

A regular meeting of the Board of Directors of the GRTC, Old Dominion Transit Management Company (ODTMC), and RideFinders will be held concurrently at 8:00 a.m. April 15, 2025, at GRTC, 301 East Belt Boulevard, 3rd Floor Conference Room, Richmond, Virginia. Video and audio of the meeting will be streamed live online and recorded for later viewing at the following web address: <https://www.youtube.com/user/ridegrtc>.

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X.	Executive Session	
XI.	Other Business	
XII.	Adjourn	

**MINUTES
MARCH 18, 2025
GRTC BOARD OF DIRECTORS
BOARD MEETING**

Members Present: Tyrone E. Nelson, Chair, Henrico County
Jim Ingle, Vice Chair, Chesterfield County
Terrell Hughes, Henrico County
Sharon Ebert, City of Richmond
Nicole Jones, City of Richmond
Dan Schmitt, Henrico County
Barb Smith, Chesterfield County

Members Absent: Dave Anderson, Chesterfield County
Ellen Robertson, Secretary/Treasurer, City of Richmond

Others Present: Bonnie Ashley, General Counsel
Sheryl Adams, Chief Executive Officer
Adrienne Torres, Chief of Staff
John Zinzarella, Chief Administrative Financial Officer
Kevin Hernandez, Chief Operating Officer
Frank Adarkwa, Director of Planning & Scheduling
Tim Barham, Director of Transportation
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
Mike Hurt, Director of Marketing & Communications
Cherika Ruffin, Executive Director of RideFinders
Tonya Thompson, Director of Procurement
Monica Carter, Interim Assistant Director of Safety and Security
Bogdan Cirjeu, Finance
J'riah Guerrero, Microtransit Manager
Leah Harrison, Grants Administrator
John O'Keeffe, RideFinders
Ashley Potter, Marketing
Patricia Robinson, Assistant Director of Planning & Scheduling
Janice Witt, Executive Assistant
Dironna Clarke, City of Richmond
Stephanie Garcia, WeDriveU
Ken Lantz, PlanRVA
Faith Walker, RVA Rapid Transit

I. Call to Order & Introductions

This meeting of the Board of Directors of the GRTC, Old Dominion Transit Management Company (ODTMC), and RideFinders was called to order on March 18, 2025, by Chairman Nelson at 8AM at GRTC, 3rd Floor Conference Room, 301 East Belt Boulevard, Richmond, Virginia. Video and audio of the meeting will be streamed live online and recorded for later viewing at the following web address: <https://www.youtube.com/watch?v=69ojw8EnUf0>.

II. Public Comments

The public notice, meeting agenda, and agenda attachments for this March 18, 2025 meeting of the Boards of GRTC, RideFinders, and Old Dominion Transit Management Company were posted at rideGRTC.com. There were two written public comments and one in-person public comment.

Paula Cannon

“The 2B bus driver today, Carnation, she was just extremely thoughtful, kind, and wonderful. She was on time. A young lady unfortunately fell on her way to the bus, and she got off the bus and helped her up, made sure she was okay and assisted her on the bus. That is just beautiful, it really made my day.”

Linda

“It’s a beautiful hump day. I ride the 20 the 78, the 50 and the 5. And I’m just thankful that the bus drivers show up, with all the transitions, we can’t keep enough drivers on route but they’re doing the best they can and they’re doing a great job and I’d like to commend them on that.”

Faith Walker (In-person)

Good Morning my name is Faith Walker; I'm the Executive Director for RVA Rapid Transit and I realize this is Employee Appreciation Day and I want to appreciate all the employees of GRTC. These last five years as I've been doing this work for advocacy, it has been challenging but also very rewarding. I really appreciate all the hard work and especially the attention toward zero-fare. I know the Board just had a Finance Meeting around zero-fare and you know one of the things that we have been doing at RVA Rapid Transit is around the importance of zero-fare and getting more institutions to support zero-fare especially universities and also letting the region know that for the last five years students, employees, and patients have been utilizing this free service so if it were to come back it would be very detrimental especially when it comes to the economy right now and people's incomes. I just want to do a plugin; we're doing an event on the 27th for that impact. I've been working with the University of Richmond and their students to do some research around the impact of zero-fare and I'll be passing out at the end of the Board meeting some invitations so please we're asking that any impact directors from different companies join and you know listen to what we found as far as the impact of zero-fare so we can get this. Thank you guys and I appreciate you and we appreciate your work

III. Board Meeting Minutes – February 18, 2025

Mr. Schmitt motioned to approve the February 18, 2025 Board Meeting minutes. Mr. Ingle seconded, and the motion carried unanimously.

IV. Consent Agenda

- A. Driver Barrier Shields
- B. Automated Data Processing (ADP) Workforce Now System Upgrade and Process Improvement
- C. FY2026 Regional Public Transportation Plan

Ms. Smith motioned to approve the Consent Agenda, Ms. Jones seconded, and the motion carried unanimously.

V. Operations Updates

A. Operational Performance – Mr. Hernandez gave a presentation on Operations and here are a few of the highlights.

- Transportation
 - There were 328 full-time Operators and 8 trainees during February 2025.
 - Specialized on-time performance was 87.03% with a goal of 92%.

- Microtransit
 - There were 22 microtransit operators with a goal of 30.
- Safety and Security Department
 - Fixed Route reportable events decreased overall.
 - Paratransit had eight reported events; none reported on Microtransit.
 - Public Safety Officer (PSO) presence allows for more immediate medical response. Post PSO launch data is higher due to reporting requirements and proactive PSO engagement. Twenty-three incidents were recorded for February.
- Customer Service
 - Complaints were unchanged from January for fixed route.
 - Specialized complaints were down for February.
 - Microtransit complaints decreased to zero for February
 - Five commendations were received for the entire system.
- Maintenance
 - Preventative Maintenance (PM) continues to meet our 80% goal on all 250 vehicles, ensuring reliable service and extending fleet longevity.
 - New Assistant Managers were hired in March to assist with Headquarters Building and field amenity maintenance.
 - Bus wash is now operational at 100%.
 - There were 22 work orders created in February.
 - GRT Staff visited St. Cloud, Minnesota to conduct an inspection and audit of the first bus at New Flyer to ensure bus meets our standards.

B. Ridership Performance

- BRT average daily boardings for February weekday – 5,913, Saturday – 3,965, and Sunday – 3,278. Express Routes average daily boardings for February - 273. Local average daily boardings for February weekday – 27,235, Saturday – 19,292, and Sunday – 15,579.
- The following is the total ridership for the five microtransit zones during February:
 - Azalea: 2,384
 - Ashland: 3,174
 - Sandston: 1,300
 - Cloverdale: 539
 - Powhatan: 119

VI. Financial Updates

- A. Mr. Ingle reported that the Finance Subcommittee met on March 13. Mr. Zinzarella reviewed the January 2025 financials and reviewed the proposed FY26 budget.

VII. Chief Executive Officer's Report

- A. Ms. Adams congratulated the Employees of the Month – John O’Keeffe (RideFinders), Tracy Jackson (Transportation Supervisor), Diamond Rich (Maintenance), and Bogdan Cirjeu (Finance).
- B. Today is National Transit Employee Appreciation Day.
- C. GRTC’s Microtransit Manager, J’riah Guerrero, has accepted the General Manager position with WeDriveU.
- D. GRTC’s RideFinders division has been recognized as an Accredited Transportation Demand Management (TDM) Organization by the Association for Commuter Transportation (ACT). RideFinders is one of just nine organizations nationwide to earn this inaugural designation, which honors industry leaders committed to building a more efficient transportation system and enhancing travel options through innovative mobility solutions.

VIII. Board Chair's Report

A. No report.

IX. Executive Session - Personnel

Mr. Nelson moved that GRTC's Board of Directors hold a closed meeting pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for the discussion and consideration of the performance and compensation of the Chief Executive Officer of GRTC. The motion was seconded by Ms. Jones, and the motion carried unanimously.

Mr. Nelson moved that this closed meeting was convened pursuant to the Virginia Freedom of Information Act and that, according to Sections 2.2-3712 of the Code of Virginia, it was conducted in conformity with Virginia law and that nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Mr. Nelson requested a Roll Call Vote which was unanimous.

X. Other Business

XI. Adjourn

There being no further business, the meeting adjourned at 9:22AM.

APPROVED:

Tyrone E. Nelson, Chair
GRTC Board of Directors

Date

Meeting Date: April 15, 2025

CONSENT AGENDA ITEMS

- Clever Devices Maintenance Renewal 2025-2028 – Dexter Hurt
- CM/CEI Task Order to ETI Installations – Lora Toothman



Meeting Date: April 15, 2025
Consent Agenda: Advanced Communication System (ACS) Software Maintenance and Extended Hardware Support Agreement

BACKGROUND:

This Support Agreement with Clever Devices is an annual agreement that supports the hardware and software running the Clever Computer-Aided Dispatch and Automated Vehicle Locator (CAD/AVL) system. GRTC must now enter a new contract to continue supporting this technology, obtain service upgrades, and maintain the rights to utilize the products.

The products and services utilized on GRTC's fixed route buses are:

- Automatic Voice Annunciation (AVA) system on GRTC's fixed-route buses.

This technology has enabled GRTC to consistently comply with the Americans with Disabilities Act (ADA) and avoid compliance lawsuits. The ADA requires transit operators to provide information on board a bus to enable a person with a hearing or visual impairment to orient themselves with the destination and stop location.

- Automatic Vehicle Monitoring (AVM) system on GRTC's fixed route buses

This technology provides the Maintenance Department with critical information on major components on the bus, enabling them to be proactive in maintaining the current fleet. This information helps us to repair buses before they break down, thereby improving customer service and reducing costs associated with road calls.

- Automatic Passenger Counter (APC) System

This technology provides the Planning and Scheduling Department with statistically sound data. Planning can utilize this information to analyze route performance based on customer usage. Scheduling can use the same data to analyze on-time performance for each route or run they develop.

- Automatic Vehicle Locating (AVL) System

AVL has been deployed to various levels within GRTC to monitor the location of all vehicles. The product has been installed in the Transportation and Customer Service departments, displaying vehicle locations in real time. Future real-time information will be made available to customers through the website and displayed on signs at bus stops.

- Computer Aided Dispatch (CAD) System

Communication to all buses has been successful, utilizing a combination of limited-bandwidth phone lines and high-speed cellular modem communication.

- Clever Reports Software Package

Clever Reports is a reporting system for the overall Clever Devices system, which ties all the Clever databases together and enables GRTC to analyze various types of data captured by the Clever system from the fixed-route service operation.

- Clever Works Server

Allows GRTC’s Planning and Scheduling Department to manage the booking process in-house rather than contract these services with Clever Devices.

HIGHLIGHTS:

- These services can only be provided by Clever Devices. GRTC has classified this purchase as a sole-source procurement. FTA regulations for sole-source procurements require GRTC to conduct a cost analysis to determine that the quoted price is fair and reasonable. Staff have conducted the required analysis and made this determination.
- The number of vehicles covered by Clever Devices’ IVN system hardware with APC equipment remains at 143 vehicles.
- The hardware maintenance portion of the contract covers all onboard equipment and bus time signs.
- Annual agreement with two one-year options for renewal, Year 1 - \$397,391.95, Year 2 - \$438,709.61, Year 3 - \$481,099.93
- Federal, State, and local funds entirely fund this project.

Grant #	Federal (28%)	State (68%)	Local (4%)
VA2022-007	\$111,269.75	\$270,226.53	\$15,895.67

RECOMMENDATION:

The Board of Directors authorizes the CEO to enter into a Software Maintenance and Extended Hardware Support Agreement with Clever Devices for one year in the amount of \$397,391.95 with two one-year options for renewal for \$438,709.61 and \$481,099.93 respectively.

 Ellen Robertson, Secretary
 GRTC Board of Directors

 Date



Meeting Date: April 15, 2025
Consent Agenda: ETI Implementation CM/CEI Services

BACKGROUND:

GRTC is implementing the Essential Transit Infrastructure (ETI) Plan to improve accessibility and enhance the passenger experience at bus stops systemwide. The plan includes the installation of passenger amenities such as benches, shelters, and other ADA-compliant infrastructure to create more accessible and comfortable transit environments.

HIGHLIGHTS:

- This is a PO request for RK&K to provide comprehensive CM/CEI services to ensure timely and quality installation of 36 shelters and 24 benches at prioritized bus stops across the City of Richmond, Henrico County and Chesterfield County. The request includes the following services:
 - project coordination;
 - field inspections;
 - construction oversight; and
 - engineering support.
- The PO is for six months of support and to include the support for the installation of 36 shelters, and 24 benches with a total cost of \$138,422.00 to be funded through federal, state and local grant funds.

RECOMMENDATION:

Staff recommends that the Board of Directors approve a PO to issue to RK&K for CM/CEI services in support of GRTC’s ETI Plan implementation not to exceed \$138,422.00.

Ellen Robertson, Secretary
GRTC Board of Directors

Date



Meeting Date: April 15, 2025
Item Title: Operational Performance

UPDATES:

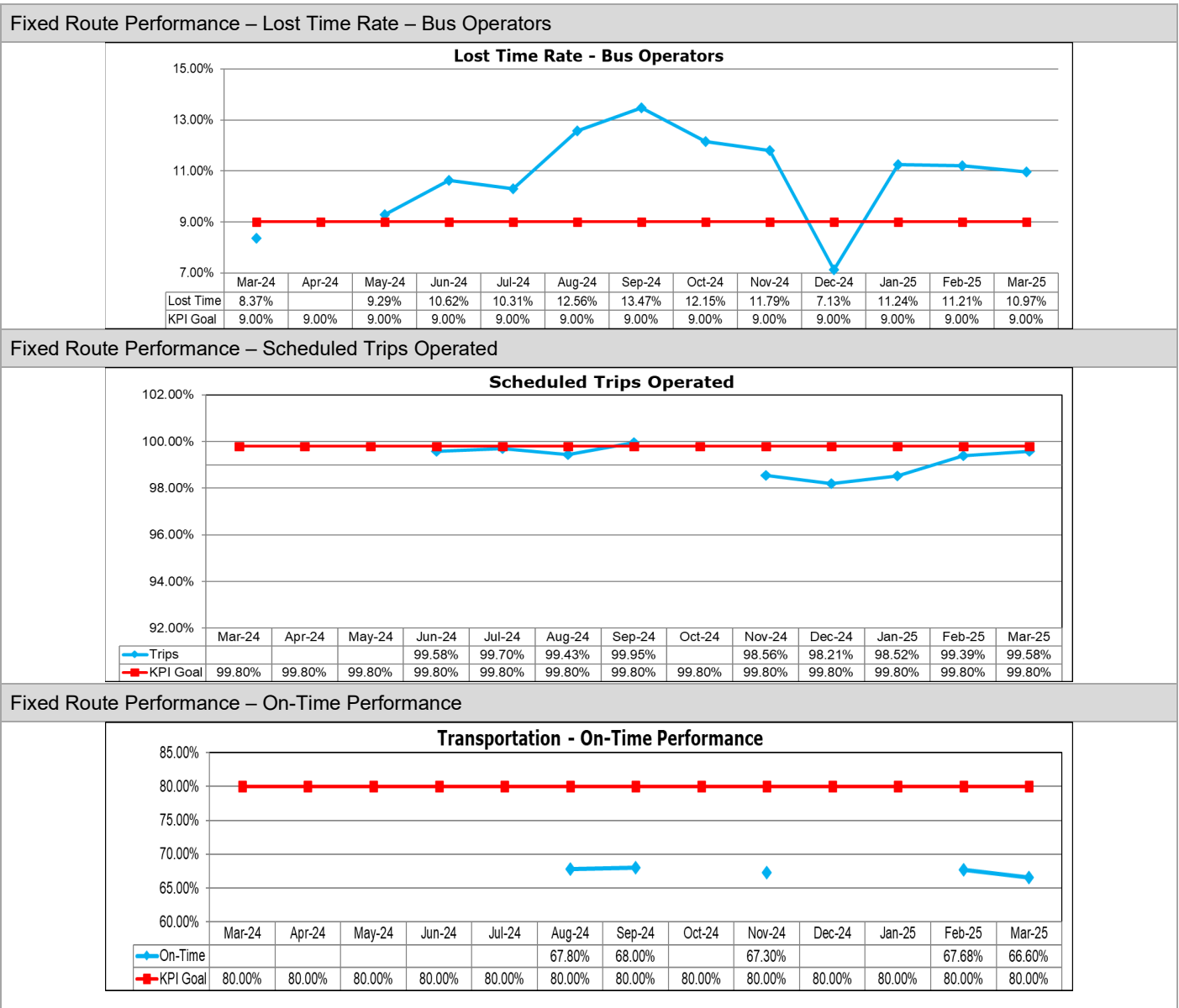
Mr. Hernandez will provide highlights for the Operational Performance for the month of March. The following Departments will be included: Transportation, Risk Management, Maintenance, and Customer Service.

