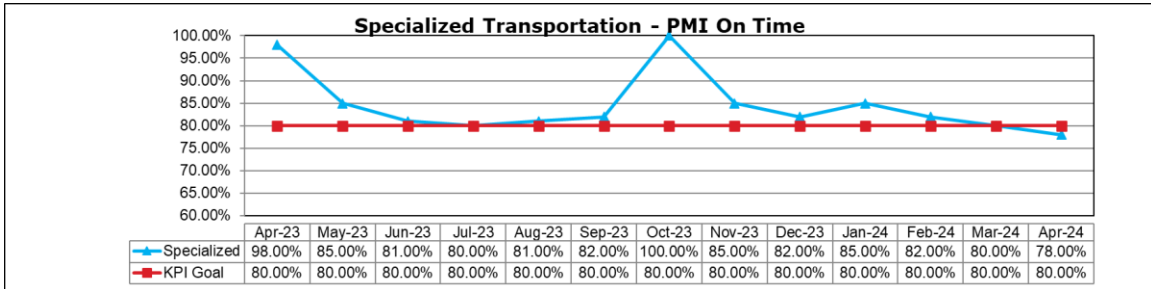
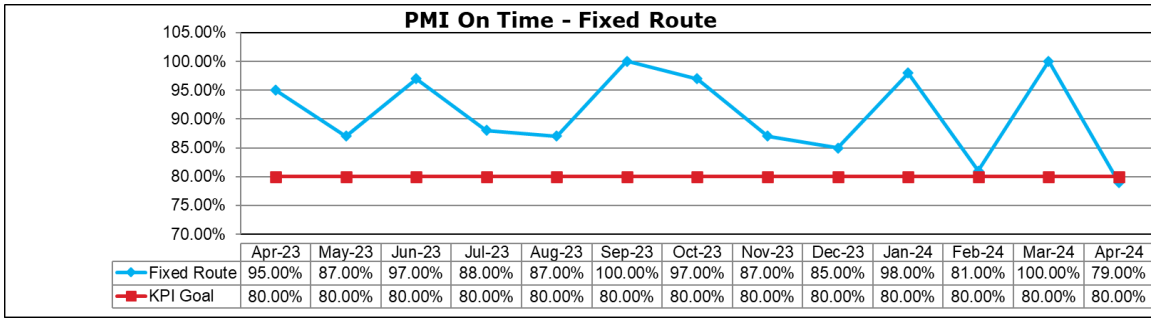
## CURRENT STATUS

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 April was 79% with a goal of 80%. For the month of April, 7% of the fleet was down for service repairs with a spare ratio of 20%.



## CURRENT STAFFING LEVELS

Mechanics            Vacancies – 1  
 General Utilities    Vacancies – 0

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:** May 21, 2024

**Staff Report:** Fixed Route, Microtransit, and Specialized Transportation - Rider Comments

### FIXED ROUTE APRIL REPORT

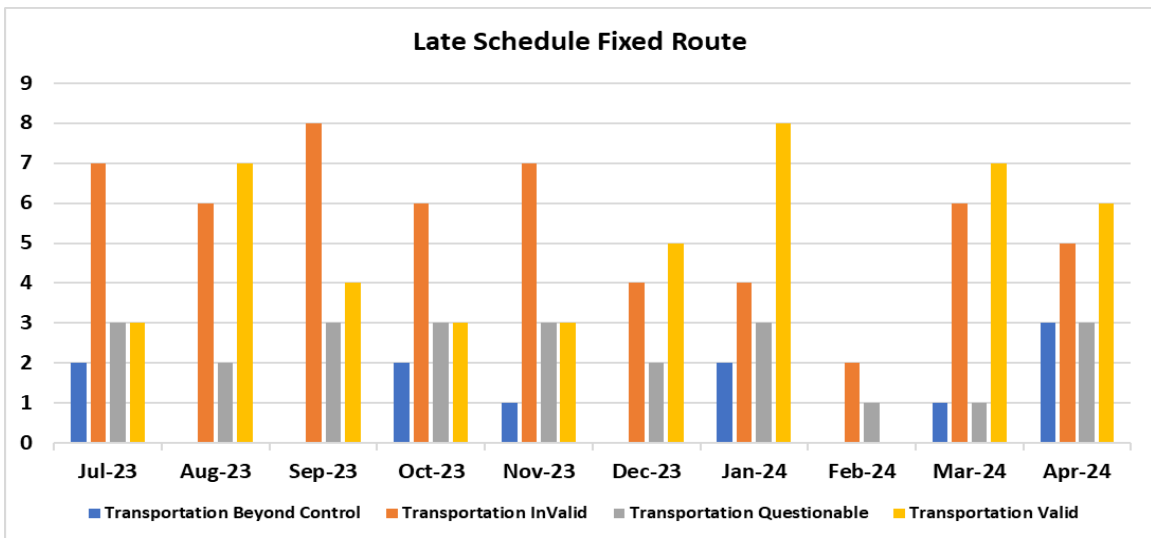
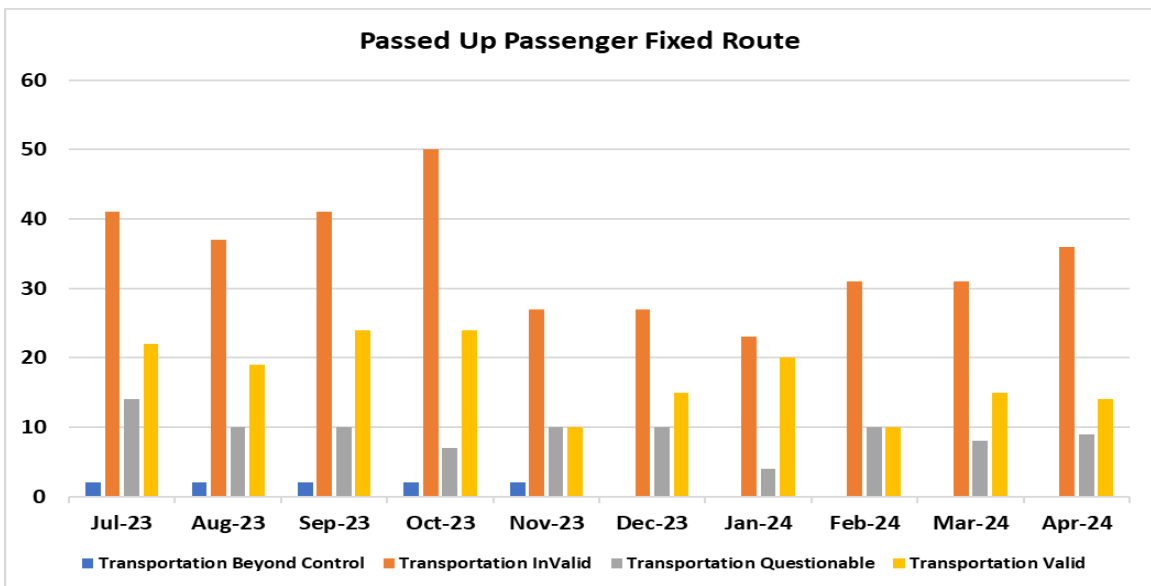
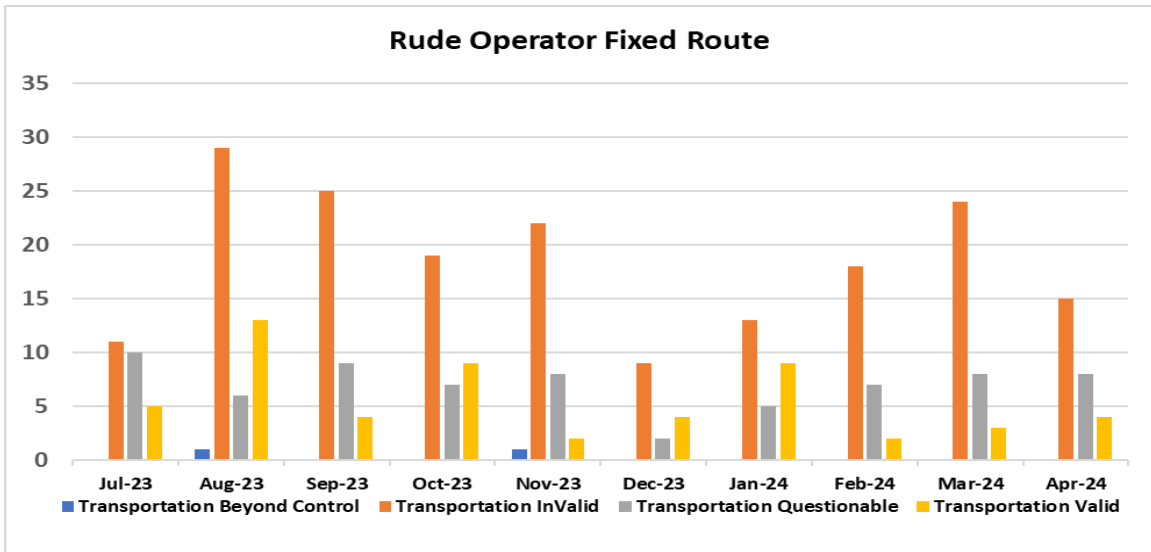
Complaint	Verified	Non-Verified	Questionable	Beyond GRTC Control	Under Investigation	Total
Rude Operator	4	15	8	0	0	27
Passed Up Passenger	14	36	9	0	0	59
No Show	3	3	1	0	0	7
Late Schedule	6	5	3	3	0	17
Improper Operations of Vehicle	2	7	2	0	0	11
Early Schedule	6	4	0	0	0	10
Planning/Scheduling	0	0	1	0	5	6
IT/Mobile App	0	1	1	0	0	2
Other - Miscellaneous	11	8	14	5	3	41
<b>Total</b>	<b>46</b>	<b>79</b>	<b>39</b>	<b>8</b>	<b>8</b>	<b>180</b>

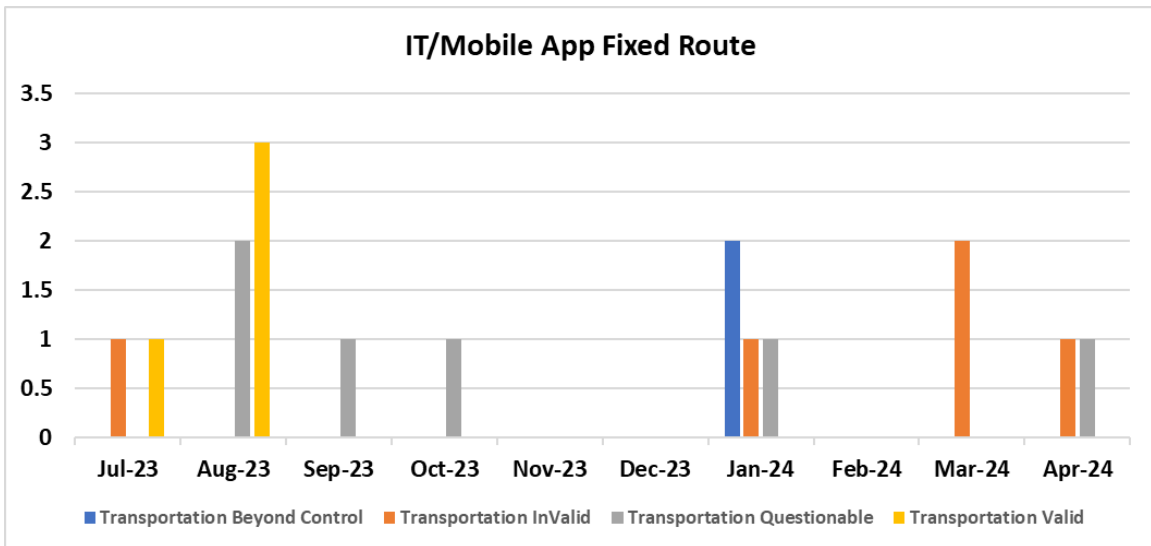
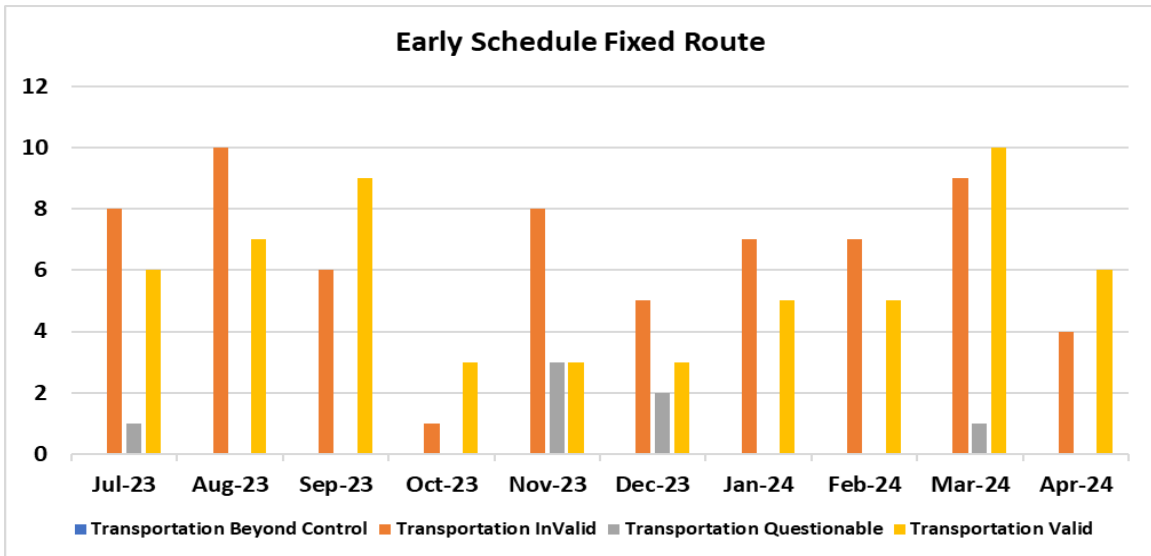
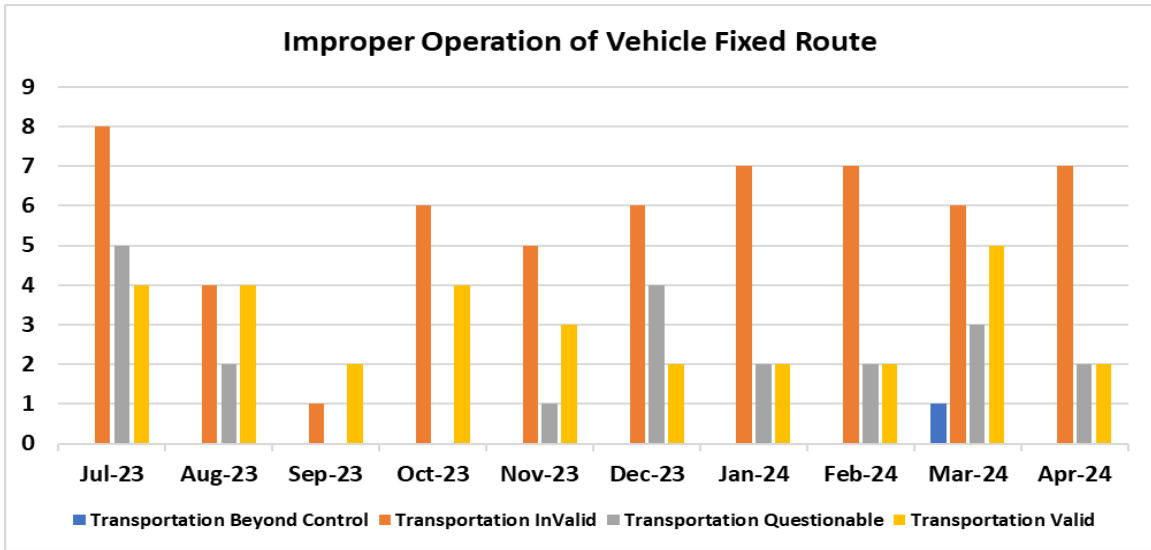
### DEFINITIONS FOR COMPLAINTS

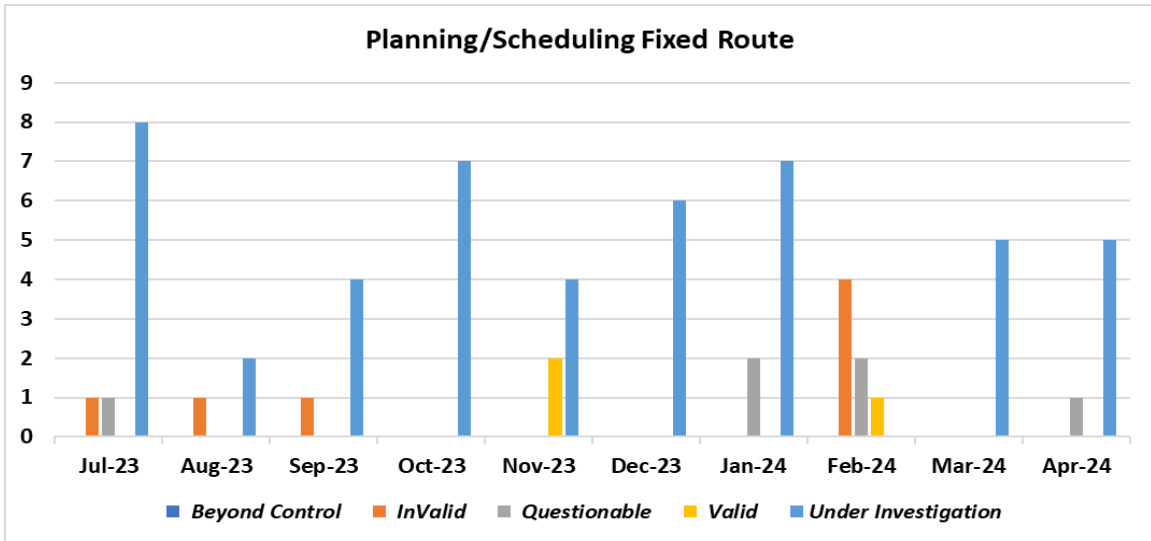
Verified – complaint was able to be verified
Non-Verified – complaint could not be verified based on the information provided
Questionable – complaint could not be confirmed or absolutely denied based on the information provided
Beyond Our Control – complaint is out of GRTC’s control
Under Investigation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

