

A regular meeting of the Board of Directors of GRTC, Old Dominion Transit Management Company (ODTMC), and RideFinders will be held concurrently at 8:00 a.m. September 19, 2023, 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/RrTI\\_UzhOmM?feature=share](https://youtube.com/live/RrTI_UzhOmM?feature=share).

## Agenda

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- VI. Staff Reports
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- VII. Board Subcommittee Reports  
No Reports.
- VIII. Chief Executive Officer’s Report – Sheryl Adams
- IX. Board Chair’s Report
- X. Other Business
- XI. Adjourn

**MINUTES  
AUGUST 15, 2023  
GRTC BOARD OF DIRECTORS  
BOARD MEETING**

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

Member Absent: Jim Ingle, County of Chesterfield

Others Present: Bonnie Ashley, General Counsel  
Sheryl Adams, Chief Executive Officer  
Adrienne Torres, Chief of Staff  
John Zinzarella, Chief Financial and Administrative Officer  
Tim Barham, Chief of Transit Operations  
Tony Byrd, Director of Maintenance  
Tony Carter, Director of Risk Management  
Joe Dillard, Director of Equitable Innovation & Legislative Policy  
Dexter Hurt, Director of Information Systems  
Michael Hurt, Interim Director of Marketing and Communications  
Tonya Thompson, Director of Procurement  
Cherika Ruffin, Program Manager, RideFinders  
Monica Carter, Safety and Service Compliance Manager  
Patricia Robinson, Planning Manager  
Antionette Haynes, Procurement Specialist  
Steve McNally, Planning Project Manager  
Jamel Harper, Procurement Specialist  
Jean Lombos, IT Service Delivery Manager  
Henry Benton, Communications Specialist  
Ashley Mason, Manager of Organizational Advancement  
Janice Witt, Executive Assistant  
Ken Lantz, PlanRVA

I. Call to Order & Introductions

This meeting of the Board of Directors and the GRTC Transit System, Old Dominion Transit Management Company (ODTMC), and RideFinders was called to order on August 15, 2023, by Chairman Nelson, at 8:00AM. The meeting was held at GRTC, Operators Lounge, 301 East Belt Boulevard, Richmond, Virginia. Video and audio of the meeting will be streamed live online and recorded for later viewing at the following web address: <https://youtube.com/live/VnAJXfOdJ2k?feature=share>.

II. Public Comments

The public notice, meeting agenda, and agenda attachments for this August 15, 2023, standing meeting of the Boards of GRTC, RideFinders, and Old Dominion Transit Management Company were posted at rideGRTC.com. Per the meeting notice, all written comments received via email by

Henry Bento prior to 5:00PM on the day preceding a meeting were provided to all members of the Board the night before the meeting, are read during the Public Comment Period of the meeting by staff following the two-minute speaking limit and will be included in the minutes of the meeting.

***Pamela Hurt Blake***

My name is Pamela Hurt Blake. It's hard for me to find bus routes to go to jobs I'm applying for. I have been offered jobs but I'm not able to go to them, because the bus routes don't go to them, such as Ashland or Glen Allen or further out.

***Olita Robinson***

My name is Olita Robinson. In the evening time, like after 2:00pm, the 1A slows down and the 1C slows down. They should have it more frequently in the evening, like they do in the morning, because people be getting off of work and they don't want to be standing up here all waiting. They be tired, you know.

- III. Approval of July 18, 2023 Board Meeting/Retreat Minutes – Tyrone Nelson  
Ms. Smith motioned to approve the July 18, 2023 Board Meeting/Retreat minutes, Ms. Robertson seconded, and the motion carried unanimously.
  
- IV. Consent Agenda
  - A. Microsoft Software Product Suite Renewal
  - B. Pumping Services at Restrooms DTS
  - C. Bus Wash
  - D. Tire Maintenance Services and Mileage LeasingMr. Schmitt motioned to approve the Consent Agenda, Mr. Saunders seconded, and the motion was carried unanimously.
  
- V. Action Item
  - A. Permanent Downtown Transfer Station Transit Oriented Development  
Stan Wall with HR&A gave a detailed presentation on the Permanent Downtown Transfer Station Oriented Development. He stated that HR&A's mission is to ensure implementation of their clients' aspirations to create vital places, build more equitable and resilient communities, and improve people's lives. HR&A is proposing a 26-week scope composed of four phases which are 1) Data Gathering & Predevelopment Analysis, 2) Potential Development Site Due Diligence, 3) Concept Development, and 4) TOD Funding Analysis and then the final report. Staff recommends that the Board of Directors authorizes the CEO to contract with HR&A Advisors for consultant services related to a permanent location for a transfer facility and transit-oriented development in downtown Richmond for \$442,840. Mr. Addison motioned to approve staff's request, Mr. Saunders seconded, and the motion carried unanimously.
  
- VI. Information Items
  - A. Updated List of Recent and Upcoming Procurements  
Ms. Thompson provided an update of the new Procurements and listed the following: North South BRT Phase 2 Study – BRT Station modification construction for \$700,000; Demo of 325 East Belt Boulevard for \$2M; Office Furniture; and Articulated Vehicles for \$3M.
  
- VII. Staff Reports  
Staff discussed the Reports provided in the Board Packet as follows with no significant changes from the prior month to report and no new significant issues pending:
  - A. Safety Performance – Tony Carter
  - B. Service Report and Operating Staffing – Tim Barham
  - C. Vehicle/Facility Report and Maintenance Staffing – Tony Byrd
  - D. Ridership Report – Patricia Robinson

- E. Quarterly Performance Report – Patricia Robinson
- F. Rider Comments – Monica Carter
- G. Financial Report – John Zinzarella

VIII. Board Subcommittee Reports

A. Finance Subcommittee Report – Jim Ingle

Mr. Schmitt stated that Mr. Zinzarella did a great job with the budget, preparations are in place and the Finance Committee is taking into considerations staffing. Mr. Zinzarella added that the required audit communication from Brown Edwards was sent to the members of the Finance Committee.

IX. Chief Executive Officer Report – Sheryl Adams

A. The Shareholders' Annual Meeting will be held on Wednesday, October 18, at 10AM here at GRTC in the 3<sup>rd</sup> Floor Conference Room.

B. The regularly scheduled Board meeting for October will be rescheduled to October 24 at 8AM.

C. The Downtown Transfer Station is officially set to open on Sunday, September 10 and we will have a ribbon cutting ceremony on Monday, September 11, at 10AM at the 8<sup>th</sup> Street lot.

D. We have launched an Employee of the Month Program which starting August 1. This is for employees who consistently demonstrate excellence on the job. Employees nominate their peers and a Committee selects the final three. This month those employees were Faith Baylor, Marlon Buck, and Tawana Monague. They will have a dedicated parking spot for the month, a letter, and a framed certificate.

E. FTA Triennial Review Update – The review has been completed and overall, it went very well. Highlights from the review: safety was a priority here at GRTC, there are processes in place at GRTC that they will be recommending to other transit agencies, 23 different sections were reviewed, commended our Transit Asset Management Plan, and preventive maintenance was 100% and that is rare. There were five corrective actions but they were minor.

X. Board Chair's Report

A. The Chairman reported that it is good to come to Board meetings and hear about positive movement, finances in good shape, recruitment of operators going well, and projects. We are headed in the right direction. Thanked all staff.

XI. Adjourn

There being no further business, the meeting adjourned at 9:12AM.

APPROVED:

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Tyrone E. Nelson, Chair  
GRTC Board of Directors

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Date



**Meeting Date:** September 19, 2023

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**CONSENT AGENDA ITEMS:**

- Office Space Utilization – Maurice Wilkins
- Stormwater Management Services Contract – Tony Byrd
- Title VI Analysis of September 2023 Service Changes – Elizabeth Szmurlo



**Meeting Date:** September 19, 2023  
**Staff Report:** Office Space Utilization

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**BACKGROUND:**

GRTC headquarters at 301 E Belt Blvd opened in 2010. The facility is 13 years old and has normal wear and tear from use, as well as GRTC’s staff needs have grown since the building opened. In Spring 2022, GRTC began an office space utilization study to determine the agency’s near-term administrative space needs that would address capacity concerns as well as restructuring of department locations and physical consolidation for better work collaboration. During this process, office furniture was also inspected to determine replacement needs. GRTC is seeking vendor services to replace and add furniture that was identified as a need from the space utilization study. Departments that will receive furniture are IT, Training, Customer Service, Planning and Scheduling, as well as miscellaneous offices that need replacement furniture or is a converted office space that had not previously had furniture.

**HIGHLIGHTS:**

- This procurement will fund the purchase and installation of the below furniture items:
  - Customer Service: Cubicle Replacements and Chairs
  - Scheduling: Cubicle Replacement and Additions
  - Training: Replacement and Addition of Trainee Desks and Trainee Chairs
  - IT: Replacement and Addition of Cubicles and Addition of Conference Table
  - Converted Offices and Meeting Space: Desks and Tables
- GRTC received bids from two (2) firms, with the Supply Room submitting the lowest bid.
- Federal, State, and Local Dollars:

|         | <b>Fed / 28%</b> | <b>Local / 4%</b> | <b>State / 68%</b> | <b>Total</b> |
|---------|------------------|-------------------|--------------------|--------------|
| Funding | \$ 51,800        | \$ 7,400          | \$125,800          | \$ 185,000   |

**RECOMMENDATION:**

Staff recommends that the Board of Directors authorizes the CEO to contract with The Supply Room for delivery and installation of cubicles, chairs, and miscellaneous office equipment at a total value not to exceed \$185,000.

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Barb Smith, Secretary  
GRTC Board of Directors

\_\_\_\_\_  
Date



**Meeting Date:** September 19, 2023

**Consent Agenda:** Stormwater Management Services Contract

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## **BACKGROUND:**

GRTC is the primary public transportation provider for the Richmond region located at 301 East Belt Blvd. The facilities consist of an administrative building, maintenance building, employee parking lots, and parking storage for approximately 188 buses, 88 paratransit vans, and vehicles serving the Richmond region. Buses and vans are fueled, cleaned, inspected and maintained at this facility.

The stormwater management contract ensures that GRTC stays in compliance with all Department of Environmental Quality (DEQ) regulations and requirements. This contract covers annual stormwater comprehensive site compliance evaluation and reports, four 'total maximum daily load' (TMDL) monitoring events, annual illicit discharge detection and elimination (IDDE) submission of all reports to DEQ, collecting industrial stormwater sampling twice a year, and an annual updated stormwater pollution prevention plan.

## **HIGHLIGHTS:**

- Staff issued an Invitation for Bids on June 27, 2023, and one company (Stantec Consulting Services) submitted a bid. Staff conducted a cost analysis to determine that the bid price is fair and reasonable.
- The term of the contract is for three (3) base years with two (2) one-year options. Stantec Consulting Services price to update the Stormwater Sampling Plan, complete a Chesapeake Action Plan and Spill Prevention Compliance Plan for three (3) base years and two option years is \$100,500.
- The contract is supported with local funds.

## **RECOMMENDATION:**

That the Board of Directors authorizes the CEO to execute a contract to Stantec Consulting Services for Stormwater Management Services in the amount of \$100,500 and to include the authority for the CEO to execute option terms.

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Barb Smith, Secretary  
GRTC Board of Directors

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Date



**Meeting Date:** September 19, 2023

**Consent Agenda:** Title VI Analysis of September 2023 Service Changes

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## **BACKGROUND:**

GRTC plans to make service adjustments on September 10, 2023. Per FTA regulation, GRTC is required to conduct an equity analysis with any fare or major service change following the methodology outlined in GRTC's Title VI Program. As GRTC receives federal funding, it must adhere to Title VI of the Civil Rights Act of 1964 which prevents discrimination based on race, color, or national origin. This analysis ensures changes are fair for all customers based on set thresholds. This document summarizes the major service changes being made in September 2023 and identifies that these changes did not result in a disparate impact to minority populations or disproportionate burden to low-income populations and are deemed equitable.

## **HIGHLIGHTS:**

- Changes
  - Route 5 frequency on weekdays is increasing to 15-minute service until 7:00PM.
  - Routes 7A & 7B on Sundays will have an expanded span from 7:00AM – 11:00PM.
  - The Pulse frequency on Saturdays will improve to 15-minute service until 11:30PM.
  
- Impact - No disparate impact or disproportionate burden to GRTC riders

## **RECOMMENDATION:**

The recommendation is that the Board of Directors acknowledge and concur with the results of the Title VI analysis, which identifies that the September 2023 service changes will not result in a disparate impact to minority populations or disproportionate burden to low-income populations.

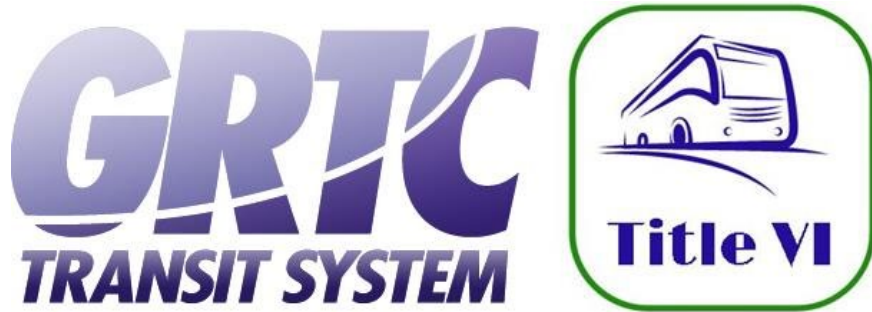
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Barb Smith, Secretary  
GRTC Board of Directors

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Date





Major Change  
and  
Service Equity Analysis

September 2023 Schedule Changes



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## Overview

This report summarizes the results of the Major Change and Service Equity analysis conducted on the September 2023 proposed service changes. The proposed service changes for September 2023 includes a change in the total number of trips on Routes 5, 7A, 7B, and the Pulse. There will be frequency adjustments on GRTC Pulse and Route 5. There will be service span adjustments on Routes 7A and 7B on Sunday. These changes are identified as Major Service Changes and the analysis results determined that the new schedule will not have a disparate impact on minority populations or impose a disproportionate burden on low-income populations.

## Service and Fare Equity (SAFE)

GRTC has a fare and service equity analysis policy and process to evaluate proposed service and fare changes. The Service and Fare Equity (SAFE) process shall be performed in any and all of the following conditions:

- Any fare change (increase or reduction) is considered on one or more routes or services (local, express, specialized or other)
- A major service change (increase or reduction) is considered on one or more routes or services

All major service changes shall undergo a service equity analysis to ensure that these changes do not have disparate impacts on minority populations, or impose a disproportionate on low-income populations, consistent with the intent and requirements of FTA Circular 4702.1B and Title VI of the Civil Rights Act of 1964.

## Identifying Fare Change

There are no proposed fare changes with this schedule.

## Identifying Major Service Change

The table below lists the metrics and thresholds that identify whether a service change is identified as major. There are six metrics (a-f) that determine if a change to an individual route is a major change, and two metrics (g-h) that determine if a change is a system level major change. The table describes the metric, the threshold, provides an example, and lists the identified major changes respective to each metric. All metrics that were triggered as major changes have the route listed in red in the table. The full analysis for each metric follows the table.

**Major Change Analysis - Route Level Metrics**

| Route Level Metric                             | Level of Change Required to be Classified as a Major Change   | Example   | September 2023 Proposed Changes  |
|--|---|---|--|
| a. Change in number of trips                   | 25% change in number of scheduled one-way trips on the Weekday, Saturday or Sunday schedule.                                      | Decreasing number of trips from 80 daily one-way trips to 50 one-way trips.   | <ul style="list-style-type: none"> <li>• Route 5 – Above 25% Change</li> <li>• Route 7A – Above 25% Change</li> <li>• Route 7B – Above 25% Change</li> <li>• Pulse – Above 25% Change</li> </ul> |
| b. Change in service span                      | 25% change in the number of hours between the beginning and end of the Weekday, Saturday or Sunday schedule, in either direction. | Changing Weekday span on a route from 20 hours to 15 hours or less.   | <ul style="list-style-type: none"> <li>• N/A</li> </ul>  |
| c. Re-directing a route                        | Rerouting at least 25% of a route’s path onto a different street or road, measured in single-direction route miles.               | Moving two miles of an eight-mile route to another street or road (even if the new routing is very near the current routing).   | <ul style="list-style-type: none"> <li>• N/A</li> </ul>  |
| d. Change in total miles serviced by the route | 25% change in total miles on a route’s path   | Extending or shortening a line.   | <ul style="list-style-type: none"> <li>• N/A</li> </ul>  |
| e. Shortlining or Longlining                   | 25% change in number of scheduled one-way trips ending at a route’s terminal points.  | On a route originally going from points A to B to C, terminating certain trips at B. On a route originally going from A to B, extending certain trips to travel all the way to point C. | <ul style="list-style-type: none"> <li>• N/A</li> </ul>  |
| f. Eliminating Route(s)                        | Eliminating one or more routes.   | Discontinuing an existing route (even if replacing this route with nearby service).   | <ul style="list-style-type: none"> <li>• N/A</li> </ul>  |

Figure 1

**Major Change Analysis - System Level Metrics**

| System Level Metric                 | Level of Change Required to be Classified as a Major Change                              | Example  | September 2023 Major Changes |
|-------------------------------------|--|--|------------------------------|
| g. Adding new route(s)              | Adding one or more new routes.   | Creating a new route to reaching a previously unserved area.         | • N/A                        |
| h. Change total daily revenue hours | 25% change in revenue hours over the system on the Weekday, Saturday or Sunday schedule. | Reduction of 30% of weekday revenue hours due to a budget shortfall. | • N/A                        |

Figure 2

**a. Change in number of trips (route level) – Major Change**

Routes 18, 20, and 78 above the threshold of 25 percent.

| Change in Number of Trips |       |        |         |         |     |          |          |         |     |          |        |         |     |          |                 |
|---------------------------|-------|--------|---------|---------|-----|----------|----------|---------|-----|----------|--------|---------|-----|----------|-----------------|
| Jurisdiction              | Route | Review | Weekday |         |     |          | Saturday |         |     |          | Sunday |         |     |          | Change Category |
|                           |       |        | Change  | Current | New | % Change | Change   | Current | New | % Change | Change | Current | New | % Change |                 |
| Richmond/Henrico          | 108   | x      | 0       |         |     |          | 41       | 106     | 147 | 39%      | 0      |         |     |          | Major           |
| Richmond                  | 5     | x      | 56      | 78      | 134 | 72%      | 0        |         |     |          | 0      |         |     |          | Major           |
| Henrico                   | 7A    | x      | 0       |         |     |          | 0        |         |     |          | 7      | 26      | 33  | 27%      | Major           |
| Henrico                   | 7B    | x      | 0       |         |     |          | 0        |         |     |          | 8      | 24      | 32  | 33%      | Major           |

Figure 3

**Disparate Impact Analysis**

“Disparate impact refers to a facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where the recipient’s policy or practice lacks a substantial legitimate justification and where there exist one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin.” (FTA) Title VI of the Civil Rights Act prevents discrimination based on race, color and national origin in federally funded programs or activities. GRTC will ensure that all service changes will be equitable in terms of Title VI. In order to ensure equity in access to transit service across the service area, major service changes shall not adversely affect minority populations more than non-minority populations, by more than the threshold defined below. Furthermore, service changes that result in increases in service shall not benefit non-minority populations more than minority populations, by more than that same threshold defined below. If the difference in measured effects on minority and non-minority populations is greater than the set threshold, the proposed change would be considered to have a **disparate impact** on minority populations.