Meeting Date: April 15, 2025
 Item Title: Operating Performance

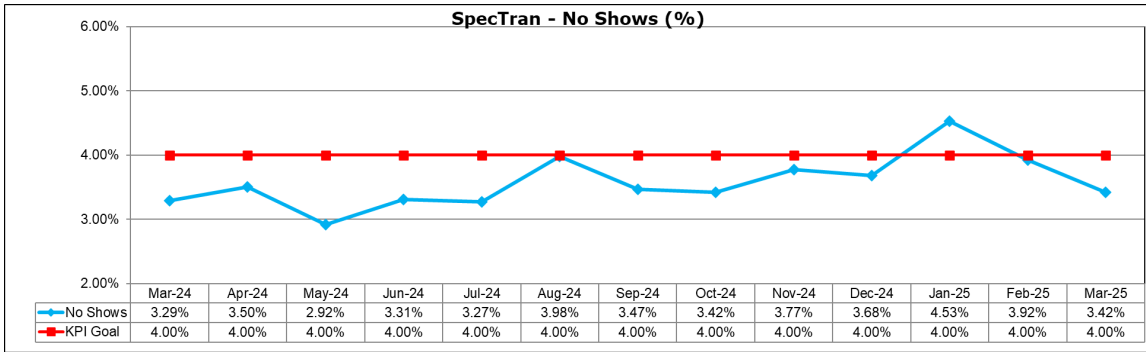
HIGHLIGHTS:

The current staffing is 322 full-time fixed-route (FR) operators and 27 part-time FR operators with 15 FR operators in training. This is a net loss of six full-time FR operators, a gain of two part-time FR operators, and a gain of seven trainees.

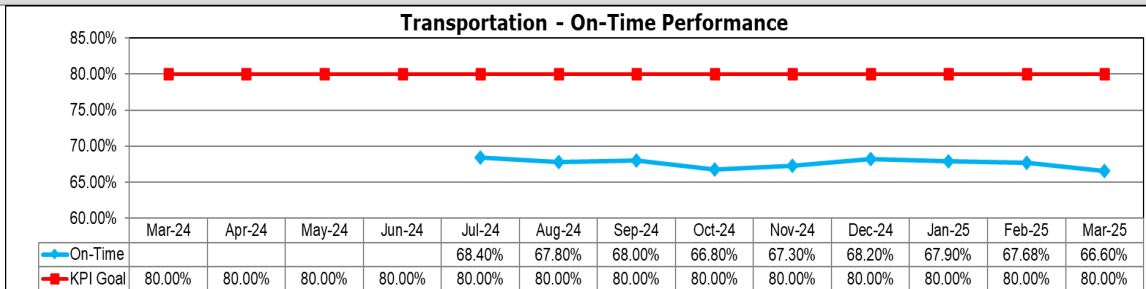
CURRENT STATUS:



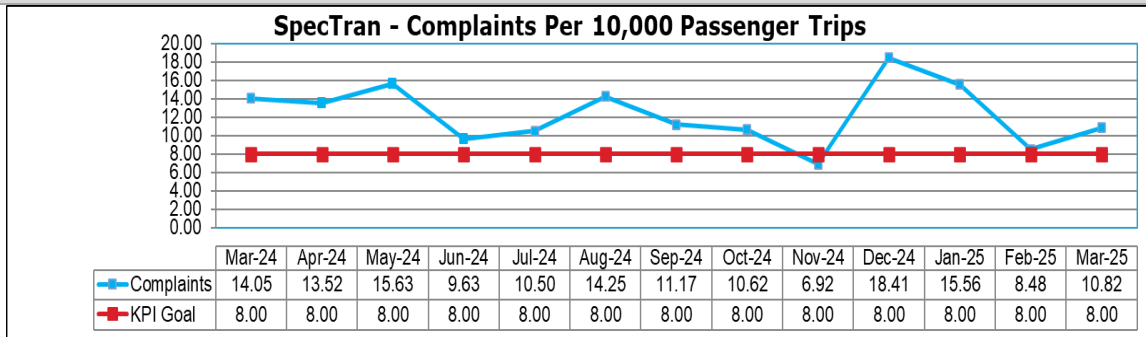
Specialized Transportation – No Shows



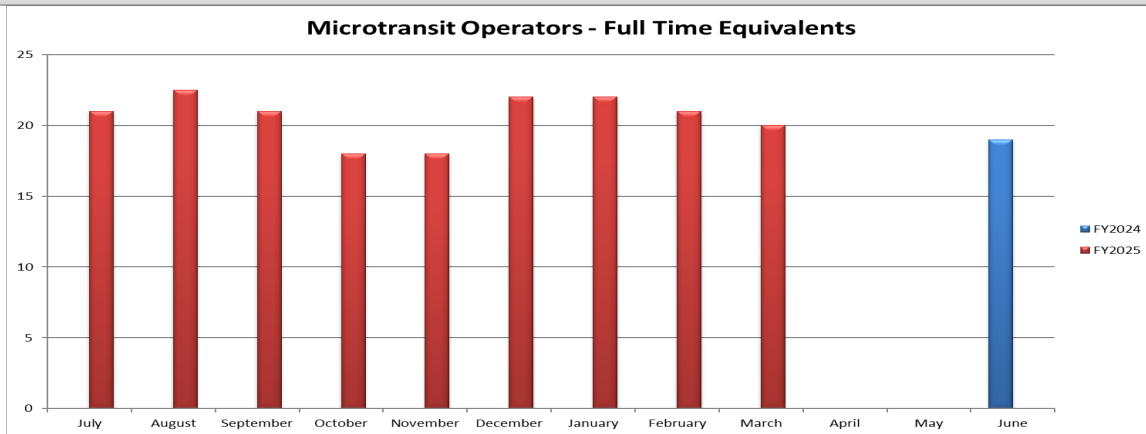
Specialized Transportation – On-Time Performance



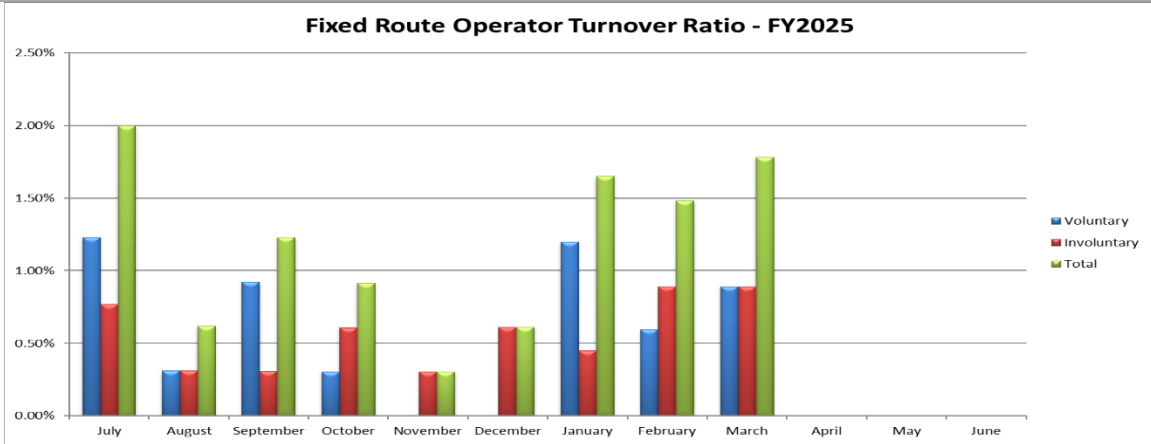
Specialized Transportation – Complaints Per 10,000 Passenger Trips



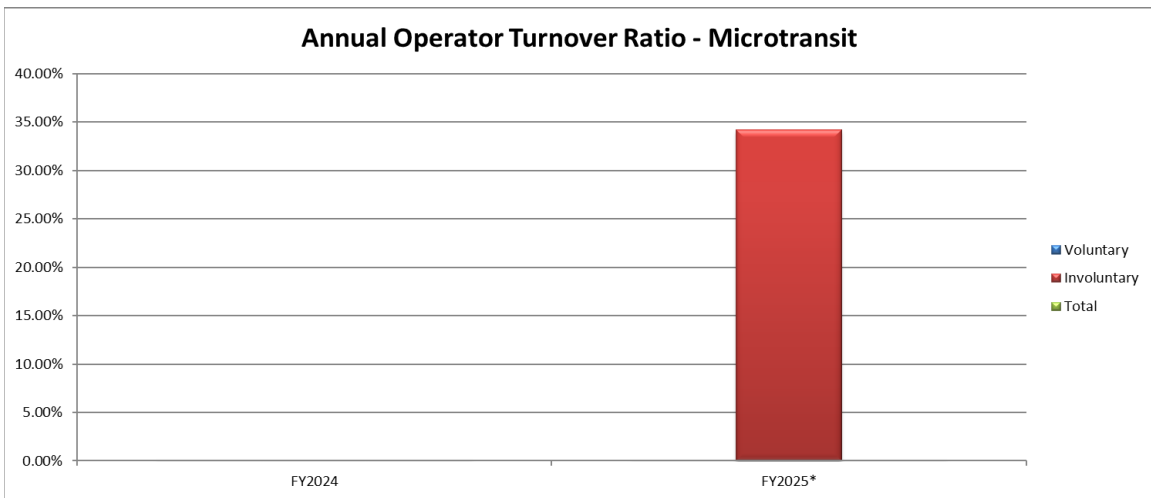
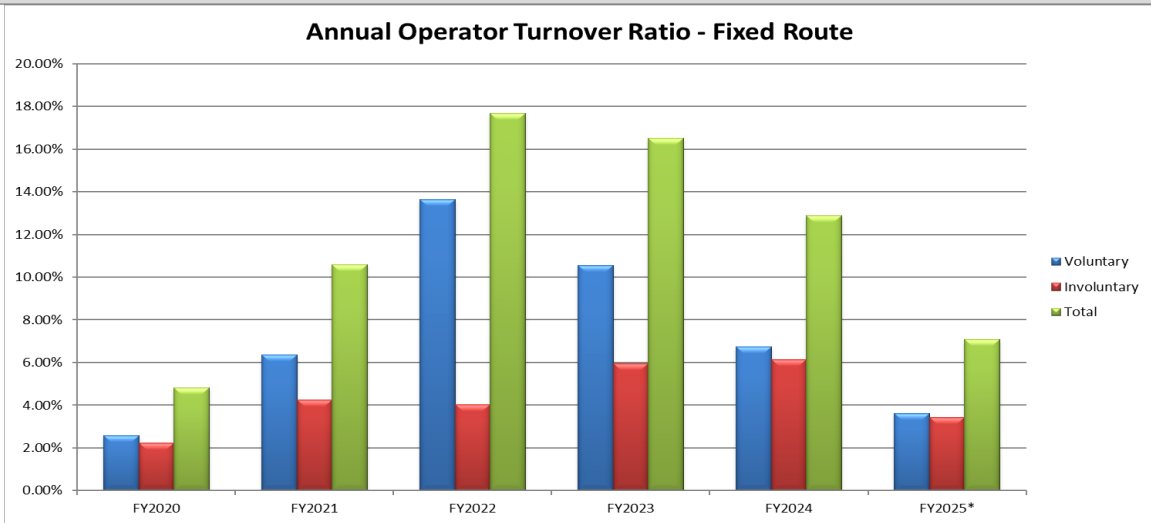
Operators – Full Time Equivalents (Microtransit)



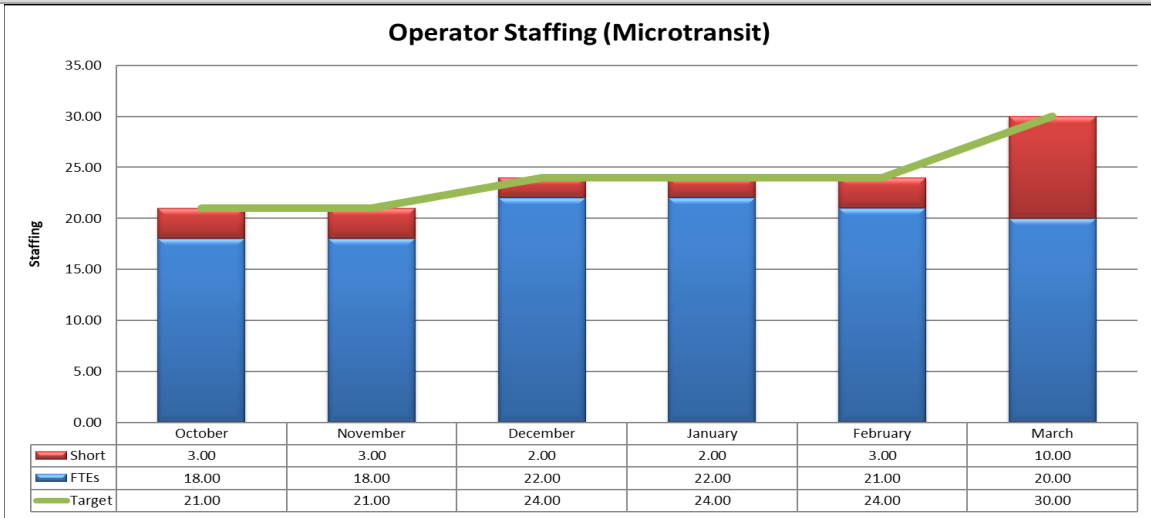
Operator Turnover Ratio – FY2025 (Fixed Route)