### FIXED ROUTE TREND REPORT

Complaint	June	July	August	September	October	November	December	January	February	March	April	May
Rude Operator	4	5	13	4	9	2	4	9	2	3	4	
Passed Up Passenger	19	22	19	24	24	10	15	20	10	15	14	
No Show	7	13	8	10	7	1	1	7	2	3	3	
Late Schedule	3	3	7	4	3	3	5	8	0	7	6	
Improper Operations of Vehicle	3	4	4	2	4	3	2	2	1	5	2	
Early Schedule	1	6	7	9	3	3	3	5	3	10	6	
Planning/Scheduling	0	0	0	0	1	2	0	0	1	0	0	
IT/Mobile App	2	0	1	0	0	0	0	0	0	0	0	
Other – Misc.	8	7	10	8	9	8	4	4	13	13	11	
Commendations	6	5	7	6	7	8	4	4	10	6	6	







## SPECIALIZED TRANSPORTATION APRIL REPORT

Complaint	Verified	Non-Verified	Questionable	Beyond GRTC Control	Under Investigation	Total
Rude Operator	0	1	1	0	0	2
Passed Up Passenger	0	0	0	0	0	0
No Show	2	3	0	0	0	5
Late Schedule	5	0	0	0	0	5
Improper Operations of Vehicle	0	3	0	0	0	3
Early Schedule	0	0	0	0	0	0
Planning/Scheduling	0	0	0	0	0	0
IT/Mobile App	0	0	1	0	0	1
Other - Miscellaneous	7	4	2	0	0	13
<b>Total</b>	<b>14</b>	<b>11</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>29</b>

## 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

## SPECIALIZED TRANSPORTATION TREND REPORT

Complaint	June	July	August	September	October	November	December	January	February	March	April	May
Rude Operator	1	3	1	4	2	2	2	0	0	4	2	
Passed Up Passenger	1	1	0	0	0	0	0	0	0	2	0	
No Show	7	2	7	4	1	5	2	2	3	3	5	
Late Schedule	10	22	28	12	14	7	9	5	1	1	5	
Improper Operations of Vehicle	1	0	1	1	1	4	3	4	0	0	3	
Early Schedule	1	0	0	1	0	1	0	0	0	1	0	
Planning/Scheduling	0	0	1	0	0	0	0	0	2	18	0	
IT/Mobile App	1	0	0	0	0	0	0	1	10	32	1	
Other – Misc.	9	11	13	14	6	6	9	12	18	0	13	
<b>Total</b>	<b>31</b>	<b>39</b>	<b>51</b>	<b>36</b>	<b>24</b>	<b>25</b>	<b>25</b>	<b>24</b>	<b>34</b>	<b>61</b>	<b>29</b>	
Commendations	2	3	1	2	2	1	5	3	6	7	7	

## MICROTRANSIT APRIL REPORT

Complaint	Verified	Non-Verified	Questionable	Beyond GRTC Control	Under Investigation	Total
Rude Operator	0	0	1	0	0	1
Passed Up Passenger	0	0	0	0	0	0
No Show	0	0	0	0	0	0
Late Schedule	0	0	0	0	0	0
Improper Operations of Vehicle	0	0	0	0	0	0
Early Schedule	0	0	0	0	0	0
Planning/Scheduling	0	0	0	0	0	0
IT/Mobile App	0	0	1	1	0	2
Other - Miscellaneous	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>3</b>

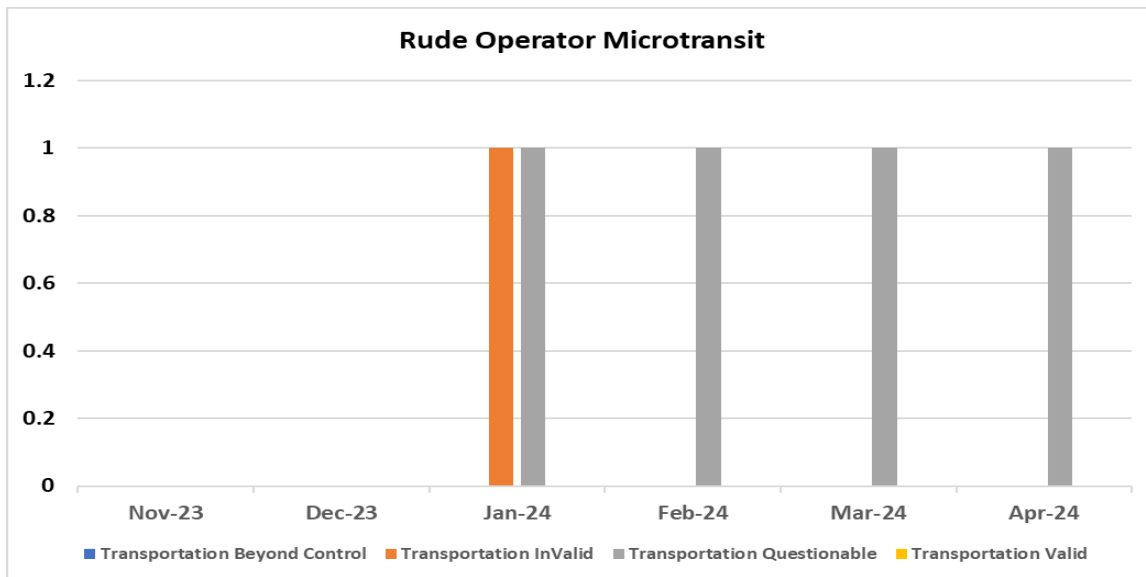
## DEFINITIONS FOR COMPLAINTS

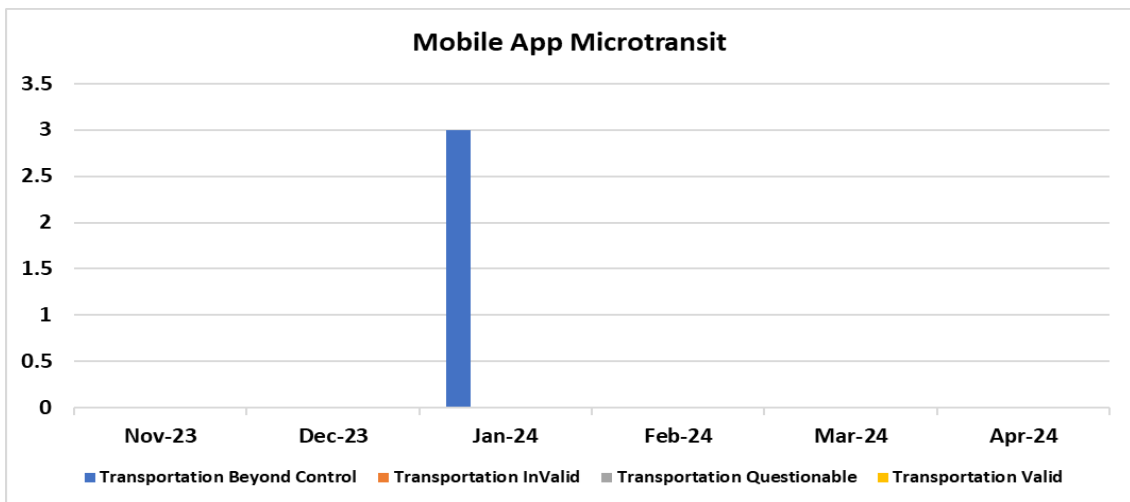
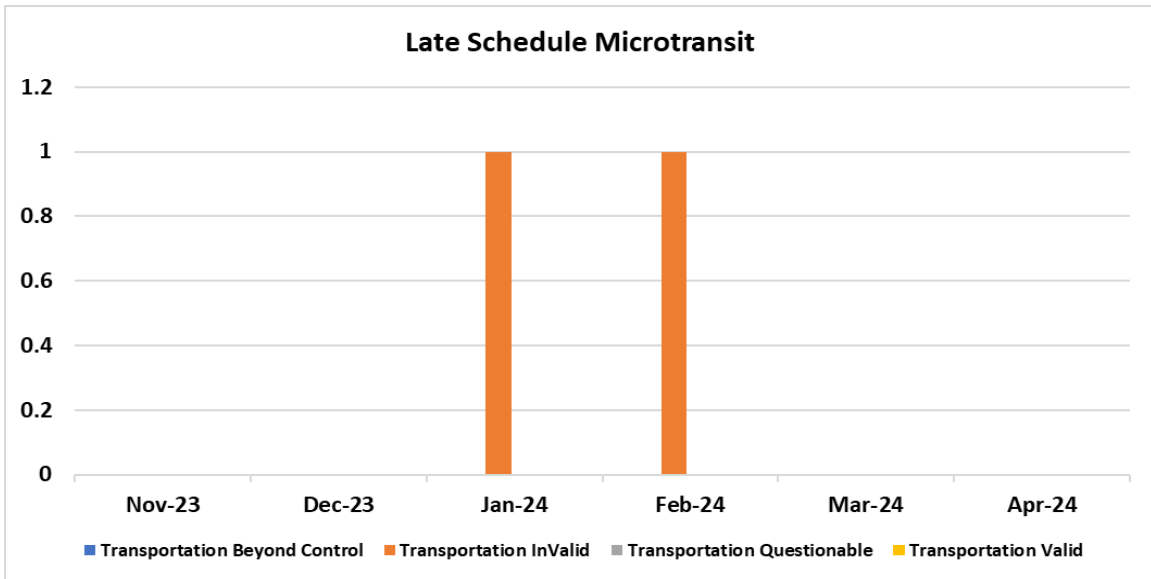
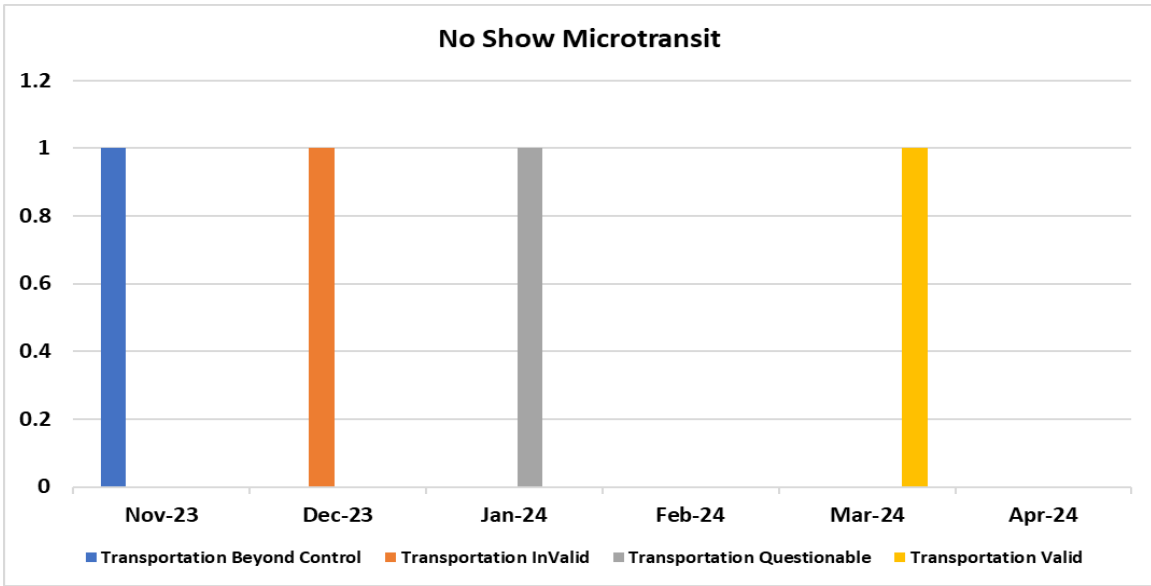
Verified – complaint was able to be verified
Non-Verified – complaint could not be verified based on the information provided
Questionable – complaint could not be confirmed or absolutely denied based on the information provided
Beyond Our Control – complaint is out of GRTC’s control
Under Investigation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

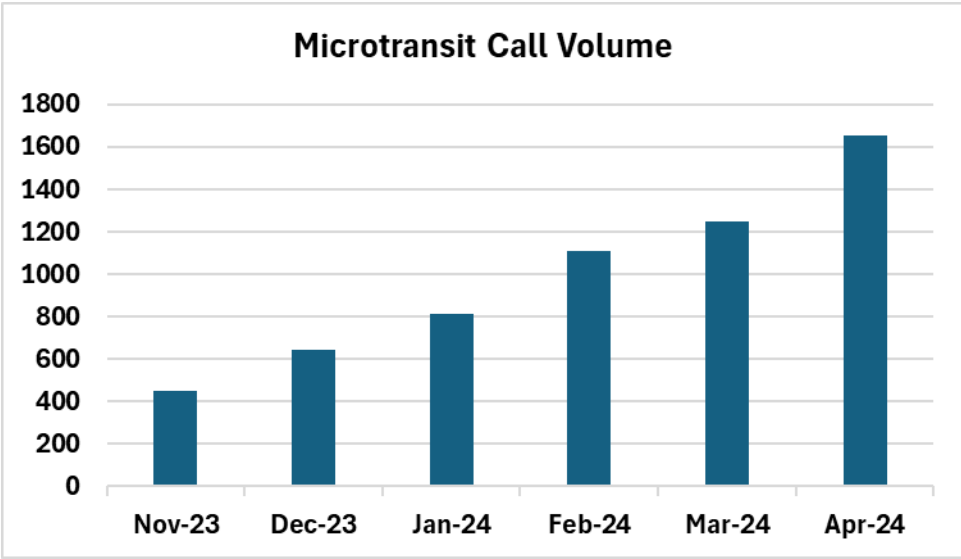


# MICROTRANSIT TREND REPORT

Complaint	November	December	January	February	March	April	May
Rude Operator	0	0	0	0	0	0	
Passed Up Passenger	0	0	0	0	0	0	
No Show	0	0	0	0	1	0	
Late Schedule	0	0	0	0	0	0	
Improper Operations of Vehicle	0	0	0	0	0	0	
Early Schedule	0	0	0	0	0	0	
Planning/Scheduling	0	0	0	0	0	0	
IT/Mobile (VIA)	0	0	0	0	0	0	
Other – Misc.	0	0	0	0	0	0	
Total	0	0	0	0	1	0	
Commendations	0	0	0	0	0	0	









**Meeting Date:** May 21, 2024  
**Staff Report:** Monthly Ridership Report

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## **BACKGROUND:**

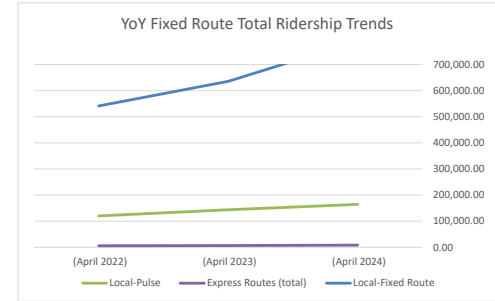
The “Monthly Ridership Report” (MRR) includes comparisons between the ridership of the current month, prior month, year prior (during COVID pandemic), and years prior (pre-COVID pandemic) to allow for a broad understanding of overall ridership trends. The MRR includes ridership data for all services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

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

	(April 2024)	(March 2024)	MoM%	(April 2023)	YoY % (FY2023)	(April 2022)	YoY % (FY2022)
<b>Fixed Route</b>							
Local-Fixed Route	789,636	763,369	3.44%	635,676	24.22%	541,189	45.91%
- Richmond (fixed)	646,702	626,242	3.27%	527,717	22.55%	448,216	44.28%
-Henrico (fixed)	142,933	137,128	4.23%	107,959	32.40%	92,973	53.74%
Local-Pulse	164,301	159,765	2.84%	143,871	14.20%	120,172	36.72%
Express Routes (total)	8,324	8,234	1.09%	6,871	21.16%	5,949	39.93%
<b>Total Fixed Route</b>	<b>962,261</b>	<b>931,369</b>	<b>3.32%</b>	<b>786,418</b>	<b>22.36%</b>	<b>667,310</b>	<b>44.20%</b>
<b>Specialized Transportation</b>							
CARE/CARE Plus	25,013	23,416	6.82%	21,095	18.57%	23,107	8.25%
CARE On-Demand	3,887	3,887	-100.00%	4,658	-100.00%	3,981	-100.00%
<b>Total Specialized</b>	<b>25,013</b>	<b>27,303</b>	<b>-8.39%</b>	<b>25,753</b>	<b>-2.87%</b>	<b>27,088</b>	<b>-7.66%</b>
<b>Microtransit</b>							
<b>Total Microtransit</b>	<b>3,775</b>	<b>2,564</b>	<b>47.23%</b>				
<b>TOTAL Fixed Route, Specialized, &amp; Micro</b>	<b>991,049</b>	<b>961,236</b>	<b>3.10%</b>				