The threshold shall be a **20-percentage point** difference between:

1. The percentage of impacts borne by minority populations in the proposed service change.
2. The percentage of minority populations in GRTC’s service area.

Given that minorities are approximately 55.7% of the population within one-quarter of a mile of the GRTC service area. This means that:

- If service increases, minorities must receive at least 35.7% of the benefit.
- If service decreases, minorities cannot bear more than 75.7% of the burden.

## Methodology

GRTC uses the methodology of people trips to analyze the burden of service change borne by minority populations. The 4/5<sup>th</sup> rule is used identifying 20% as the threshold against the system minority average based on ACS census block group data. GRTC’s service area includes Henrico County, City of Richmond, and Chesterfield County. 2018 ACS 5-year estimates were used as the data source for population. Total population by block group is identified using line for local routes and stop for express routes. Total minority population is identified, and non-minority. These population numbers are multiplied by the number of annual trips traveling through each block group and aggregated. This process is done for both the status quo service scenario and the service change scenario. The resultant changes in minority and non-minority people trips between scenarios is contrasted. The minority burden of the change is identified. This number is subtracted from the route minority average. If the difference between two numbers is less than 20% then the proposed scenario service change does not have a disparate impact on the minority population. Transit Boardings Estimation and Simulation Tool (TBEST) was used in the Service Equity Analysis.

## Results

The disparate impact for each route is below 20%.

| Route  | Minority Population | Minority Burden/Benefit of Change | Disparate Impact | Disparate Impact Threshold |
|--------|---------------------|-----------------------------------|------------------|----------------------------|
| System | 55.7                | 53.1                              | 2.6              | 20                         |

Figure 4

## Disproportionate Burden Analysis

“Disproportionate burden refers to a neutral policy or practice that disproportionately affects low-income populations more than non-low-income populations. A finding of disproportionate burden requires the recipient to evaluate alternatives and mitigate burdens where practicable.” (FTA)

Per the requirements of FTA Circular 4702.1B and understanding the linked nature of civil rights and environmental justice issues, GRTC will also ensure that all service changes will be equitable with respect to low-income populations. In order to ensure equity in access to transit service across the service area, major service changes shall not adversely affect low-income populations more than non-low-income populations, by more than the threshold defined below.

Furthermore, service changes that result in increases in service shall not benefit non-low-income populations more than low-income populations, by more than that same threshold defined below. If the difference in measured effects on minority and non-minority populations is greater than the set threshold, the proposed change would be considered to have a **disproportionate burden** on low-income populations. GRTC shall also describe alternatives available to low-income passengers affected by the service change.

The threshold shall be a **20-percentage point** difference between:

1. The percentage of impacts borne by low-income populations in the proposed service change.
2. The percentage of low-income populations in GRTC’s service area.



Given that low-income populations are approximately 31% of the population within one-quarter of a mile of the GRTC service area. This means that:

- If service increases, low-income populations must receive at least 11% of the benefit.
- If service decreases, low-income populations cannot bear more than 51% of the burden

### Methodology

GRTC uses the methodology of people trips to analyze the burden of service change borne by low-income populations. The 4/5<sup>th</sup> rule is used identifying 20% as the threshold against the system low-income average based on ACS census block ground data. GRTC’s service area includes Henrico County, City of Richmond, and Chesterfield County. 2018 ACS 5-year estimates were used as the data source for population. Total population by block group is identified using line for local routes and stop for express routes. Total low-income population is identified, and non-low income. These population numbers are multiplied by the number of annual trips traveling through each block group and aggregated. This process is done for both the status quo service scenario and the service change scenario. The resultant changes in low-income and non-low-income people trips between scenarios is contrasted. The low-income burden of the change is identified. This number is subtracted from the system low-income average. If the difference between two numbers is less than 20% then the proposed scenario service change does not have a disproportionate burden on the low-income population. Transit Boardings Estimation and Simulation Tool (TBEST) was used in the Service Equity Analysis.

### Results

The disproportionate burden for each route is below 20%.

| Route  | Low-income Population | Low-income Burden/Benefit of Change | Disproportionate Burden | Disproportionate Burden Threshold |
|--------|-----------------------|-------------------------------------|-------------------------|-----------------------------------|
| System | 31                    | 43.5                                | 12.6                    | 20                                |

Figure 5

### Public Comment

A public meeting was held on August 29<sup>th</sup>, 2023 at 5:30 pm at Main Public Library, located at 101 E Franklin Street, Richmond, VA. The proposed changes and Title VI impacts were presented and the following feedback was received from the public:

- What are we doing with the Route 19? Will it start at 7am on Sundays soon? Currently starts at 10am on Sundays.
- Route 56 should run more service throughout the day.
- What is the North South BRT study. When will Service extend to Walmart way 1A?
- We used to have Service to Virginia Center Commons. Will that service return?
- RVA Rapid Transit rep. presented Mobility University
- Access to rural areas is anticipated with Micro Transit
- Customers like the 5-year growth plan for GRTC and the proposed extensions
- Will the 1A Extension go to Kroger in both directions?
- When will the 1B be running on Sunday? South Wood apartment complex customers could use more frequent service.

- We should add a stop for the Pulse. Pulse doesn't stop anywhere between Scotts Addition and staples mill. Route 50 is not available after a certain time. This leaves some customers stranded.
- Will new pulse station fixes be done at the same time as the Implementation of Articulated Buses.
- Bus stop spacing is too far and should be closer. This doesn't necessarily keep the bus on time or improve On Time Performance
- Why is 4AB and 13 connected?
- Too many Transfers to get from East end to Southside. I used to have 1 transfer, but now I must take 2 transfers with the pulse.
- Route 14 and 7AB could be connected for more service on Williamsburg Road to the airport.
- Transit Advisory Group should be implemented. (Riders Advisory Council). Haven't had any updates in over a month.
- Are there new routes coming soon?
- Do you have to have a Virginia Drivers license to apply for GRTC. I have an out of state license.
- Why do the majority of services end around 11pm? Now that we have more operators, the service should end later.
- What are the time frames of the stop-to-stop service provided after hours.
- Board Meetings should be held after normal working hours. Most people are at work and cannot attend.
- When will the extension on route 19 to Goochland be implemented?

## Conclusion

The proposed changes to Routes 5, 7A, 7B, and the Pulse for September 2023 were identified as major changes, triggering one of the six route level major change thresholds. The change identification did require GRTC to perform a fare and service equity analysis to determine if the changes would cause a disparate impact for minority populations or disproportionate burden for low-income populations. The results of the analysis determined that the proposed alternative is not a burden to minority or low-income populations.

### Board Approval Signatures

The GRTC Board of Directors has reviewed the Major Change and Service and Fare Equity Analysis and agrees with its findings, acknowledging that there is not a disparate impact borne by minority populations, nor a disproportionate burden on low-income populations due to the service changes planned with the September 2023 schedule. Based on the positive results of the analysis, the GRTC board of directors approves the schedule changes proposed for September 2023.

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**Tyrone Nelson**  
**President/ Chair (Henrico County)**

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**Date**

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**Andreas Addison**  
**Vice-President/ Vice-Chair (City of Richmond)**

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**Date**



**Meeting Date:** September 19, 2023  
**Information Item:** Recent and Upcoming Procurements

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**BACKGROUND:**

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

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

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

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

| Date      | Purchase Order # | Vendor            | Purpose   | Amount      | Requested by    | Approved by                                     |
|-----------|------------------|-------------------|---|-------------|-----------------|---|
| 8/28/2023 | 113104           | VIA Mobility, LLC | Micro Transit Pilot Implementation Services               | \$89,900    | Adrienne Torres | Tonya Thompson<br>Sheryl Adams<br>Tyrone Nelson |
| 8/30/2023 | 112402           | STV, Incorporated | Conceptual Paving Plan and Section 106 SHPO Documentation | \$27,153.23 | Steve McNally   | Tonya Thompson<br>Sheryl Adams<br>Tyrone Nelson |

**CURRENT STATUS:**

Upcoming Procurements

| TITLE             | DEPT       | BUDGET    | ANTICIPATED AWARD DATE | INCLUDED IN BUDGET (YES/NO) | GRANT STATUS (EXISTING/PENDING/PLANNED) |
|-------------------|------------|-----------|------------------------|-----------------------------|---|
| Interior Painting | Facilities | \$250,000 | TBD                    | Y – FY21                    | Pending                                 |

|   |                 |             |             |                                     |           |
|---|-----------------|-------------|-------------|-------------------------------------|-----------|
| Actuarial Services  | Finance         | TBD         | Spring 2023 | N – FY22 Pension Plan Reimbursement |           |
| General Printing Services   | Marketing       | TBD         | Summer 2023 | TBD                                 | Planned   |
| Paratransit Vehicles  | Maintenance     | \$3,675,000 | Winter 2023 | Y                                   | Planned   |
| Wheel Alignment Machine for Specialized Transportation Vehicles   | Maintenance     | \$75,000    | Spring 2023 | Y                                   | Existing  |
| Vehicle Yard Management Infrastructure                            | IT              | \$200,000   | Winter 2023 | TBD                                 | Pending   |
| Western BRT Phase I Environmental Clearance and Conceptual Design | Planning        | \$1,100,000 | Fall 2023   | N                                   | Planned   |
| North South BRT Phase 2 Study                                     | Planning        | \$          | Winter 2023 | Y – FY 2024                         | Planned   |
| Construction for BRT Station Modifications                        | Planning        | \$700,000   | Winter 2023 | Y – FY 2024                         | Planned   |
| Demo of the Church Lot  | Planning        | \$2,000,000 | Winter 2023 | Y-FY 2024                           | Planned   |
| Occupational Health Services                                      | Human Resources |             |             |                                     | Planned   |
| Articulated Vehicles (4)  | Maintenance     | \$3,000,000 |             |                                     | Planned   |
| Transit Vans  | Maintenance     | \$375,000   | Fall 2023   | Y                                   |           |
| Auditing Services   | Finance         |             |             |                                     |           |
| Pension Administration Services                                   | Finance         |             |             |                                     |           |
| Bus Passenger Awareness Monitor Pilot                             | IT              | \$45,000    | Fall 2023   | Y – FY23                            | Ready     |
| Scheduling Training   | Planning        | \$91,000    | Summer 2023 | TBD                                 | Pending   |
| Janitorial  | Facilities      | \$447,590   | Fall 2023   | FY23                                | Operating |

KEY

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

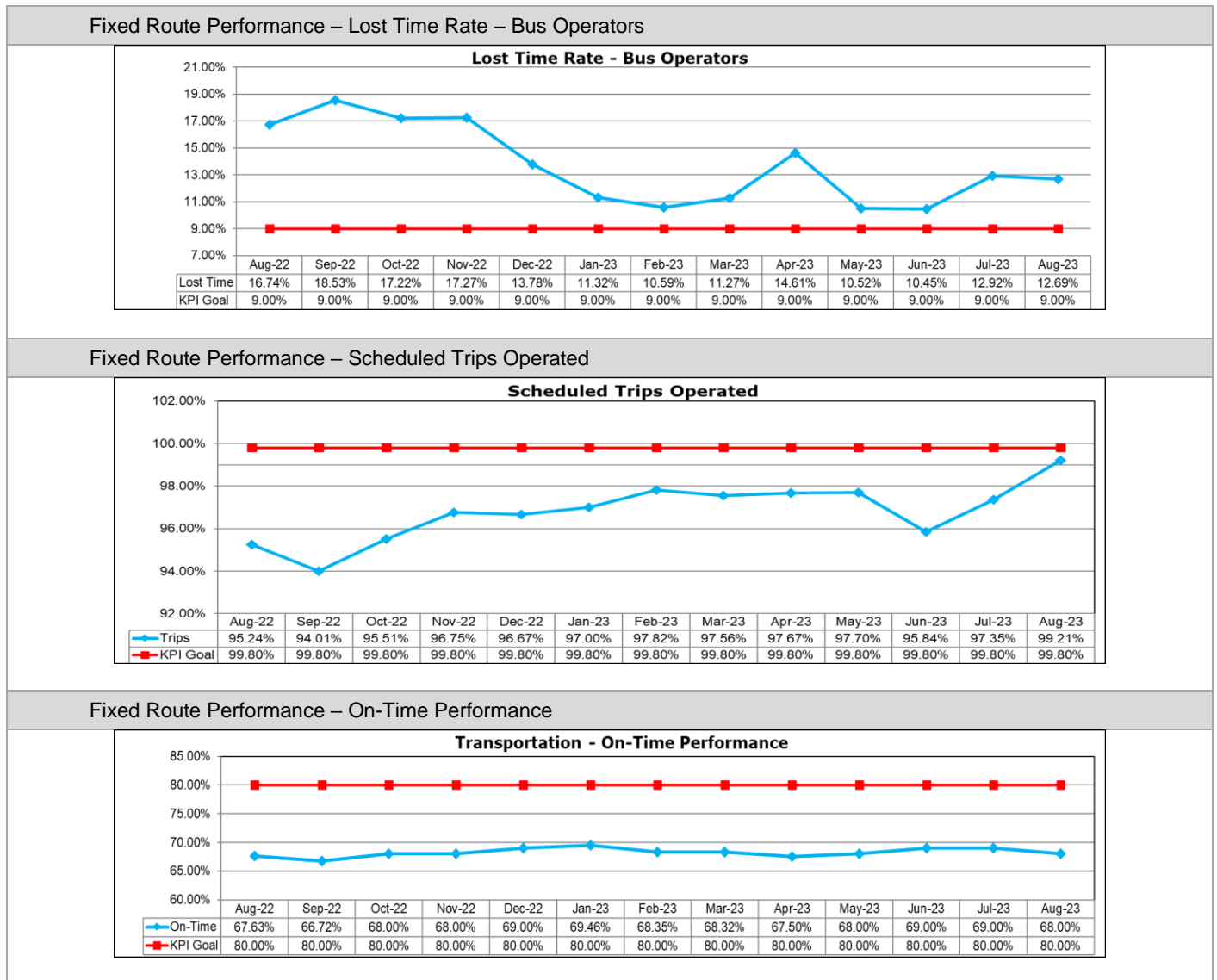


**Meeting Date:** September 19, 2023  
**Staff Report:** Operating Performance

**HIGHLIGHTS:**

The current staffing is 265 full-time operators and 27 part-time operators with 80 operators in training. At the end of July 2023, the staffing was 251 full-time operators and 29 part-time operators with 71 operators in training. The result is a net gain of 13 operators. From January 1, 2023, through August 31, 2023, there have been 153 new operators who have started training.

**CURRENT STATUS:**



Specialized Transportation – No Shows

Not available.

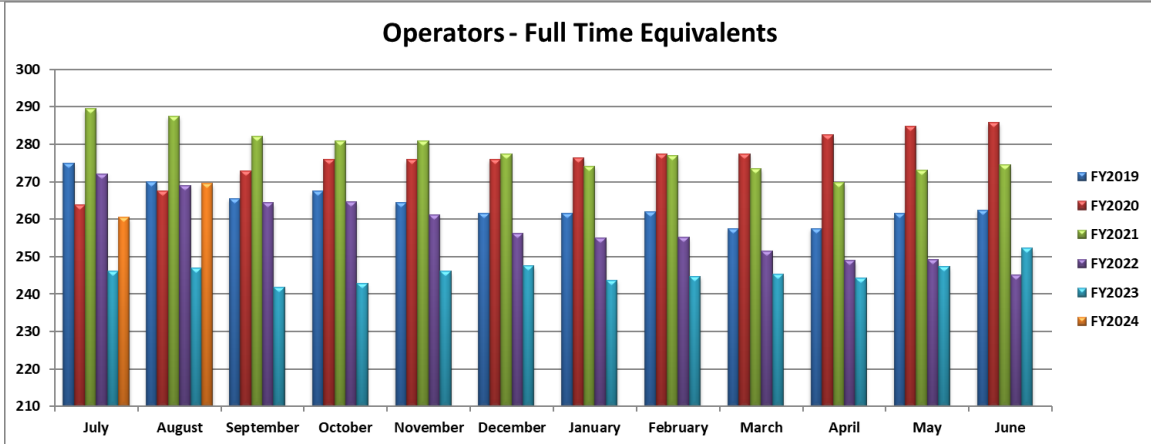
Specialized Transportation – On-Time Performance

Not available.