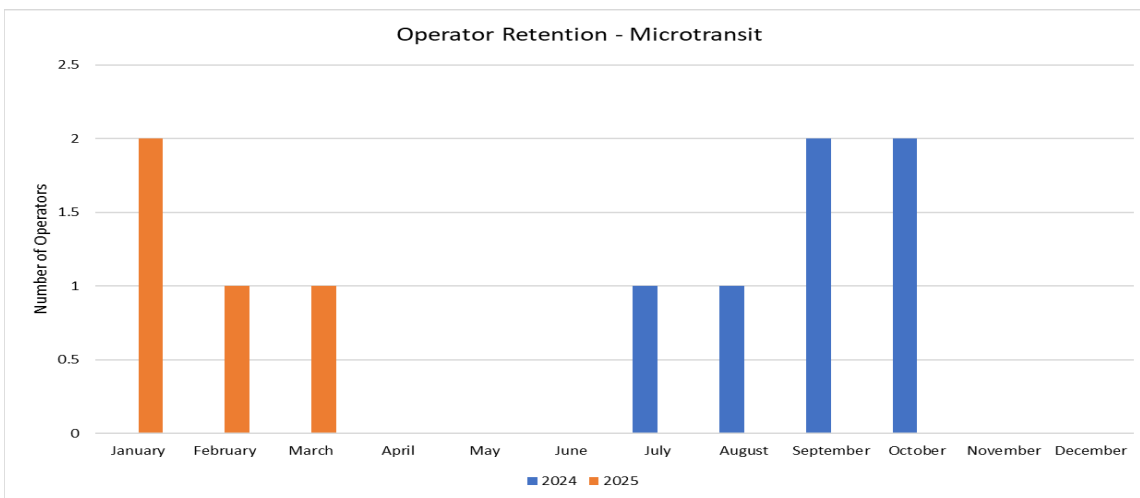
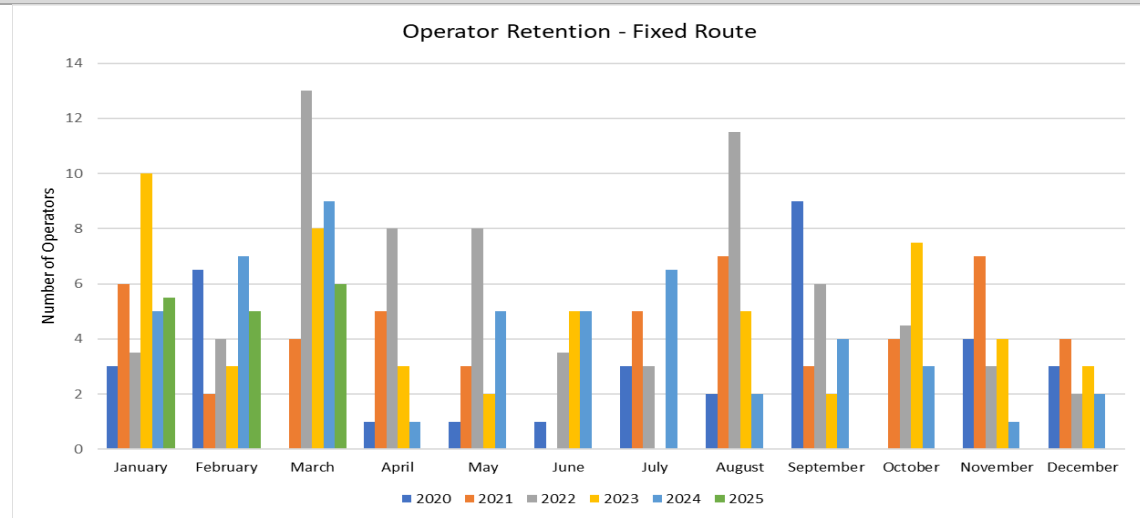
Annual Operator Turnover Ratio (Fixed Route and Microtransit)



February 2025 Booking – Operator Staffing (Microtransit)

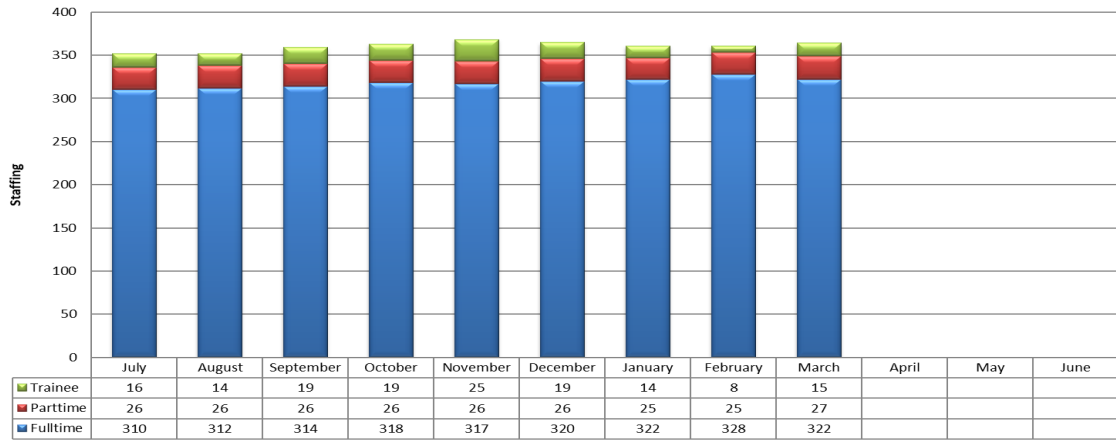


Operator Retention (Fixed Route and Microtransit)

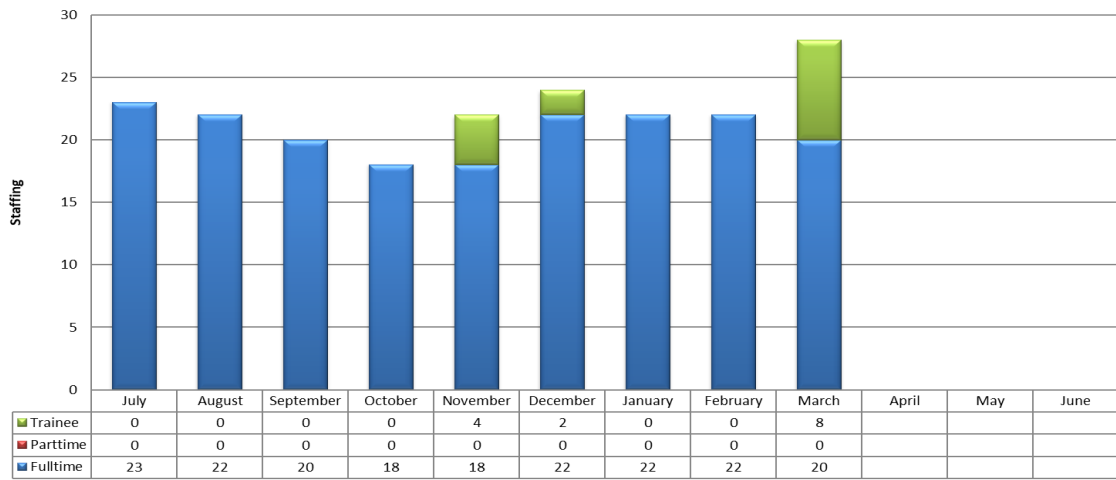


Operator Staffing (Fixed Route and Microtransit)

Operator Staffing/Fixed Route - FY2025



Operator Staffing/Microtransit - FY2025





Meeting Date: April 15, 2025
Staff Report: Safety and Security Performance

CURRENT STATUS:

Performance Indicator	Agency Averages	March (GRTC)
Miles Between Total NTD Defined Events	11,540	9,743
NTD Defined Event Rate Per 1,000,000 miles	3.5	3.2

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

Fixed Route Traffic Incidents – Trend Report

Traffic Incidents	March	April	May	June	July	August	September	October	November	December	January	February	March
Passenger Incident	13	9	10	11	15	17	17	17	19	14	26	9	16
Pedestrian	0	0	0	0	0	0	0	1	0	0	0	0	1
Bicycle	0	0	0	0	1	0	0	0	0	0	0	0	0
Vehicle Rear End	2	3	3	3	2	1	1	2	6	2	2	1	1
Fixed Objects	8	7	9	6	13	9	13	11	9	16	15	18	9
Improper Turning	3	3	2	3	7	4	3	2	2	3	6	5	4
Company Vehicle	3	6	2	1	4	1	2	4	2	0	4	2	2
Bus Rear End Vehicle	1	1	1	0	0	1	1	1	0	0	3	2	0
Bus Hit Parked Vehicle	6	3	2	5	3	5	2	1	0	3	3	1	3
Total	36	32	29	29	49	38	39	39	38	38	59	38	36

Assaults	Bus-Related
Verbal	2
Physical	3

Specialized Related Incidents – Trend Report

Traffic Incidents	March	April	May	June	July	August	September	October	November	December	January	February	March
Passenger Incident	1	1	1	4	2	1	2	3	1	0	1	4	1
Pedestrian	0	0	0	0	0	0	0	0	0	0	0	0	0
Bicycle	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Rear Ended	1	0	0	1	0	0	0	0	3	0	0	0	2
Fixed Objects	5	3	3	1	3	6	2	2	3	3	3	1	4
Improper Turning	1	1	0	1	1	1	2	1	1	0	1	1	2
Van Rear ended Vehicle	0	0	0	0	0	0	0	0	0	0	0	1	1
Company Vehicle	0	1	0	0	0	0	0	0	0	0	0	0	0
Van Hit Parked Vehicle	0	1	0	1	1	0	0	1	2	1	2	1	5
Total	8	7	4	7	4	9	6	7	10	4	7	8	15

Assaults Specialized-Related

Verbal 0
 Physical 0

Microtransit Related Incidents – Trend Report

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

Assaults Microtransit

Verbal 0
 Physical 0

Security – Public Safety Officer – Trend Report

<u>Security Incidents at DTS/HQ</u>	March	April	May	June	July	August	September	October	November	December	January	February	March
Medical Response	0	0	0	0	0	0	0	0	1	1	0	4	9
Verbal Assault	2	4	3	2	3	1	4	3	1	3	2	7	2
Vandalism	0	0	0	0	0	0	1	0	0	1	0	0	0
Brandishing Weapon	0	1	0	0	0	1	2	0	0	0	0	2	1
Miscellaneous	0	0	0	1	0	0	0	1	0	0	0	3	1
Physical Assault	1	1	1	0	1	1	2	0	0	0	2	0	0
Physical Assaults (Transit Employee)	1	0	1	0	0	0	1	0	0	0	0	0	0
Passenger Assistance	0	1	0	0	0	0	0	0	0	0	0	2	2
Public Intoxication	2	1	0	0	0	1	0	2	0	2	0	5	1
Onboard Vehicle Incidents													2
Police Involvement	3	3	2	2	1	1	4	4	0	1	2	8	4
Total	6	8	5	3	4	4	10	6	2	7	4	23	22

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.

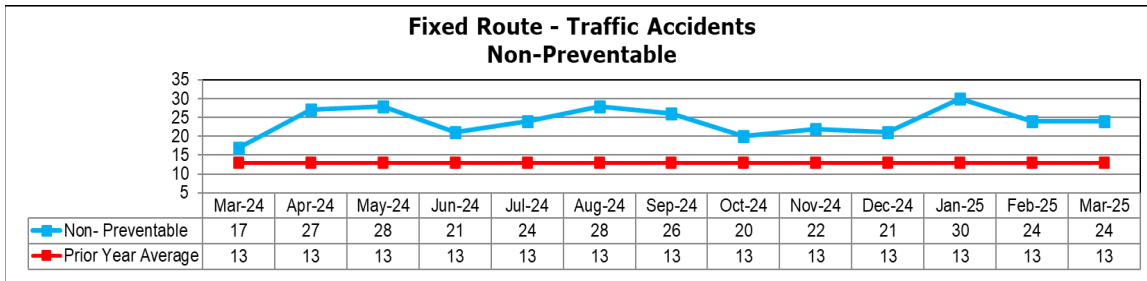
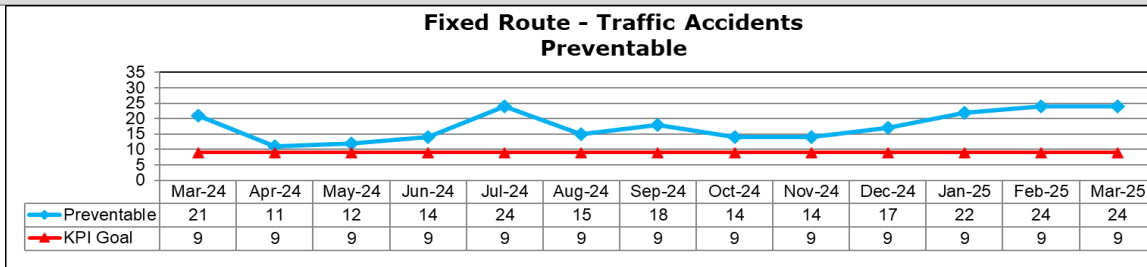
Preventable Passenger Incident: A passenger trip, slip or fall, while boarding, alighting or on board the bus related to normal operating environment and pathway clearances in which the Operator did not do everything reasonable to avoid a collision, committed an error, or failed to react to the errors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

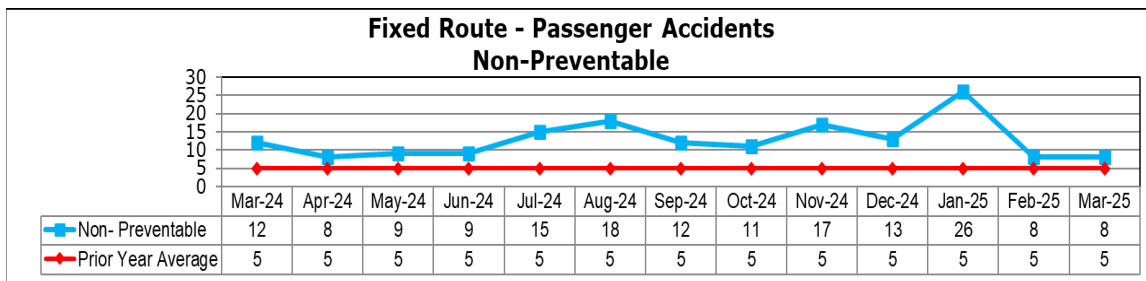
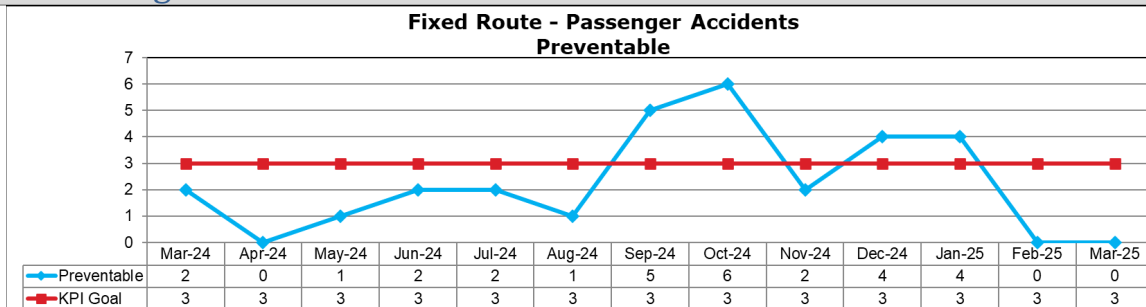
Verbal Assault: – Any assault involving a verbal exchange with harmful and/or threatening content towards an operator or between riders and in which supervision and /or police are requested/required to respond.