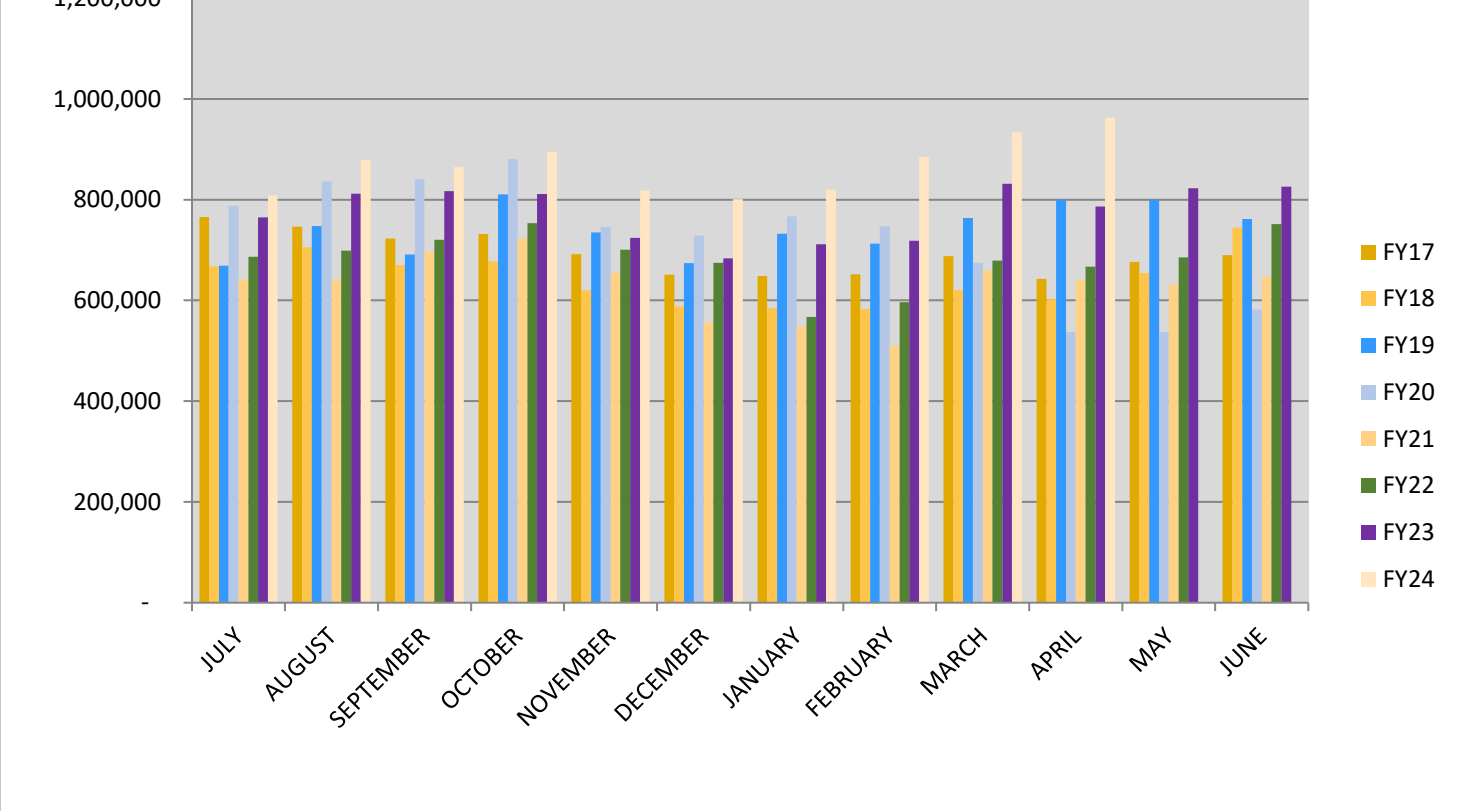
	2024 FYTD	2023 FYTD (July '22 - April '23)	YoY % (FY2023)	2022 FYTD (July '21 - April '22)	YoY % (FY2022)
<b>Fixed Route</b>					
Local- Fixed Route	7,173,395	6,169,427	16.27%	5,361,671	33.79%
Local- Pulse	1,489,428	1,412,239	5.47%	1,323,148	12.57%
Express Routes (total)	77,821	78,818	-1.26%	64,562	20.54%
<b>Total Fixed Route</b>	<b>8,740,645</b>	<b>7,660,484</b>	<b>14.10%</b>	<b>6,749,381</b>	<b>29.50%</b>
<b>Specialized Transportation</b>					
CARE/CARE Plus	203,784	201,225	1.27%	215,861	-5.59%
CARE On-Demand	32,415	42,315	-23.40%	31,763	2.05%
<b>Total Specialized</b>	<b>236,199</b>	<b>243,540</b>	<b>-3.01%</b>	<b>247,624</b>	<b>-4.61%</b>
<b>Microtransit</b>					
<b>Total Microtransit</b>	<b>10,494</b>				
<b>TOTAL FIXED ROUTE &amp; SPECIALIZED &amp; MICR</b>	<b>8,987,338</b>	<b>7,904,024</b>	<b>13.71%</b>	<b>6,997,005</b>	<b>28.45%</b>

Van Pool	(March '24)	YoY % (March '23) (FY2023)	YoY % (March '22) (FY2022)
Van Pool		13,660 -100.00%	10,169 -100.00%

\*\*Vanpool data is received a month behind

# Systemwide Ridership Eight Year Comparison

Source: RideCheck Plus APC Data



\* includes BRT, local, express, and microtransit (starting 11/13/2023)



**Meeting Date:** May 21, 2024

**Action Item:** GRTC FY2025 Operational Budget and Capital Plan

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## BACKGROUND

GRTC CFAO will provide an update on the status of the GRTC FY2025 Proposed Operational Budget of \$90.37M and Capital Plan of \$46.12M. Below are key budgetary assumptions used in the development of the budgets:

The FY2025 Proposed Operational Budget is prepared with the assumption that GRTC will continue to be fare free throughout FY2025.

### Key Revenue Assumptions

- FY2025 Revenue Miles Projection of 7.085M miles, an increase of 1.02M miles or 16.82% over FY2024 Adopted Budget;
- FY2025 Revenue Hours Projection of 610.765k hours, an increase of 68.505k hours or 12.63% over FY2024 Adopted Budget;
- For FY2025, GRTC will be fare free with zero fare support from:
  - DRPT grant funds in the amount of \$4.56M
  - Matching \$1.2M from VCU and
  - \$1.04M support in in additional matching contributions (GRTC Reserve – FY2024 Operating Surplus);
- Operating contributions – City of Richmond, Henrico and Chesterfield Counties – assumption of 3.15% CPI-U indexing in compliance with Code of Virginia § 33.2-3712. “Continued responsibilities for local transit funding”.
- Fiscal Year 2025 Operating Grants:
  - Commonwealth of Virginia DRPT FY2025 funds of \$12.04M with matching:
  - Federal funds of \$4.40M (includes ARPA)
  - Local Funds of \$0.464M;
- Proposed use of CVTA dedicated transit funds within the FY2025 Regional Public Transit Plan \$24.52M for Operations Support and \$972k for Capital Support;
- Resumption of advertising program and naming rights contracts expected to be executed;.
- Updated Review of federal preventative maintenance and ADA needs for 5307 flex;
- GRTC Operations Reserve funded to 25% of projected operating expense.

### Key Expense Assumptions

- Authorized headcount for FY2025 of 590 FTEs vs FY2024 of 524 FTEs.
  - Operators – Fixed Route for FY2025 of 336 FTEs vs FY2024 313 FTEs;
  - Operators – MicroTransit for FY2025 of 30 FTEs
- Proposed Wages Budget for FY2025 of \$40.37M vs FY2024 of \$34.38M
  - CBU FY2025 wages of \$29.66M vs FY2024 of \$24.96M
  - Professional Staff FY2025 wages of \$10.71M vs FY2024 of \$9.42M

- Adjustments based upon actual enrollments in medical plans and updated salary projections based upon turnover and hiring activity;
- Inclusion of funds for staff training and development

The proposed capital budget of \$46.123M consisting of the following categories:

### **Fiscal 2025 Proposed Capital Plan**

- Safety/Regulatory - \$1.768M
- State of Good Repair - \$26.249M
- Business Improvement - \$1.885M
- Service Enhancement - \$2.888M
- Expansion - \$13.333M

### **RECOMMENDATION**

That the Board of Directors approve that GRTC will remain fare free throughout FY2025 and adopt the GRTC FY2025 Operational Budget and Capital Plan as presented.

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Barbara Smith, Secretary  
GRTC Board of Directors

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Date





# Proposed FY25 Baseline Budget

John Zinzarella – May 9, 2024 Finance Committee Meeting  
May 21, 2024 Board of Directors Meeting

- Collective Bargaining Unit
    - Current contract through September 30, 2026
      - Q1 FY2025 top wage rate           \$31.80 per hour
      - Q2 - Q4 FY2025 top wage rate   \$32.91 per hour
      - Full year blended wage rate       \$32.63 per hour vs \$29.93 FY2024 actual or 9.02% increase
- } 3.5% Increase
- FY 2025 Projected staffing levels:
    - Transportation: (55 CBU position increase)
    - 325 fixed route operators           vs       300 FY2024 fixed route operators
    - 30 micro transit operators         vs       0    FY2024 micro transit operators
    - 22 PT operators                     vs       26   FY2024 PT operators
    - 366 FTEs                             vs       313 FTEs
    - \$25.30M Gross Wages               vs       \$21.33M FY2024 Gross Wages
      - \$3.97M increase or 18.61%

- Collective Bargaining Unit
  - FY 2025 Projected staffing levels:
    - Maintenance: (2 CBU position increase)
      - 52 mechanics vs 50 FY2024 mechanics
      - Increase of 2 trainees
      - \$4.07M Gross Wages vs \$3.63M FY2024 Gross Wages
        - \$437.91k increase or 12.05%
  - FY 2025 Projected staffing levels:
    - Facility Maintenance:
      - Existing Shelter Cleaners (4 positions) voted to join the CBU effective March 10, 2024
      - FY2024 authorized staffing level is 5 positions with one position vacant
      - Increase of 2 shelter cleaners in FY2025 budget
      - \$286.6K Gross Wages

- Non CBU Headcount:
  - Increase of 11 authorized positions (7 FT and 4 PT) from FY2024 Adopted Budget
    - Transportation – 3 positions
    - Facility Maintenance - 1 positions
    - Executive – 1 position (Intern PT)
    - Finance - 2 positions (1 Intern PT)
    - Marketing – 1 position (1 Intern PT)
    - Information Systems - 1 position (1 Intern PT)
    - Scheduling - 2 positions
    - \$10.71M Gross Wages vs \$9.42M FY2024 Gross Wages
      - Increase of \$1.29M or 13.69%

- Insurance and Safety
  - Reflects participation in Virginia Transit Liability Pool
- Continued Investment in GRTC workforce
  - Market adjustment in wages and salaries
  - Staff training and development programs
  - National recruiting advertisement programs

- FY2025 Revenue Miles Projection 7,084,866 miles
- FY2024 Revenue Miles Projection 6,064,870 miles
  - Increase of 1,019,996 miles or 16.82%
  
- FY2025 Revenue Hours Projection 610,765 hours
- FY2024 Revenue Hours Projection 542,260 hours
  - Increase of 68,505 hours or 12.63%

- Medical Benefits premiums increasing 7.5% due to claims experience and maintaining same contribution allocation between GRTC and employee

	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
<b>Monthly Premium</b>	<b>\$544,609</b>	<b>\$96,290</b>	<b>\$585,561</b>	<b>\$103,498</b>
<b>Annual Premium</b>	<b>\$6,535,308</b>	<b>\$1,155,480</b>	<b>\$7,026,732</b>	<b>\$1,241,976</b>
<b>Combined Annual Premium</b>	<b>\$7,690,788</b>		<b>\$8,268,708</b>	
<b>% Change</b>			<b>7.5%</b>	
<b>\$ Change</b>			<b>\$577,920</b>	

	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

- Updated for Medical Plan Year 3/1/2024 – 2/28/2025 open enrollment data



# FY2025 Proposed Baseline Budget

## Draft Operating Expenses

Operating Expenses By Department	Actuals		Budget					
	FY2022	FY2023	FY2024 Adopted Baseline	FY2024 Grant Funded Projects	Total 2024	FY2025 Proposed Baseline	FY2025 Grant Funded Projects	Total 2025
Operations	\$ 23,689,855	\$ 26,019,220	\$ 31,624,447		\$ 31,624,447	\$ 37,452,008		\$ 37,452,008
Maintenance	12,552,107	11,717,684	14,338,111		14,338,111	14,593,252		14,593,252
Benefits	12,126,050	12,052,330	12,587,137		12,587,137	14,490,310		14,490,310
Insurance and Safety	2,739,889	2,804,745	3,051,314		3,051,314	3,400,596		3,400,596
Planning & Scheduling	950,351	1,612,700	1,151,664	7,017,625	8,169,289	1,376,259	5,850,500	7,226,759
Communications & Marketing	1,732,174	2,841,516	2,561,146	750,000	3,311,146	2,419,417	500,000	2,919,417
Information Technology	1,849,007	2,476,179	2,461,374		2,461,374	2,945,150		2,945,150
Administrative	3,115,357	2,780,911	3,749,020		3,749,020	4,219,762		4,219,762
Operating Taxes & Licenses	2,071,996	2,159,120	2,620,544		2,620,544	3,123,032		3,123,032
<b>Total Operating Expenses</b>	<b>\$ 60,826,787</b>	<b>\$ 64,464,405</b>	<b>\$ 74,144,757</b>	<b>\$ 7,767,625</b>	<b>\$ 81,912,382</b>	<b>\$ 84,019,787</b>	<b>\$ 6,350,500</b>	<b>\$ 90,370,287</b>





# FY2025 Proposed Baseline Budget

## Draft Operating Expenses

Operating Expenses by Cost Category	Actuals		Budget					
	FY2022	FY2023	FY2024 Adopted Baseline	FY2024 Grant Funded Projects	Total 2024	FY2025 Proposed Baseline	FY2025 Grant Funded Projects	Total 2025
	Wages & Benefits	\$ 39,996,331	\$ 41,476,462	\$ 49,532,802		\$ 49,532,802	\$ 57,913,954	
SGR / Maintenance	6,513,297	5,204,574	6,626,710		6,626,710	6,430,241		6,430,241
Fuel & Lubricants	2,195,606	1,853,925	2,488,375		2,488,375	2,157,795		2,157,795
Services	7,958,548	10,984,894	10,096,953	7,767,625	17,864,578	11,816,869	6,350,500	18,167,369
Casualty & Insurance	2,026,425	2,036,606	2,231,300		2,231,300	2,548,500		2,548,500
Materials and Supplies	797,697	1,360,510	1,472,900		1,472,900	1,394,004		1,394,004
Utilities	996,804	1,104,616	1,107,631		1,107,631	1,158,500		1,158,500
Travel and Training	84,460	88,897	262,011		262,011	247,552		247,552
Miscellaneous	257,619	353,921	326,075		326,075	352,372		352,372
<b>Total Operating Expenses</b>	<b>\$ 60,826,787</b>	<b>\$ 64,464,405</b>	<b>\$ 74,144,757</b>	<b>\$ 7,767,625</b>	<b>\$ 81,912,382</b>	<b>\$ 84,019,787</b>	<b>\$ 6,350,500</b>	<b>\$ 90,370,287</b>

- Zero Fare continues through June 30, 2025
- DRPT Zero Fare Grant
  - \$4.56M DRPT
  - \$1.2M VCU Matching Contribution
  - \$1.04M Matching Zero Fare Contributions – GRTC Reserve
- DRPT Operating Contribution \$20.27M for FY2025
- CVTA FY2025
  - Operating Contribution – based approved RPTP \$24.52M
  - Capital - local share match funding \$0.972M

- Operating Contributions – City of Richmond, Henrico and Chesterfield Counties
- Actual 3.15% CPI-U indexing (growth as of February 2024 vs February 2023 CPI-U index) in compliance with Code of Virginia § 33.2-3712. “Continued responsibilities for local transit funding”
- Increase in Operating Contributions of \$425,435



# FY2025 Proposed Baseline Budget

## Operating Revenue Assumptions

### CPI for All Urban Consumers (CPI-U) Original Data Value

**Series Id:** CUUR0000SA0  
**Not Seasonally Adjusted**  
**Series Title:** All items in U.S. city average, all urban consumers,  
**Area:** U.S. city average  
**Item:** All items  
**Base Period:** 1982-84=100  
**Years:** 2013 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974	254.412	256.903
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918	260.280	260.388	260.229	260.474	257.557	260.065
2021	261.582	263.014	264.877	267.054	269.195	271.696	273.003	273.567	274.310	276.589	277.948	278.802	266.236	275.703
2022	281.148	283.716	287.504	289.109	292.296	296.311	296.276	296.171	296.808	298.012	297.711	296.797	288.347	296.963
2023	299.170	300.840	301.836	303.363	304.127	305.109	305.691	307.026	307.789	307.671	307.051	306.746	302.408	
2024	308.417	310.326												

Actual Change Feb 2023 to Feb 2024	3.15%
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FY2025 Operating Budget will utilize February 2024 vs February 2023 to determine local operating contributions

Historical CPI-U Adjustments	
June 2021 - June 2022	9.06% Fiscal 2023 Adjustment
June 2022 - February 2023	1.53% Fiscal 2024 Adjustment

# FY2025 Proposed Baseline Budget

## Operating Revenue Assumptions

<u>City of Richmond</u>	Operating	Capital	Total
City of Richmond FY2019/20 Appropriation	\$ 15,915,367.00	\$ 344,493.00	\$ 16,259,860.00
50% of FY 2019/20 Appropriation	\$ 7,957,683.50	\$ 172,246.50	\$ 8,129,930.00
CPI -U Index	9.10%	9.10%	
CPI- Adjustment	<u>\$ 724,149.20</u>	<u>\$ 15,674.43</u>	<u>\$ 739,823.63</u>
City of Richmond FY2022/23 Commitment per VA 33.2-3712	\$ 8,681,832.70	\$ 187,920.93	\$ 8,869,753.63
CPI-U Index Adjustment June 2022 to February 2023 Actual	1.53%	1.53%	
CPI- Adjustment	<u>\$ 132,832.04</u>	<u>\$ 2,875.19</u>	<u>\$ 135,707.23</u>
City of Richmond FY2023/24 Commitment per VA 33.2-3712	\$ 8,814,664.74	\$ 190,796.12	\$ 9,005,460.86
CPI-U Index Adjustment February 2023 to February 2024 Actual	<b>3.15%</b>	<b>3.15%</b>	
CPI- Adjustment	<u>\$ 277,941.46</u>	<u>\$ 6,016.13</u>	<u>\$ 283,957.59</u>
<b>City of Richmond FY2024/25 Commitment per VA 33.2-3712</b>	<b><u>\$ 9,092,606.20</u></b>	<b><u>\$ 196,812.25</u></b>	<b><u>\$ 9,289,418.45</u></b>

# FY2025 Proposed Baseline Budget

## Operating Revenue Assumptions

<u>County of Henrico</u>	Operating	Capital	Total
County of Henrico FY2019/20 Appropriation	\$ 7,642,800.00	\$ -	\$ 7,642,800.00
50% of FY 2019/20 Appropriation	\$ 3,821,400.00	\$ -	\$ 3,821,400.00
CPI -U Index	9.10%	9.10%	
CPI- Adjustment	<u>\$ 347,747.40</u>	<u>\$ -</u>	<u>\$ 347,747.40</u>
County of Henrico FY2022/23 Commitment per VA 33.2-3712	\$ 4,169,147.40	\$ -	\$ 4,169,147.40
CPI-U Index Adjustment June 2022 to February 2023 Actual	1.53%	1.53%	
CPI- Adjustment	<u>\$ 63,787.96</u>	<u>\$ -</u>	<u>\$ 63,787.96</u>
County of Henrico FY2023/24 Commitment per VA 33.2-3712	\$ 4,232,935.36	\$ -	\$ 4,232,935.36
CPI-U Index Adjustment February 2023 to February 2024 Actual	<b>3.15%</b>	<b>3.15%</b>	
CPI- Adjustment	<u>\$ 133,471.70</u>	<u>\$ -</u>	<u>\$ 133,471.70</u>
<b>County of Henrico FY2024/25 Commitment per VA 33.2-3712</b>	<b>\$ 4,366,407.05</b>	<b>\$ -</b>	<b>\$ 4,366,407.05</b>