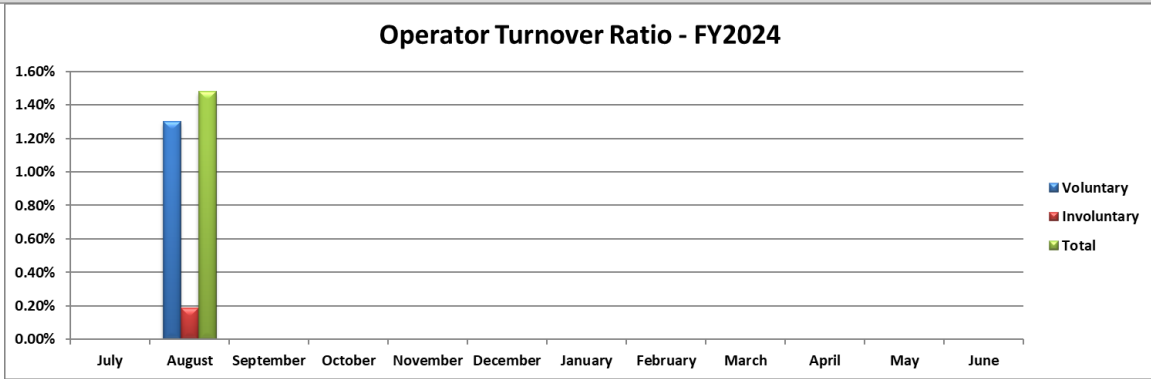
Specialized Transportation – Complaints Per 10,000 Passenger Trips

Not available.

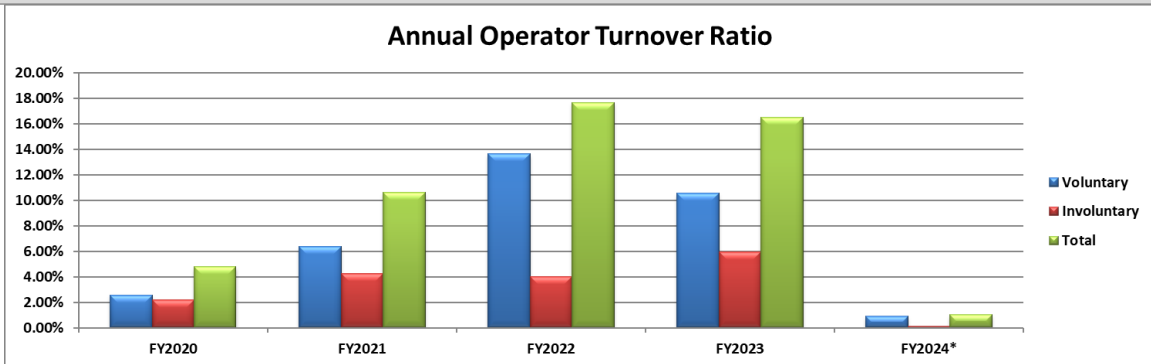
Operators – Full Time Equivalents



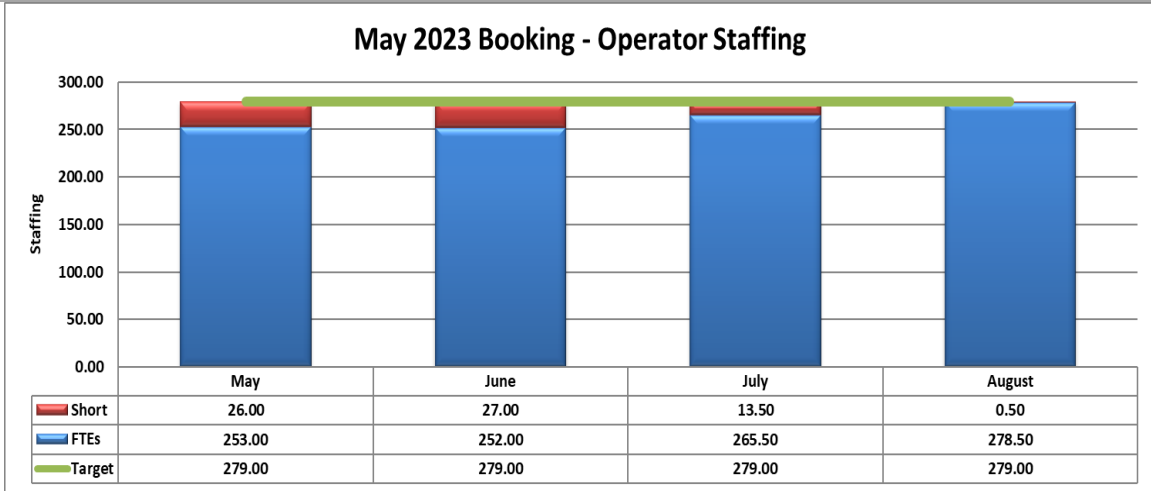
Operator Turnover Ratio – FY2024



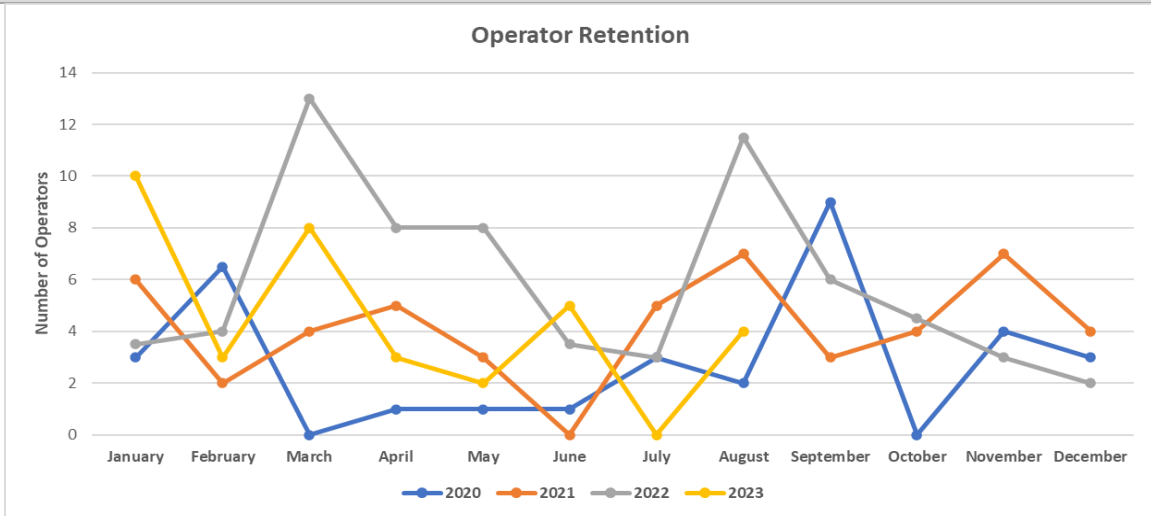
Annual Operator Turnover Ratio



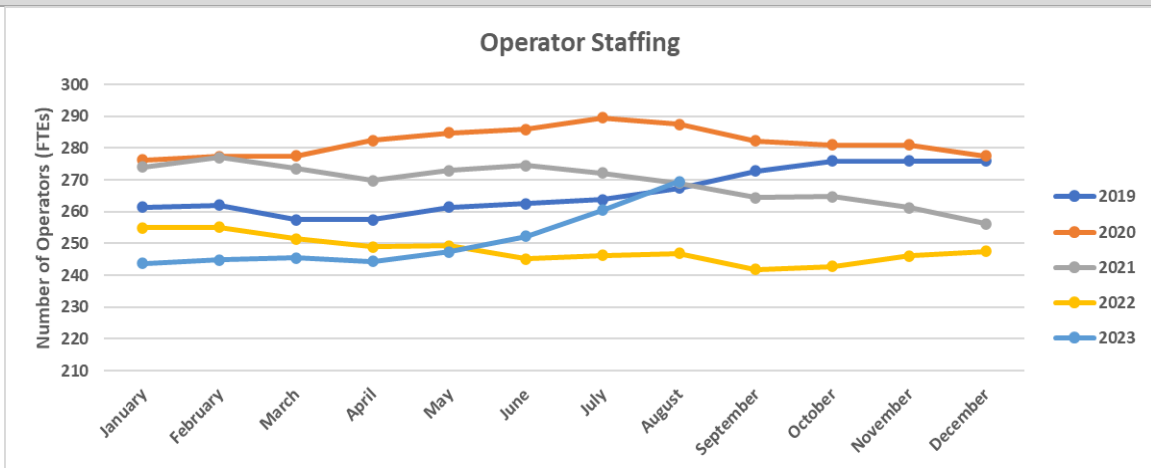
May 2023 Booking – Operator Staffing



Operator Retention

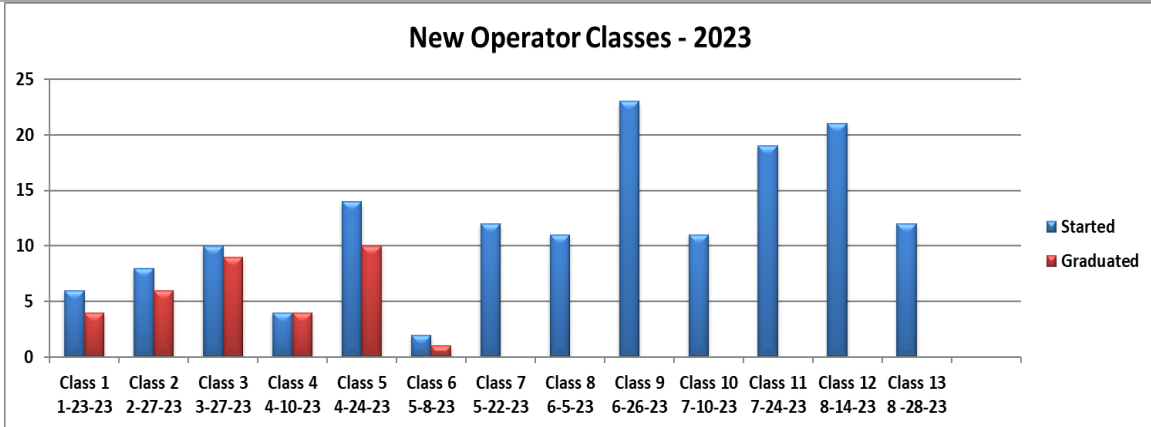


Operator Staffing





New Operator Classes - 2023





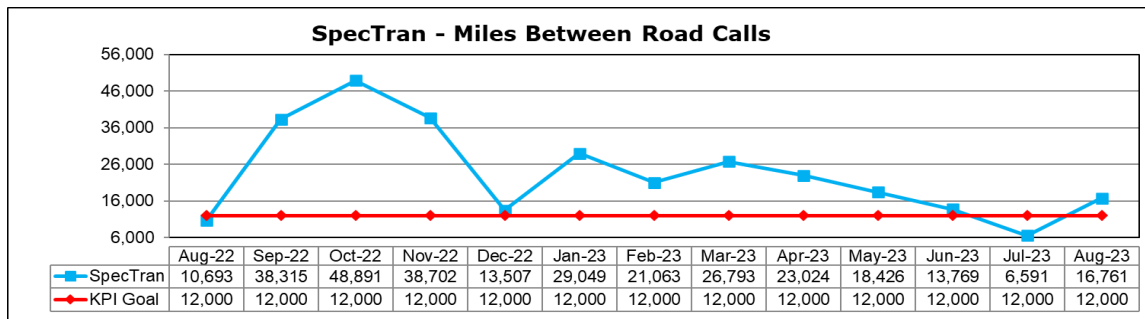
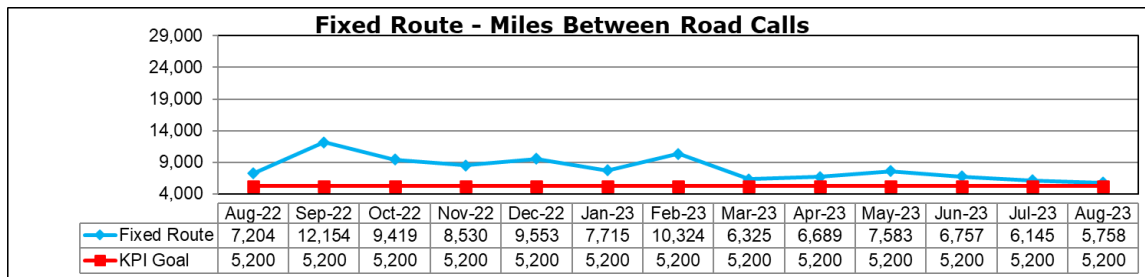
**Meeting Date:** September 19, 2023  
**Staff Report:** Maintenance Performance

**BACKGROUND:**

Tony Byrd, Director of Maintenance, will provide an update on maintenance statistics for the month of August.

**CURRENT STATUS:**

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



Preventive Maintenance for the month of August was 87% with a goal of 80%. For the month of August, 14% of the fleet was down for service repairs with a spare ratio of 20%. We have a 15% contingency fleet.

Current Staffing Levels

Mechanics            Vacancies – 2  
 Body Shop            Vacancies – 0  
 General Utility        Vacancies – 0

We continue to train all the 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:** September 19, 2023

**Staff Report:** Monthly Ridership Report

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## **BACKGROUND:**

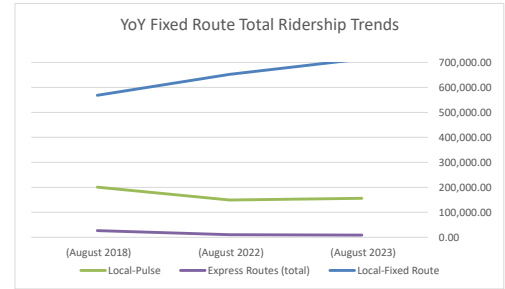
The “Monthly Ridership Report” (MRR), includes comparisons between the ridership of the current month, prior month, year prior (during COVID pandemic), and years prior (pre-COVID pandemic) to allow for a broad understanding of overall ridership trends. The MRR includes ridership data for all services 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 August 2023 will be provided by Patricia Robinson.

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

|                                   | (August 2023)  | (July 2023)    | MoM%         | (August 2022)  | YoY %<br>(2023) | (August 2018)  | YoY %<br>(2019) |
|-----------------------------------|----------------|----------------|--------------|----------------|-----------------|----------------|-----------------|
| <b>Fixed Route</b>                |                |                |              |                |                 |                |                 |
| Local-Fixed Route                 | 713,644        | 659,716        | 8.17%        | 652,492        | 9.37%           | 568,510        | 25.53%          |
| - Richmond (fixed)                | 587,463        | 545,191        | 7.75%        | 540,334        | 8.72%           | 477,283        | 23.08%          |
| - Henrico (fixed)                 | 126,181        | 114,524        | 10.18%       | 112,158        | 12.50%          | 91,227         | 38.32%          |
| Local-Pulse                       | 155,893        | 141,612        | 10.08%       | 149,298        | -4.42%          | 200,783        | -22.36%         |
| Express Routes (total)            | 8,836          | 7,462          | 18.41%       | 10,213         | -13.49%         | 26,799         | -67.03%         |
| <b>Total Fixed Route</b>          | <b>878,373</b> | <b>808,789</b> | <b>8.60%</b> | <b>812,003</b> | <b>8.17%</b>    | <b>814,000</b> | <b>7.91%</b>    |
| <b>Specialized Transportation</b> |                |                |              |                |                 |                |                 |
| CARE/CARE Plus                    | **N/A          | 19,657         | N/A          | 22,395         | N/A             | 24,630         | N/A             |
| CARE On-Demand                    | 3,578          | 2,979          | 20.11%       | 3,985          | -10.21%         | 2,649          | 35.07%          |
| <b>Total Specialized</b>          | <b>3,578</b>   | <b>22,828</b>  | <b>N/A</b>   | <b>26,380</b>  | <b>N/A</b>      | <b>27,279</b>  | <b>N/A</b>      |



**\*\*MRR will be updated when CARE/CARE Plus data is made available**

|  |                |                |              |                |              |                |              |
|--|----------------|----------------|--------------|----------------|--------------|----------------|--------------|
| <b>TOTAL FIXED ROUTE &amp; SPECIALIZED</b> | <b>881,951</b> | <b>831,617</b> | <b>6.05%</b> | <b>838,383</b> | <b>5.20%</b> | <b>841,279</b> | <b>4.83%</b> |
|--|----------------|----------------|--------------|----------------|--------------|----------------|--------------|