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

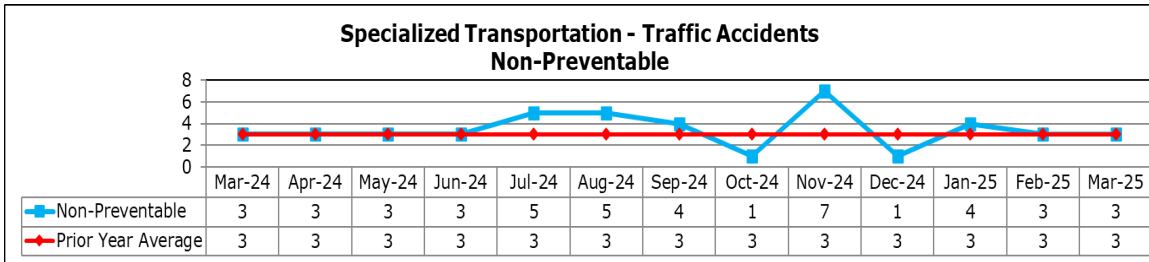
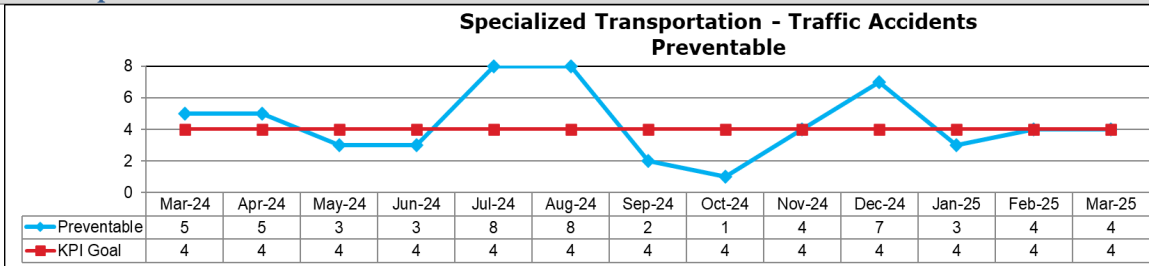
Fixed Route – Traffic Accident Data



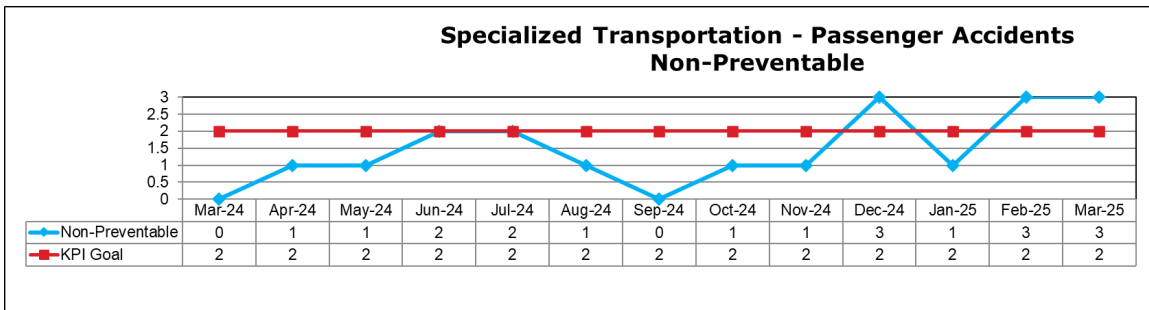
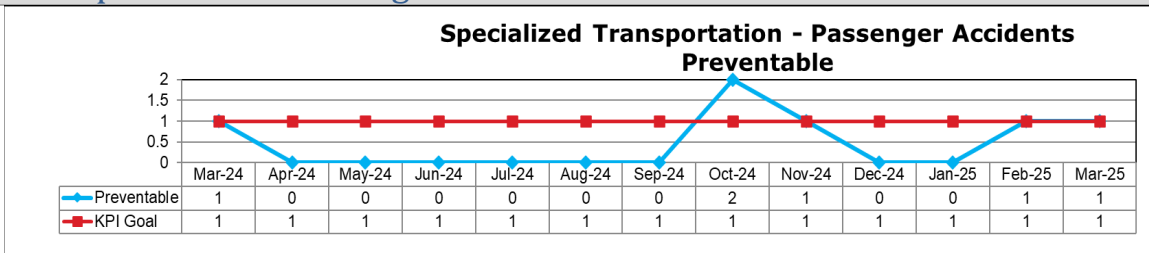
Fixed Route – Passenger Accident Data



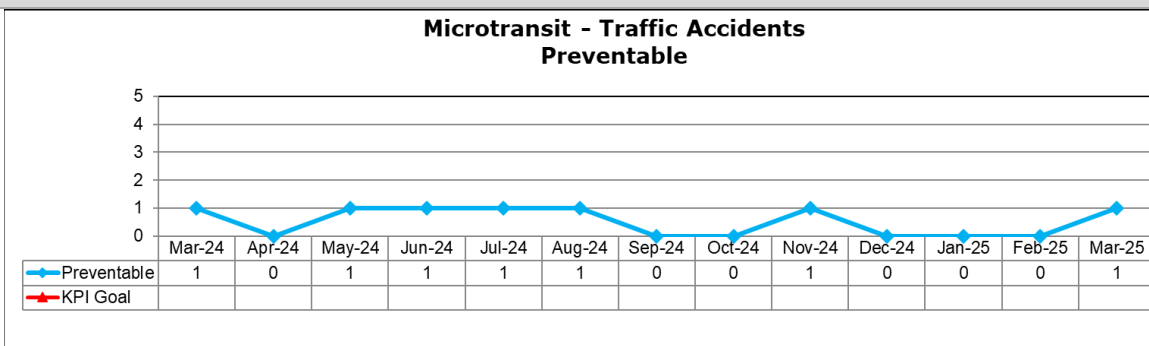
Specialized Transportation – Traffic Accident Data

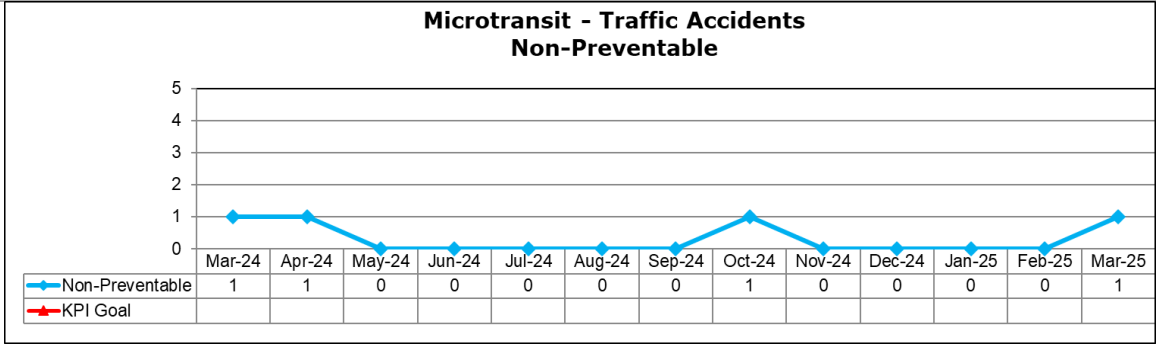


Specialized Transportation – Passenger Accident Data

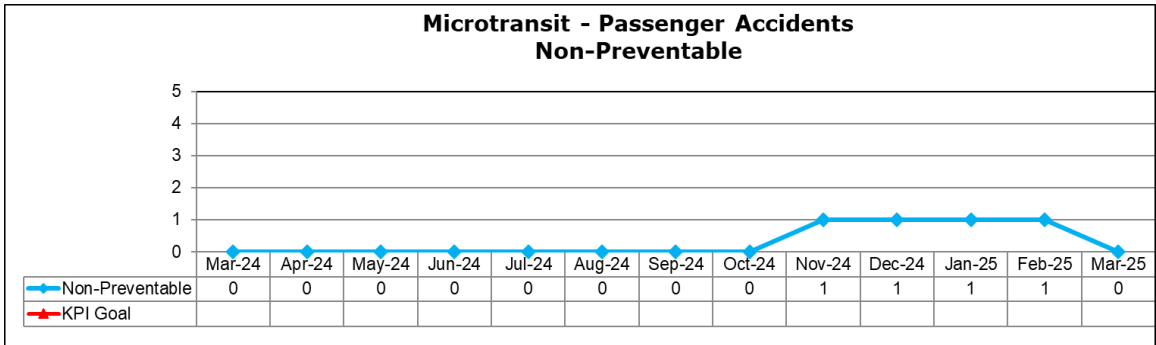
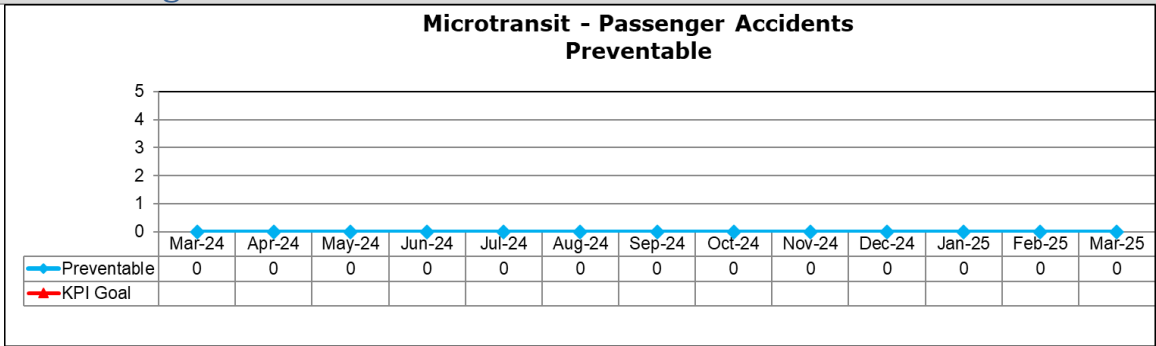