# FY2025 Proposed Baseline Budget

## Operating Revenue Assumptions

<u>County of Chesterfield</u>	Operating	Capital	Total
County of Chesterfield FY2019/20 Appropriation	\$ 458,400.00	\$ -	\$ 458,400.00
50% of FY 2019/20 Appropriation	\$ 229,200.00	\$ -	\$ 229,200.00
CPI -U Index	9.10%	9.10%	
CPI- Adjustment	\$ 20,857.20	\$ -	\$ 20,857.20
County of Chesterfield FY2022/23 Commitment per VA 33.2-3712	\$ 250,057.20	\$ -	\$ 250,057.20
CPI-U Index Adjustment June 2022 to February 2023 Actual	1.53%	1.53%	
CPI- Adjustment	\$ 3,825.88	\$ -	\$ 3,825.88
County of Chesterfield FY2023/24 Commitment per VA 33.2-3712	\$ 253,883.08	\$ -	\$ 253,883.08
CPI-U Index Adjustment February 2023 to February 2024 Actual	3.15%	3.15%	
CPI- Adjustment	\$ 8,005.37	\$ -	\$ 8,005.37
<b>County of Chesterfield FY2024/25 Commitment per VA 33.2-3712</b>	<b>\$ 261,888.44</b>	<b>\$ -</b>	<b>\$ 261,888.44</b>

- Sponsorship Revenue
  - Naming Sponsorship/Sponsor/Partner Programs TBD \$605k
- Use of FTA 5307 Flex:
  - Preventative Maintenance \$3.59M
  - ADA \$1.38M
- GRTC Operations Reserve funded to 25% of projected operating expense





# FY2025 Proposed Baseline Budget

## Operating Revenue Assumptions

<u>Grant Reimbursed Expenses 2025 - DRPT Operating Expenses (non capital)</u>	Total	State	Federal	Local	Local - ARPA	Local - CVTA
Expensed Software and supplies) FY2025 Budget Expenses	\$ 1,134,119.00	771,200.92 68%	317,553.32 28%	22,682.38 2%	- 0%	22,682.38 2%
Demo Assistance Projects (Micro Transit) Balance of FY2024 Award	\$ 303,723.13	242,978.50 80%	- 0%	0% 0%	60,744.63 20%	0% 0%
Demo Assistance MicroTransit Zone FY2025 Application	\$ 163,546.58	111,211.68 68%	45,793.04 28%	6,541.86 4%	- 0%	0% 0%
TRIP MicroTransit Grant Year 2 of FY24 award	\$ 1,429,047.75	1,143,238.20 80%	- 0%	0% 0%	285,809.55 20%	0% 0%
TRIP - Zero Fare	\$ 8,000,000.00	3,560,000.00 100%	- 0%	- 0%	- 0%	- 0%
Western BRT Extension NEPA and 30% Design	\$ 1,400,000.00	952,000.00 68%	392,000.00 28%	28,000.00 2%	- 0%	28,000.00 2%
Demo Route 1 Ext FY2025 Application net of capital piece - See above	\$ 4,250,000.00	2,890,000.00 68%	1,190,000.00 28%	170,000.00 4%	- 0%	- 0%
TA Paratransit Operations Analysis FY2025 Application	\$ 150,000.00	75,000.00 50%	69,000.00 46%	3,000.00 2%	- 0%	3,000.00 2%
TA Fleet Storage NEPA/30% - FY2025 Application	\$ 300,000.00	150,000.00 50%	138,000.00 46%	6,000.00 2%	- 0%	6,000.00 2%
TA Downtown Transfer Site NEPA/0-30% FY2025 Application	\$ 3,000,000.00	1,500,000.00 50%	1,380,000.00 46%	60,000.00 2%	- 0%	60,000.00 2%
North/South Environmental Clearance & Conceptual Design FY24 Award	\$ 1,000,500.00	500,250.00 50%	460,230.00 46%	20,010.00 2%	- 0%	20,010.00 2%
Interns - FY2025 Application	\$ 212,160.00	144,268.80 68%	59,404.80 28%	4,243.20 2%	- 0%	4,243.20 2%
<b>Total</b>	<b>\$ 21,343,096.46</b>	<b>\$ 12,040,148.10</b>	<b>\$ 4,051,981.16</b>	<b>\$ 320,477.44</b>	<b>\$ 346,554.18</b>	<b>\$ 143,935.58</b>
<b>Total Included in FY2025 Draft Operating Budget</b>	<b>\$ 21,343,096.46</b>	<b>\$ 12,040,148.10</b>	<b>\$ 4,051,981.16</b>	<b>\$ 320,477.44</b>	<b>\$ 346,554.18</b>	<b>\$ 143,935.58</b>



# FY2025 Proposed Baseline Budget

## Draft Operating Revenue

	Actuals		Budget					
	FY2022	FY2023	FY2024 Adopted Baseline	FY2024 Grant Funded Projects	Total 2024	FY2025 Proposed Baseline	FY2025 Grant Funded Projects	Total 2025
<b>Operating Revenues</b>								
<u>Operating Contributions</u>								
CVTA	18,962,968	22,222,423	22,783,522	130,528	22,914,050	24,403,108	143,936	24,547,044
Virginia DRPT	12,144,780	19,459,091	17,510,246		17,510,246	20,270,143		20,270,143
City of Richmond	7,749,653	7,389,517	7,314,665		7,314,665	9,092,606		9,092,606
County of Henrico	4,157,860	4,027,141	4,232,935		4,232,935	4,366,407		4,366,407
County of Chesterfield	1,212,455	227,670	253,883	991,106	1,244,989	261,888	991,106	1,252,994
TRIP Zero Fare Grant		4,500,000	2,500,000		2,500,000	4,560,000		4,560,000
TRIP Zero Fare Grant Match - VCU		1,337,914	1,212,409		1,212,409	1,200,000		1,200,000
TRIP Zero Fare Grant Match - Richmond		999,998	1,500,000		1,500,000			-
TRIP Zero Fare Grant Match - GRTC Reserve			1,500,000		1,500,000	1,040,000		1,040,000
FTA 5307 Flex	6,814,651	1,000,049	11,427,461		11,427,461	4,971,699		4,971,699
Federal COVID Relief	8,337,032	2,053,706	1,000,000	764,174	1,764,174	-	346,554	346,554
Op Exp Reimbursment Grant VDOT					-		4,340,710	4,340,710
Op Exp Reimbursement Grant Federal	661,228	719,829	267,064	1,684,628	1,951,692	376,958	3,675,023	4,051,981
Op Exp Reimbursement Grant State		990,148	681,864	4,135,795	4,817,659	915,470	7,564,678	8,480,148
Subtotal Operating Contributions	\$ 60,040,627	\$ 64,927,486	\$ 72,184,050	\$ 7,706,231	\$ 79,890,281	\$ 71,458,280	\$ 17,062,008	\$ 88,520,287
<u>Operating Revenue</u>								
Fare Revenue					-			-
Business Partnerships	2,261,912	464,004	605,000		605,000	605,000		605,000
Subtotal Operating Revenue	\$ 2,261,912	\$ 464,004	\$ 605,000	\$ -	\$ 605,000	\$ 605,000	\$ -	\$ 605,000
<u>Other Income</u>								
City of Petersburg	200,000	200,000	200,000		200,000	200,000		200,000
Other Sources	713,225	1,125,148	1,020,974		1,020,974	1,045,000		1,045,000
Subtotal Other Income	\$ 913,225	\$ 1,325,148	\$ 1,220,974	\$ -	\$ 1,220,974	\$ 1,245,000	\$ -	\$ 1,245,000
GRTC Operations Reserve			196,127		196,127		-	-
<b>Total Operating Revenue</b>	<b>\$ 63,215,764</b>	<b>\$ 66,716,638</b>	<b>\$ 74,206,151</b>	<b>\$ 7,706,231</b>	<b>\$ 81,912,382</b>	<b>\$ 73,308,280</b>	<b>\$ 17,062,008</b>	<b>\$ 90,370,287</b>



**Meeting Date:** May 21, 2024  
**Board Subcommittee:** Finance

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## **CURRENT STATUS**

The Finance Subcommittee met on Thursday, May 16, 2024 at 4PM. Video and audio of the meeting was streamed live online and can be viewed at the following web address:  
<https://youtube.com/live/V0NjTuZQhM?feature=share>.

## **AGENDA**

- Approval of Minutes
- March 2024 Financials
- FY2025 Budget Adoption – Finance Resolution

## **UPDATES**

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



**Meeting Date:** May 21, 2024

**Staff Report:** March 2024 Financial Report

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## **BACKGROUND**

Attached is the Financial Report for the nine months ended March 31, 2024. John Zinzarella will highlight the key points.

**Financial Report**  
**For the Nine Months Ending March 31, 2024**  
**Key Highlights**

**Revenues**

Year to date Revenues unfavorable to budget	\$ (2,644,221.32)
Year to Date Actual Revenues	\$ 57,408,141.42
Year to Date Budgeted Revenues	\$ 60,052,362.74

Unfavorable Federal Funds revenue (\$0.452M) due to lower than budgeted 5307 flex funds reimbursement primarily offset by ARPA funding for Operator Trainees wages and lifts in maintenance (capital), unfavorable Local Funds (\$756.199k) due to budgetary assumption of TRIP Match contribution from GRTC Fund Balance and unfavorable State Funds (\$1.624M) due to the timing of grant funded projects versus budgetary assumptions offset by favorable Directly Generated Funds of \$172.55k due to favorable interest income due to higher treasury rates and investment balances versus budget assumptions

**Operating Expenditures**

Year to date Operating Expenditures lower than budgeted amounts	\$ 6,473,781.19
Year to date Actual Operating Expenditures	\$ 54,643,954.77
Year to Date Budgeted Operating Expenditures	\$ 61,117,735.96

Favorable services \$5.043M due timing of planning projects, and favorable materials and supplies \$2.258M, favorable utilities \$89.137k due to corrections to the GRTC water consumption issued by Richmond DPU, offset by unfavorable insurance premium expense (\$145.251k) due to booking of uninsured provision versus budgetary assumptions, unfavorable labor (\$291.469k) as a result higher FTEs in Operations and Maintenance (\$1.527M) due to the number of trainees on staff offset by lower than budgeted headcount in Administration \$1.236M, unfavorable purchased transportation (\$614.906k) due to higher demand for GRTC programs (CARE and CARE on demand).

**Net Operating Position - Surplus / (Deficit)** \$ 2,688,889.75

**Balance Sheet and Cash Flow**

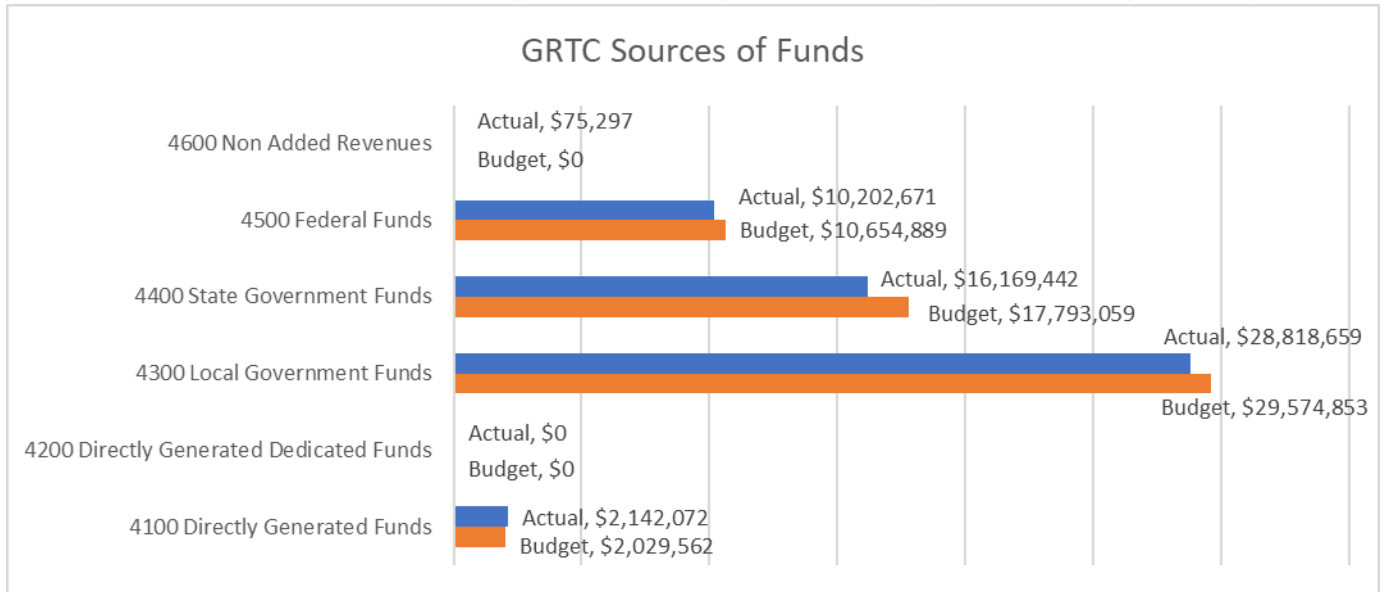
Balance sheet with cash position of		\$6,352,027
Operating Cash Account	\$1,748,479	
Capital Cash Account	\$4,603,549	

**GRTC Transit System  
Source of Funds  
Year to Date March 31, 2024**

	Month Ended March 31, 2024			Year to Date March 31, 2024		
	Actual	Budget	Variance Fav / (Unfav)	Actual	Budget	Variance Fav / (Unfav)
<b>4100 Directly Generated Funds</b>	<b>\$ 229,407.83</b>	<b>\$ 289,452.13</b>	<b>\$ (60,044.30)</b>	<b>\$ 2,142,071.92</b>	<b>\$ 2,029,562.08</b>	<b>\$ 112,509.84</b>
4110 Total Passenger Fares	100,000.00	100,000.00	-	911,409.33	912,409.00	(999.67)
4120 Park and Ride Parking Revenues	-	-	-	-	-	-
4130 Non Public Transportation Revenue	-	-	-	45,329.00	-	45,329.00
4140 Auxiliary Transportation Revenue	-	87,833.33	(87,833.33)	3,250.00	341,500.00	(338,250.00)
4150 Other Agency Revenues	129,407.83	101,618.79	27,789.04	1,182,083.59	775,653.08	406,430.51
4160 Revenues Accrued Through a Purchased Transportation Agreement	-	-	-	-	-	-
4170 Subsidy from Other Sectors of Operations	-	-	-	-	-	-
4180 Extraordinary or Special Items	-	-	-	-	-	-
4190 Total Recoveries	-	-	-	-	-	-
<b>4200 Directly Generated Dedicated Funds</b>						
<b>4300 Local Government Funds</b>	<b>\$ 3,319,764.35</b>	<b>\$ 3,374,193.03</b>	<b>\$ (54,428.68)</b>	<b>\$ 28,818,659.01</b>	<b>\$ 29,574,852.50</b>	<b>\$ (756,193.49)</b>
4310 General Revenues of the Local Government	3,319,764.35	3,374,193.03	(54,428.68)	28,818,659.01	29,574,852.50	(756,193.49)
<b>4400 State Government Funds</b>	<b>\$ 2,203,940.90</b>	<b>\$ 2,344,946.46</b>	<b>\$ (141,005.56)</b>	<b>\$ 16,169,442.15</b>	<b>\$ 17,793,059.44</b>	<b>\$ (1,623,617.29)</b>
4410 General Revenues of the State Government	2,203,940.90	2,344,946.46	(141,005.56)	16,169,442.15	17,793,059.44	(1,623,617.29)
<b>4500 Federal Funds</b>	<b>\$ 509,024.04</b>	<b>\$ 1,509,377.89</b>	<b>\$ (1,000,353.85)</b>	<b>\$ 10,202,671.44</b>	<b>\$ 10,654,888.72</b>	<b>\$ (452,217.28)</b>
5307 FTA Urbanized Area Formula Program	258,200.05	1,287,211.51	(1,029,011.46)	4,171,192.09	9,557,213.86	(5,386,021.77)
5307 CARES Act Urbanized Area Program Funds	250,823.99	222,166.38	28,657.61	6,031,479.35	1,097,674.87	4,933,804.48
<b>4600 Non Added Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,296.90</b>	<b>\$ -</b>	<b>\$ 75,296.90</b>
4630 Sales and Disposals of Assets	-	-	-	75,296.90	-	75,296.90
<b>Total Sources of Funds</b>	<b>\$ 6,262,137.12</b>	<b>\$ 7,517,969.51</b>	<b>\$ (1,255,832.39)</b>	<b>\$ 57,408,141.42</b>	<b>\$ 60,052,362.74</b>	<b>\$ (2,644,221.32)</b>

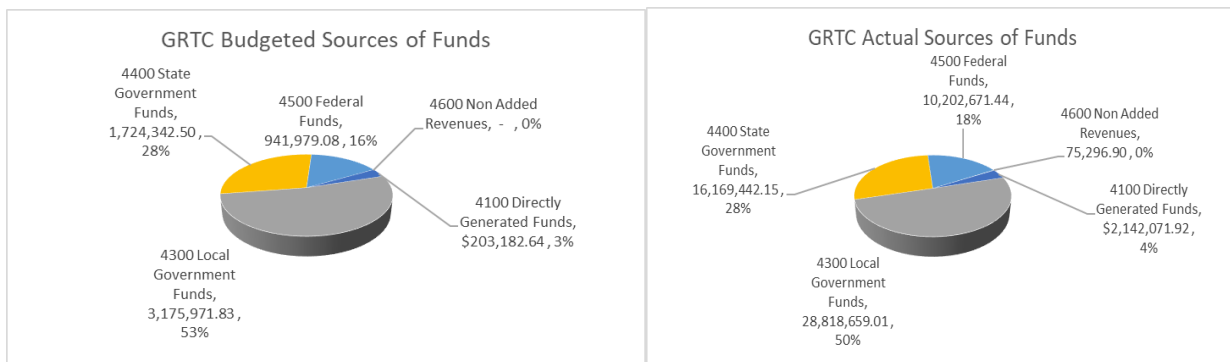
## GRTC Transit System Year to Date March 31, 2024

Source of Funds	Budget	Actual	Over (Under)	% of Budget
4100 Directly Generated Funds	\$ 2,029,562.08	\$ 2,142,071.92	\$ 112,509.84	5.54%
4200 Directly Generated Dedicated Funds	-	-	-	n/a
4300 Local Government Funds	29,574,852.50	28,818,659.01	(756,193.49)	-2.56%
4400 State Government Funds	17,793,059.44	16,169,442.15	(1,623,617.29)	-9.13%
4500 Federal Funds	10,654,888.72	10,202,671.44	(452,217.28)	-4.24%
4600 Non Added Revenues	-	75,296.90	75,296.90	n/a
	<u>\$ 60,052,362.74</u>	<u>\$ 57,408,141.42</u>	<u>\$ (2,644,221.32)</u>	<u>-4.40%</u>



Revenues are unfavorable versus budget by \$2.644M or 4.40% as a result of:

- Unfavorable Federal Funds revenue (\$0.452M) due to lower than budgeted 5307 flex funds reimbursement primarily offset by ARPA funding for Operator Trainees wages and lifts in maintenance (capital), and lifts in maintenance (capital), unfavorable Local Funds (\$756.199k) due to budgetary assumption of TRIP Match contribution from GRTC Fund Balance and unfavorable State Funds (\$1.624M) due to the timing of grant funded projects versus budgetary assumptions offset by favorable Directly Generated Funds of \$172.55k due to favorable interest income due to higher treasury rates and investment balances versus budget assumptions.