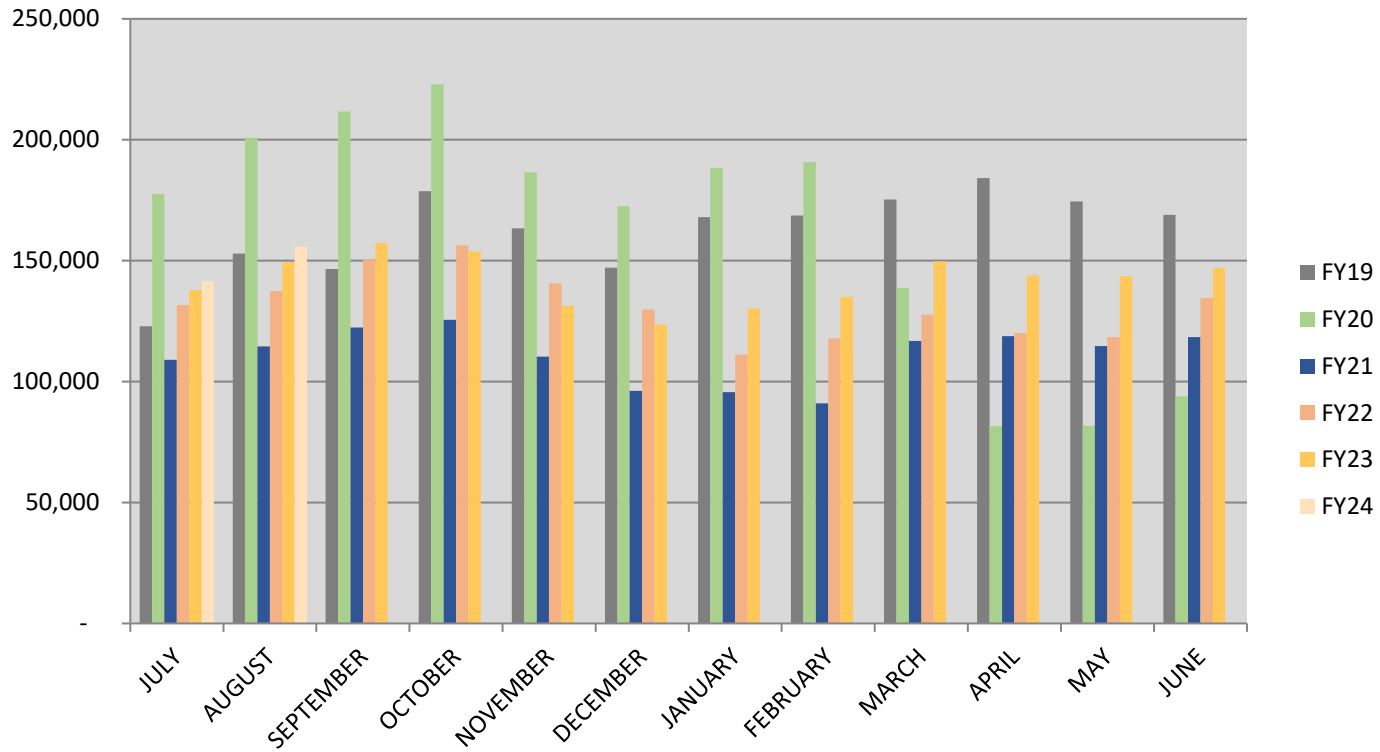
|  | 2024 FYTD        | 2023 FYTD<br>(July '22 - August '22) | YoY %<br>(FY2023) | 2019 FYTD<br>(July '18 - August '18) | YoY %<br>(FY2019) |
|--|------------------|--------------------------------------|-------------------|--------------------------------------|-------------------|
| <b>Fixed Route</b>                         |                  |                                      |                   |                                      |                   |
| Local- Fixed Route                         | 1,373,359        | 1,270,891                            | 8.06%             | 1,010,711                            | 35.88%            |
| Local- Pulse                               | 297,505          | 287,116                              | 3.62%             | 275,809                              | 7.87%             |
| Express Routes (total)                     | 16,298           | 19,040                               | -14.40%           | 73,594                               | -77.85%           |
| <b>Total Fixed Route</b>                   | <b>1,687,162</b> | <b>1,577,046</b>                     | <b>6.98%</b>      | <b>1,360,114</b>                     | <b>24.05%</b>     |
| <b>Specialized Transportation</b>          |                  |                                      |                   |                                      |                   |
| CARE/CARE Plus                             | 19,849           | 43,261                               | -54.12%           | 52,351                               | -62.08%           |
| CARE On-Demand                             | 6,557            | 7,607                                | -13.80%           | 4,101                                | 59.89%            |
| <b>Total Specialized</b>                   | <b>26,406</b>    | <b>50,868</b>                        | <b>-48.09%</b>    | <b>26,758</b>                        | <b>-1.32%</b>     |
| <b>TOTAL FIXED ROUTE &amp; SPECIALIZED</b> | <b>1,713,568</b> | <b>1,627,914</b>                     | <b>5.26%</b>      | <b>1,386,872</b>                     | <b>23.56%</b>     |

|                 | (July '23) | YoY %<br>(FY2023) | YoY %<br>(FY2019) |
|-----------------|------------|-------------------|-------------------|
| <b>Van Pool</b> |            |                   |                   |
| Van Pool        | 12,533     | 16.00%            | -69.09%           |

**\*\*Vanpool data is received a month behind**

# Pulse Ridership Six Year Comparison

Source: RideCheck Plus APC Data





**Meeting Date:** September 19, 2023  
**Staff Report:** July 2023 Financial Report

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**BACKGROUND:**

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

**Financial Report  
For the Month Ending July 31, 2023  
Key Highlights**

**Revenues**

|   |                 |
|---|-----------------|
| Year to date Revenues unfavorable to budget | \$ (158,032.82) |
| Year to Date Actual Revenues                | \$ 5,887,443.24 |
| Year to Date Budgeted Revenues              | \$ 6,045,476.06 |

Unfavorable Federal Funds revenue (\$219.92k) and unfavorable State Funds (\$20.92k) due to timing of grant reimbursements versus budget

**Operating Expenditures**

|   |                 |
|---|-----------------|
| Year to date Operating Expenditures lower than budgeted amounts | \$ 510,951.10   |
| Year to date Actual Operating Expenditures                      | \$ 5,779,746.81 |
| Year to Date Budgeted Operating Expenditures                    | \$ 6,290,697.91 |

Lower than budgeted expenses primarily the result of lower than budgeted headcount in Transportation and Administration \$201.67k, favorable services \$227.30k due timing of planning projects, and favorable materials and supplies \$109.35k offset by unfavorable purchased transportation (\$36.15k) due to higher demand for GRTC programs (CARE and CARE on demand).

|  |                      |
|--|----------------------|
| <b><u>Net Operating Position - Surplus / (Deficit)</u></b> | <b>\$ 106,496.43</b> |
|--|----------------------|

**Balance Sheet and Cash Flow**

|  |              |              |
|--|--------------|--------------|
| Strong balance sheet with cash position of |              | \$14,551,146 |
| Operating Cash Account                     | \$10,329,365 |              |
| Capital Cash Account                       | \$4,221,781  |              |

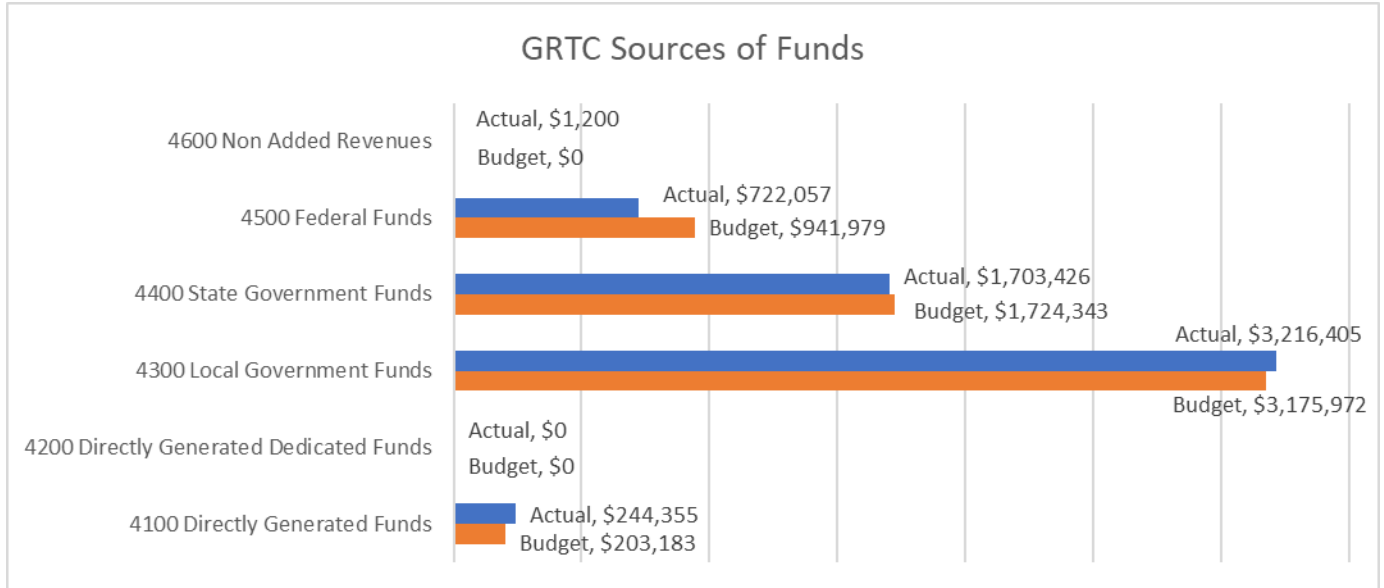
**GRTC Transit System  
Source of Funds  
Year to Date July 31, 2023**

|   | Month Ended July 31, 2023 |                        |                           | Year to Date July 31, 2023 |                        |                           |
|---|---------------------------|------------------------|---------------------------|----------------------------|------------------------|---------------------------|
|   | Actual                    | Budget                 | Variance Fav /<br>(Unfav) | Actual                     | Budget                 | Variance Fav /<br>(Unfav) |
| <b>4100 Directly Generated Funds</b>                                  | <b>\$ 244,354.89</b>      | <b>\$ 203,182.64</b>   | <b>\$ 41,172.25</b>       | <b>\$ 244,354.89</b>       | <b>\$ 203,182.64</b>   | <b>\$ 41,172.25</b>       |
| 4110 Total Passenger Fares  | 111,409.33                | 112,409.00             | (999.67)                  | 111,409.33                 | 112,409.00             | (999.67)                  |
| 4120 Park and Ride Parking Revenues                                   | -                         | -                      | -                         | -                          | -                      | -                         |
| 4130 Non Public Transportation Revenue                                | 18,550.00                 | -                      | 18,550.00                 | 18,550.00                  | -                      | 18,550.00                 |
| 4140 Auxiliary Transportation Revenue                                 | 3,250.00                  | 9,000.00               | (5,750.00)                | 3,250.00                   | 9,000.00               | (5,750.00)                |
| 4150 Other Agency Revenues  | 111,145.56                | 81,773.64              | 29,371.92                 | 111,145.56                 | 81,773.64              | 29,371.92                 |
| 4160 Revenues Accrued Through a<br>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>\$ 3,216,405.24</b>    | <b>\$ 3,175,971.83</b> | <b>\$ 40,433.40</b>       | <b>\$ 3,216,405.24</b>     | <b>\$ 3,175,971.83</b> | <b>\$ 40,433.40</b>       |
| 4310 General Revenues of the Local Government                         | 3,216,405.24              | 3,175,971.83           | 40,433.40                 | 3,216,405.24               | 3,175,971.83           | 40,433.40                 |
| <b>4400 State Government Funds</b>                                    | <b>\$ 1,703,426.22</b>    | <b>\$ 1,724,342.50</b> | <b>\$ (20,916.28)</b>     | <b>\$ 1,703,426.22</b>     | <b>\$ 1,724,342.50</b> | <b>\$ (20,916.28)</b>     |
| 4410 General Revenues of the State Government                         | 1,703,426.22              | 1,724,342.50           | (20,916.28)               | 1,703,426.22               | 1,724,342.50           | (20,916.28)               |
| <b>4500 Federal Funds</b>   | <b>\$ 722,056.89</b>      | <b>\$ 941,979.08</b>   | <b>\$ (219,922.19)</b>    | <b>\$ 722,056.89</b>       | <b>\$ 941,979.08</b>   | <b>\$ (219,922.19)</b>    |
| 5307 FTA Urbanized Area Formula Program                               | 682,754.36                | 913,047.06             | (230,292.69)              | 682,754.36                 | 913,047.06             | (230,292.69)              |
| 5307 CARES Act Urbanized Area Program Funds                           | 39,302.53                 | 28,932.02              | 10,370.51                 | 39,302.53                  | 28,932.02              | 10,370.51                 |
| <b>4600 Non Added Revenues</b>  | <b>\$ 1,200.00</b>        | <b>\$ -</b>            | <b>\$ 1,200.00</b>        | <b>\$ 1,200.00</b>         | <b>\$ -</b>            | <b>\$ 1,200.00</b>        |
| 4630 Sales and Disposals of Assets                                    | 1,200.00                  | -                      | 1,200.00                  | 1,200.00                   | -                      | 1,200.00                  |
| <b>Total Sources of Funds</b>   | <b>\$ 5,887,443.24</b>    | <b>\$ 6,045,476.06</b> | <b>\$ (158,032.82)</b>    | <b>\$ 5,887,443.24</b>     | <b>\$ 6,045,476.06</b> | <b>\$ (158,032.82)</b>    |



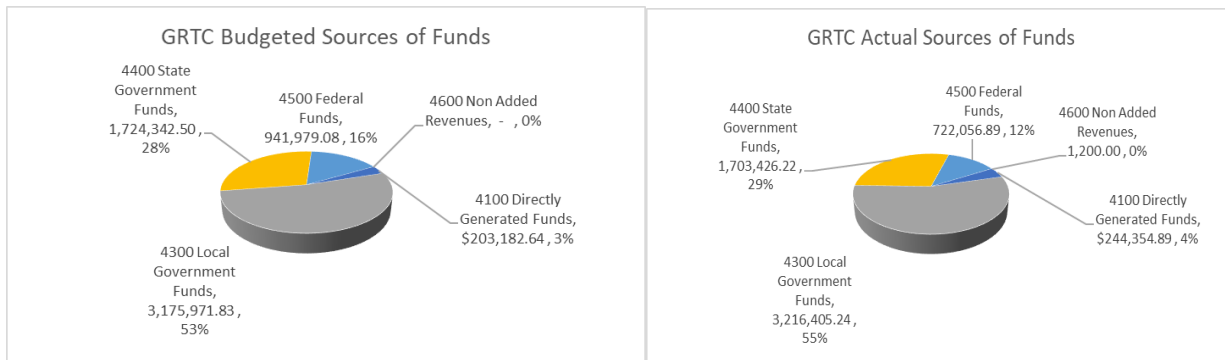
## GRTC Transit System Year to Date July 31, 2023

| Source of Funds                         | Budget                 | Actual                 | Over (Under)           | % of Budget   |
|---|------------------------|------------------------|------------------------|---------------|
| 4100 Directly Generated Funds           | \$ 203,182.64          | \$ 244,354.89          | \$ 41,172.25           | 20.26%        |
| 4200 Directly Generated Dedicated Funds | -                      | -                      | -                      | n/a           |
| 4300 Local Government Funds             | 3,175,971.83           | 3,216,405.24           | 40,433.40              | 1.27%         |
| 4400 State Government Funds             | 1,724,342.50           | 1,703,426.22           | (20,916.28)            | -1.21%        |
| 4500 Federal Funds                      | 941,979.08             | 722,056.89             | (219,922.19)           | -23.35%       |
| 4600 Non Added Revenues                 | -                      | 1,200.00               | 1,200.00               | n/a           |
|   | <u>\$ 6,045,476.06</u> | <u>\$ 5,887,443.24</u> | <u>\$ (158,032.82)</u> | <u>-2.61%</u> |



Revenues are unfavorable versus budget by \$158.03k or 2.61% as a result of:

- Unfavorable Federal Funds revenue \$219.92k, offset by favorable interest income \$30.16k, and local share of grant funded projects \$40.43k.





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

|  | Total GRTC             |                        |                           |
|--|------------------------|------------------------|---------------------------|
|  | Actual                 | Budget                 | Variance Fav /<br>(Unfav) |
| <b>Total Operating Costs</b>   |                        |                        |                           |
| <b>5010. LABOR</b>   | <b>\$ 4,015,425.11</b> | <b>\$ 4,217,093.70</b> | <b>\$ 201,668.59</b>      |
| <b>01. Operator Salaries and Wages</b>                                       | <u>1,699,903.97</u>    | <u>1,811,512.62</u>    | <u>111,608.65</u>         |
| <b>02. Operator's Paid Absences</b>  | <u>202,703.27</u>      | <u>-</u>               | <u>(202,703.27)</u>       |
| Operator Vacation  | 57,623.46              | -                      | (57,623.46)               |
| Operator Sick  | 32,167.50              | -                      | (32,167.50)               |
| Holiday  | 112,912.31             | -                      | (112,912.31)              |
| Operator FMLA or other leave   | -                      | -                      |                           |
| <b>03. Other Salaries and Wages (Non revenue vehicle operator personnel)</b> | <u>954,556.93</u>      | <u>1,108,680.73</u>    | <u>154,123.80</u>         |
| Dispatch   | 17,399.53              | 18,500.02              | 1,100.49                  |
| Operations Supervision   | 146,293.22             | 179,523.99             | 33,230.77                 |
| Maintenance  | 410,648.07             | 394,210.84             | (16,437.23)               |
| Administration   | 380,216.11             | 516,445.88             | 136,229.77                |
| <b>04. Other Paid Absences (Non revenue vehicle operator personnel)</b>      | <u>29,870.71</u>       | <u>-</u>               | <u>(29,870.71)</u>        |
| Vacation   | 12,682.80              | -                      | (12,682.80)               |
| Sick   | 3,286.39               | -                      | (3,286.39)                |
| Holiday  | 13,393.36              | -                      | (13,393.36)               |
| FMLA or other leave  | 508.16                 | -                      | (508.16)                  |
| <b>05. Fringe Benefits</b>   | <u>1,128,390.23</u>    | <u>1,296,900.35</u>    | <u>168,510.12</u>         |
| Employment Taxes   | 211,039.81             | 222,566.74             | 11,526.93                 |
| Health and Welfare Expenses  | 486,335.42             | 590,287.39             | 103,951.97                |
| Retirement Costs/Pension Plans   | 319,108.61             | 365,400.11             | 46,291.50                 |
| Workers Compensation   | 42,148.67              | 42,916.67              | 768.00                    |
| Other Fringe Benefits  | 69,757.72              | 75,729.45              | 5,971.73                  |
| <b>5020. SERVICES</b>  | <b>\$ 105,861.55</b>   | <b>\$ 333,164.00</b>   | <b>\$ 227,302.45</b>      |
| <b>03. Professional and Technical Services</b>                               | <u>2,678.80</u>        | <u>228,262.58</u>      | <u>225,583.78</u>         |
| BRT Fare Collection and Security Services                                    | -                      | -                      | -                         |
| Audit Fees   | -                      | 2,500.00               | 2,500.00                  |
| Legal Fees   | -                      | 12,500.00              | 12,500.00                 |
| Human Resources Consulting   | 1,365.00               | 5,398.58               | 4,033.58                  |
| Planning and Scheduling Consulting   | 873.34                 | 168,164.00             | 167,290.66                |
| Computer Consulting  | -                      | 500.00                 | 500.00                    |
| Advertising and Promotion  | 440.46                 | 39,200.00              | 38,759.54                 |
| <b>05. Contract Maintenance Services</b>                                     | <u>93,860.45</u>       | <u>71,054.75</u>       | <u>(22,805.70)</u>        |
| Vehicle Maintenance  | -                      | -                      | -                         |
| Computer Maintenance   | 8,933.11               | 6,666.67               | (2,266.44)                |
| BRT Station Maintenance  | 11,893.00              | 16,913.33              | 5,020.33                  |
| Building Maintenance   | 73,034.34              | 47,474.75              | (25,559.59)               |
| <b>09. Other Services</b>  | <u>9,322.30</u>        | <u>33,846.67</u>       | <u>24,524.37</u>          |
| Advertising  | 644.95                 | 1,916.67               | 1,271.72                  |
| Ad commission Lottery Updates  | -                      | 4,166.67               | 4,166.67                  |
| ADA Ride   | 5,411.00               | 6,142.67               | 731.67                    |
| Drug and Alcohol Testing   | -                      | -                      | -                         |
| Medical Exam Testing   | (75.00)                | 6,250.00               | 6,325.00                  |
| Misc   | 3,341.35               | 15,370.67              | 12,029.32                 |
| <b>5030. MATERIALS AND SUPPLIES CONSUMED</b>                                 | <b>\$ 692,387.09</b>   | <b>\$ 801,737.63</b>   | <b>\$ 109,350.54</b>      |
| <b>01. Fuel and Lubricants</b>   | <u>238,215.63</u>      | <u>252,198.30</u>      | <u>13,982.67</u>          |
| <b>02. Tires and Tubes</b>   | <u>44,023.50</u>       | <u>67,916.67</u>       | <u>23,893.17</u>          |
| <b>09. Other Materials and Supplies</b>                                      | <u>410,147.96</u>      | <u>481,622.67</u>      | <u>71,474.71</u>          |
| Vehicle Equip. and Parts Supplies (inc Cares Act)                            | 287,723.22             | 306,713.00             | 18,989.78                 |
| Other Equipment and Supplies   | 21,705.93              | 65,541.67              | 43,835.74                 |
| Office Equipment   | 90,618.81              | 106,666.67             | 16,047.86                 |
| Admin. Supplies  | 10,100.00              | 2,701.33               | (7,398.67)                |