Microtransit – Traffic Accident Data

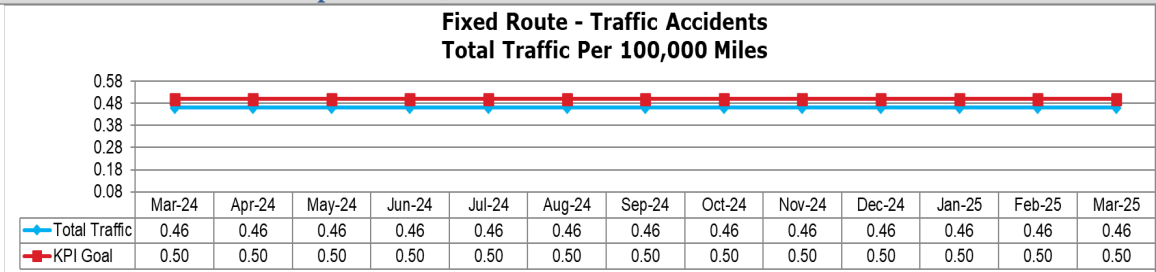




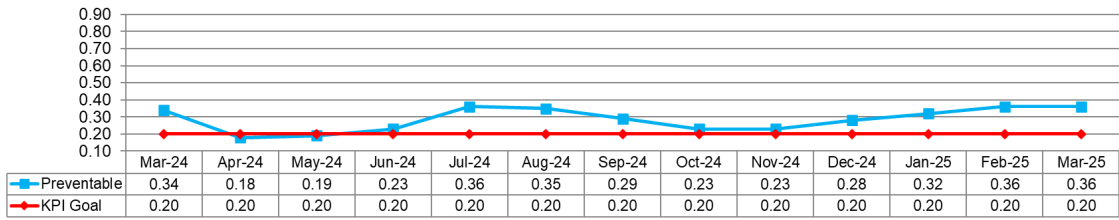
Microtransit – Passenger Accident Data



Fixed Route – Traffic Accidents per 100,000 Miles

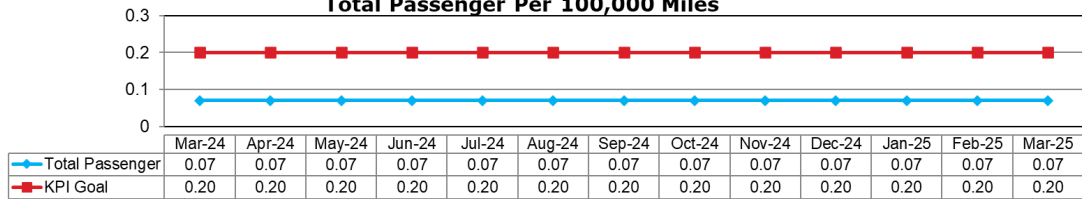


**Fixed Route - Traffic Accidents
Preventable Traffic Per 100,000 Miles**

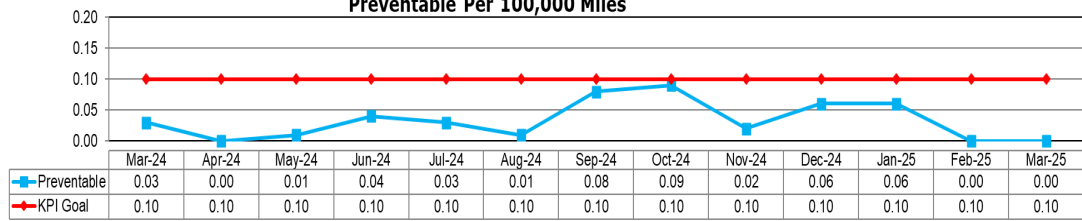


Fixed Route - Passenger Accidents per 100,000 Mile

**Fixed Route - Passenger Accidents
Total Passenger Per 100,000 Miles**



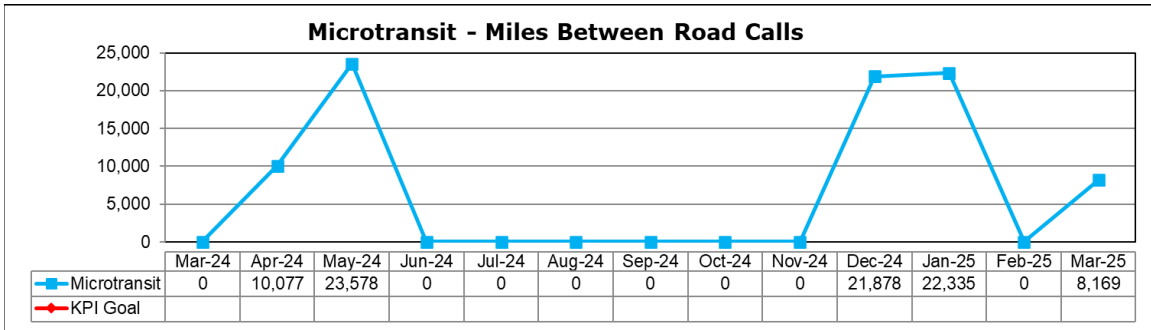
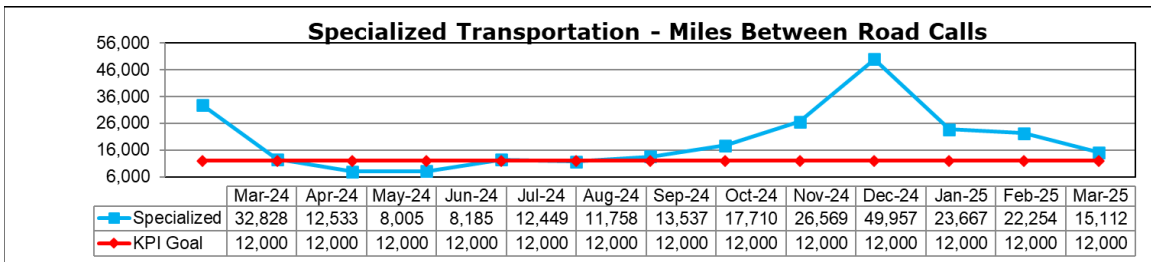
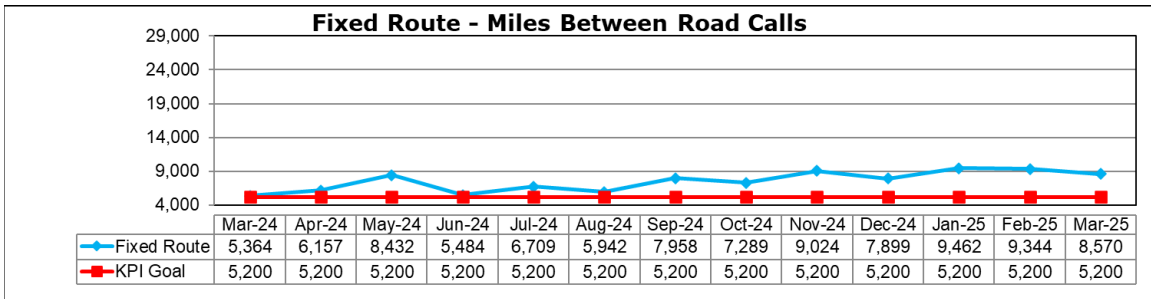
**Fixed Route - Passenger Accidents
Preventable Per 100,000 Miles**



Meeting Date: April 15, 2025
 Staff Report: Maintenance Performance

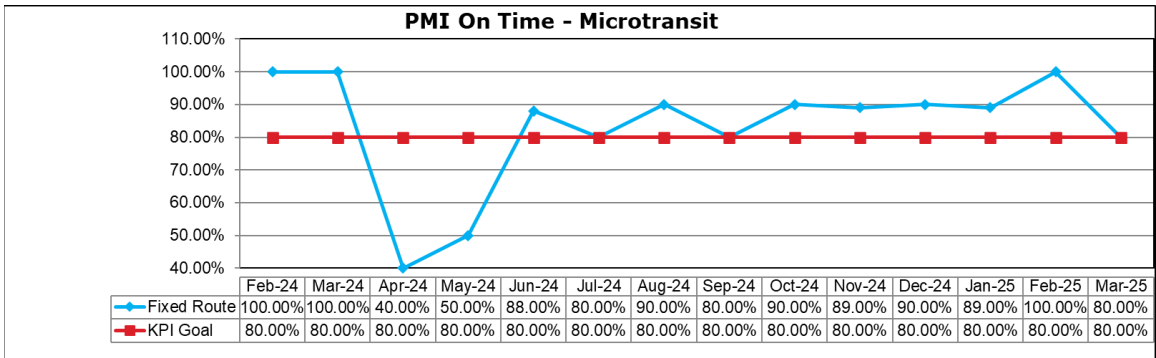
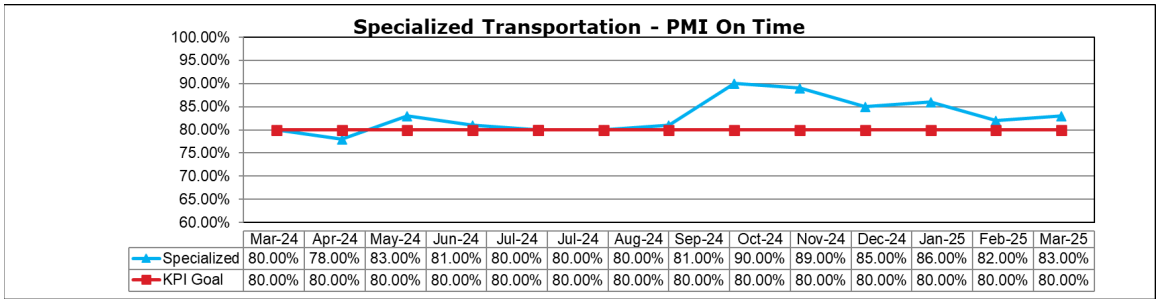
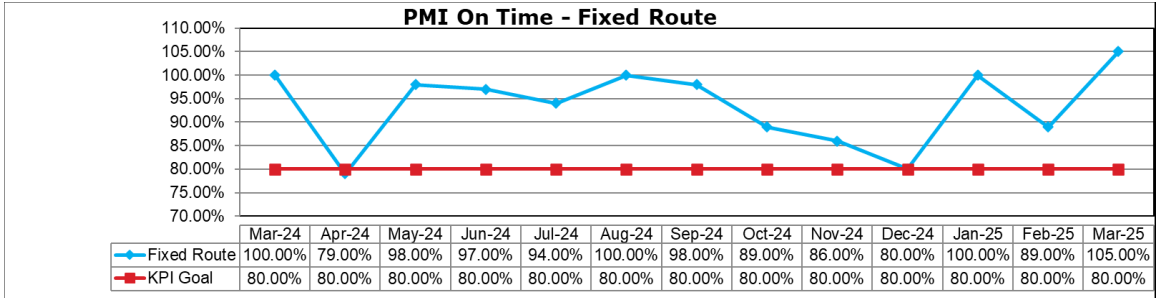
CURRENT STATUS

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



PREVENTIVE MAINTENANCE

Preventive Maintenance for the month of March was 100% with a goal of 80%. For the month of March, 9.6% of the fleet was down for service repairs with a spare ratio of 20%.



CURRENT STAFFING LEVELS

Mechanics Vacancies – 0
 General Utilities Vacancies – 0

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



Meeting Date: April 15, 2025

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

FIXED ROUTE REPORT

Complaint	Verified	Non-Verified	Questionable	Beyond GRTC Control	Under Investigation	Total
Rude Operator	2	17	9	0	0	28
Passed Up Passenger	14	30	12	1	0	57
No Show	7	2	2	0	0	11
Late Schedule	5	4	2	1	0	12
Improper Operations of Vehicle	3	7	3	0	0	13
Early Schedule	5	5	1	0	0	11
Planning/Scheduling	1	0	1	0	0	2
IT/Mobile App	1	0	0	0	0	1
Other - Miscellaneous	6	7	21	4	6	44
Total	44	72	51	6	6	179

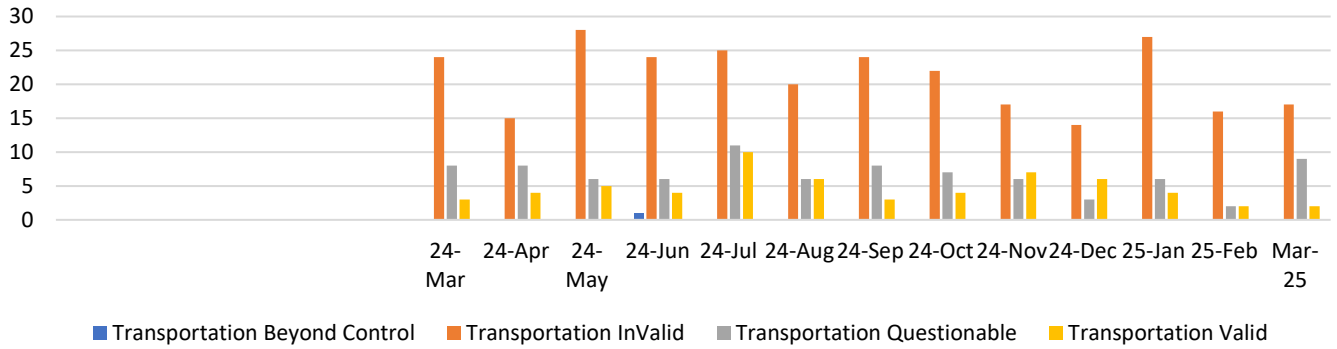
DEFINITIONS FOR COMPLAINTS

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

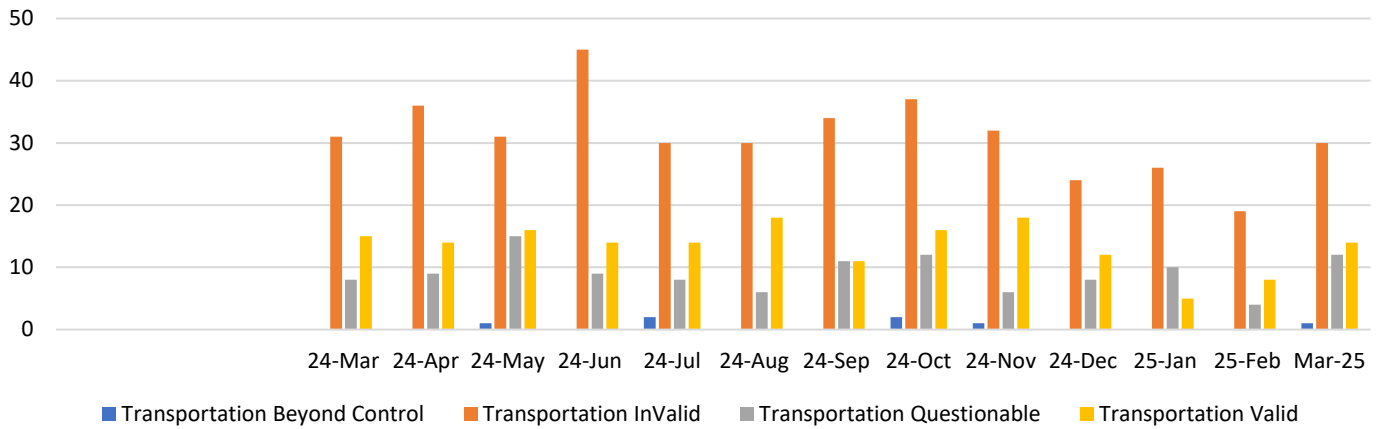
FIXED ROUTE TREND REPORT

Complaint	March	April	May	June	July	August	September	October	November	December	January	February	March
Rude Operator	3	4	5	4	10	6	3	4	7	6	4	2	2
Passed Up Passenger	15	14	16	14	14	18	11	16	18	12	5	8	14
No Show	3	3	3	4	3	2	1	1	13	7	3	3	7
Late Schedule	7	6	1	4	2	9	1	3	5	5	3	2	5
Improper Operations of Vehicle	5	2	3	6	5	7	0	2	2	2	4	1	3
Early Schedule	10	6	6	4	5	6	3	3	4	8	2	2	5
Planning/Scheduling	0	0	0	0	0	0	0	10	0	0	0	0	1
IT/Mobile App	0	0	0	0	0	0	0	0	0	1	0	1	1
Other – Misc.	13	11	7	6	0	5	6	11	9	0	4	6	6
Total	56	46	41	42	39	53	25	40	58	41	25	25	44
Commendations	6	6	8	6	7	10	11	9	3	3	6	4	10