**GRTC Transit System  
Operating Expenses  
Year to Date March 31, 2024**

	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)
<b>Total Operating Costs</b>															
<b>5010. LABOR</b>	\$ 27,186,164.23	\$ 25,836,400.89	\$ (1,349,763.34)	\$ 4,218,619.82	\$ 3,719,822.19	\$ (498,797.63)	\$ 999,285.06	\$ 1,320,514.34	\$ 321,229.28	\$ 5,404,771.09	\$ 6,640,634.25	\$ 1,235,863.17	\$ 37,808,840.20	\$ 37,517,371.67	\$ (291,468.53)
01. Operator Salaries and Wages	15,846,156.02	16,011,434.11	165,278.09	-	-	-	-	-	-	-	-	-	15,846,156.02	16,011,434.11	165,278.09
02. Operator's Paid Absences	1,809,532.50	-	(1,809,532.50)	-	-	-	-	-	-	-	-	-	1,809,532.50	-	(1,809,532.50)
Operator Vacation	574,751.08	-	(574,751.08)	-	-	-	-	-	-	-	-	-	574,751.08	-	(574,751.08)
Operator Sick	413,428.42	-	(413,428.42)	-	-	-	-	-	-	-	-	-	413,428.42	-	(413,428.42)
Holiday	821,353.00	-	(821,353.00)	-	-	-	-	-	-	-	-	-	821,353.00	-	(821,353.00)
Operator FMLA or other leave	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	1,517,126.20	1,750,276.73	233,150.53	2,775,335.42	2,485,432.56	(289,902.86)	701,542.45	998,882.61	297,340.16	3,779,256.80	4,564,715.19	785,458.39	8,773,260.87	9,799,307.09	1,026,046.22
Dispatch	165,120.99	163,516.26	(1,604.73)	-	-	-	-	-	-	-	-	-	165,120.99	163,516.26	(1,604.73)
Operations Supervision	1,352,005.21	1,586,760.46	234,755.25	-	-	-	-	-	-	-	-	-	1,352,005.21	1,586,760.46	234,755.25
Maintenance	-	-	-	2,775,335.42	2,485,432.56	(289,902.86)	701,542.45	998,882.61	297,340.16	-	-	-	3,476,877.87	3,484,315.17	7,437.30
Administration	-	-	-	-	-	-	-	-	-	3,779,256.80	4,564,715.19	785,458.39	3,779,256.80	4,564,715.19	785,458.39
04. Other Paid Absences (Non revenue vehicle operator personnel)	-	-	-	151,594.26	-	(151,594.26)	76,969.00	-	(76,969.00)	-	-	-	228,563.26	-	(228,563.26)
Vacation	-	-	-	68,304.64	-	(68,304.64)	23,165.84	-	(23,165.84)	-	-	-	91,470.48	-	(91,470.48)
Sick	-	-	-	21,472.66	-	(21,472.66)	22,942.04	-	(22,942.04)	-	-	-	44,414.70	-	(44,414.70)
Holiday	-	-	-	61,126.56	-	(61,126.56)	29,080.64	-	(29,080.64)	-	-	-	90,207.20	-	(90,207.20)
FMLA or other leave	-	-	-	690.40	-	(690.40)	1,780.48	-	(1,780.48)	-	-	-	2,470.88	-	(2,470.88)
05. Fringe Benefits	8,013,349.51	8,074,690.05	61,340.54	1,291,690.14	1,234,389.62	(57,300.52)	220,773.61	321,631.74	100,858.13	1,625,514.29	2,075,919.06	450,404.77	11,151,327.55	11,706,630.47	555,302.92
Employment Taxes	1,371,691.68	1,353,734.33	(17,957.34)	219,250.28	189,430.82	(29,819.46)	55,421.55	76,131.27	20,709.73	298,559.63	347,906.33	49,346.70	1,944,923.13	1,967,202.76	22,279.63
Health and Welfare Expenses	3,769,496.51	4,099,587.42	330,090.90	602,513.80	573,663.66	(28,850.14)	152,301.95	230,552.48	78,250.53	820,460.97	1,053,583.70	233,122.73	5,344,773.24	5,957,387.26	612,614.02
Retirement Costs/Pension Plans	2,424,759.12	2,239,319.62	(185,439.50)	386,637.63	384,226.39	(2,411.24)	314.35	-	(314.35)	437,885.29	606,119.44	168,234.15	3,249,596.40	3,229,665.45	(19,930.95)
Workers Compensation	316,019.94	265,798.67	(50,221.27)	50,512.42	37,193.75	(13,318.66)	12,768.40	14,947.98	2,179.57	68,784.26	68,309.59	(474.67)	448,085.02	386,250.00	(61,835.02)
Other Fringe Benefits	131,382.26	116,250.00	(15,132.26)	32,776.01	49,875.00	17,098.99	(32.64)	175.86	32.64	(175.86)	175.86	-	163,949.76	166,125.00	2,175.24
5020. SERVICES	\$ 39,602.50	\$ 56,250.00	\$ 16,647.50	\$ -	\$ -	\$ -	\$ 562,995.69	\$ 579,492.75	\$ 16,497.06	\$ 2,111,324.59	\$ 7,121,229.22	\$ 5,009,904.63	\$ 2,713,922.78	\$ 7,756,971.97	\$ 5,043,049.19
03. Professional and Technical Services	-	-	-	-	-	-	-	-	-	1,832,708.55	6,797,846.22	4,965,137.67	1,832,708.55	6,797,846.22	4,965,137.67
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	-	-	-	-	-	-	-	-	-	34,015.90	112,500.00	78,484.10	34,015.90	112,500.00	78,484.10
Human Resources Consulting	-	-	-	-	-	-	-	-	-	36,908.20	48,587.22	11,679.02	36,908.20	48,587.22	11,679.02
Planning and Scheduling Consulting	-	-	-	-	-	-	-	-	-	1,280,873.76	5,107,709.00	3,826,835.24	1,280,873.76	5,107,709.00	3,826,835.24
Computer Consulting	-	-	-	-	-	-	-	-	-	627.50	4,500.00	3,872.50	627.50	4,500.00	3,872.50
Advertising and Promotion	-	-	-	-	-	-	-	-	-	434,971.19	1,469,550.00	1,034,578.81	434,971.19	1,469,550.00	1,034,578.81
05. Contract Maintenance Services	-	-	-	-	-	-	562,995.69	579,492.75	16,497.06	76,869.86	60,000.00	(16,869.86)	639,865.55	639,492.75	(372.80)
Vehicle Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Computer Maintenance	-	-	-	-	-	-	-	-	-	76,869.86	60,000.00	(16,869.86)	76,869.86	60,000.00	(16,869.86)
BRT Station Maintenance	-	-	-	-	-	-	138,736.86	152,220.00	13,483.14	-	-	-	138,736.86	152,220.00	13,483.14
Building Maintenance	-	-	-	-	-	-	424,258.83	427,272.75	3,013.92	-	-	-	424,258.83	427,272.75	3,013.92
09. Other Services	39,602.50	56,250.00	16,647.50	-	-	-	-	-	-	201,746.18	263,383.00	61,636.82	241,348.68	319,633.00	78,284.32
Advertising	-	-	-	-	-	-	-	-	-	35,222.92	17,250.00	(17,972.92)	35,222.92	17,250.00	(17,972.92)
Ad commission Lottery Updates	-	-	-	-	-	-	-	-	-	-	37,500.00	37,500.00	-	37,500.00	37,500.00
ADA Ride	-	-	-	-	-	-	-	-	-	55,661.69	55,284.00	(377.69)	55,661.69	55,284.00	(377.69)
Drug and Alcohol Testing	22,272.50	-	(22,272.50)	-	-	-	-	-	-	-	-	-	22,272.50	-	(22,272.50)
Medical Exam Testing	17,330.00	56,250.00	38,920.00	-	-	-	-	-	-	-	-	-	17,330.00	56,250.00	38,920.00
Misc	-	-	-	-	-	-	-	-	-	110,861.57	153,349.00	42,487.43	110,861.57	153,349.00	42,487.43
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 1,555,501.10	\$ 2,865,472.33	\$ 1,309,971.23	\$ 2,166,771.96	\$ 2,888,991.75	\$ 722,219.79	\$ 203,776.59	\$ 240,375.00	\$ 36,598.41	\$ 1,144,863.03	\$ 1,333,812.00	\$ 188,948.97	\$ 5,070,912.68	\$ 7,328,651.08	\$ 2,257,738.40
01. Fuel and Lubricants	1,198,486.75	2,254,222.33	1,055,735.58	64,402.06	66,381.15	1,979.09	-	-	-	3,917.37	-	(3,917.37)	1,266,806.18	2,320,603.48	1,053,797.30
02. Tires and Tubes	357,014.35	611,250.00	254,235.65	-	-	-	-	-	-	-	-	-	357,014.35	611,250.00	254,235.65
09. Other Materials and Supplies	-	-	-	2,102,369.90	2,822,610.60	720,240.70	203,776.59	240,375.00	36,598.41	1,140,945.66	1,333,812.00	192,866.34	3,447,092.15	4,396,797.60	949,705.45
Vehicle Equip. and Parts Supplies (inc Cares Act)	-	-	-	114,269.65	-	(114,269.65)	-	-	-	114,269.65	-	(114,269.65)	2,216,639.55	2,822,610.60	605,971.05
Other Equipment and Supplies	-	-	-	-	-	-	203,776.59	240,375.00	36,598.41	341,696.18	349,500.00	7,803.82	545,472.77	589,875.00	44,402.23
Office Equipment	-	-	-	-	-	-	619,921.56	960,000.00	340,078.44	619,921.56	960,000.00	340,078.44	619,921.56	960,000.00	340,078.44
Admin. Supplies	-	-	-	-	-	-	65,058.27	24,312.00	(40,746.27)	65,058.27	24,312.00	(40,746.27)	65,058.27	24,312.00	(40,746.27)
5040. UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 666,585.97	\$ 755,723.25	\$ 89,137.28	\$ 666,585.97	\$ 755,723.25	\$ 89,137.28
Telecommunication	-	-	-	-	-	-	-	-	-	207,547.67	202,500.00	(5,047.67)	207,547.67	202,500.00	(5,047.67)
Utilities	-	-	-	-	-	-	459,038.30	553,223.25	94,184.95	459,038.30	553,223.25	94,184.95	459,038.30	553,223.25	94,184.95
5050. CASUALTIES AND LIABILITY COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,467,579.71	\$ 1,322,328.74	\$ (145,250.97)	\$ 1,467,579.71	\$ 1,322,328.74	\$ (145,250.97)
General Liability	-	-	-	-	-	-	-	-	-	469,754.00	731,250.00	261,496.00	469,754.00	731,250.00	261,496.00
Auto Liability	-	-	-	-	-	-	37,334.16	38,651.00	1,316.84	37,334.16	38,651.00	1,316.84	37,334.16	38,651.00	1,316.84
Physical Damage	-	-	-	-	-	-	867,944.91	375,000.00	(492,944.91)	867,944.91	375,000.00	(492,944.91)	867,944.91	375,000.00	(492,944.91)
All Other	-	-	-	-	-	-	92,546.64	177,427.74	84,881.10	92,546.64	177,427.74	84,881.10	92,546.64	177,427.74	84,881.10
5060. TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ 6,357,167.45	\$ 5,742,261.75	\$ (614,905.70)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,357,167.45	\$ 5,742,261.75	\$ (614,905.70)
01. Purchased Transportation - SpecTran	5,636,371.35	4,871,385.00	(764,986.35)	-	-	-	-	-	-	-	-	-	5,636,371.35	4,871,385.00	(764,986.35)
02. Purchased Transportation VanPool	720,796.10	870,876.75	150,080.65	-	-	-	-	-	-	-	-	-	720,796.10	870,876.75	150,080.65
5090. MISCELLANEOUS EXPENSES	\$ 71,022.00	\$ 75,000.00	\$ 3,978.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 487,923.98	\$ 619,427.50	\$ 131,503.52	\$ 558,945.98	\$ 694,427.50	\$ 135,481.52
02. Travel and Meetings</															



**GRTC Transit System**  
**Operating Expenses**  
**Year to Date March 31, 2024**

	Total GRTC		
	Actual	Budget	Variance Fav / (Unfav)
<b>Total Operating Costs</b>			
<b>5010. LABOR</b>	<b>\$ 37,808,840.20</b>	<b>\$ 37,517,371.67</b>	<b>\$ (291,468.53)</b>
<b>01. Operator Salaries and Wages</b>	<u>15,846,156.02</u>	<u>16,011,434.11</u>	<u>165,278.09</u>
<b>02. Operator's Paid Absences</b>	<u>1,809,532.50</u>	<u>-</u>	<u>(1,809,532.50)</u>
Operator Vacation	574,751.08	-	(574,751.08)
Operator Sick	413,428.42	-	(413,428.42)
Holiday	821,353.00	-	(821,353.00)
Operator FMLA or other leave	-	-	
<b>03. Other Salaries and Wages (Non revenue vehicle operator personnel)</b>	<u>8,773,260.87</u>	<u>9,799,307.09</u>	<u>1,026,046.22</u>
Dispatch	165,120.99	163,516.26	(1,604.73)
Operations Supervision	1,352,005.21	1,586,760.46	234,755.25
Maintenance	3,476,877.87	3,484,315.17	7,437.30
Administration	3,779,256.80	4,564,715.19	785,458.39
<b>04. Other Paid Absences (Non revenue vehicle operator personnel)</b>	<u>228,563.26</u>	<u>-</u>	<u>(228,563.26)</u>
Vacation	91,470.48	-	(91,470.48)
Sick	44,414.70	-	(44,414.70)
Holiday	90,207.20	-	(90,207.20)
FMLA or other leave	2,470.88	-	(2,470.88)
<b>05. Fringe Benefits</b>	<u>11,151,327.55</u>	<u>11,706,630.47</u>	<u>555,302.92</u>
Employment Taxes	1,944,923.13	1,967,202.76	22,279.63
Health and Welfare Expenses	4,352,786.30	5,328,624.42	975,838.12
Retirement Costs/Pension Plans	3,249,596.40	3,229,665.45	(19,930.95)
Workers Compensation	448,085.02	386,250.00	(61,835.02)
Other Fringe Benefits	1,155,936.70	794,887.84	(361,048.86)
<b>5020. SERVICES</b>	<b>\$ 2,713,922.78</b>	<b>\$ 7,756,971.97</b>	<b>\$ 5,043,049.19</b>
<b>03. Professional and Technical Services</b>	<u>1,832,708.55</u>	<u>6,797,846.22</u>	<u>4,965,137.67</u>
BRT Fare Collection and Security Services	-	-	-
Audit Fees	45,312.00	55,000.00	9,688.00
Legal Fees	34,015.90	112,500.00	78,484.10
Human Resources Consulting	36,908.20	48,587.22	11,679.02
Planning and Scheduling Consulting	1,280,873.76	5,107,709.00	3,826,835.24
Computer Consulting	627.50	4,500.00	3,872.50
Advertising and Promotion	434,971.19	1,469,550.00	1,034,578.81
<b>05. Contract Maintenance Services</b>	<u>639,865.55</u>	<u>639,492.75</u>	<u>(372.80)</u>
Vehicle Maintenance	-	-	-
Computer Maintenance	76,869.86	60,000.00	(16,869.86)
BRT Station Maintenance	138,736.86	152,220.00	13,483.14
Building Maintenance	424,258.83	427,272.75	3,013.92
<b>09. Other Services</b>	<u>241,348.68</u>	<u>319,633.00</u>	<u>78,284.32</u>
Advertising	35,222.92	17,250.00	(17,972.92)
Ad commission Lottery Updates	-	37,500.00	37,500.00
ADA Ride	55,661.69	55,284.00	(377.69)
Drug and Alcohol Testing	22,272.50	-	(22,272.50)
Medical Exam Testing	17,330.00	56,250.00	38,920.00
Misc	110,861.57	153,349.00	42,487.43
<b>5030. MATERIALS AND SUPPLIES CONSUMED</b>	<b>\$ 5,070,912.68</b>	<b>\$ 7,328,651.08</b>	<b>\$ 2,257,738.40</b>
<b>01. Fuel and Lubricants</b>	<u>1,266,806.18</u>	<u>2,320,603.48</u>	<u>1,053,797.30</u>
<b>02. Tires and Tubes</b>	<u>357,014.35</u>	<u>611,250.00</u>	<u>254,235.65</u>
<b>09. Other Materials and Supplies</b>	<u>3,447,092.15</u>	<u>4,396,797.60</u>	<u>949,705.45</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)	2,223,224.32	2,822,610.60	599,386.28
Other Equipment and Supplies	538,888.00	589,875.00	50,987.00
Office Equipment	619,921.56	960,000.00	340,078.44
Admin. Supplies	65,058.27	24,312.00	(40,746.27)