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

|   | Total GRTC      |                 |                           |
|---|-----------------|-----------------|---------------------------|
|   | Actual          | Budget          | Variance Fav /<br>(Unfav) |
| <b>5040. UTILITIES</b>                        | \$ 95,491.37    | \$ 83,969.25    | \$ (11,522.12)            |
| Telecommunication                             | 6,151.32        | 22,500.00       | 16,348.68                 |
| Utilities                                     | 89,340.05       | 61,469.25       | (27,870.80)               |
| <b>5050. CASUALTIES AND LIABILITY COSTS</b>   | \$ 155,983.31   | \$ 145,990.08   | \$ (9,993.23)             |
| General Liability                             | 74,684.67       | 81,250.00       | 6,565.33                  |
| Auto Liability                                | 4,171.50        | 4,171.00        | (0.50)                    |
| Physical Damage                               | 66,835.47       | 41,666.67       | (25,168.80)               |
| All Other                                     | 10,291.67       | 18,902.41       | 8,610.74                  |
| <b>5060. TAXES</b>                            | \$ -            | \$ -            | \$ -                      |
| <b>5100. PURCHASED TRANSPORTATION SERVICE</b> | \$ 674,177.06   | \$ 638,029.08   | \$ (36,147.98)            |
| 01. Purchased Transportation - SpecTran       | 629,301.34      | 541,265.00      | (88,036.34)               |
| 02. Purchased Transportation VanPool          | 44,875.72       | 96,764.08       | 51,888.36                 |
| <b>5090. MISCELLANEOUS EXPENSES</b>           | \$ 40,421.32    | \$ 70,714.17    | \$ 30,292.85              |
| 02. Travel and Meetings                       | (210.70)        | 12,674.58       | 12,885.28                 |
| 08. Advertising/Promotion Media               | 1,872.00        | 2,083.33        | 211.33                    |
| 09. Other Miscellaneous Expenses              | 38,760.02       | 55,956.25       | 17,196.23                 |
| <b>5120. LEASES AND RENTALS</b>               | \$ -            | \$ -            | \$ -                      |
| 5900 ADA Expenses                             | \$ -            | \$ -            | \$ -                      |
| <b>Total Expenses</b>                         | \$ 5,779,746.81 | \$ 6,290,697.91 | \$ 510,951.10             |
|   | 100.00%         | 100.00%         |                           |

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

|  | <b>Vehicle Operations</b> |                        |                           |
|--|---------------------------|------------------------|---------------------------|
|  | Actual                    | Budget                 | Variance Fav /<br>(Unfav) |
| <b>Total Operating Costs</b>   |                           |                        |                           |
| <b>5010. LABOR</b>   | <b>\$ 2,866,522.17</b>    | <b>\$ 2,904,118.51</b> | <b>\$ 37,596.34</b>       |
| <b>01. Operator Salaries and Wages</b>                                       | <u>1,699,903.97</u>       | <u>1,811,512.62</u>    | <u>111,608.65</u>         |
| <b>02. Operator's Paid Absences</b>  | <u>202,703.27</u>         | <u>-</u>               | <u>(202,703.27)</u>       |
| Operator Vacation  | 57,623.46                 | -                      | (57,623.46)               |
| Operator Sick  | 32,167.50                 | -                      | (32,167.50)               |
| Holiday  | 112,912.31                | -                      | (112,912.31)              |
| Operator FMLA or other leave   | -                         | -                      | -                         |
| <b>03. Other Salaries and Wages (Non revenue vehicle operator personnel)</b> | <u>163,692.75</u>         | <u>198,024.01</u>      | <u>34,331.26</u>          |
| Dispatch   | 17,399.53                 | 18,500.02              | 1,100.49                  |
| Operations Supervision   | 146,293.22                | 179,523.99             | 33,230.77                 |
| 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>800,222.18</u>         | <u>894,581.88</u>      | <u>94,359.70</u>          |
| Employment Taxes   | 148,163.08                | 153,159.72             | 4,996.65                  |
| Health and Welfare Expenses  | 341,437.73                | 406,207.40             | 64,769.67                 |
| Retirement Costs/Pension Plans   | 231,590.52                | 253,353.68             | 21,763.16                 |
| Workers Compensation   | 29,590.99                 | 29,533.19              | (57.80)                   |
| Other Fringe Benefits  | 49,439.87                 | 52,327.90              | 2,888.03                  |
| <b>5020. SERVICES</b>  | <b>\$ (75.00)</b>         | <b>\$ 6,250.00</b>     | <b>\$ 6,325.00</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>(75.00)</u>            | <u>6,250.00</u>        | <u>6,325.00</u>           |
| Advertising  | -                         | -                      | -                         |
| Ad commission Lottery Updates  | -                         | -                      | -                         |
| ADA Ride   | -                         | -                      | -                         |
| Drug and Alcohol Testing   | -                         | -                      | -                         |
| Medical Exam Testing   | (75.00)                   | 6,250.00               | 6,325.00                  |
| Misc   | -                         | -                      | -                         |
| <b>5030. MATERIALS AND SUPPLIES CONSUMED</b>                                 | <b>\$ 276,504.83</b>      | <b>\$ 312,777.55</b>   | <b>\$ 36,272.72</b>       |
| <b>01. Fuel and Lubricants</b>   | <u>232,481.33</u>         | <u>244,860.88</u>      | <u>12,379.55</u>          |
| <b>02. Tires and Tubes</b>   | <u>44,023.50</u>          | <u>67,916.67</u>       | <u>23,893.17</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 July 31, 2023**

|   | <b>Vehicle Operations</b> |                   |                                   |
|---|---------------------------|-------------------|-----------------------------------|
|   | <b>Actual</b>             | <b>Budget</b>     | <b>Variance Fav /<br/>(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> | \$ 674,177.06             | \$ 638,029.08     | \$ (36,147.98)                    |
| 01. Purchased Transportation - SpecTran       | <u>629,301.34</u>         | <u>541,265.00</u> | <u>(88,036.34)</u>                |
| 02. Purchased Transportation VanPool          | <u>44,875.72</u>          | <u>96,764.08</u>  | <u>51,888.36</u>                  |
| <b>5090. MISCELLANEOUS EXPENSES</b>           | \$ 6,174.90               | \$ 8,333.33       | \$ 2,158.43                       |
| 02. Travel and Meetings                       |                           |                   | -                                 |
| 08. Advertising/Promotion Media               |                           |                   | -                                 |
| 09. Other Miscellaneous Expenses              | <u>6,174.90</u>           | <u>8,333.33</u>   | <u>2,158.43</u>                   |
| <b>5120. LEASES AND RENTALS</b>               |                           |                   | \$ -                              |
| 5900 ADA Expenses                             |                           |                   | \$ -                              |
| <b>Total Expenses</b>                         | \$ 3,823,303.96           | \$ 3,869,508.48   | \$ 46,204.51                      |
|   | 66.15%                    | 61.51%            |                                   |

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

|  |  |  |  | <b>Vehicle Maintenance</b> |                      |                                   |
|--|--|--|--|----------------------------|----------------------|-----------------------------------|
|  |  |  |  | <b>Actual</b>              | <b>Budget</b>        | <b>Variance Fav /<br/>(Unfav)</b> |
| <b>Total Operating Costs</b>   |  |  |  |                            |                      |                                   |
| <b>5010. LABOR</b>   |  |  |  | <b>\$ 522,280.06</b>       | <b>\$ 418,132.03</b> | <b>\$ (104,148.03)</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> |  |  |  | 349,056.16                 | 281,198.57           | (67,857.59)                       |
| Dispatch   |  |  |  |                            |                      | -                                 |
| Operations Supervision   |  |  |  |                            |                      | -                                 |
| Maintenance  |  |  |  | 349,056.16                 | 281,198.57           | (67,857.59)                       |
| Administration   |  |  |  |                            |                      | -                                 |
| <b>04. Other Paid Absences (Non revenue vehicle operator personnel)</b>      |  |  |  | 21,854.63                  | -                    | (21,854.63)                       |
| Vacation   |  |  |  | 9,856.80                   | -                    | (9,856.80)                        |
| Sick   |  |  |  | 2,629.83                   | -                    | (2,629.83)                        |
| Holiday  |  |  |  | 9,368.00                   | -                    | (9,368.00)                        |
| FMLA or other leave  |  |  |  | -                          | -                    | -                                 |
| <b>05. Fringe Benefits</b>   |  |  |  | 151,369.27                 | 136,933.46           | (14,435.81)                       |
| Employment Taxes   |  |  |  | 27,751.30                  | 21,431.95            | (6,319.35)                        |
| Health and Welfare Expenses  |  |  |  | 63,952.11                  | 56,841.43            | (7,110.68)                        |
| Retirement Costs/Pension Plans   |  |  |  | 44,110.88                  | 43,470.87            | (640.01)                          |
| Workers Compensation   |  |  |  | 5,542.46                   | 4,132.64             | (1,409.82)                        |
| Other Fringe Benefits  |  |  |  | 10,012.51                  | 11,056.56            | 1,044.05                          |
| <b>5020. SERVICES</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>\$ 263,434.47</b>       | <b>\$ 314,050.42</b> | <b>\$ 50,615.95</b>               |
| <b>01. Fuel and Lubricants</b>   |  |  |  | 5,111.25                   | 7,337.42             | 2,226.17                          |
| <b>02. Tires and Tubes</b>   |  |  |  |                            |                      | -                                 |
| <b>09. Other Materials and Supplies</b>                                      |  |  |  | 258,323.22                 | 306,713.00           | 48,389.78                         |
| Vehicle Equip. and Parts Supplies (inc Cares Act)                            |  |  |  | 258,323.22                 | 306,713.00           | 48,389.78                         |
| Other Equipment and Supplies   |  |  |  |                            |                      | -                                 |
| Office Equipment   |  |  |  |                            |                      | -                                 |
| Admin. Supplies  |  |  |  |                            |                      | -                                 |

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

|   | Vehicle Maintenance |               |                           |
|---|---------------------|---------------|---------------------------|
|   | Actual              | Budget        | Variance Fav /<br>(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>                         | \$ 785,714.53       | \$ 732,182.45 | \$ (53,532.08)            |
|   | 13.59%              | 11.64%        |                           |



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

|  | Facility Maintenance |                      |                           |
|--|----------------------|----------------------|---------------------------|
|  | Actual               | Budget               | Variance Fav /<br>(Unfav) |
| <b>Total Operating Costs</b>   |                      |                      |                           |
| <b>5010. LABOR</b>   | <b>\$ 88,163.63</b>  | <b>\$ 148,347.23</b> | <b>\$ 60,183.61</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>61,591.91</u>     | <u>113,012.27</u>    | <u>51,420.36</u>          |
| Dispatch   |                      |                      | -                         |
| Operations Supervision   |                      |                      | -                         |
| Maintenance  | 61,591.91            | 113,012.27           | 51,420.36                 |
| Administration   |                      |                      | -                         |
| <b>04. Other Paid Absences (Non revenue vehicle operator personnel)</b>      | <u>8,016.08</u>      | <u>-</u>             | <u>(8,016.08)</u>         |
| Vacation   | 2,826.00             | -                    | (2,826.00)                |
| Sick   | 656.56               | -                    | (656.56)                  |
| Holiday  | 4,025.36             | -                    | (4,025.36)                |
| FMLA or other leave  | 508.16               | -                    | (508.16)                  |
| <b>05. Fringe Benefits</b>   | <u>18,555.64</u>     | <u>35,334.97</u>     | <u>16,779.33</u>          |
| Employment Taxes   | 4,896.79             | 8,613.39             | 3,716.60                  |
| Health and Welfare Expenses  | 11,284.52            | 22,844.28            | 11,559.76                 |
| Retirement Costs/Pension Plans   | (40.32)              | -                    | 40.32                     |
| Workers Compensation   | 977.98               | 1,660.89             | 682.90                    |
| Other Fringe Benefits  | 1,436.65             | 2,216.41             | 779.75                    |
| <b>5020. SERVICES</b>  | <b>\$ 84,927.34</b>  | <b>\$ 64,388.08</b>  | <b>\$ (20,539.26)</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>84,927.34</u>     | <u>64,388.08</u>     | <u>(20,539.26)</u>        |
| Vehicle Maintenance  |                      |                      | -                         |
| Computer Maintenance   |                      |                      | -                         |
| BRT Station Maintenance  | 11,893.00            | 16,913.33            | 5,020.33                  |
| Building Maintenance   | 73,034.34            | 47,474.75            | (25,559.59)               |
| <b>09. Other Services</b>  | -                    | (0.00)               | (0.00)                    |
| Advertising  |                      |                      | -                         |
| Ad commission Lottery Updates  |                      |                      | -                         |
| ADA Ride   |                      |                      | -                         |
| Drug and Alcohol Testing   |                      |                      | -                         |
| Medical Exam Testing   |                      |                      | -                         |
| Misc   | -                    | (0.00)               | (0.00)                    |
| <b>5030. MATERIALS AND SUPPLIES CONSUMED</b>                                 | <b>\$ 18,308.88</b>  | <b>\$ 26,708.33</b>  | <b>\$ 8,399.45</b>        |
| <b>01. Fuel and Lubricants</b>   |                      |                      | -                         |
| <b>02. Tires and Tubes</b>   |                      |                      | -                         |
| <b>09. Other Materials and Supplies</b>                                      | <u>18,308.88</u>     | <u>26,708.33</u>     | <u>8,399.45</u>           |
| Vehicle Equip. and Parts Supplies (inc Cares Act)                            |                      |                      | -                         |
| Other Equipment and Supplies   | 18,308.88            | 26,708.33            | 8,399.45                  |
| Office Equipment   |                      |                      | -                         |
| Admin. Supplies  |                      |                      | -                         |

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

|   | Facility Maintenance |               |                           |   |
|---|----------------------|---------------|---------------------------|---|
|   | Actual               | Budget        | Variance Fav /<br>(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>                         | \$ 191,399.85        | \$ 239,443.65 | \$ 48,043.80              |   |
|   | 3.31%                | 3.81%         |                           |   |

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

|  | General Administration |               |                           |
|--|------------------------|---------------|---------------------------|
|  | Actual                 | Budget        | Variance Fav /<br>(Unfav) |
| <b>Total Operating Costs</b>   |                        |               |                           |
| <b>5010. LABOR</b>   | \$ 538,459.25          | \$ 746,495.93 | \$ 208,036.67             |
| <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> | 380,216.11             | 516,445.88    | 136,229.77                |
| Dispatch   |                        |               | -                         |
| Operations Supervision   |                        |               | -                         |
| Maintenance  |                        |               | -                         |
| Administration   | 380,216.11             | 516,445.88    | 136,229.77                |
| <b>04. Other Paid Absences (Non revenue vehicle operator personnel)</b>      | -                      | -             | -                         |
| Vacation   |                        |               | -                         |
| Sick   |                        |               | -                         |
| Holiday  |                        |               | -                         |
| FMLA or other leave  |                        |               | -                         |
| <b>05. Fringe Benefits</b>   | 158,243.14             | 230,050.05    | 71,806.90                 |
| Employment Taxes   | 30,228.64              | 39,361.67     | 9,133.03                  |
| Health and Welfare Expenses  | 69,661.06              | 104,394.28    | 34,733.22                 |
| Retirement Costs/Pension Plans   | 43,447.53              | 68,575.56     | 25,128.03                 |
| Workers Compensation   | 6,037.23               | 7,589.95      | 1,552.72                  |
| Other Fringe Benefits  | 8,868.69               | 10,128.59     | 1,259.90                  |
| <b>5020. SERVICES</b>  | \$ 21,009.21           | \$ 262,525.91 | \$ 241,516.70             |
| <b>03. Professional and Technical Services</b>                               | 2,678.80               | 228,262.58    | 225,583.78                |
| BRT Fare Collection and Security Services                                    | -                      | -             | -                         |
| Audit Fees   | -                      | 2,500.00      | 2,500.00                  |
| Legal Fees   | -                      | 12,500.00     | 12,500.00                 |
| Human Resources Consulting   | 1,365.00               | 5,398.58      | 4,033.58                  |
| Planning and Scheduling Consulting   | 873.34                 | 168,164.00    | 167,290.66                |
| Computer Consulting  | -                      | 500.00        | 500.00                    |
| Advertising and Promotion  | 440.46                 | 39,200.00     | 38,759.54                 |
| <b>05. Contract Maintenance Services</b>                                     | 8,933.11               | 6,666.67      | (2,266.44)                |
| Vehicle Maintenance  |                        |               | -                         |
| Computer Maintenance   | 8,933.11               | 6,666.67      | (2,266.44)                |
| BRT Station Maintenance  |                        |               | -                         |
| Building Maintenance   |                        |               | -                         |
| <b>09. Other Services</b>  | 9,397.30               | 27,596.67     | 18,199.37                 |
| Advertising  | 644.95                 | 1,916.67      | 1,271.72                  |
| Ad commission Lottery Updates  | -                      | 4,166.67      | 4,166.67                  |
| ADA Ride   | 5,411.00               | 6,142.67      | 731.67                    |
| Drug and Alcohol Testing   |                        |               | -                         |
| Medical Exam Testing   |                        |               | -                         |
| Misc   | 3,341.35               | 15,370.67     | 12,029.32                 |
| <b>5030. MATERIALS AND SUPPLIES CONSUMED</b>                                 | \$ 134,138.91          | \$ 148,201.33 | \$ 14,062.42              |
| <b>01. Fuel and Lubricants</b>   | 623.05                 | -             | (623.05)                  |
| <b>02. Tires and Tubes</b>   |                        |               | -                         |
| <b>09. Other Materials and Supplies</b>                                      | 133,515.86             | 148,201.33    | 14,685.47                 |
| Vehicle Equip. and Parts Supplies (inc Cares Act)                            | 29,400.00              | -             | (29,400.00)               |
| Other Equipment and Supplies   | 3,397.05               | 38,833.33     | 35,436.28                 |
| Office Equipment   | 90,618.81              | 106,666.67    | 16,047.86                 |
| Admin. Supplies  | 10,100.00              | 2,701.33      | (7,398.67)                |