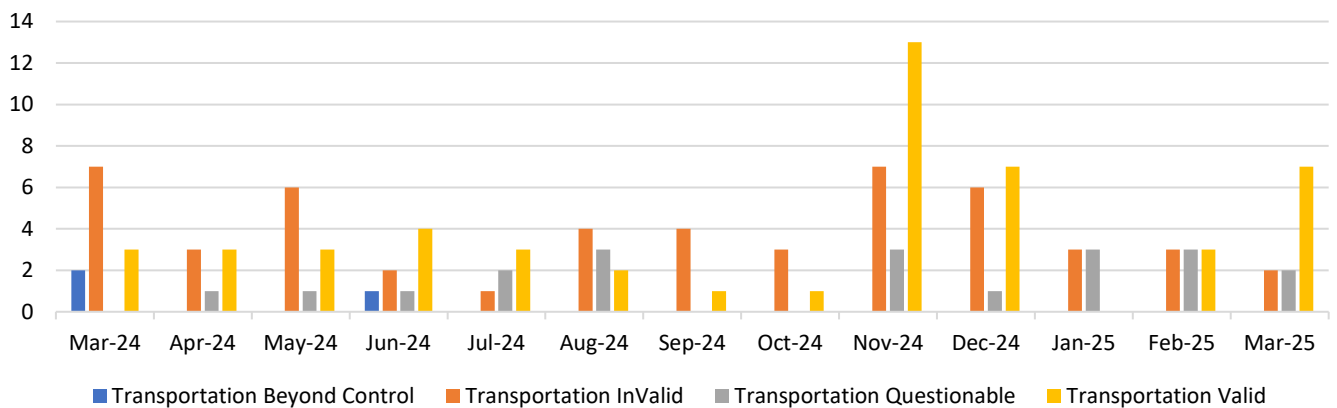
Rude Operator Fixed Route

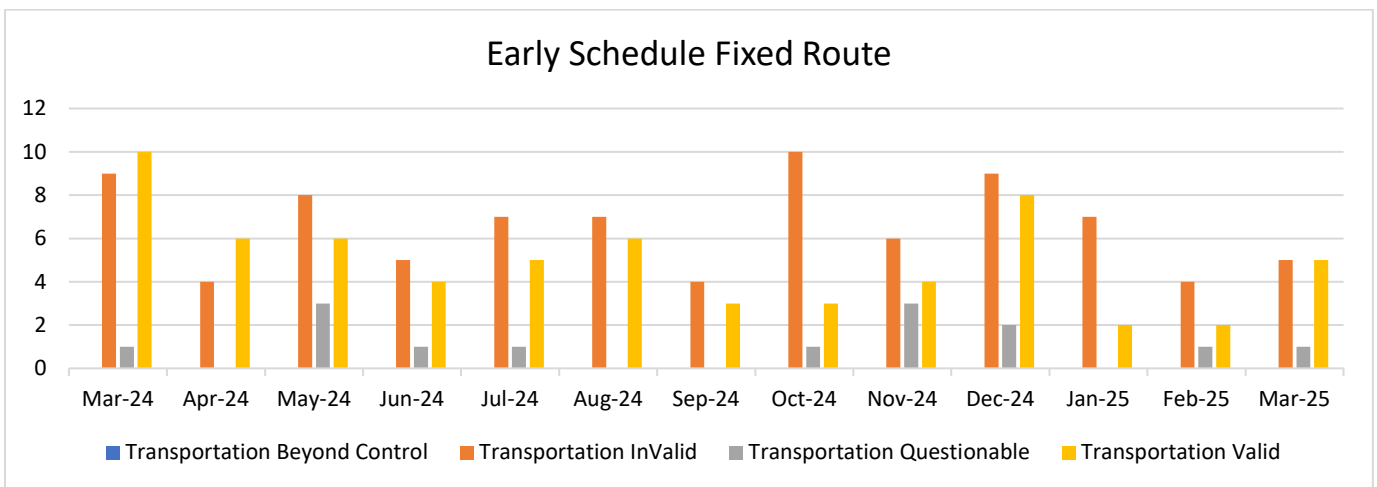
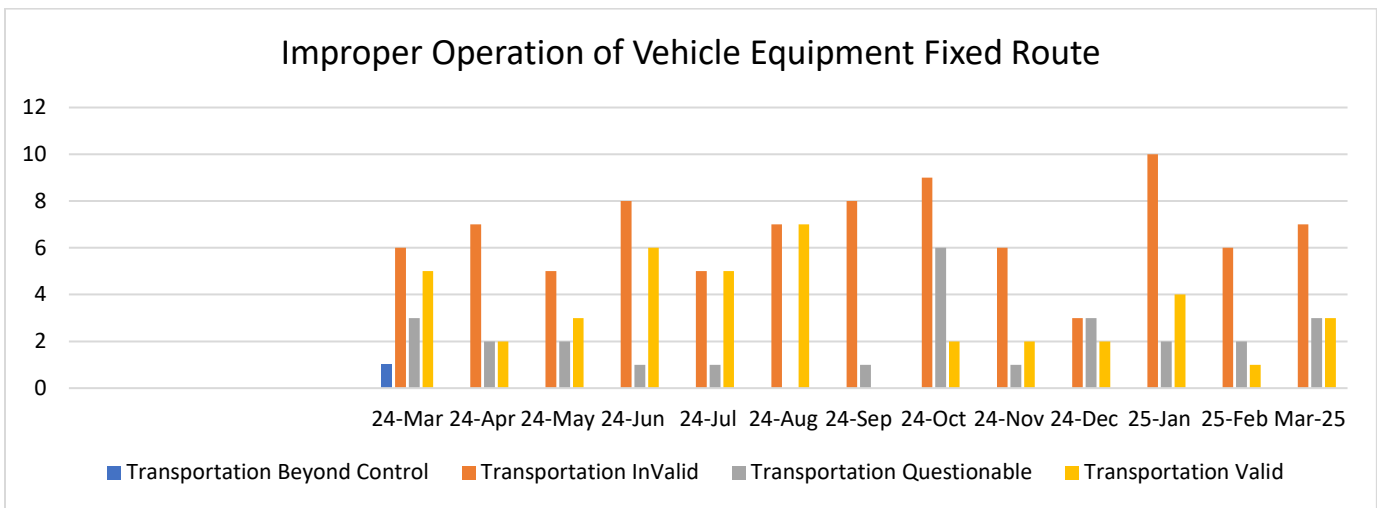
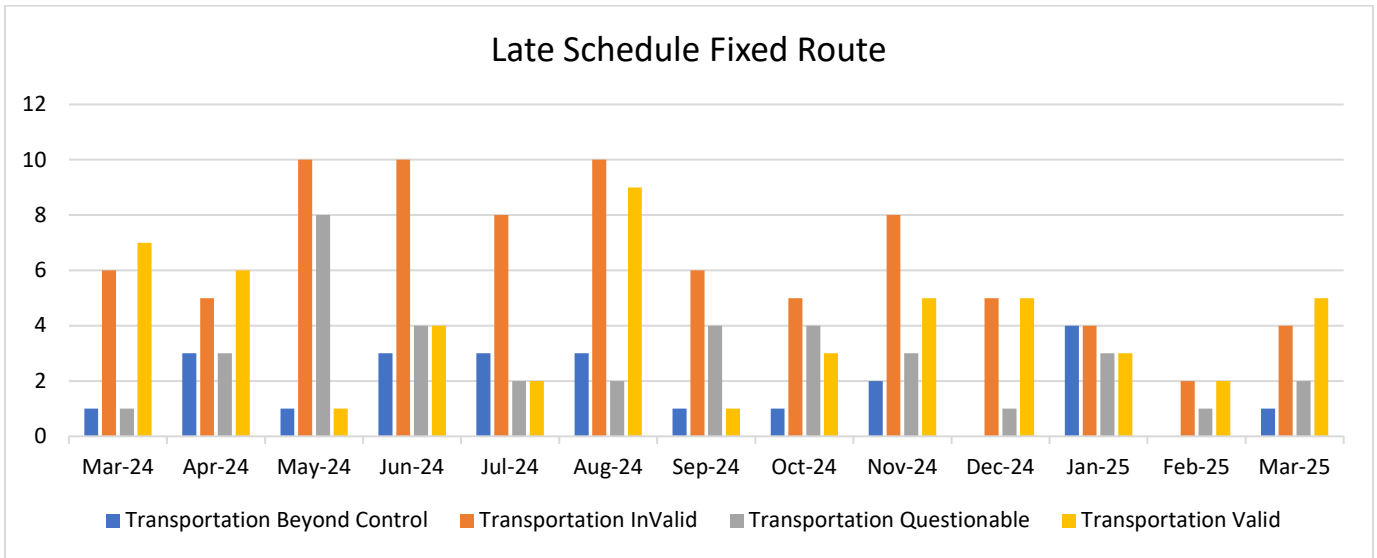


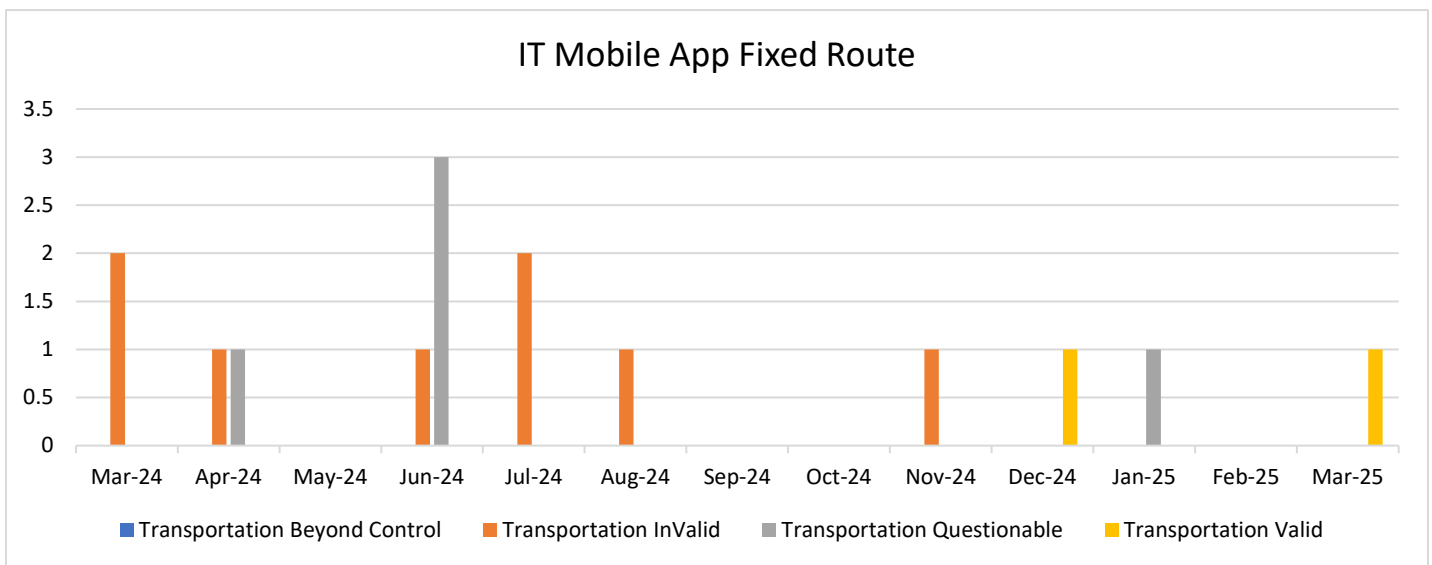
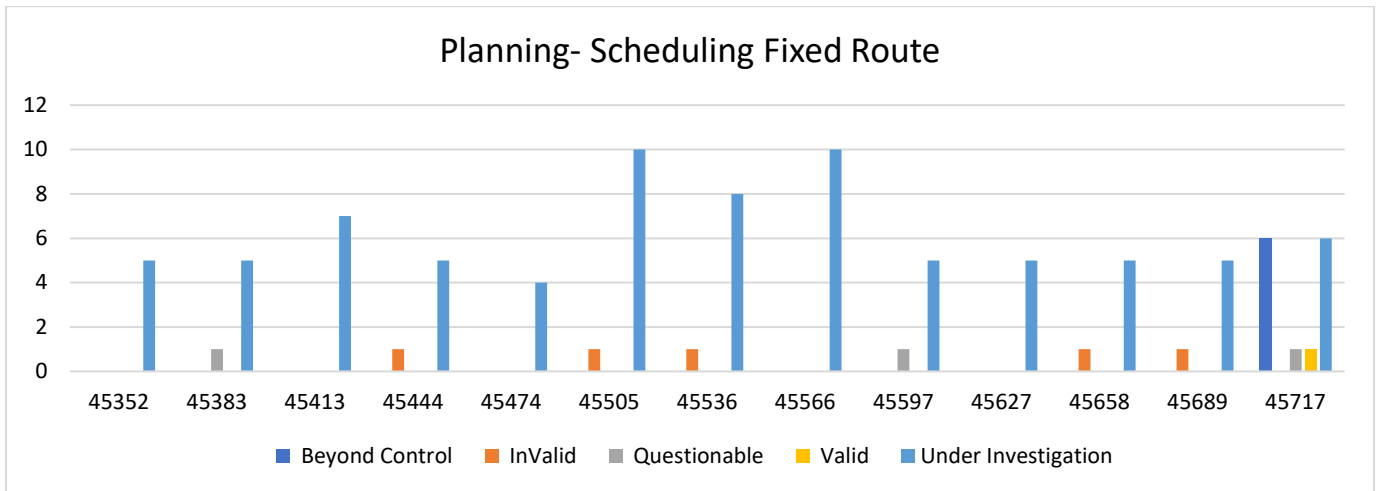
Passed Up Passenger Fixed Route



No Show Fixed Route







SPECIALIZED TRANSPORTATION REPORT

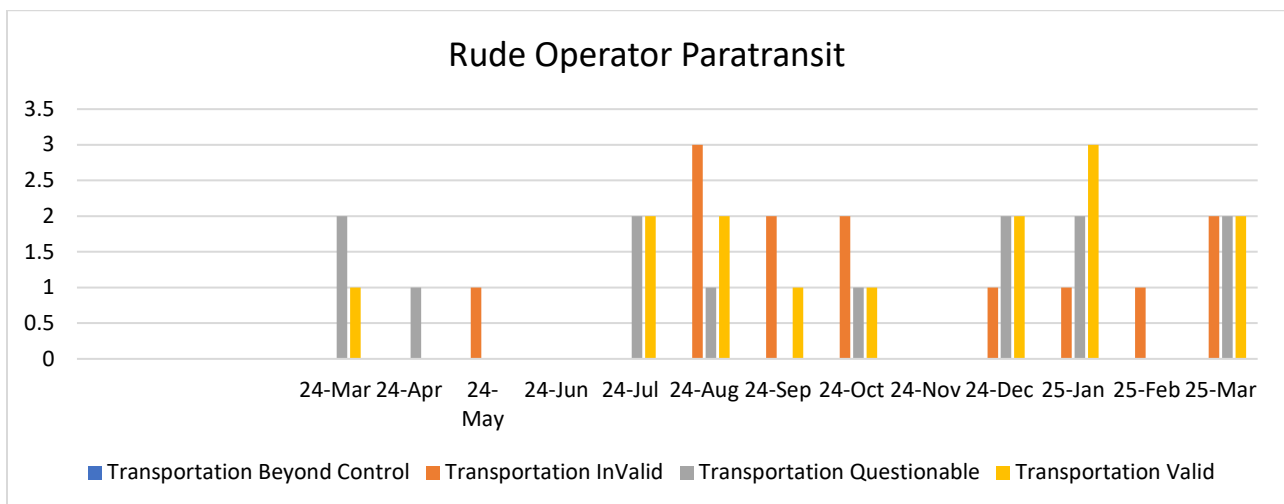
Complaint	Verified	Non-Verified	Questionable	Beyond GRTC Control	Under Investigation	Total
Rude Operator	2	2	2	0	0	6
Passed Up Passenger	0	0	0	0	0	0
No Show	1	5	0	0	0	6
Late Schedule	5	2	1	0	0	7
Improper Operations of Vehicle	1	0	1	0	0	2
Early Schedule	0	0	0	0	0	0
Planning/Scheduling	0	0	0	0	0	0
IT/Mobile App	0	0	0	0	0	0
Other - Miscellaneous	1	3	0	0	0	4
Total	10	12	4	0	0	26

DEFINITIONS FOR COMPLAINTS

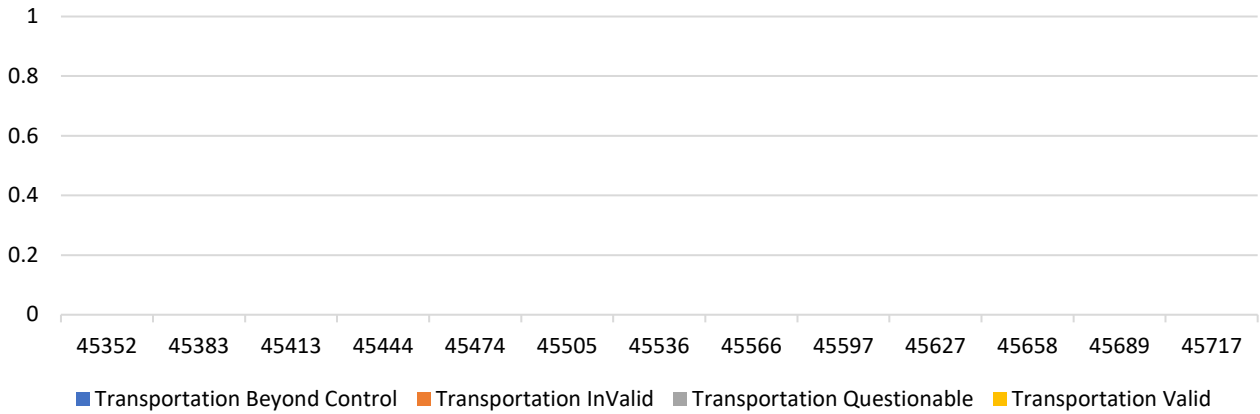
Verified – complaint was able to be verified
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Questionable – complaint could not be confirmed or absolutely denied based on the information provided
Beyond Our Control – complaint is out of GRTC’s control
Under Investigation – more research is needed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