**GRTC Transit System  
Operating Expenses  
Year to Date March 31, 2024**

	Total GRTC		
	Actual	Budget	Variance Fav / (Unfav)
<b>5040. UTILITIES</b>	\$ 666,585.97	\$ 755,723.25	\$ 89,137.28
Telecommunication	207,547.67	202,500.00	(5,047.67)
Utilities	459,038.30	553,223.25	94,184.95
<b>5050. CASUALTIES AND LIABILITY COSTS</b>	\$ 1,467,579.71	\$ 1,322,328.74	\$ (145,250.97)
General Liability	469,754.00	731,250.00	261,496.00
Auto Liability	37,334.16	38,651.00	1,316.84
Physical Damage	867,944.91	375,000.00	(492,944.91)
All Other	92,546.64	177,427.74	84,881.10
<b>5060. TAXES</b>	\$ -	\$ -	\$ -
<b>5100. PURCHASED TRANSPORTATION SERVICE</b>	\$ 6,357,167.45	\$ 5,742,261.75	\$ (614,905.70)
01. Purchased Transportation - SpecTran	<u>5,636,371.35</u>	<u>4,871,385.00</u>	<u>(764,986.35)</u>
02. Purchased Transportation VanPool	<u>720,796.10</u>	<u>870,876.75</u>	<u>150,080.65</u>
<b>5090. MISCELLANEOUS EXPENSES</b>	\$ 558,945.98	\$ 694,427.50	\$ 135,481.52
02. Travel and Meetings	<u>24,204.00</u>	<u>114,071.25</u>	<u>89,867.25</u>
08. Advertising/Promotion Media	<u>13,938.27</u>	<u>18,750.00</u>	<u>4,811.73</u>
09. Other Miscellaneous Expenses	<u>520,803.71</u>	<u>561,606.25</u>	<u>40,802.54</u>
<b>5120. LEASES AND RENTALS</b>	\$ -	\$ -	\$ -
5900 ADA Expenses	\$ -	\$ -	\$ -
<b>Total Expenses</b>	\$ 54,643,954.77	\$ 61,117,735.96	\$ 6,473,781.19
	100.00%	100.00%	

**GRTC Transit System  
Operating Expenses  
Year to Date March 31, 2024**

				<b>Vehicle Operations</b>		
				<b>Actual</b>	<b>Budget</b>	<b>Variance Fav / (Unfav)</b>
<b>Total Operating Costs</b>						
<b>5010. LABOR</b>				<b>\$ 27,186,164.23</b>	<b>\$ 25,836,400.89</b>	<b>\$ (1,349,763.34)</b>
<b>01. Operator Salaries and Wages</b>				<u>15,846,156.02</u>	<u>16,011,434.11</u>	<u>165,278.09</u>
<b>02. Operator's Paid Absences</b>				<u>1,809,532.50</u>	<u>-</u>	<u>(1,809,532.50)</u>
Operator Vacation				574,751.08	-	(574,751.08)
Operator Sick				413,428.42	-	(413,428.42)
Holiday				821,353.00	-	(821,353.00)
Operator FMLA or other leave				-	-	-
<b>03. Other Salaries and Wages (Non revenue vehicle operator personnel)</b>				<u>1,517,126.20</u>	<u>1,750,276.73</u>	<u>233,150.53</u>
Dispatch				165,120.99	163,516.26	(1,604.73)
Operations Supervision				1,352,005.21	1,586,760.46	234,755.25
Maintenance				-	-	-
Administration				-	-	-
<b>04. Other Paid Absences (Non revenue vehicle operator personnel)</b>				<u>-</u>	<u>-</u>	<u>-</u>
Vacation				-	-	-
Sick				-	-	-
Holiday				-	-	-
FMLA or other leave				-	-	-
<b>05. Fringe Benefits</b>				<u>8,013,349.51</u>	<u>8,074,690.05</u>	<u>61,340.54</u>
Employment Taxes				1,371,691.68	1,353,734.33	(17,957.34)
Health and Welfare Expenses				3,069,880.06	3,666,903.07	597,023.01
Retirement Costs/Pension Plans				2,424,759.12	2,239,319.62	(185,439.50)
Workers Compensation				316,019.94	265,798.67	(50,221.27)
Other Fringe Benefits				830,998.71	548,934.35	(282,064.36)
<b>5020. SERVICES</b>				<b>\$ 39,602.50</b>	<b>\$ 56,250.00</b>	<b>\$ 16,647.50</b>
<b>03. Professional and Technical Services</b>				<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				-	-	-
<b>05. Contract Maintenance Services</b>				<u>-</u>	<u>-</u>	<u>-</u>
Vehicle Maintenance				-	-	-
Computer Maintenance				-	-	-
BRT Station Maintenance				-	-	-
Building Maintenance				-	-	-
<b>09. Other Services</b>				<u>39,602.50</u>	<u>56,250.00</u>	<u>16,647.50</u>
Advertising				-	-	-
Ad commission Lottery Updates				-	-	-
ADA Ride				-	-	-
Drug and Alcohol Testing				22,272.50	-	(22,272.50)
Medical Exam Testing				17,330.00	56,250.00	38,920.00
Misc				-	-	-
<b>5030. MATERIALS AND SUPPLIES CONSUMED</b>				<b>\$ 1,555,501.10</b>	<b>\$ 2,865,472.33</b>	<b>\$ 1,309,971.23</b>
<b>01. Fuel and Lubricants</b>				<u>1,198,486.75</u>	<u>2,254,222.33</u>	<u>1,055,735.58</u>
<b>02. Tires and Tubes</b>				<u>357,014.35</u>	<u>611,250.00</u>	<u>254,235.65</u>
<b>09. Other Materials and Supplies</b>				<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 March 31, 2024**

	<b>Vehicle Operations</b>		
	<b>Actual</b>	<b>Budget</b>	<b>Variance Fav / (Unfav)</b>
<b>5040. UTILITIES</b>	\$ -	\$ -	\$ -
Telecommunication			-
Utilities			-
<b>5050. CASUALTIES AND LIABILITY COSTS</b>	\$ -	\$ -	\$ -
General Liability			-
Auto Liability			-
Physical Damage			-
All Other			-
<b>5060. TAXES</b>	\$ -	\$ -	\$ -
<b>5100. PURCHASED TRANSPORTATION SERVICE</b>	\$ 6,357,167.45	\$ 5,742,261.75	\$ (614,905.70)
01. Purchased Transportation - SpecTran	<u>5,636,371.35</u>	<u>4,871,385.00</u>	<u>(764,986.35)</u>
02. Purchased Transportation VanPool	<u>720,796.10</u>	<u>870,876.75</u>	<u>150,080.65</u>
<b>5090. MISCELLANEOUS EXPENSES</b>	\$ 71,022.00	\$ 75,000.00	\$ 3,978.00
02. Travel and Meetings			-
08. Advertising/Promotion Media			-
09. Other Miscellaneous Expenses	<u>71,022.00</u>	<u>75,000.00</u>	<u>3,978.00</u>
<b>5120. LEASES AND RENTALS</b>			\$ -
5900 ADA Expenses			\$ -
<b>Total Expenses</b>	\$ 35,209,457.28	\$ 34,575,384.97	\$ (634,072.31)
	64.43%	56.57%	

**GRTC Transit System**  
**Operating Expenses**  
**Year to Date March 31, 2024**

	Vehicle Maintenance		
	Actual	Budget	Variance Fav / (Unfav)
<b>Total Operating Costs</b>			
<b>5010. LABOR</b>	<b>\$ 4,218,619.82</b>	<b>\$ 3,719,822.19</b>	<b>\$ (498,797.63)</b>
<b>01. Operator Salaries and Wages</b>			-
<b>02. Operator's Paid Absences</b>	-	-	-
Operator Vacation			-
Operator Sick			-
Holiday			-
Operator FMLA or other leave			
<b>03. Other Salaries and Wages (Non revenue vehicle operator personnel)</b>	<u>2,775,335.42</u>	<u>2,485,432.56</u>	<u>(289,902.86)</u>
Dispatch			-
Operations Supervision			-
Maintenance	2,775,335.42	2,485,432.56	(289,902.86)
Administration			-
<b>04. Other Paid Absences (Non revenue vehicle operator personnel)</b>	<u>151,594.26</u>	<u>-</u>	<u>(151,594.26)</u>
Vacation	68,304.64	-	(68,304.64)
Sick	21,472.66	-	(21,472.66)
Holiday	61,126.56	-	(61,126.56)
FMLA or other leave	690.40	-	(690.40)
<b>05. Fringe Benefits</b>	<u>1,291,690.14</u>	<u>1,234,389.62</u>	<u>(57,300.52)</u>
Employment Taxes	219,250.28	189,430.82	(29,819.46)
Health and Welfare Expenses	490,687.58	513,117.25	22,429.68
Retirement Costs/Pension Plans	386,637.63	384,226.39	(2,411.24)
Workers Compensation	50,512.42	37,193.75	(13,318.66)
Other Fringe Benefits	144,602.23	110,421.41	(34,180.83)
<b>5020. SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>03. Professional and Technical Services</b>	-	-	-
BRT Fare Collection and Security Services			-
Audit Fees			-
Legal Fees			-
Human Resources Consulting			-
Planning and Scheduling Consulting			-
Computer Consulting			-
Advertising and Promotion			-
<b>05. Contract Maintenance Services</b>	-	-	-
Vehicle Maintenance			-
Computer Maintenance			-
BRT Station Maintenance			-
Building Maintenance			-
<b>09. Other Services</b>	-	-	-
Advertising			-
Ad commission Lottery Updates			-
ADA Ride			-
Drug and Alcohol Testing			-
Medical Exam Testing			-
Misc			-
<b>5030. MATERIALS AND SUPPLIES CONSUMED</b>	<b>\$ 2,166,771.96</b>	<b>\$ 2,888,991.75</b>	<b>\$ 722,219.79</b>
<b>01. Fuel and Lubricants</b>	<u>64,402.06</u>	<u>66,381.15</u>	<u>1,979.09</u>
<b>02. Tires and Tubes</b>			-
<b>09. Other Materials and Supplies</b>	<u>2,102,369.90</u>	<u>2,822,610.60</u>	<u>720,240.70</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)	2,102,369.90	2,822,610.60	720,240.70
Other Equipment and Supplies			-
Office Equipment			-
Admin. Supplies			-

**GRTC Transit System  
Operating Expenses  
Year to Date March 31, 2024**

	Vehicle Maintenance			
	Actual	Budget	Variance Fav / (Unfav)	
<b>5040. UTILITIES</b>	\$ -	\$ -	\$ -	-
Telecommunication				-
Utilities				-
<b>5050. CASUALTIES AND LIABILITY COSTS</b>	\$ -	\$ -	\$ -	-
General Liability				-
Auto Liability				-
Physical Damage				-
All Other	-	-		-
<b>5060. TAXES</b>			\$ -	-
<b>5100. PURCHASED TRANSPORTATION SERVICE</b>	\$ -	\$ -	\$ -	-
01. Purchased Transportation - SpecTran				-
02. Purchased Transportation VanPool				-
<b>5090. MISCELLANEOUS EXPENSES</b>	\$ -	\$ -	\$ -	-
02. Travel and Meetings				-
08. Advertising/Promotion Media				-
09. Other Miscellaneous Expenses				-
<b>5120. LEASES AND RENTALS</b>	\$ -	\$ -	\$ -	-
5900 ADA Expenses	\$ -	\$ -	\$ -	-
<b>Total Expenses</b>	\$ 6,385,391.78	\$ 6,608,813.94	\$ 223,422.16	
	11.69%	10.81%		

**GRTC Transit System**  
**Operating Expenses**  
**Year to Date March 31, 2024**

	<b>Facility Maintenance</b>		
	Actual	Budget	Variance Fav / (Unfav)
<b>Total Operating Costs</b>			
<b>5010. LABOR</b>	<b>\$ 999,285.06</b>	<b>\$ 1,320,514.34</b>	<b>\$ 321,229.28</b>
<b>01. Operator Salaries and Wages</b>			-
<b>02. Operator's Paid Absences</b>	-	-	-
Operator Vacation			-
Operator Sick			-
Holiday			-
Operator FMLA or other leave			
<b>03. Other Salaries and Wages (Non revenue vehicle operator personnel)</b>	<u>701,542.45</u>	<u>998,882.61</u>	<u>297,340.16</u>
Dispatch			-
Operations Supervision			-
Maintenance	701,542.45	998,882.61	297,340.16
Administration			-
<b>04. Other Paid Absences (Non revenue vehicle operator personnel)</b>	<u>76,969.00</u>	<u>-</u>	<u>(76,969.00)</u>
Vacation	23,165.84	-	(23,165.84)
Sick	22,942.04	-	(22,942.04)
Holiday	29,080.64	-	(29,080.64)
FMLA or other leave	1,780.48	-	(1,780.48)
<b>05. Fringe Benefits</b>	<u>220,773.61</u>	<u>321,631.74</u>	<u>100,858.13</u>
Employment Taxes	55,421.55	76,131.27	20,709.73
Health and Welfare Expenses	124,034.80	206,219.19	82,184.40
Retirement Costs/Pension Plans	314.35	-	(314.35)
Workers Compensation	12,768.40	14,947.98	2,179.57
Other Fringe Benefits	28,234.51	24,333.29	(3,901.22)
<b>5020. SERVICES</b>	<b>\$ 562,995.69</b>	<b>\$ 579,492.75</b>	<b>\$ 16,497.06</b>
<b>03. Professional and Technical Services</b>	-	-	-
BRT Fare Collection and Security Services			-
Audit Fees			-
Legal Fees			-
Human Resources Consulting			-
Planning and Scheduling Consulting			-
Computer Consulting			-
Advertising and Promotion			-
<b>05. Contract Maintenance Services</b>	<u>562,995.69</u>	<u>579,492.75</u>	<u>16,497.06</u>
Vehicle Maintenance			-
Computer Maintenance			-
BRT Station Maintenance	138,736.86	152,220.00	13,483.14
Building Maintenance	424,258.83	427,272.75	3,013.92
<b>09. Other Services</b>	-	-	-
Advertising			-
Ad commission Lottery Updates			-
ADA Ride			-
Drug and Alcohol Testing			-
Medical Exam Testing			-
Misc			-
<b>5030. MATERIALS AND SUPPLIES CONSUMED</b>	<b>\$ 203,776.59</b>	<b>\$ 240,375.00</b>	<b>\$ 36,598.41</b>
<b>01. Fuel and Lubricants</b>			-
<b>02. Tires and Tubes</b>			-
<b>09. Other Materials and Supplies</b>	<u>203,776.59</u>	<u>240,375.00</u>	<u>36,598.41</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)			-
Other Equipment and Supplies	203,776.59	240,375.00	36,598.41
Office Equipment			-
Admin. Supplies			-

**GRTC Transit System  
Operating Expenses  
Year to Date March 31, 2024**

	Facility Maintenance			
	Actual	Budget	Variance Fav / (Unfav)	
<b>5040. UTILITIES</b>	\$ -	\$ -	\$ -	-
Telecommunication				-
Utilities				-
<b>5050. CASUALTIES AND LIABILITY COSTS</b>	\$ -	\$ -	\$ -	-
General Liability				-
Auto Liability				-
Physical Damage				-
All Other				-
<b>5060. TAXES</b>			\$ -	-
<b>5100. PURCHASED TRANSPORTATION SERVICE</b>	\$ -	\$ -	\$ -	-
01. Purchased Transportation - SpecTran				-
02. Purchased Transportation VanPool				-
<b>5090. MISCELLANEOUS EXPENSES</b>	\$ -	\$ -	\$ -	-
02. Travel and Meetings				-
08. Advertising/Promotion Media				-
09. Other Miscellaneous Expenses				-
<b>5120. LEASES AND RENTALS</b>	\$ -	\$ -	\$ -	-
5900 ADA Expenses	\$ -	\$ -	\$ -	-
<b>Total Expenses</b>	\$ 1,766,057.34	\$ 2,140,382.09	\$ 374,324.75	
	3.23%	3.50%		