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

|   | <b>General Administration</b> |                        |                                   |
|---|-------------------------------|------------------------|-----------------------------------|
|   | <b>Actual</b>                 | <b>Budget</b>          | <b>Variance Fav /<br/>(Unfav)</b> |
| <b>5040. UTILITIES</b>                        | <b>\$ 95,491.37</b>           | <b>\$ 83,969.25</b>    | <b>\$ (11,522.12)</b>             |
| Telecommunication                             | 6,151.32                      | 22,500.00              | 16,348.68                         |
| Utilities                                     | 89,340.05                     | 61,469.25              | (27,870.80)                       |
| <b>5050. CASUALTIES AND LIABILITY COSTS</b>   | <b>\$ 155,983.31</b>          | <b>\$ 145,990.08</b>   | <b>\$ (9,993.23)</b>              |
| General Liability                             | 74,684.67                     | 81,250.00              | 6,565.33                          |
| Auto Liability                                | 4,171.50                      | 4,171.00               | (0.50)                            |
| Physical Damage                               | 66,835.47                     | 41,666.67              | (25,168.80)                       |
| All Other                                     | 10,291.67                     | 18,902.41              | 8,610.74                          |
| <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>\$ 34,246.42</b>           | <b>\$ 62,380.83</b>    | <b>\$ 28,134.41</b>               |
| 02. Travel and Meetings                       | (210.70)                      | 12,674.58              | 12,885.28                         |
| 08. Advertising/Promotion Media               | 1,872.00                      | 2,083.33               | 211.33                            |
| 09. Other Miscellaneous Expenses              | 32,585.12                     | 47,622.92              | 15,037.80                         |
| <b>5120. LEASES AND RENTALS</b>               | <b>\$ -</b>                   | <b>\$ -</b>            | <b>\$ -</b>                       |
| 5900 ADA Expenses                             | -                             | -                      | -                                 |
| <b>Total Expenses</b>                         | <b>\$ 979,328.47</b>          | <b>\$ 1,449,563.33</b> | <b>\$ 470,234.86</b>              |
|   | 16.94%                        | 23.04%                 |                                   |

## GRTC Transit System Year to Date July 31, 2023

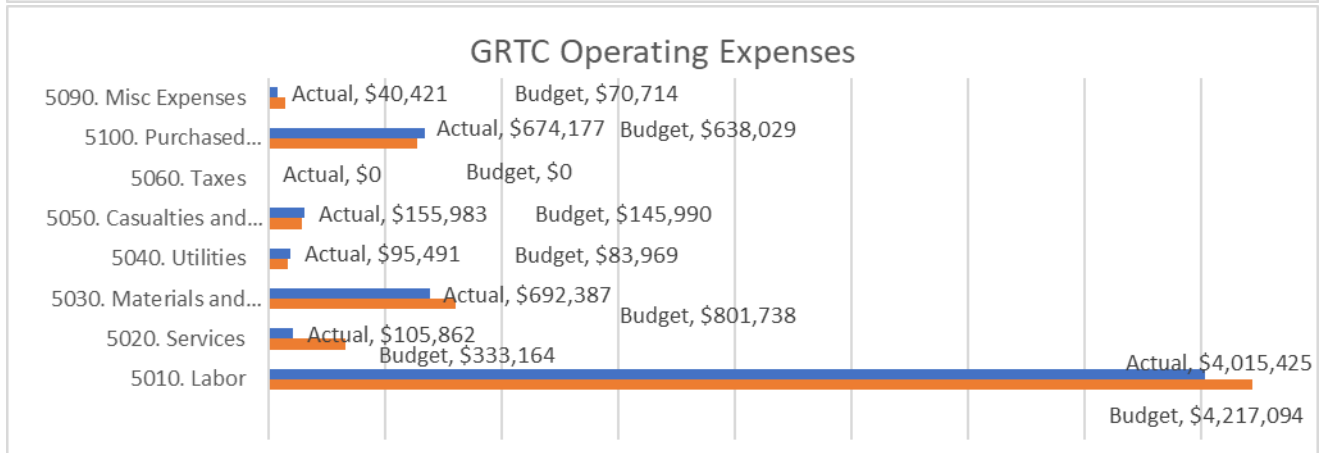
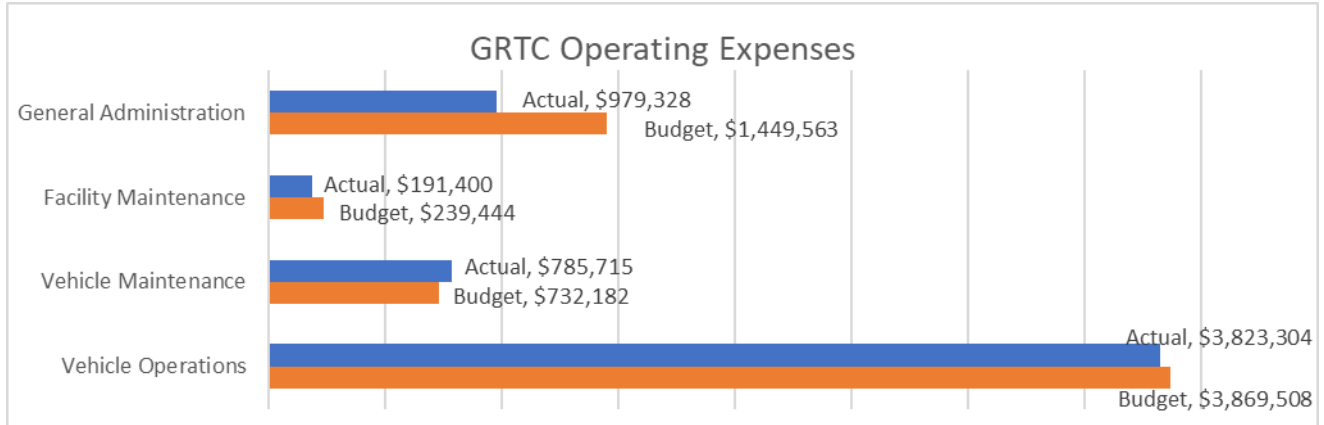
### Operating Expenses

|                        | Budget                 | Actual                 | (Over) Under         | % of Budget   |
|------------------------|------------------------|------------------------|----------------------|---------------|
| Vehicle Operations     | \$ 3,869,508.48        | \$ 3,823,303.96        | \$ 46,204.51         | 98.81%        |
| Vehicle Maintenance    | 732,182.45             | 785,714.53             | (53,532.08)          | 107.31%       |
| Facility Maintenance   | 239,443.65             | 191,399.85             | 48,043.80            | 79.94%        |
| General Administration | <u>1,449,563.33</u>    | <u>979,328.47</u>      | <u>470,234.86</u>    | <u>67.56%</u> |
| <b>Total GRTC</b>      | <b>\$ 6,290,697.91</b> | <b>\$ 5,779,746.81</b> | <b>\$ 510,951.10</b> | <b>91.88%</b> |

|  | Budget                 | Actual                 | (Over) Under         | % of Budget   |
|--|------------------------|------------------------|----------------------|---------------|
| 5010. Labor                            | \$ 4,217,093.70        | \$ 4,015,425.11        | \$ 201,668.59        | 95.22%        |
| 5020. Services                         | 333,164.00             | 105,861.55             | 227,302.45           | 31.77%        |
| 5030. Materials and Supplies Consumed  | 801,737.63             | 692,387.09             | 109,350.54           | 86.36%        |
| 5040. Utilities                        | 83,969.25              | 95,491.37              | (11,522.12)          | 113.72%       |
| 5050. Casualties and Liability Costs   | 145,990.08             | 155,983.31             | (9,993.23)           | 106.85%       |
| 5060. Taxes                            | -                      | -                      | -                    | 0.00%         |
| 5100. Purchased Transportation Service | 638,029.08             | 674,177.06             | (36,147.98)          | 105.67%       |
| 5090. Misc Expenses                    | <u>70,714.17</u>       | <u>40,421.32</u>       | <u>30,292.85</u>     | <u>57.16%</u> |
| <b>Total GRTC</b>                      | <b>\$ 6,290,697.91</b> | <b>\$ 5,779,746.81</b> | <b>\$ 510,951.10</b> | <b>91.88%</b> |

|                            |            |            |
|----------------------------|------------|------------|
| Total Fleet Service Miles  | 470,494.94 | 458,618.70 |
| Operating Expense per Mile | \$ 13.37   | \$ 12.60   |

|                            |           |           |
|----------------------------|-----------|-----------|
| Total Fleet Service Hours  | 41,289.37 | 40,034.89 |
| Operating Expense per Hour | \$ 152.36 | \$ 144.37 |



Operating Expenses are favorable versus budget by \$0.511M or 8.12% as a result of:

- Lower than budgeted labor expenses of \$201.67k due to below budgeted headcount levels in transportation function and higher than budgeted vacancy factor in the general and administrative groups.
- Favorable purchased services of \$227.30k due to the timing of consulting services versus budget.
- Favorable materials and supplies of \$109.35k timing of purchases versus budget assumptions.
- Slight unfavorable Utilities expenses of \$11.52k.
- Slight unfavorable casualties and liability expense of \$9.99k is due to expensing small policies versus prepaid deferrals.
- Slight unfavorable purchased transportation services of \$36.15k due to actual demand differing from budgetary assumptions.
- Favorable Miscellaneous expense of \$30.292k due to timing of expense versus budget.

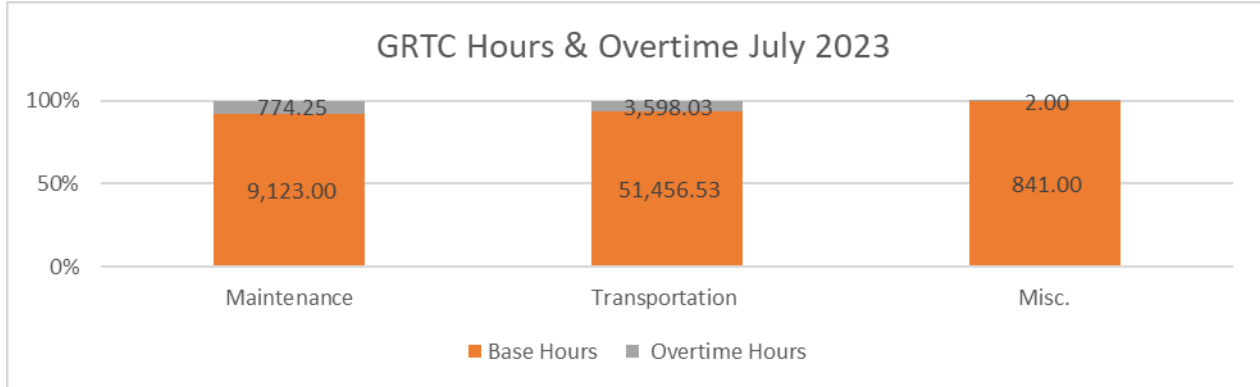
| <u>Operating Expense per Mile</u> | <b>Budget</b> | <b>Actual</b> |
|-----------------------------------|---------------|---------------|
| Vehicle Operations                | \$ 8.22       | \$ 8.34       |
| Vehicle Maintenance               | 1.56          | 1.71          |
| Facility Maintenance              | 0.51          | 0.42          |
| General Administration            | <u>3.08</u>   | <u>2.14</u>   |
| Total GRTC                        | \$ 13.37      | \$ 12.60      |

| <u>Operating Expense per Mile</u>      | <b>Budget</b> | <b>Actual</b> |
|--|---------------|---------------|
| 5010. Labor                            | \$ 8.96       | \$ 8.76       |
| 5020. Services                         | 0.71          | 0.23          |
| 5030. Materials and Supplies Consumed  | 1.70          | 1.51          |
| 5040. Utilities                        | 0.18          | 0.21          |
| 5050. Casualties and Liability Costs   | 0.31          | 0.34          |
| 5060. Taxes                            | -             | -             |
| 5100. Purchased Transportation Service | 1.36          | 1.47          |
| 5090. Misc Expenses                    | <u>0.15</u>   | <u>0.09</u>   |
| Total GRTC                             | \$ 13.37      | \$ 12.60      |

| <u>Operating Expense per Hour</u> | <b>Budget</b> | <b>Actual</b> |
|-----------------------------------|---------------|---------------|
| Vehicle Operations                | \$ 93.72      | \$ 95.50      |
| Vehicle Maintenance               | 17.73         | 19.63         |
| Facility Maintenance              | 5.80          | 4.78          |
| General Administration            | <u>35.11</u>  | <u>24.46</u>  |
| Total GRTC                        | \$ 152.36     | \$ 144.37     |

| <u>Operating Expense per Hour</u>      | <b>Budget</b> | <b>Actual</b> |
|--|---------------|---------------|
| 5010. Labor                            | \$ 102.14     | \$ 100.30     |
| 5020. Services                         | 8.07          | 2.64          |
| 5030. Materials and Supplies Consumed  | 19.42         | 17.29         |
| 5040. Utilities                        | 2.03          | 2.39          |
| 5050. Casualties and Liability Costs   | 3.54          | 3.90          |
| 5060. Taxes                            | -             | -             |
| 5100. Purchased Transportation Service | 15.45         | 16.84         |
| 5090. Misc Expenses                    | <u>1.71</u>   | <u>1.01</u>   |
| Total GRTC                             | \$ 152.36     | \$ 144.37     |

| <b>GRTC Headcount @ July 31, 2023</b> | <b>Budget</b> | <b>Actual</b> | <b>(Over) Under</b> | <b>% of Budget</b> |
|---------------------------------------|---------------|---------------|---------------------|--------------------|
| Equipment & Facility Maintenance      | 72            | 71            | 1                   | 98.61%             |
| Transportation                        | 362           | 358           | 4                   | 98.90%             |
| Planning, Scheduling & Marketing      | 20            | 16            | 4                   | 80.00%             |
| Insurance & Safety                    | 10            | 10            | -                   | 100.00%            |
| General & Administrative              | <u>60</u>     | <u>43</u>     | <u>17</u>           | <u>71.67%</u>      |
|                                       | 524           | 498           | 26                  | 95.04%             |