SPECIALIZED TRANSPORTATION TREND REPORT

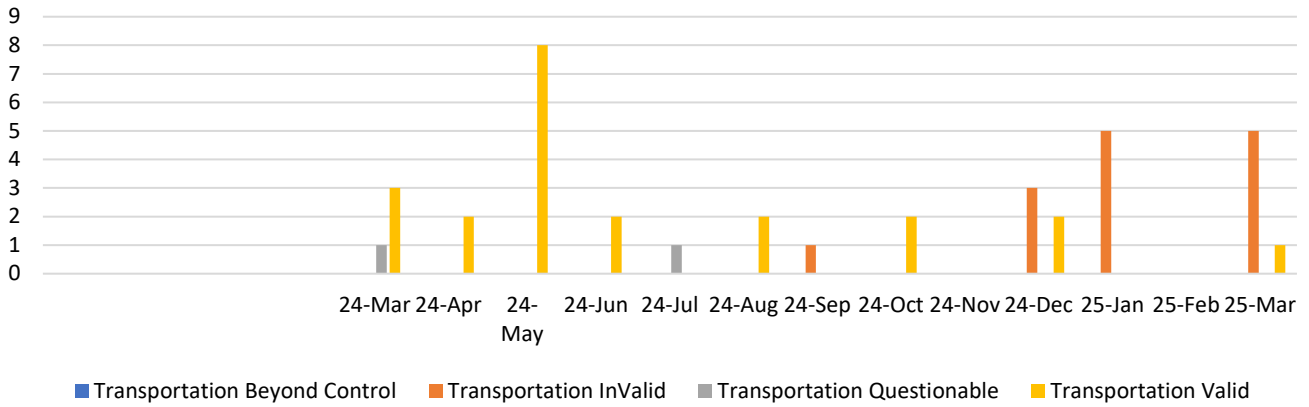
Complaint	March	April	May	June	July	August	September	October	November	December	January	February	March
Rude Operator	4	2	4	0	2	2	1	1	0	2	3	2	6
Passed Up Passenger	2	0	0	0	0	0	0	0	0	0	0	0	0
No Show	3	5	4	0	0	2	0	2	0	2	0	0	6
Late Schedule	1	5	8	4	4	10	8	9	6	8	3	5	8
Improper Operations of Vehicle	0	3	4	3	0	0	0	0	2	0	1	2	2
Early Schedule	1	0	0	0	0	0	0	0	0	0	0	0	0
Planning/Scheduling	18	0	0	0	0	0	0	0	0	0	0	0	0
IT/Mobile App	32	1	1	0	0	0	0	1	0	0	0	0	0
Other – Misc.	0	13	14	13	5	4	5	3	3	9	3	10	4
Total	61	29	35	20	11	18	14	16	11	21	10	19	26
Commendations	7	7	7	3	2	3	1	1	1	2	5	1	4



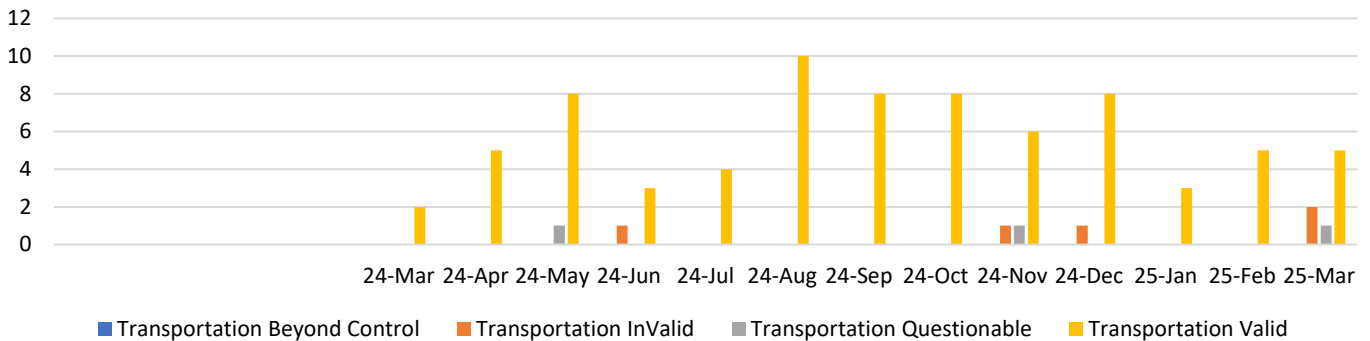
Passed Up Passenger Paratransit



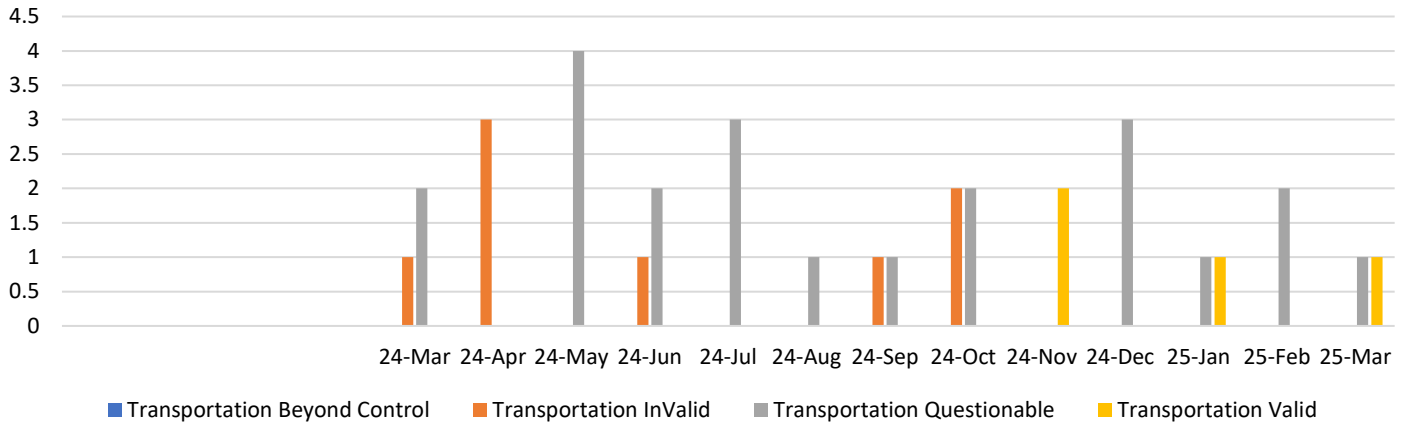
No Show Paratransit



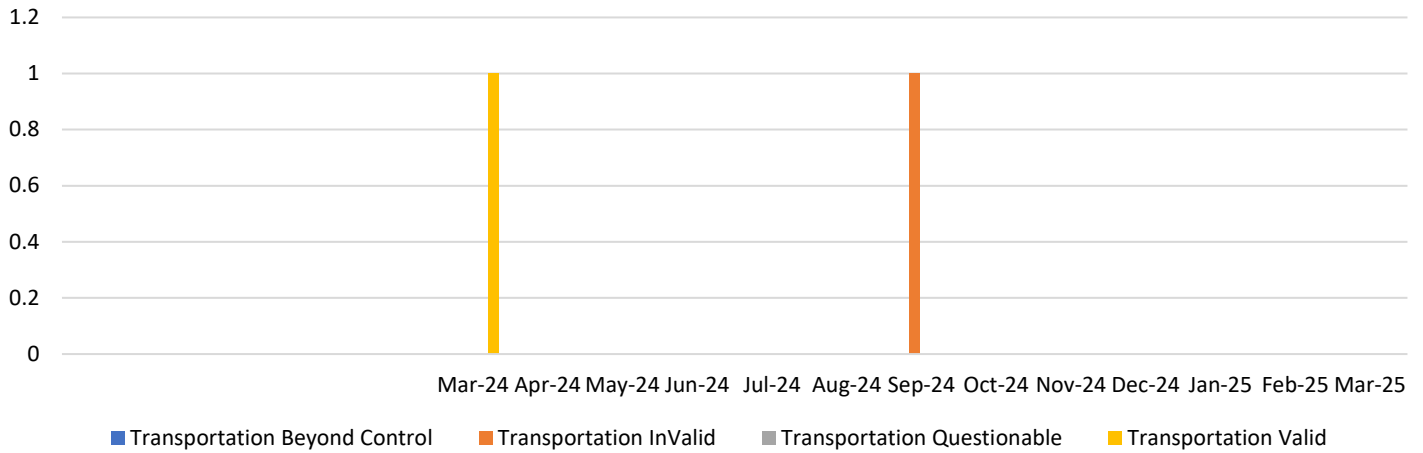
Late Schedule Paratransit



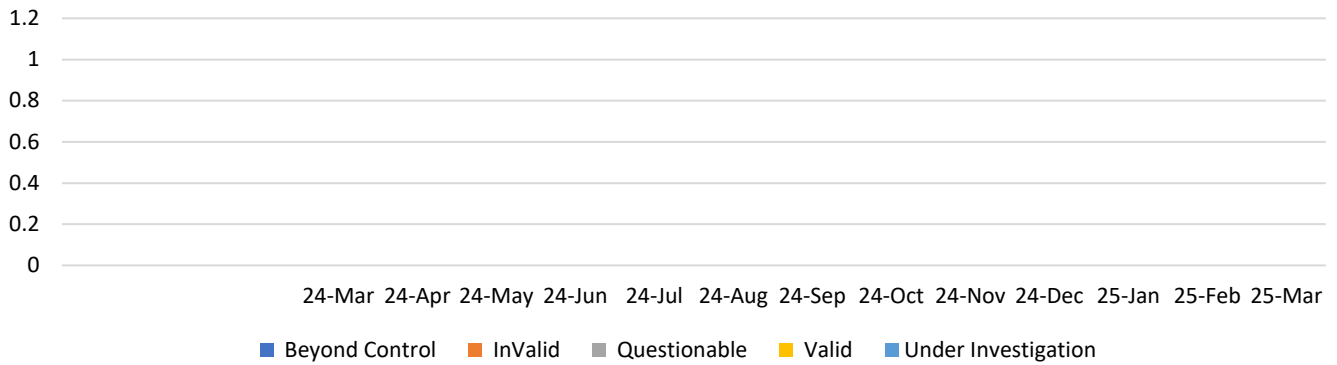
Improper Operation of Vehicle Equipment Paratransit



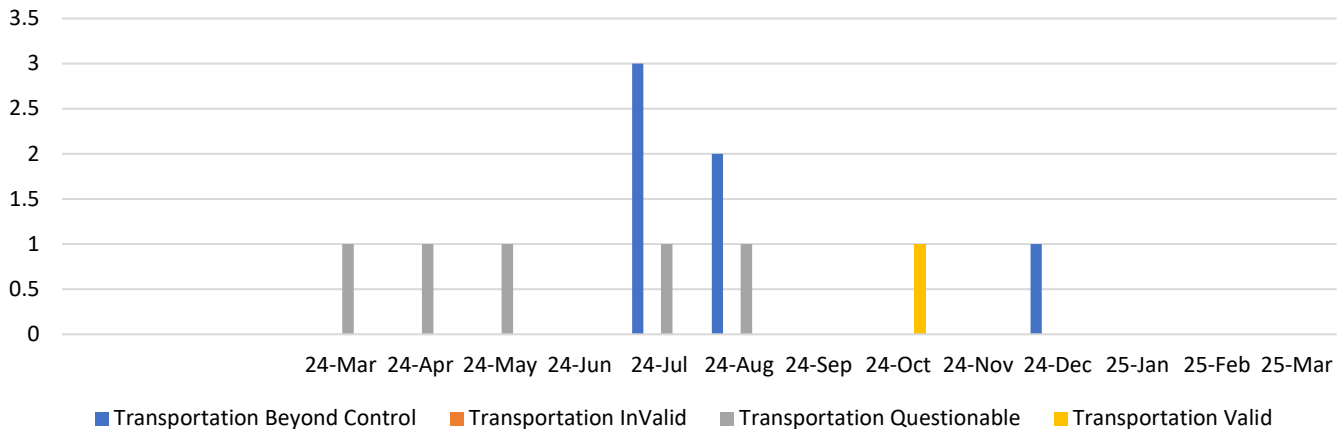
Early Schedule Paratransit



Planning Scheduling Paratransit



IT Mobile App Paratransit



MICROTRANSIT REPORT

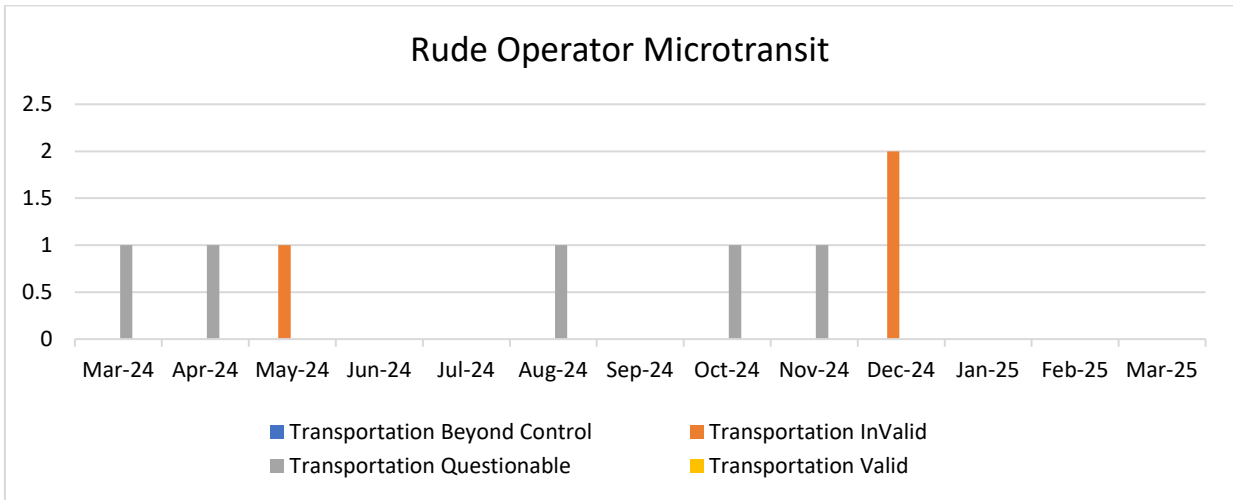
Complaint	Verified	Non-Verified	Questionable	Beyond GRTC Control	Under Investigation	Total
Rude Operator	0	0	0	0	0	0
Passed Up Passenger	1	0	0	0	0	1
No Show	1	0	0	0	0	1
Late Schedule	0	0	0	0	0	0
Improper Operations of Vehicle	0	0	0	0	0	0
Early Schedule	0	0	0	0	0	0
Planning/Scheduling	0	0	0	0	0	0
IT/Mobile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