**GRTC Transit System**  
**Operating Expenses**  
**Year to Date March 31, 2024**

	General Administration		
	Actual	Budget	Variance Fav / (Unfav)
<b>Total Operating Costs</b>			
<b>5010. LABOR</b>	<b>\$ 5,404,771.09</b>	<b>\$ 6,640,634.25</b>	<b>\$ 1,235,863.17</b>
<b>01. Operator Salaries and Wages</b>			-
<b>02. Operator's Paid Absences</b>	-	-	-
Operator Vacation			-
Operator Sick			-
Holiday			-
Operator FMLA or other leave			
<b>03. Other Salaries and Wages (Non revenue vehicle operator personnel)</b>	<u>3,779,256.80</u>	<u>4,564,715.19</u>	<u>785,458.39</u>
Dispatch			-
Operations Supervision			-
Maintenance			-
Administration	3,779,256.80	4,564,715.19	785,458.39
<b>04. Other Paid Absences (Non revenue vehicle operator personnel)</b>	-	-	-
Vacation			-
Sick			-
Holiday			-
FMLA or other leave			-
<b>05. Fringe Benefits</b>	<u>1,625,514.29</u>	<u>2,075,919.06</u>	<u>450,404.77</u>
Employment Taxes	298,559.63	347,906.33	49,346.70
Health and Welfare Expenses	668,183.87	942,384.90	274,201.03
Retirement Costs/Pension Plans	437,885.29	606,119.44	168,234.15
Workers Compensation	68,784.26	68,309.59	(474.67)
Other Fringe Benefits	152,101.24	111,198.79	(40,902.45)
<b>5020. SERVICES</b>	<b>\$ 2,111,324.59</b>	<b>\$ 7,121,229.22</b>	<b>\$ 5,009,904.63</b>
<b>03. Professional and Technical Services</b>	<u>1,832,708.55</u>	<u>6,797,846.22</u>	<u>4,965,137.67</u>
BRT Fare Collection and Security Services	-	-	-
Audit Fees	45,312.00	55,000.00	9,688.00
Legal Fees	34,015.90	112,500.00	78,484.10
Human Resources Consulting	36,908.20	48,587.22	11,679.02
Planning and Scheduling Consulting	1,280,873.76	5,107,709.00	3,826,835.24
Computer Consulting	627.50	4,500.00	3,872.50
Advertising and Promotion	434,971.19	1,469,550.00	1,034,578.81
<b>05. Contract Maintenance Services</b>	<u>76,869.86</u>	<u>60,000.00</u>	<u>(16,869.86)</u>
Vehicle Maintenance			-
Computer Maintenance	76,869.86	60,000.00	(16,869.86)
BRT Station Maintenance			-
Building Maintenance			-
<b>09. Other Services</b>	<u>201,746.18</u>	<u>263,383.00</u>	<u>61,636.82</u>
Advertising	35,222.92	17,250.00	(17,972.92)
Ad commission Lottery Updates	-	37,500.00	37,500.00
ADA Ride	55,661.69	55,284.00	(377.69)
Drug and Alcohol Testing			-
Medical Exam Testing			-
Misc	110,861.57	153,349.00	42,487.43
<b>5030. MATERIALS AND SUPPLIES CONSUMED</b>	<b>\$ 1,144,863.03</b>	<b>\$ 1,333,812.00</b>	<b>\$ 188,948.97</b>
<b>01. Fuel and Lubricants</b>	<u>3,917.37</u>	-	<u>(3,917.37)</u>
<b>02. Tires and Tubes</b>			-
<b>09. Other Materials and Supplies</b>	<u>1,140,945.66</u>	<u>1,333,812.00</u>	<u>192,866.34</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)	120,854.42	-	(120,854.42)
Other Equipment and Supplies	335,111.41	349,500.00	14,388.59
Office Equipment	619,921.56	960,000.00	340,078.44
Admin. Supplies	65,058.27	24,312.00	(40,746.27)

**GRTC Transit System  
Operating Expenses  
Year to Date March 31, 2024**

	<b>General Administration</b>		
	<b>Actual</b>	<b>Budget</b>	<b>Variance Fav / (Unfav)</b>
<b>5040. UTILITIES</b>	<b>\$ 666,585.97</b>	<b>\$ 755,723.25</b>	<b>\$ 89,137.28</b>
Telecommunication	207,547.67	202,500.00	(5,047.67)
Utilities	459,038.30	553,223.25	94,184.95
<b>5050. CASUALTIES AND LIABILITY COSTS</b>	<b>\$ 1,467,579.71</b>	<b>\$ 1,322,328.74</b>	<b>\$ (145,250.97)</b>
General Liability	469,754.00	731,250.00	261,496.00
Auto Liability	37,334.16	38,651.00	1,316.84
Physical Damage	867,944.91	375,000.00	(492,944.91)
All Other	92,546.64	177,427.74	84,881.10
<b>5060. TAXES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>5100. PURCHASED TRANSPORTATION SERVICE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
01. Purchased Transportation - SpecTran			-
02. Purchased Transportation VanPool			-
<b>5090. MISCELLANEOUS EXPENSES</b>	<b>\$ 487,923.98</b>	<b>\$ 619,427.50</b>	<b>\$ 131,503.52</b>
02. Travel and Meetings	24,204.00	114,071.25	89,867.25
08. Advertising/Promotion Media	13,938.27	18,750.00	4,811.73
09. Other Miscellaneous Expenses	449,781.71	486,606.25	36,824.54
<b>5120. LEASES AND RENTALS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
5900 ADA Expenses	-	-	-
<b>Total Expenses</b>	<b>\$ 11,283,048.37</b>	<b>\$ 17,793,154.96</b>	<b>\$ 6,510,106.60</b>
	20.65%	29.11%	

## GRTC Transit System Year to Date March 31, 2024

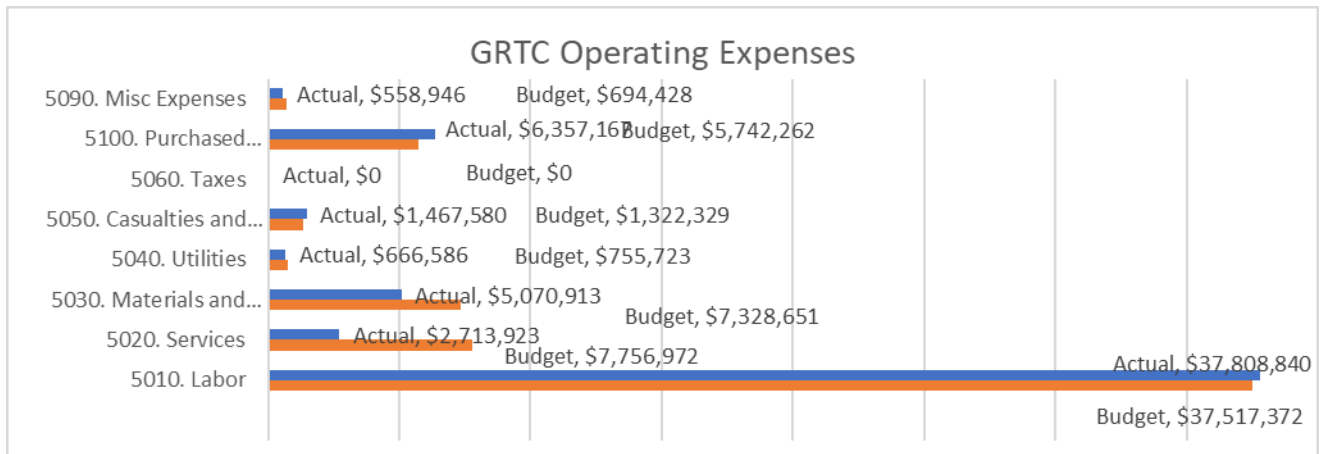
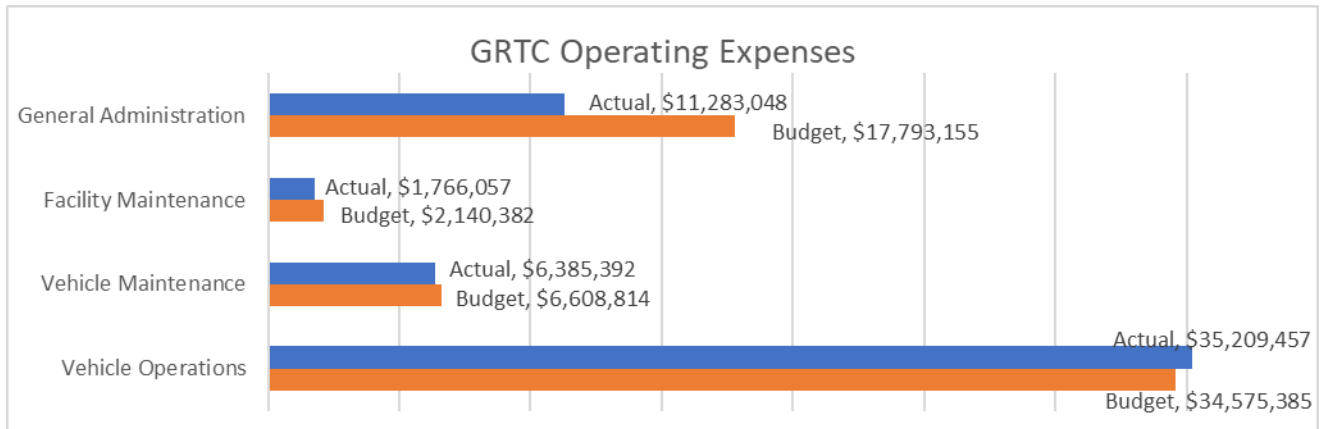
### Operating Expenses

	Budget	Actual	(Over) Under	% of Budget
Vehicle Operations	\$ 34,575,384.97	\$ 35,209,457.28	\$ (634,072.31)	101.83%
Vehicle Maintenance	6,608,813.94	6,385,391.78	223,422.16	96.62%
Facility Maintenance	2,140,382.09	1,766,057.34	374,324.75	82.51%
General Administration	17,793,154.96	11,283,048.37	6,510,106.60	63.41%
<b>Total GRTC</b>	<b>\$ 61,117,735.96</b>	<b>\$ 54,643,954.77</b>	<b>\$ 6,473,781.19</b>	<b>89.41%</b>

	Budget	Actual	(Over) Under	% of Budget
5010. Labor	\$ 37,517,371.67	\$ 37,808,840.20	\$ (291,468.53)	100.78%
5020. Services	7,756,971.97	2,713,922.78	5,043,049.19	34.99%
5030. Materials and Supplies Consumed	7,328,651.08	5,070,912.68	2,257,738.40	69.19%
5040. Utilities	755,723.25	666,585.97	89,137.28	88.21%
5050. Casualties and Liability Costs	1,322,328.74	1,467,579.71	(145,250.97)	110.98%
5060. Taxes	-	-	-	0.00%
5100. Purchased Transportation Service	5,742,261.75	6,357,167.45	(614,905.70)	110.71%
5090. Misc Expenses	694,427.50	558,945.98	135,481.52	80.49%
<b>Total GRTC</b>	<b>\$ 61,117,735.96</b>	<b>\$ 54,643,954.77</b>	<b>\$ 6,473,781.19</b>	<b>89.41%</b>

Total Fleet Service Miles	4,380,369.45	4,347,575.35
Operating Expense per Mile	\$ 13.95	\$ 12.57

Total Fleet Service Hours	385,092.20	382,303.46
Operating Expense per Hour	\$ 158.71	\$ 142.93



Operating Expenses are favorable versus budget by \$6.474M or 10.59% as a result of:

- Unfavorable labor expenses of \$291.468k due to higher than budgeted headcount in Operations due to the number of trainees on staff and higher than budgeted overtime in Maintenance offset by higher than budgeted vacancy factor in the general and administrative groups.
- Favorable purchased services of \$5.043M due to the timing of consulting services versus budget.
- Favorable materials and supplies of \$2.257M due to timing of purchases versus budget assumptions.
- Favorable Utilities expenses of \$89.137k due to corrections to the GRTC water consumption issued by Richmond DPU.
- Unfavorable casualties and liability expense of \$145.250k is due to the booking of self-insured provision charge for FY2024 claims.
- Unfavorable purchased transportation services of \$614.905k due to actual demand differing from budgetary assumptions for CARE and CARE on demand services.
- Favorable Miscellaneous expense of \$135.482k due to timing of travel expense versus budget.

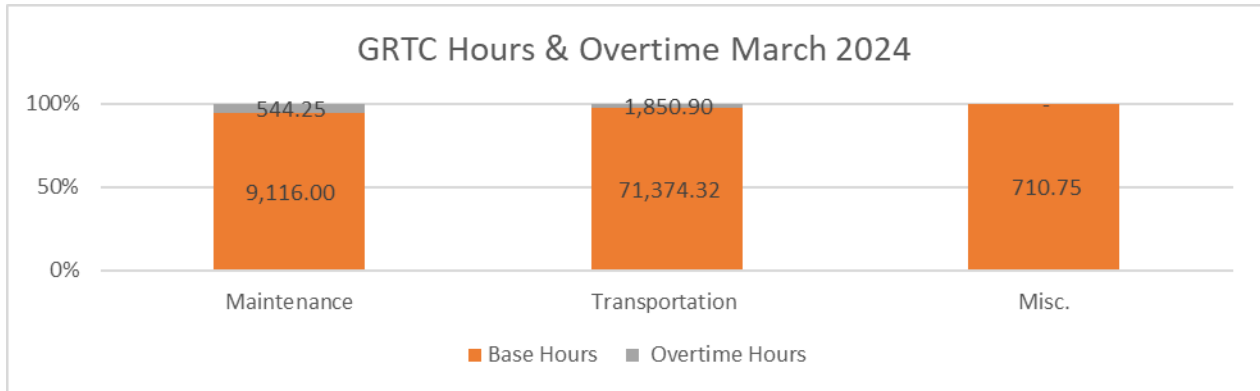
<u>Operating Expense per Mile</u>	<b>Budget</b>	<b>Actual</b>
Vehicle Operations	\$ 7.89	\$ 8.10
Vehicle Maintenance	1.51	1.47
Facility Maintenance	0.49	0.41
General Administration	4.06	2.60
Total GRTC	\$ 13.95	\$ 12.57

<u>Operating Expense per Mile</u>	<b>Budget</b>	<b>Actual</b>
5010. Labor	\$ 8.56	\$ 8.70
5020. Services	1.77	0.62
5030. Materials and Supplies Consumed	1.67	1.17
5040. Utilities	0.17	0.15
5050. Casualties and Liability Costs	0.30	0.34
5060. Taxes	-	-
5100. Purchased Transportation Service	1.31	1.46
5090. Misc Expenses	0.16	0.13
Total GRTC	\$ 13.95	\$ 12.57

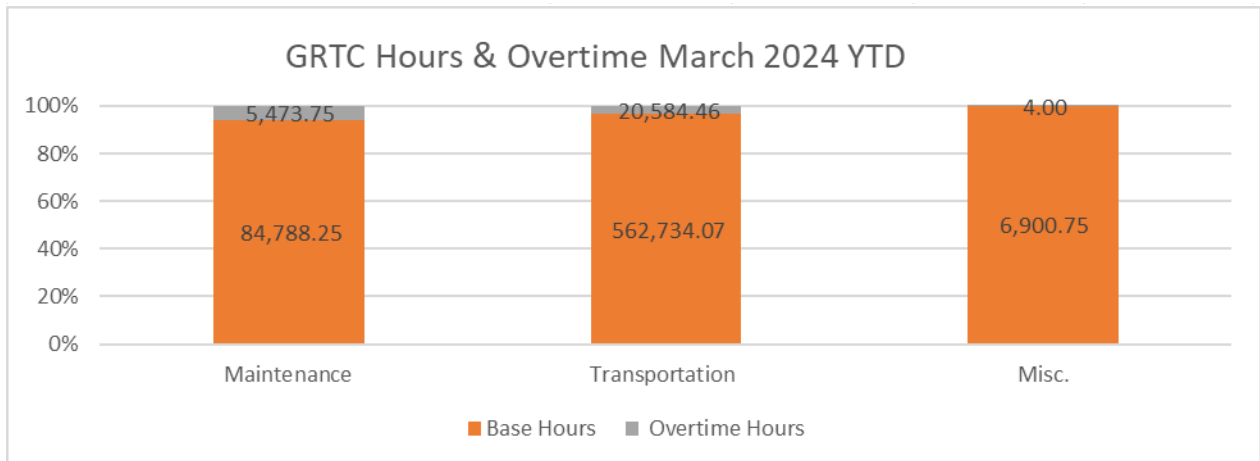
<u>Operating Expense per Hour</u>	<b>Budget</b>	<b>Actual</b>
Vehicle Operations	\$ 89.78	\$ 92.10
Vehicle Maintenance	17.16	16.70
Facility Maintenance	5.56	4.62
General Administration	46.20	29.51
Total GRTC	\$ 158.71	\$ 142.93

<u>Operating Expense per Hour</u>	<b>Budget</b>	<b>Actual</b>
5010. Labor	\$ 97.42	\$ 98.90
5020. Services	20.14	7.10
5030. Materials and Supplies Consumed	19.03	13.26
5040. Utilities	1.96	1.74
5050. Casualties and Liability Costs	3.43	3.84
5060. Taxes	-	-
5100. Purchased Transportation Service	14.91	16.63
5090. Misc Expenses	1.80	1.46
<b>Total GRTC</b>	<b>\$ 158.71</b>	<b>\$ 142.93</b>

<b>GRTC Headcount @ March 31, 2024</b>	<b>Budget</b>	<b>Actual</b>	<b>(Over) Under</b>	<b>% of Budget</b>
Equipment & Facility Maintenance	72	73	(1)	101.39%
Transportation	362	367	(5)	101.38%
Planning, Scheduling & Marketing	20	13	7	65.00%
Insurance & Safety	10	11	(1)	110.00%
General & Administrative	60	46	14	76.67%
<b>Reflects Actual Total Heads (Not FTEs)</b>	<b>524</b>	<b>510</b>	<b>14</b>	<b>97.33%</b>



<b>GRTC Hours &amp; Overtime (2/24/24-3/23/2024)</b>	<b>Total Hours</b>	<b>Base Hours</b>	<b>Overtime Hours</b>	<b>OT %</b>
Maintenance	9,660.25	9,116.00	544.25	5.97%
Transportation	73,225.22	71,374.32	1,850.90	2.59%
Misc.	710.75	710.75	-	0.00%
	<b>83,596.22</b>	<b>81,201.07</b>	<b>2,395.15</b>	<b>2.95%</b>



<b>GRTC Hours &amp; Overtime (7/2/23-3/23/2024)</b>	<b>Total Hours</b>	<b>Base Hours</b>	<b>Overtime Hours</b>	<b>OT %</b>
Maintenance	90,262.00	84,788.25	5,473.75	6.46%
Transportation	583,318.53	562,734.07	20,584.46	3.66%
Misc.	6,904.75	6,900.75	4.00	0.06%
	<b>680,485.28</b>	<b>654,423.07</b>	<b>26,062.21</b>	<b>3.98%</b>