**GRTC Transit System**  
**STATEMENT OF INCOME**  
**BUDGET VS. ACTUAL**  
**For the Month Ending July 31, 2023**

|   | Current Month       |                     |                     | Fav/<br>(Unfav) | Year To Date        |                     |                     | Fav/<br>(Unfav) | FY 2024<br>Annual<br>Budget |
|---|---------------------|---------------------|---------------------|-----------------|---------------------|---------------------|---------------------|-----------------|-----------------------------|
|   | Budget              | Actual              | Difference          |                 | Budget              | Actual              | Difference          |                 |                             |
| <b>Operating Revenue:</b>                 |                     |                     |                     |                 |                     |                     |                     |                 |                             |
| Customer Revenue - Fixed Route            | \$ -                | \$ -                | \$ -                | F               | \$ -                | \$ -                | \$ -                | F               | \$ -                        |
| Pass Program Revenue                      | 112,409             | 111,409             | (1,000)             | U               | 112,409             | 111,409             | (1,000)             | U               | 1,212,409                   |
| Charter Revenue                           | -                   | 18,550              | 18,550              | F               | -                   | 18,550              | 18,550              | F               | -                           |
| Advertising Revenue                       | 9,000               | 3,250               | (5,750)             | U               | 9,000               | 3,250               | (5,750)             | U               | 605,000                     |
| Other Operating Revenue                   | -                   | -                   | -                   | F               | -                   | -                   | -                   | F               | -                           |
| <b>Total Operating Revenue</b>            | <b>\$ 121,409</b>   | <b>\$ 133,209</b>   | <b>\$ 11,800</b>    | <b>F</b>        | <b>\$ 121,409</b>   | <b>\$ 133,209</b>   | <b>\$ 11,800</b>    | <b>F</b>        | <b>\$ 1,817,409</b>         |
| <b>Other Income:</b>                      |                     |                     |                     |                 |                     |                     |                     |                 |                             |
| Ridefinders                               | 39,690              | 38,736              | (954)               | U               | 39,690              | 38,736              | (954)               | U               | 515,974                     |
| Interest Income                           | 41,667              | 71,822              | 30,155              | F               | 41,667              | 71,822              | 30,155              | F               | 500,000                     |
| Non-Transportation Income                 | 417                 | 588                 | 171                 | F               | 417                 | 588                 | 171                 | F               | 5,000                       |
| <b>Total Other Income</b>                 | <b>\$ 81,774</b>    | <b>\$ 111,146</b>   | <b>\$ 29,372</b>    | <b>F</b>        | <b>\$ 81,774</b>    | <b>\$ 111,146</b>   | <b>\$ 29,372</b>    | <b>F</b>        | <b>\$ 1,020,974</b>         |
| <b>Operating Contributions:</b>           |                     |                     |                     |                 |                     |                     |                     |                 |                             |
| COVID Relief Acts VA2020-023              | 28,932              | 39,303              | 10,371              | F               | 28,932              | 39,303              | 10,371              | F               | 1,764,174                   |
| FFCRA Credit                              | -                   | -                   | -                   | F               | -                   | -                   | -                   | F               | -                           |
| Oper contrib - Federal                    | 913,047             | 682,754             | (230,293)           | U               | 913,047             | 682,754             | (230,293)           | U               | 13,379,153                  |
| Oper contrib - State                      | 1,724,343           | 1,706,056           | (18,287)            | U               | 1,724,343           | 1,706,056           | (18,287)            | U               | 24,827,905                  |
| Oper contrib - CVTA                       | 1,909,504           | 1,909,504           | 0                   | F               | 1,909,504           | 1,909,504           | 0                   | F               | 22,914,050                  |
| Oper contrib - Richmond                   | 734,555             | 832,943             | 98,388              | F               | 734,555             | 832,943             | 98,388              | F               | 8,814,665                   |
| Oper contrib - Henrico                    | 352,745             | 404,095             | 51,350              | F               | 352,745             | 404,095             | 51,350              | F               | 4,232,935                   |
| Oper contrib - Petersburg                 | 16,667              | 16,667              | 0                   | F               | 16,667              | 16,667              | 0                   | F               | 200,000                     |
| Oper contrib - Chesterfield               | 21,157              | 36,131              | 14,974              | F               | 21,157              | 36,131              | 14,974              | F               | 1,244,989                   |
| Oper Contrib Local                        | -                   | 14,436              | 14,436              | F               | -                   | 14,436              | 14,436              | F               | -                           |
| Oper contrib - GRTC Fund Balance          | 141,344             | -                   | (141,344)           | U               | 141,344             | -                   | (141,344)           | U               | 1,696,129                   |
| <b>Total Operating Contributions:</b>     | <b>\$ 5,842,293</b> | <b>\$ 5,641,888</b> | <b>\$ (200,405)</b> | <b>U</b>        | <b>\$ 5,842,293</b> | <b>\$ 5,641,888</b> | <b>\$ (200,405)</b> | <b>U</b>        | <b>\$ 79,074,000</b>        |
| <b>Net Operating Revenue</b>              | <b>\$ 6,045,476</b> | <b>\$ 5,886,243</b> | <b>\$ (159,233)</b> | <b>U</b>        | <b>\$ 6,045,476</b> | <b>\$ 5,886,243</b> | <b>\$ (159,233)</b> | <b>U</b>        | <b>\$ 81,912,383</b>        |
| <b>Operating Expenses:</b>                |                     |                     |                     |                 |                     |                     |                     |                 |                             |
| Equipment & Facility Maintenance          | 1,276,142           | 1,216,911           | (59,232)            | F               | 1,276,142           | 1,216,911           | (59,232)            | F               | 15,352,868                  |
| Transportation                            | 2,300,494           | 2,326,573           | 26,079              | U               | 2,300,494           | 2,326,573           | 26,079              | U               | 27,099,134                  |
| Planning, Scheduling & Marketing          | 327,448             | 99,221              | (228,227)           | F               | 327,448             | 99,221              | (228,227)           | F               | 10,663,128                  |
| Insurance and Safety                      | 256,705             | 253,237             | (3,468)             | F               | 256,705             | 253,237             | (3,468)             | F               | 3,051,314                   |
| General and Administrative                | 1,268,730           | 998,588             | (270,142)           | F               | 1,268,730           | 998,588             | (270,142)           | F               | 15,462,045                  |
| Purchase of Service - Spectran & Van Pool | 638,029             | 674,177             | 36,148              | U               | 638,029             | 674,177             | 36,148              | U               | 7,656,349                   |
| Operating Taxes and Licenses              | 223,150             | 211,040             | (12,110)            | F               | 223,150             | 211,040             | (12,110)            | F               | 2,627,544                   |
| <b>Total Operating Expenses</b>           | <b>\$ 6,290,698</b> | <b>\$ 5,779,747</b> | <b>\$ (510,951)</b> | <b>F</b>        | <b>\$ 6,290,698</b> | <b>\$ 5,779,747</b> | <b>\$ (510,951)</b> | <b>F</b>        | <b>\$ 81,912,383</b>        |
| <b>Change in Net Postion</b>              | <b>\$ (245,222)</b> | <b>\$ 106,496</b>   | <b>\$ 351,718</b>   | <b>F</b>        | <b>\$ (245,222)</b> | <b>\$ 106,496</b>   | <b>\$ 351,718</b>   | <b>F</b>        | <b>\$ (0)</b>               |
| Operating Ratio                           | 9.44%               | 10.99%              | 4.55%               |                 | 9.44%               | 10.99%              | 1.55%               |                 |                             |
| Farebox Recovery Ratio                    | 1.99%               | 2.18%               | 0.19%               |                 | 1.99%               | 2.18%               | 0.19%               |                 |                             |



**GRTC Transit System**  
**Balance Sheet**  
**As of July 31, 2023**

|  | Current Month<br>July 31, 2023 | Prior Month<br>June 30, 2023 | Prior Year End<br>June 30, 2023 |
|--|--------------------------------|------------------------------|---------------------------------|
| <b>ASSETS</b>                                    |                                |                              |                                 |
| <b>Current Assets:</b>                           |                                |                              |                                 |
| Cash   | \$14,551,146                   | \$12,067,738                 | \$12,067,738                    |
| Working Funds                                    | 118,181                        | 118,181                      | 118,181                         |
| Capital Funds                                    | 6,509,108                      | 6,451,925                    | 6,451,925                       |
| Accounts Receivable, net                         | 8,810,236                      | 5,363,074                    | 5,363,074                       |
| Motor Bus Parts Inventory                        | 999,283                        | 1,014,500                    | 1,014,500                       |
| Gasoline Inventory                               | 11,720                         | 4,715                        | 4,715                           |
| Diesel Fuels Inventory                           | 47,649                         | 61,056                       | 61,056                          |
| Lubricants Inventory                             | (10,746)                       | 39,951                       | 39,951                          |
| Prepayments                                      | <u>1,032,641</u>               | <u>534,355</u>               | <u>534,355</u>                  |
| Total Current Assets                             | \$32,069,218                   | \$25,655,495                 | \$25,655,495                    |
| <b>Tangible Property:</b>                        |                                |                              |                                 |
| Property and Equipment                           | 169,964,861                    | 169,904,905                  | 169,904,905                     |
| Accumulated Depreciation                         | <u>(92,241,278)</u>            | <u>(91,841,278)</u>          | <u>(91,841,278)</u>             |
| Net Property                                     | \$77,723,583                   | \$78,063,627                 | \$78,063,627                    |
| <b>Other Assets:</b>                             |                                |                              |                                 |
| Restricted Funds (LGIP)                          | 8,492,752                      | 8,492,752                    | 8,492,752                       |
| Restricted Funds (CVTA Special Fund)             | 33,086,453                     | 36,106,151                   | 36,106,151                      |
| Intangible Asset - Software, net of amortization | 1,299,482                      | 1,299,482                    | 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>60,192,430</u>              | <u>63,212,128</u>            | <u>63,212,128</u>               |
| <b>TOTAL ASSETS</b>                              | <b><u>\$169,985,231</u></b>    | <b><u>\$166,931,250</u></b>  | <b><u>\$166,931,250</u></b>     |
| <b>LIABILITIES AND CAPITAL</b>                   |                                |                              |                                 |
| <b>Current Liabilities:</b>                      |                                |                              |                                 |
| Accounts Payable                                 | 6,434,694                      | 5,962,538                    | 5,962,538                       |
| Wages Payable                                    | 2,399,750                      | 2,366,311                    | 2,366,311                       |
| Taxes Accrued                                    | 107,683                        | 93,068                       | 93,068                          |
| Deferred Revenues CVTA                           | 37,142,741                     | 36,219,772                   | 36,219,772                      |
| Other Current Liabilities                        | <u>2,561,569</u>               | <u>592,574</u>               | <u>592,574</u>                  |
| Total Current Liabilities                        | \$48,646,437                   | \$45,234,263                 | \$45,234,263                    |
| <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>621,450</u>                 | <u>621,450</u>               | <u>621,450</u>                  |
| Total Reserves                                   | <u>\$621,450</u>               | <u>\$621,450</u>             | <u>\$621,450</u>                |
| <b>TOTAL LIABILITIES</b>                         | <b>124,993,172</b>             | <b>121,580,998</b>           | <b>121,580,998</b>              |
| <b>Capital:</b>                                  |                                |                              |                                 |
| Common Stock                                     | 50,005                         | 50,005                       | 50,005                          |
| Paid-In Capital                                  | 121,167,297                    | 121,129,047                  | 121,129,047                     |
| Fund Balance - Accumulated Depreciation          | (91,804,669)                   | (91,404,669)                 | (91,404,669)                    |
| Fund Balance - GASB 68                           | (36,089,951)                   | (36,089,951)                 | (36,089,951)                    |
| Fund Balance                                     | <u>51,669,377</u>              | <u>51,665,820</u>            | <u>51,665,820</u>               |
| Total Capital                                    | \$ 49,449,209                  | \$ 45,350,252                | \$ 45,350,252                   |
| <b>TOTAL LIABILITIES AND CAPITAL</b>             | <b><u>\$ 169,985,231</u></b>   | <b><u>\$ 166,931,250</u></b> | <b><u>\$ 166,931,250</u></b>    |

**Greater Richmond Transit Company**  
**Cash Flow Projection**  
**September 18, 2023**

|                        | Actual           |                  |                  |                  |                  |                  | Expected         |                  |                  |
|------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                        | Jan-23           | Feb-23           | Mar-23           | Apr-23           | May-23           | Jun-23           | Jul-23           | Aug-23           | Sep-23           |
| Beginning Balance      | 5,450,256        | 9,001,178        | 11,167,380       | 8,928,744        | 10,125,726       | 7,439,693        | 7,985,031        | 10,783,081       | 8,482,010        |
| <b>Revenue</b>         |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Advertising Revenue    | 1,250            | 5,250            | 4,500            | -                | -                | -                | -                | -                | -                |
| CVTA                   | 5,353,750        | -                | -                | 5,353,750        | -                | -                | 5,728,513        | -                | -                |
| Federal                | -                | -                | 1,832,438        |                  |                  | 3,605,372        |                  | 2,106,015        | 50,000           |
| State                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Operating Assistance   | 1,621,591        | 1,621,591        | 1,621,591        | 1,621,591        | 1,621,591        | 1,621,590        | 1,459,189        | 1,459,189        | 1,459,189        |
| Capital                | 2,304            | 690              | 264,042          | 18,464           | -                | 1,469,576        | 261,692          | 334,708          |                  |
| Zero Fare              | -                | 4,138,263        | -                | -                | 361,737          | -                | -                | -                | -                |
| Local - Chesterfield   | -                | 62,614           | -                | 62,614           |                  |                  | 63,471           |                  |                  |
| LOCAL - COR            | 2,728,278        | -                | -                |                  | 1,978,278        | 250              |                  |                  | 1,828,666        |
| LOCAL - HNCO           | -                | 1,047,382        | 31,000           | -                |                  | -                | 1,047,382        |                  | 1,058,234        |
| LOCAL - Peterburg      | 16,667           | 16,667           | 33,333           | 16,667           | 16,667           | 16,667           | 16,667           | 16,667           | 16,667           |
| LOCAL -Bon Secours     | -                | 212,500          | -                |                  |                  | -                |                  |                  |                  |
| Ridefinders            | 39,284           | -                | 39,284           | 100,611          | 41,247           | 41,588           | 37,764           | 41,588           | 44,298           |
| Other Income           | 1,109            | 568              | 31,404           |                  | 6,082            | 47,428           | 1,895            | -                | -                |
| VCU                    | -                | 668,456          | -                | -                | -                | -                | -                |                  | 600,000          |
|                        | <b>9,764,233</b> | <b>7,773,981</b> | <b>3,857,592</b> | <b>7,173,697</b> | <b>4,025,602</b> | <b>6,802,471</b> | <b>8,616,572</b> | <b>3,958,167</b> | <b>5,057,053</b> |
| <b>Expenses</b>        |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Wages & Benefits       | 3,281,464        | 3,647,826        | 3,558,538        | 3,856,722        | 3,515,254        | 3,654,575        | 3,022,471        | 3,654,587        | 4,015,000        |
| SGR / Maintenance      | 508,464          | 456,106          | 767,648          | 562,680          | 695,904          | 483,829          | 575,197          | 584,977          | 548,001          |
| Materials and Supplies | 98,383           | 62,625           | 17,880           | 35,557           | 51,149           | 63,491           | 382,242          | 50,066           | 165,266          |
| Casualty & Insurance   | 248,245          | 121,320          | 22,638           | 304,463          | 63,442           | 42,422           | 297,877          | 52,932           | 175,404          |
| Services               | 255,403          | 238,260          | 314,203          | 305,862          | 384,836          | 448,478          | 341,400          | 391,571          | 393,816          |
| Purchased Services     | 476,981          | 652,313          | 1,270,205        | 111,760          | 1,239,321        | 708,313          | 653,060          | 680,687          | 666,874          |
| Utilities              | 97,052           | 98,787           | 78,144           | 94,613           | 81,363           | 44,336           | 74,149           | 66,616           | 61,700           |
| Travel & Training      | 6,318            | -                | 9,107            | 15,747           | 1,048            | 41,339           | 7,363            | 15,000           | 10,000           |
| Miscellaneous          | 15,765           | 14,737           | 7,070            | 27,255           | 4,124            | 6,648            | 27,801           | 12,802           | 15,750           |
| Capital                | 1,225,237        | 315,805          | 50,794           | 662,056          | 675,193          | 763,703          | 436,961          | 750,000          | 750,000          |
|                        | <b>6,213,311</b> | <b>5,607,779</b> | <b>6,096,228</b> | <b>5,976,715</b> | <b>6,711,634</b> | <b>6,257,133</b> | <b>5,818,522</b> | <b>6,259,238</b> | <b>6,801,812</b> |

|                      |                     |                      |                     |                      |                     |                     |                      |                     |                     |
|----------------------|---------------------|----------------------|---------------------|----------------------|---------------------|---------------------|----------------------|---------------------|---------------------|
| <b>Cash Position</b> | <b>\$ 9,001,178</b> | <b>\$ 11,167,380</b> | <b>\$ 8,928,744</b> | <b>\$ 10,125,726</b> | <b>\$ 7,439,693</b> | <b>\$ 7,985,031</b> | <b>\$ 10,783,081</b> | <b>\$ 8,482,010</b> | <b>\$ 6,737,251</b> |
|----------------------|---------------------|----------------------|---------------------|----------------------|---------------------|---------------------|----------------------|---------------------|---------------------|

**GRTC Transit System**  
**CVTA Special Fund Quarterly Report**  
**For the Quarter Ended September 30, 2023**  
**Data through August 31, 2023**

**Beginning Balance @ June 30, 2023** **\$ 36,106,150.25**

**Receipts:**

|  |    |              |                        |
|--|----|--------------|------------------------|
| July 28, 2023 GRTC 15% Funds Distribution - Month of June 2023         | \$ | 2,712,261.23 |                        |
| August 25, 2023 GRTC 15% Funds Distribution - Month of July 2023       | \$ | 2,578,996.36 |                        |
| GRTC 15% Funds Distribution - Month of August 2023                     | \$ | -            |                        |
| July 1, 2023 Interest Income WF Treasury Sweep June 2023               | \$ | 45,994.30    |                        |
| July 31, 2023 Interest Income LGIP EM- July 2023                       | \$ | 74,218.30    |                        |
| July 31, 2023 July 2023 LGIP EM Share unrealized gain/(loss)           | \$ | 22,792.35    |                        |
| August 1, 2023 Interest Income WF Treasury Sweep July 2023             | \$ | 42,076.47    |                        |
| August 31, 2023 Interest Income LGIP EM- August 2023                   | \$ | 78,750.84    |                        |
| August 31, 2023 August 2023 LGIP EM Share unrealized gain/(loss)       | \$ | -            |                        |
| September 1, 2023 Interest Income WF Treasury Sweep August 2023        |    |              |                        |
| September 30, 2023 Interest Income LGIP EM- September 2023             |    |              |                        |
| September 30, 2023 September 2023 LGIP EM Share unrealized gain/(loss) |    |              |                        |
|  |    |              | <b>\$ 5,555,089.85</b> |

**Uses:**

|   |  |  |             |
|---|--|--|-------------|
| <b>Costs incurred in preparing GRTC Regional Public Transportation Plan</b> |  |  | <b>\$ -</b> |
| Michael Baker International Invoice 114XXXX - RPTP                          |  |  |             |
| Michael Baker International Invoice 114XXXX - RPTP                          |  |  |             |
| Michael Baker International Invoice 114XXXX - RPTP                          |  |  |             |

|  |    |             |                       |
|--|----|-------------|-----------------------|
| <b>Costs incurred in preparing GRTC Micromobility Plan</b> |    |             | <b>\$ (56,173.57)</b> |
| Four Square Invoice 06219 Microtransit Implementation Plan | \$ | (9,615.23)  |                       |
| Four Square Invoice 06325 Microtransit Implementation Plan | \$ | (23,573.92) |                       |
| Four Square Invoice 06326 Microtransit Implementation Plan | \$ | (22,984.42) |                       |

**GRTC Operating and Capital Expense**

|  |    |                |                          |
|--|----|----------------|--------------------------|
| GRTC Operating Expense Qtr 1 FY2024 Draw           | \$ | (5,728,512.50) |                          |
| GRTC Capital Expense Qtr 1 FY2024 Local Share Draw | \$ | (123,658.75)   |                          |
| <b>Subtotal GRTC Operating and Capital Expense</b> |    |                | <b>\$ (5,852,171.25)</b> |

**Ending Balance @ August 31, 2023** **\$ 35,752,895.28**

**Fund Balance Composition @ August 31, 2023**

|   |           |                      |  |
|---|-----------|----------------------|--|
| Unrestricted Funds  | \$        | -                    |  |
| Restricted Funds: GRTC FY2021 Regional Public Transportation Plan preparation | \$        | 22,250.69            |  |
| Restricted Funds: GRTC FY2022 Regional Public Transportation Plan preparation | \$        | 200,000.00           |  |
| Restricted Funds: GRTC FY2022 Regional On Demand Micromobility Study          | \$        | -                    |  |
| Restricted Funds: GRTC FY2023 Regional Public Transportation Plan preparation | \$        | 200,000.00           |  |
| Restricted Funds: GRTC FY2023 On Demand Micromobility Study                   | \$        | 166,426.49           |  |
| Restricted Funds: GRTC FY2024 Regional Public Transportation Plan preparation | \$        | 31,250.00            |  |
| Restricted Funds: GRTC FY2024 On Demand Micromobility Study                   | \$        | 31,250.00            |  |
| Restricted Funds: GRTC FY2024/FY2025 GRTC Operating and Capital Expenses      | \$        | 35,101,718.10        |  |
|   | <u>\$</u> | <u>35,752,895.28</u> |  |

**CVTA Funds:**

|   |           |                      |  |
|---|-----------|----------------------|--|
| Balance @ August 31, 2023 in Wells Fargo                | \$        | 100,000.00           |  |
| Balance @ August 31, 2023 in Wells Fargo Treasury Sweep | \$        | 13,003,885.28        |  |
| Balance @ August 31, 2023 in LGIP EM                    | \$        | 22,649,010.00        |  |
|   | <u>\$</u> | <u>35,752,895.28</u> |  |



**Meeting Date:** September 19, 2023  
**Staff Report:** Safety Performance

**BACKGROUND:**

Tony Carter, Director of Risk Management, will provide an update on safety statistics for the month of August.