**GRTC Transit System  
STATEMENT OF INCOME  
BUDGET VS. ACTUAL**

**For the Nine Months Ending March 31, 2024**

	Current Month			Fav/ (Unfav)	Year To Date			Fav/ (Unfav)	FY 2024 Annual Budget
	Budget	Actual	Difference		Budget	Actual	Difference		
<b>Operating Revenue:</b>									
Customer Revenue - Fixed Route	\$ -	\$ -	\$ -	F	\$ -	\$ -	\$ -	F	\$ -
Pass Program Revenue	100,000	100,000	-	F	912,409	911,409	(1,000)	U	1,212,409
Charter Revenue	-	-	-	F	-	45,329	45,329	F	-
Advertising Revenue	87,833	-	(87,833)	U	341,500	3,250	(338,250)	U	605,000
Other Operating Revenue	-	-	-	F	-	-	-	F	-
<b>Total Operating Revenue</b>	<b>\$ 187,833</b>	<b>\$ 100,000</b>	<b>\$ (87,833)</b>	U	<b>\$ 1,253,909</b>	<b>\$ 959,988</b>	<b>\$ (293,921)</b>	U	<b>\$ 1,817,409</b>
<b>Other Income:</b>									
Ridefinders	59,535	40,451	(19,084)	U	396,903	342,650	(54,253)	U	515,974
Interest Income	41,667	88,732	47,065	F	375,000	836,930	461,930	F	500,000
Non-Transportation Income	417	225	(192)	U	3,750	2,504	(1,246)	U	5,000
<b>Total Other Income</b>	<b>\$ 101,619</b>	<b>\$ 129,408</b>	<b>\$ 27,789</b>	F	<b>\$ 775,653</b>	<b>\$ 1,182,084</b>	<b>\$ 406,431</b>	F	<b>\$ 1,020,974</b>
<b>Operating Contributions:</b>									
COVID Relief Acts VA2020-023	222,166	250,824	28,658	F	1,097,675	6,031,479	4,933,804	F	1,764,174
FFCRA Credit	-	-	-	F	-	-	-	F	-
Oper contrib - Federal	1,287,212	258,200	(1,029,011)	U	9,557,214	4,171,192	(5,386,022)	U	13,379,153
Oper contrib - State	2,344,946	2,204,859	(140,087)	U	17,793,059	16,179,323	(1,613,737)	U	24,827,905
Oper contrib - CVTA	1,909,504	1,909,504	0	F	17,185,538	17,185,538	0	F	22,914,050
Oper contrib - Richmond	734,555	755,977	21,421	F	6,610,999	7,188,284	577,285	F	8,814,665
Oper contrib - Henrico	352,745	353,303	559	F	3,174,701	3,438,795	264,094	F	4,232,935
Oper contrib - Petersburg	16,667	16,667	0	F	150,000	150,000	0	F	200,000
Oper contrib - Chesterfield	219,378	283,395	64,017	F	1,181,518	831,726	(349,792)	U	1,244,989
Oper Contrib Local	-	-	-	F	-	14,436	14,436	F	-
Oper contrib - GRTC Fund Balance	141,344	-	(141,344)	U	1,272,097	-	(1,272,097)	U	1,696,129
<b>Total Operating Contributions:</b>	<b>\$ 7,228,517</b>	<b>\$ 6,032,729</b>	<b>\$ (1,195,788)</b>	U	<b>\$ 58,022,801</b>	<b>\$ 55,190,773</b>	<b>\$ (2,832,028)</b>	U	<b>\$ 79,074,000</b>
<b>Net Operating Revenue</b>	<b>\$ 7,517,970</b>	<b>\$ 6,262,137</b>	<b>\$ (1,255,832)</b>	U	<b>\$ 60,052,363</b>	<b>\$ 57,332,845</b>	<b>\$ (2,719,518)</b>	U	<b>\$ 81,912,383</b>
<b>Operating Expenses:</b>									
Equipment & Facility Maintenance	1,295,650	960,550	(335,100)	F	11,520,556	9,565,925	(1,954,632)	F	15,352,868
Transportation	2,300,494	2,437,710	137,216	U	20,342,450	21,942,728	1,600,278	U	27,099,134
Planning, Scheduling & Marketing	1,109,732	418,234	(691,498)	F	7,640,803	2,665,080	(4,975,723)	F	10,663,128
Insurance and Safety	254,953	758,765	503,811	U	2,286,573	2,483,033	196,459	U	3,051,314
General and Administrative	1,343,453	1,172,457	(170,996)	F	11,612,639	9,685,099	(1,927,540)	F	15,462,045
Purchase of Service - Spectran & Van Pool	638,029	834,933	196,904	U	5,742,262	6,357,167	614,906	U	7,656,349
Operating Taxes and Licenses	223,150	206,231	(16,919)	F	1,972,453	1,944,923	(27,530)	F	2,627,544
<b>Total Operating Expenses</b>	<b>\$ 7,165,463</b>	<b>\$ 6,788,881</b>	<b>\$ (376,582)</b>	F	<b>\$ 61,117,736</b>	<b>\$ 54,643,955</b>	<b>\$ (6,473,781)</b>	F	<b>\$ 81,912,383</b>
<b>Change in Net Postion</b>	<b>\$ 352,507</b>	<b>\$ (526,744)</b>	<b>\$ (879,251)</b>	U	<b>\$ (1,065,373)</b>	<b>\$ 2,688,890</b>	<b>\$ 3,754,263</b>	F	<b>\$ (0)</b>
Operating Ratio	12.26%	12.99%	99.74%		10.69%	11.38%	0.69%		
Farebox Recovery Ratio	1.53%	1.68%	0.15%		1.65%	1.89%	0.24%		

**GRTC Transit System  
Balance Sheet  
As of March 31, 2024**

	Current Month March 31, 2024	Prior Month February 29, 2024	Prior Year End June 30, 2023
<b>ASSETS</b>			
<b>Current Assets:</b>			
Cash	\$6,352,027	\$6,174,398	\$12,067,738
Working Funds	118,181	118,181	118,181
Capital Funds	7,072,053	6,999,531	6,451,925
Accounts Receivable, net	6,944,526	10,578,382	5,349,811
Motor Bus Parts Inventory	1,123,793	1,072,103	1,014,500
Gasoline Inventory	12,632	4,968	4,715
Diesel Fuels Inventory	36,196	46,761	61,056
Lubricants Inventory	47,997	61,584	39,951
Prepayments	<u>992,104</u>	<u>891,385</u>	<u>534,355</u>
Total Current Assets	\$22,699,508	\$25,947,294	\$25,642,232
<b>Tangible Property:</b>			
Property and Equipment	180,317,231	178,134,240	169,904,905
Accumulated Depreciation	<u>(95,441,278)</u>	<u>(95,041,278)</u>	<u>(91,841,278)</u>
Net Property	\$84,875,953	\$83,092,962	\$78,063,627
<b>Other Assets:</b>			
Restricted Funds (LGIP)	8,492,752	8,492,752	8,492,752
Restricted Funds (CVTA Special Fund)	41,791,681	41,618,163	36,106,151
Intangible Asset - Software, net of amortization	1,492,914	1,492,914	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>69,091,089</u>	<u>68,917,572</u>	<u>63,212,128</u>
<b>TOTAL ASSETS</b>	<b><u>\$176,666,550</u></b>	<b><u>\$177,957,829</u></b>	<b><u>\$166,917,987</u></b>
<b>LIABILITIES AND CAPITAL</b>			
<b>Current Liabilities:</b>			
Accounts Payable	7,195,950	3,892,409	6,027,435
Wages Payable	1,820,674	2,606,096	2,366,311
Taxes Accrued	53,630	141,981	93,068
Deferred Revenues CVTA	41,996,277	43,732,263	35,816,483
Other Current Liabilities	<u>164,410</u>	<u>914,807</u>	<u>579,311</u>
Total Current Liabilities	\$51,230,940	\$51,287,557	\$44,882,608
<b>Non-current Liabilities:</b>			
N/P City, OPEB and GASB 68	\$ 75,725,285	\$ 75,725,285	\$ 75,725,285
<b>Reserves:</b>			
Injuries, Loss, and Damage	<u>1,140,800</u>	<u>621,450</u>	<u>621,450</u>
Total Reserves	<u>\$1,140,800</u>	<u>\$621,450</u>	<u>\$621,450</u>
<b>TOTAL LIABILITIES</b>	128,097,025	127,634,292	121,229,343
<b>Capital:</b>			
Common Stock	50,005	50,005	50,005
Paid-In Capital	127,576,304	127,328,132	121,129,047
Fund Balance - Accumulated Depreciation	(95,004,669)	(94,604,669)	(91,404,669)
Fund Balance - GASB 68	(36,089,951)	(36,089,951)	(36,089,951)
Fund Balance	<u>52,037,836</u>	<u>53,640,019</u>	<u>52,004,212</u>
Total Capital	\$ 94,485,695,255	\$ 50,323,536	\$ 45,688,644
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b><u>\$ 176,666,550</u></b>	<b><u>\$ 177,957,829</u></b>	<b><u>\$ 166,917,987</u></b>

**Greater Richmond Transit Company  
Cash Flow Projection  
May 21, 2024**

	Actual									Expected		
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Beginning Balance	7,984,254	10,329,366	4,965,018	2,121,781	4,737,173	3,868,280	1,352,766	6,331,061	1,587,675	1,748,479	4,486,814	2,494,639
<b>Revenue</b>												
Advertising Revenue	-	-	-	-	-	-	-	-	-	-	-	-
CVTA	5,728,513	-	-	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	-	3,892,956	2,983,763	425,000	7,841,909
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	1,459,189	1,459,189	1,459,189	1,459,189
Capital	261,692	-	-	646,143	655,749	-	-	-	25,065	1,088,496	951,028	1,650,000
Zero Fare	-	-	-	-	-	-	-	-	-	-	-	2,500,000
Local - Chesterfield	63,471	-	-	63,471	-	-	63,471	-	-	365,372	262,075	275,000
LOCAL - COR	-	250,000	-	-	-	4,502,730	2,251,365	-	-	-	2,156,365	95,000
LOCAL - HNCO	1,047,382	-	1,058,234	1,058,234	-	-	-	-	1,058,234	-	1,058,234	-
LOCAL - Peterburg	16,667	16,667	16,667	-	33,333	16,667	-	16,667	33,334	16,667	16,667	16,667
LOCAL -Bon Secours	-	-	-	-	-	-	-	-	-	-	-	-
Ridefinders	37,764	38,736	38,031	57,222	38,421	38,462	37,771	30,560	26,788	40,657	41,000	41,000
Other Income	29,812	90,449	81,906	33,682	14,858	46,025	60,120	48,987	38,634	43,370	49,031	45,000
VCU	-	600,000	-	-	-	-	600,000	-	-	-	-	-
	<b>\$ 8,644,489</b>	<b>\$ 2,455,040</b>	<b>\$ 5,072,738</b>	<b>\$ 10,360,310</b>	<b>\$ 4,749,282</b>	<b>\$ 7,510,930</b>	<b>\$ 12,143,231</b>	<b>\$ 1,555,403</b>	<b>\$ 6,534,200</b>	<b>\$ 11,726,026</b>	<b>\$ 6,418,589</b>	<b>\$ 13,923,765</b>
<b>Expenses</b>												
Wages & Benefits	3,509,863	4,749,065	4,171,605	4,199,838	3,291,109	4,634,428	4,540,307	4,529,291	4,167,385	4,324,894	4,247,902	4,407,368
SGR / Maintenance	568,592	274,508	274,558	311,899	249,476	130,905	300,771	122,493	105,983	308,024	202,942	195,186
Materials and Supplies	382,242	366,225	235,201	232,773	370,655	379,241	206,145	235,927	318,818	670,978	363,627	362,456
Casualty & Insurance	297,877	310,669	17,645	(33,150)	136,235	236,023	250,759	131,891	147,808	257,150	193,311	202,824
Services	341,400	425,786	286,682	764,730	436,714	394,570	584,803	226,773	244,585	223,504	351,825	337,676
Purchased Services	653,060	68,794	666,882	647,733	698,372	1,241,306	747,175	742,183	798,495	1,392,095	936,604	976,310
Utilities	74,149	165,795	59,212	87,969	106,868	170,314	142,554	88,098	21,740	96,259	104,306	103,878
Travel & Training	7,363	5,715	3,739	12,574	1,848	849	4,184	4,514	4,514	3,651	3,260	3,495
Miscellaneous	27,869	6,978	4,711	5,292	12,947	46,041	15,265	20,321	24,068	3,255	20,316	21,544
Capital	436,961	1,445,853	2,195,741	1,515,262	313,951	2,792,768	372,974	197,299	540,000	1,707,881	1,986,672	7,416,909
	<b>\$ 6,299,377</b>	<b>\$ 7,819,388</b>	<b>\$ 7,915,975</b>	<b>\$ 7,744,918</b>	<b>\$ 5,618,174</b>	<b>\$ 10,026,444</b>	<b>\$ 7,164,936</b>	<b>\$ 6,298,789</b>	<b>\$ 6,373,396</b>	<b>\$ 8,987,691</b>	<b>\$ 8,410,765</b>	<b>\$ 14,027,647</b>
<b>Cash Position</b>	<b>\$ 10,329,366</b>	<b>\$ 4,965,018</b>	<b>\$ 2,121,781</b>	<b>\$ 4,737,173</b>	<b>\$ 3,868,280</b>	<b>\$ 1,352,766</b>	<b>\$ 6,331,061</b>	<b>\$ 1,587,675</b>	<b>\$ 1,748,479</b>	<b>\$ 4,486,814</b>	<b>\$ 2,494,639</b>	<b>\$ 2,390,757</b>



**GRTC Transit System**  
**CVTA Special Fund Quarterly Report**  
**For the Quarter Ended June 30, 2024**

**Data through April 30, 2024**

**Beginning Balance @ March 31, 2024** **\$ 44,379,877.21**

**Receipts:**

April 25, 2024 GRTC 15% Funds Distribution - Month of March 2024	\$	2,655,542.53	
GRTC 15% Funds Distribution - Month of April 2024			
GRTC 15% Funds Distribution - Month of May 2024			
April 1, 2024 Interest Income WF Treasury Sweep March 2024	\$	80,355.32	
April 30, 2024 Interest Income LGIP EM- April 2024	\$	83,200.85	
April 30, 2024 April 2024 LGIP EM Share unrealized gain/(loss)	\$	(47,075.90)	
May 1, 2024 Interest Income WF Treasury Sweep April 2024			
May 31, 2024 Interest Income LGIP EM- May 2024			
May 31, 2024 May 2024 LGIP EM Share unrealized gain/(loss)			
June 1, 2024 Interest Income WF Treasury Sweep May 2024			
June 30, 2024 Interest Income LGIP EM- June 2024			
June 30, 2024 June 2024 LGIP EM Share unrealized gain/(loss)			
			\$ 2,772,022.80

**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**

Four Square Invoice OXXXX Microtransit Implementation Plan	\$	-
Four Square Invoice OXXXX Microtransit Implementation Plan		
Four Square Invoice OXXXX Microtransit Implementation Plan		

**GRTC Operating and Capital Expense**

GRTC Operating Expense Qtr 4 FY2024 Draw	\$	(5,728,512.50)
GRTC Capital Expense Qtr 4 FY2024 Local Share Draw	\$	<u>(123,658.75)</u>
<b>Subtotal GRTC Operating and Capital Expense</b>		<b>\$ (5,852,171.25)</b>

**Ending Balance @ April 30, 2024** **\$ 41,299,728.76**

**Fund Balance Composition @ April 30, 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	\$	99,312.65
Restricted Funds: GRTC FY2024 Regional Public Transportation Plan preparation	\$	125,000.00
Restricted Funds: GRTC FY2024 On Demand Micromobility Study	\$	125,000.00
Restricted Funds: GRTC FY2025/FY2026 GRTC Operating and Capital Expenses	\$	<u>40,528,165.42</u>
	\$	<u>41,299,728.76</u>

**CVTA Funds:**

Balance @ April 30, 2024 in Wells Fargo	\$	100,000.00
Balance @ April 30, 2024 in Wells Fargo Treasury Sweep	\$	17,766,878.66
Balance @ April 30, 2024 in LGIP EM	\$	<u>23,432,880.10</u>
	\$	<u>41,299,758.76</u>

**Wells Fargo Balance at April 30, 2024** **\$ 17,866,878.66**

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	\$	99,312.65
Restricted Funds: GRTC FY2024 Regional Public Transportation Plan preparation	\$	125,000.00
Restricted Funds: GRTC FY2024 On Demand Micromobility Study	\$	125,000.00
Surplus - Available for Investment - Treasury Sweep or LGIP	\$	17,095,315.32



**Meeting Date:** May 21, 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.

The following is a list of procurements approved by GRTC’s board chair falling below the \$100,000 threshold requiring majority approval by GRTC’s Board of Directors but above the CEO’s authority of \$50,000.

Date	Purchase Order #	Vendor	Purpose	Amount	Requested by	Approved by
04/26/24	115848	Kimley-Horn & Associates	Essential Transit Infrastructure Support	\$95,410.38	Raquel Aguirre	Sheryl Adams & Board Chair
05/16/24	115791	Security 101	Expansion of Security Access Panels	\$71,839.60	Anthony Carter	Sheryl Adams & Board Chair
05/09/24	115889	Amelia Overhead Doors	Replacement of Bus Wash Doors	\$93,050.00	Joey Agee	Sheryl Adams & Board Chair

Procurement will review and answer questions on the list of upcoming procurements as follows:

**CURRENT STATUS:**

Upcoming Procurements

TITLE	DEPT	BUDGET	ANTICIPATED AWARD DATE	INCLUDED IN BUDGET (YES/NO)	GRANT STATUS (EXISTING/ PENDING/ PLANNED)
General Printing Services	Marketing	TBD	Summer 2024	TBD	Planned
Vehicle Yard Management Infrastructure	IT	\$200,000	Q2 -2024	TBD	Pending

Demo of the Church Lot	Planning	\$2,000,000	2024	Y-FY 2024	Planned
Occupational Health Services	Human Resources	\$225,000	2024	Y	Planned
Bus Passenger Awareness Monitor Pilot	IT	\$45,000	2024	Y – FY23	Ready
Scheduling Training	Planning	\$91,000	2024	TBD	Pending
Equipment Storage Structure	Facilities	\$100,000	Spring 2024	Y	Pending
Headquarters' Signage	Marketing	\$100,000	TBD	Y	Existing
Pavement Repair Services	Facilities	\$350,000	Spring 2024	Y	Pending
Support Vehicles	Maintenance	\$70,000	Summer 2024	Y	Planned
Bus Parts	Maintenance	\$2.5M	Q2-2024	Y	Planned
Paratransit Parts	Maintenance	\$300,000	FY-2024	Y	Planned
Motorized Entrance Gates	Risk Management	\$250,000	Spring 2024	Y	Planned
Bus Wash High Speed Door Replacement	Facilities	\$210,000	Spring 2024	Y	Ready
Training Simulator	Risk Management	\$550,000	Fall 2024	Y	Planned
HASTUS Microtransit Development Project	IT	\$196,000	Spring of 2024	Y	Planned
SmartYard	IT	\$116,705.56	Spring of 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.