**CURRENT STATUS:**

| Performance Indicator                      | Agency Averages | August (GRTC) |
|--|-----------------|---------------|
| Miles Between Total NTD Defined Events     | 11,540          | 6,736         |
| NTD Defined Event Rate Per 1,000,000 miles | 3.5             | 4.8           |

*(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         |           |         |          |          |         |          |       |       |     |
| Pedestrian               | 0         | 1         | 0         |           |         |          |          |         |          |       |       |     |
| Bicycle                  | 0         | 0         | 0         |           |         |          |          |         |          |       |       |     |
| Vehicle Rear End         | 3         | 4         | 2         |           |         |          |          |         |          |       |       |     |
| Fixed Objects            | 8         | 12        | 15        |           |         |          |          |         |          |       |       |     |
| Improper Turning         | 1         | 5         | 7         |           |         |          |          |         |          |       |       |     |
| Bus Rear end Vehicle     | 0         | 0         | 0         |           |         |          |          |         |          |       |       |     |
| Bus Hit Parked Vehicle   | 1         | 3         | 6         |           |         |          |          |         |          |       |       |     |
| <b>Total</b>             | <b>19</b> | <b>28</b> | <b>35</b> |           |         |          |          |         |          |       |       |     |

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

| Assaults | Bus-Related | Care-Related |
|----------|-------------|--------------|
| Verbal   | 2           | 0            |
| Physical | 0           | 0            |

### **DEFINITIONS:**

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

Bicycle Incident: Bicycle comes into contact with the bus.

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

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

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

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

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

**Pedestrian Incident:** Pedestrian comes into contact with the bus.

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

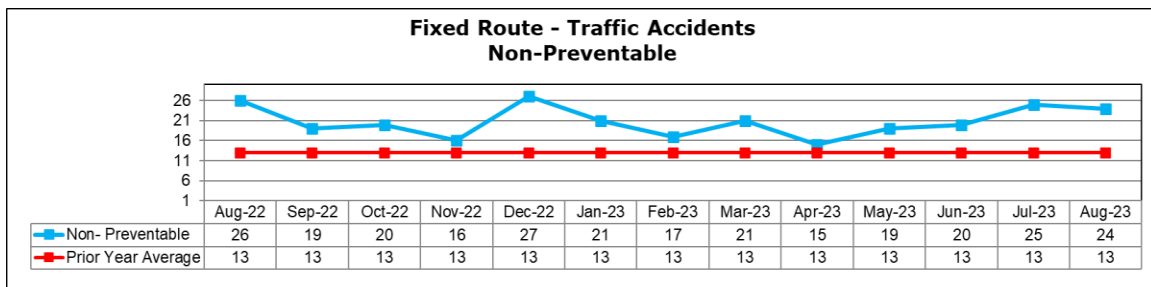
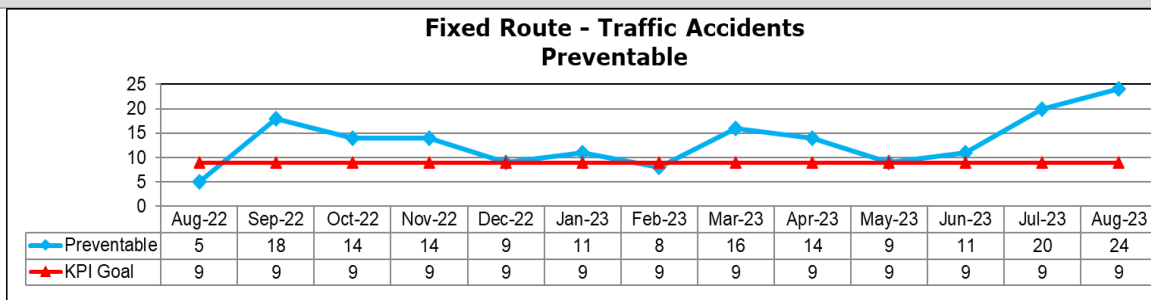
**Preventable Passenger Incident:** A passenger trip, slip or fall, while boarding, alighting or on board the bus related to normal operating environment and pathway clearances in which the Operator did not do everything reasonable to avoid a collision, committed an error, or failed to react to the errors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

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

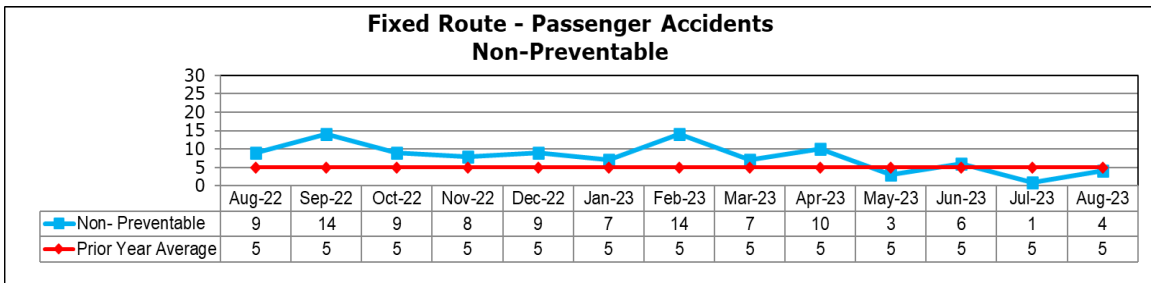
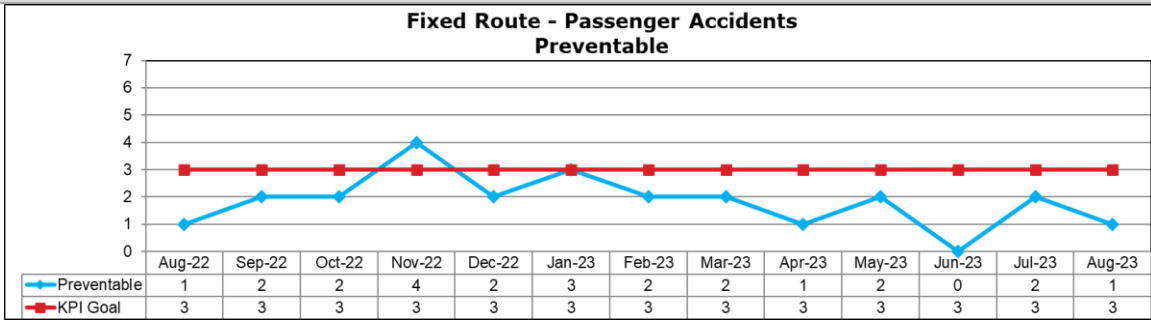
**Verbal Assault:** – Any assault involving a verbal exchange with harmful and/or threatening content towards an operator or between riders and in which supervision and /or police are requested/required to respond.

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

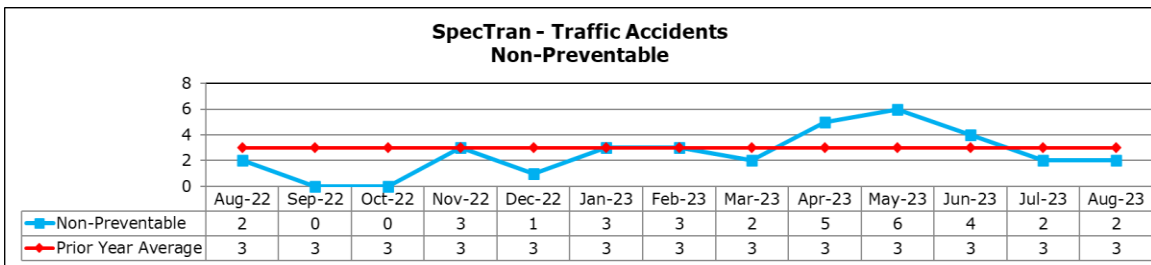
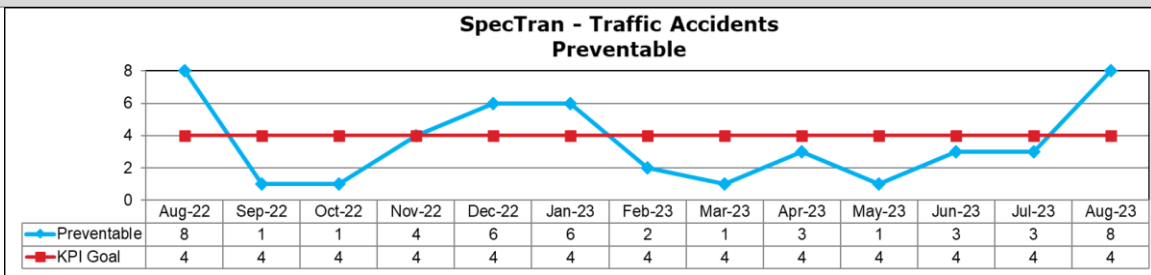
Fixed Route – Traffic Accident Data



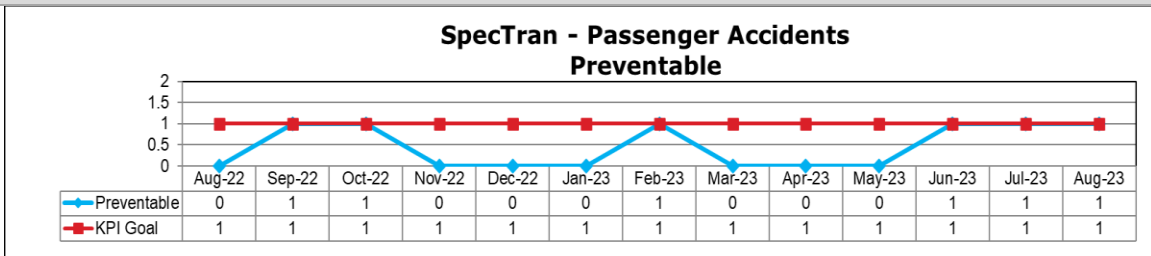
Fixed Route – Passenger Accident Data

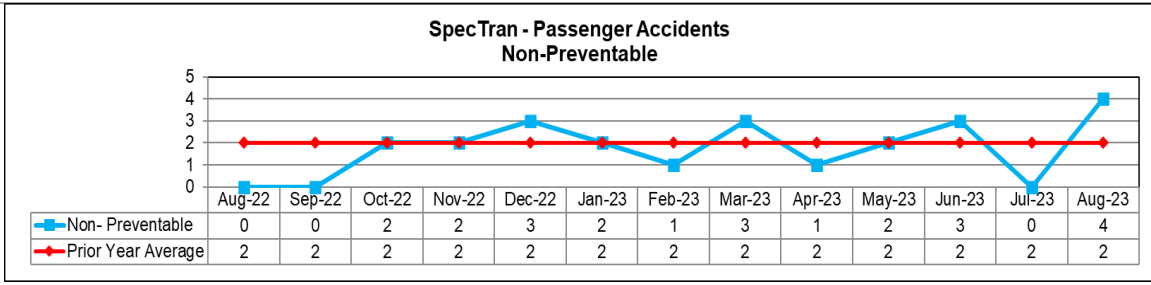


Specialized Transportation – Traffic Accident Data

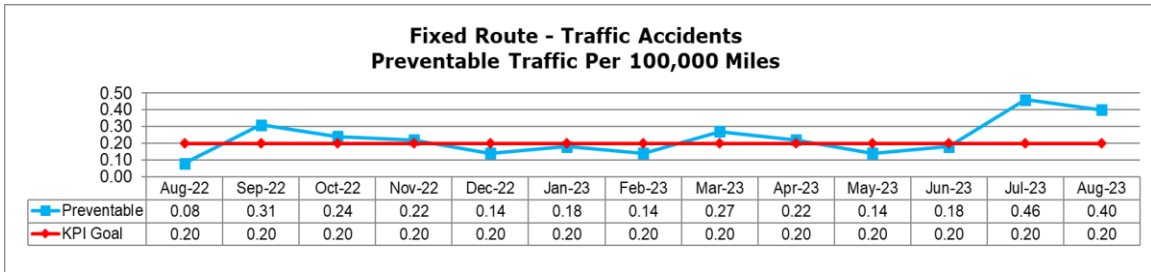
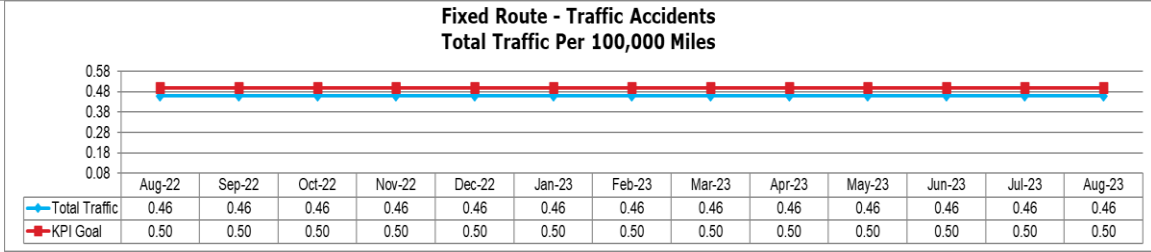


Specialized Transportation – Passenger Accident Data

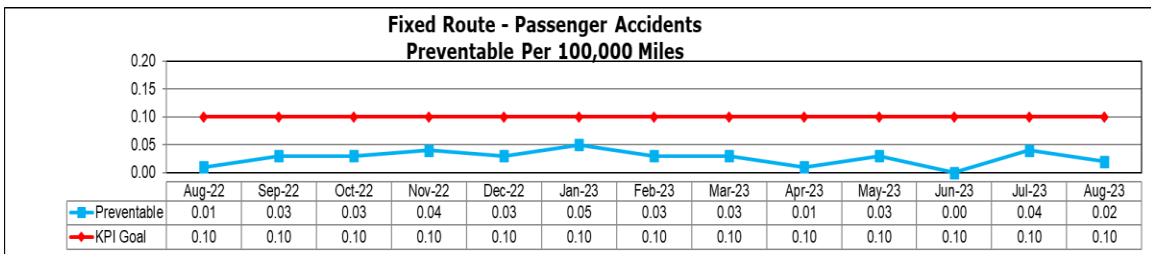
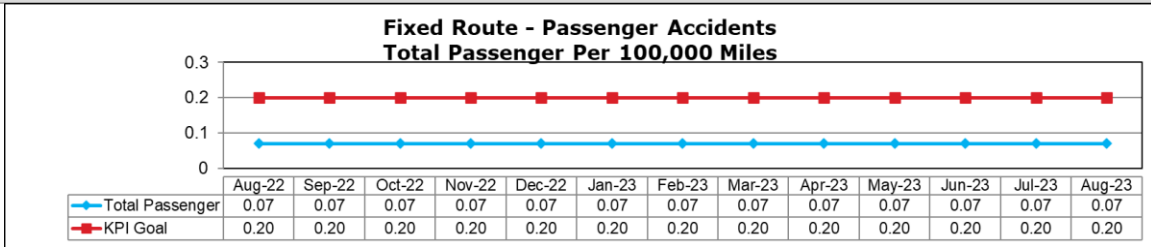




**Fixed Route – Traffic Accidents per 100,000 Miles**



**Fixed Route – Passenger Accidents per 100,000 Mile**







**Meeting Date:** September 19, 2023  
**Staff Report:** Rider Comments

**AUGUST REPORT:**

| Complaint                      | Verified | Non-Verified | Questionable | Beyond GRTC Control | Under Investigation | Total |
|--------------------------------|----------|--------------|--------------|---------------------|---------------------|-------|
| Rude Operator                  | 13       | 29           | 6            | 1                   | 0                   | 49    |
| Passed Up Passenger            | 19       | 37           | 10           | 2                   | 0                   | 68    |
| No Show                        | 8        | 4            | 2            | 0                   | 0                   | 14    |
| Late Schedule                  | 7        | 6            | 2            | 0                   | 0                   | 15    |
| Improper Operations of Vehicle | 4        | 4            | 2            | 0                   | 0                   | 10    |
| Early Schedule                 | 7        | 10           | 0            | 0                   | 0                   | 17    |
| Planning/Scheduling            | 0        | 1            | 0            | 0                   | 2                   | 3     |
| IT/Mobile App                  | 1        | 0            | 1            | 0                   | 0                   | 2     |
| Other- Miscellaneous           | 10       | 7            | 21           | 3                   | 0                   | 41    |
|                                | 69       | 98           | 44           | 6                   | 2                   | 219   |

**DEFINITIONS:**

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

## TREND REPORT:

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