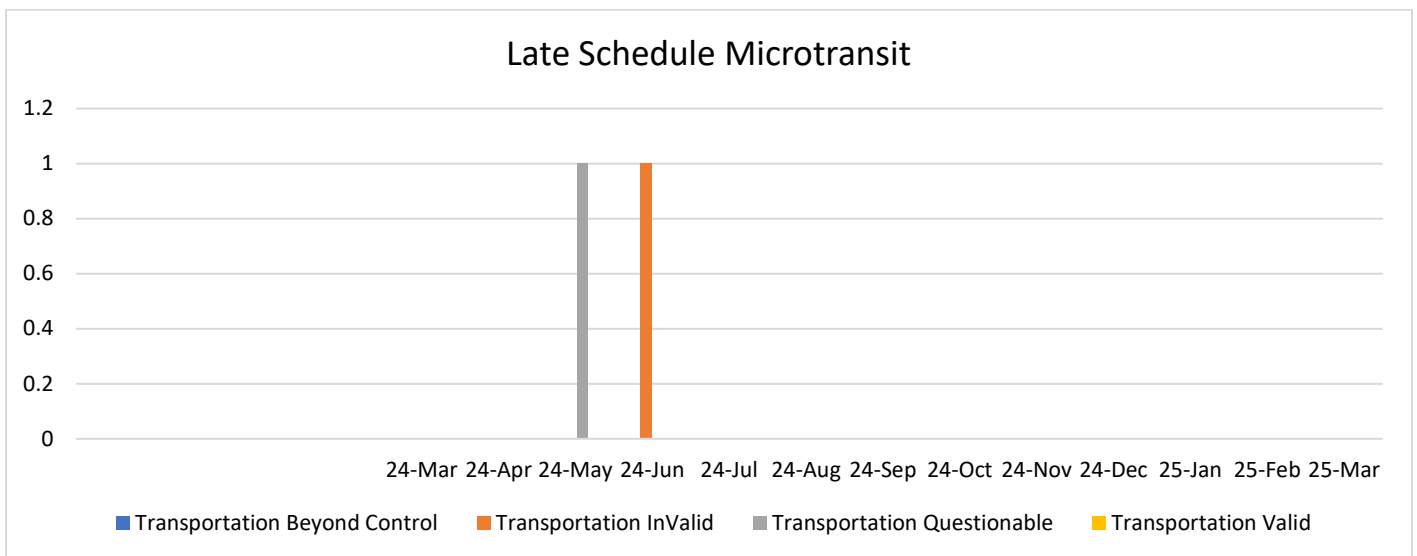
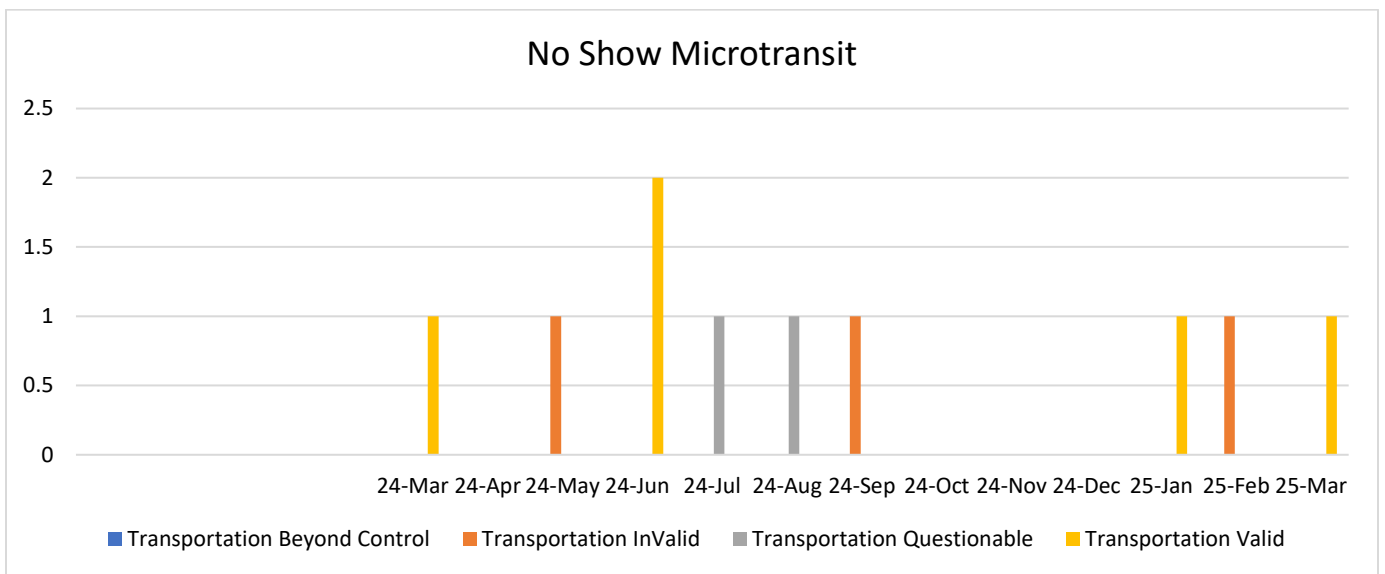
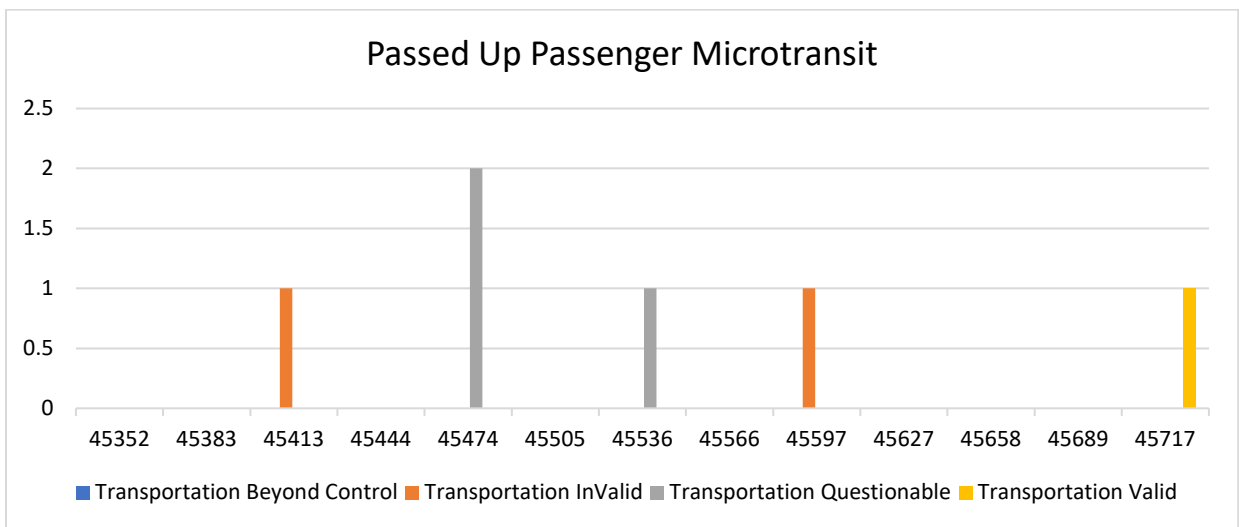
DEFINITIONS FOR COMPLAINTS

Verified – complaint was able to be verified
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Questionable – complaint could not be confirmed or absolutely denied based on the information provided
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Under Investigation – more research is needed based on information provided

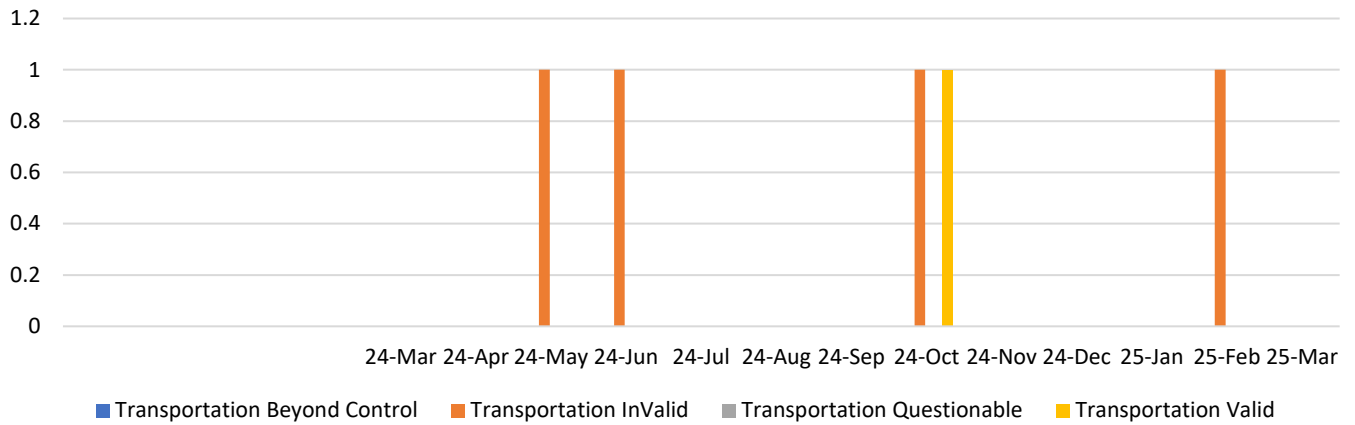
MICROTRANSIT TREND REPORT

Complaint	March	April	May	June	July	August	September	October	November	December	February	March
Rude Operator	0	0	0	0	0	0	0	0	0	0	0	0
Passed Up Passenger	0	0	0	0	0	0	0	0	0	0	0	1
No Show	1	0	0	2	0	0	0	0	0	0	0	1
Late Schedule	0	0	0	0	0	0	0	0	0	0	0	0
Improper Operations of Vehicle	0	0	0	0	0	0	0	1	0	0	0	0
Early Schedule	0	0	0	0	0	0	0	0	0	0	0	0
Planning/Scheduling	0	0	0	0	0	0	0	0	0	2	0	0
IT/Mobile (VIA)	0	0	0	0	0	0	0	0	0	0	0	0
Other – Misc.	0	0	0	0	0	0	0	0	1	0	0	0
Total	1	0	0	2	0	0	0	1	1	2	0	1
Commendations	0	0	0	1	0	0	2	0	1	0	0	3

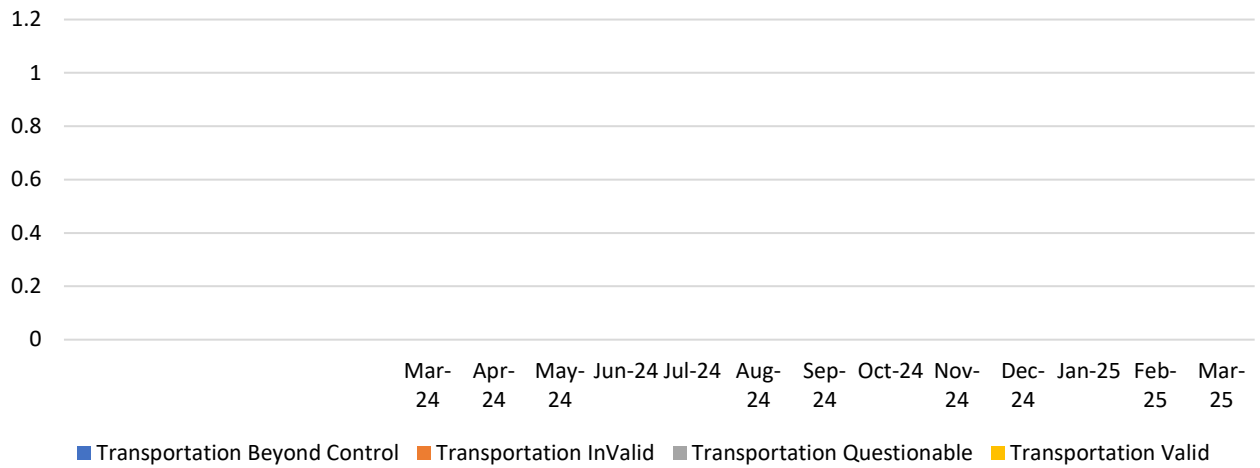




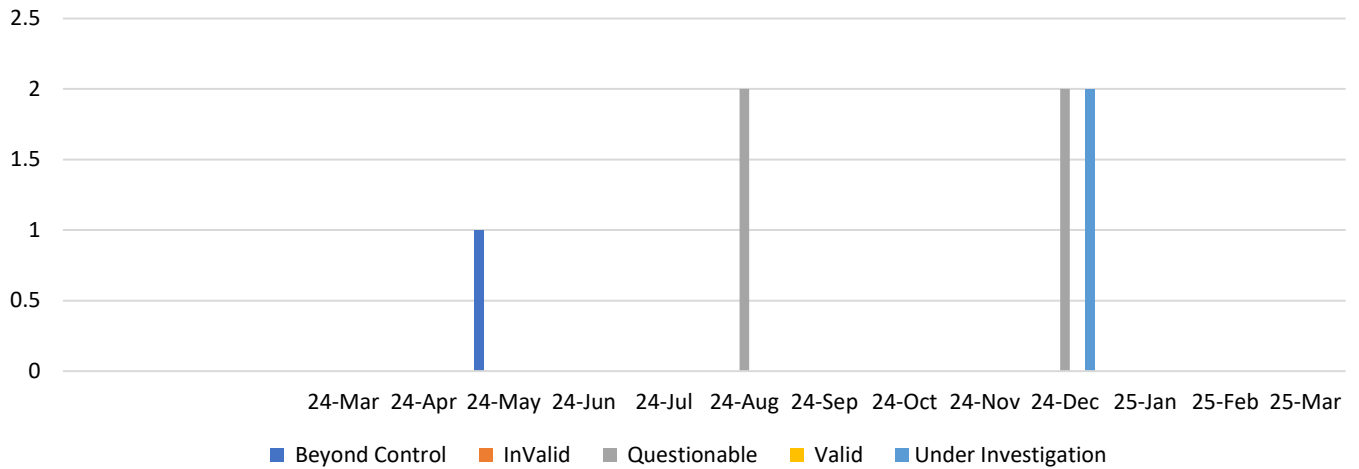
Improper Operation of Vehicle Equipment Microtransit



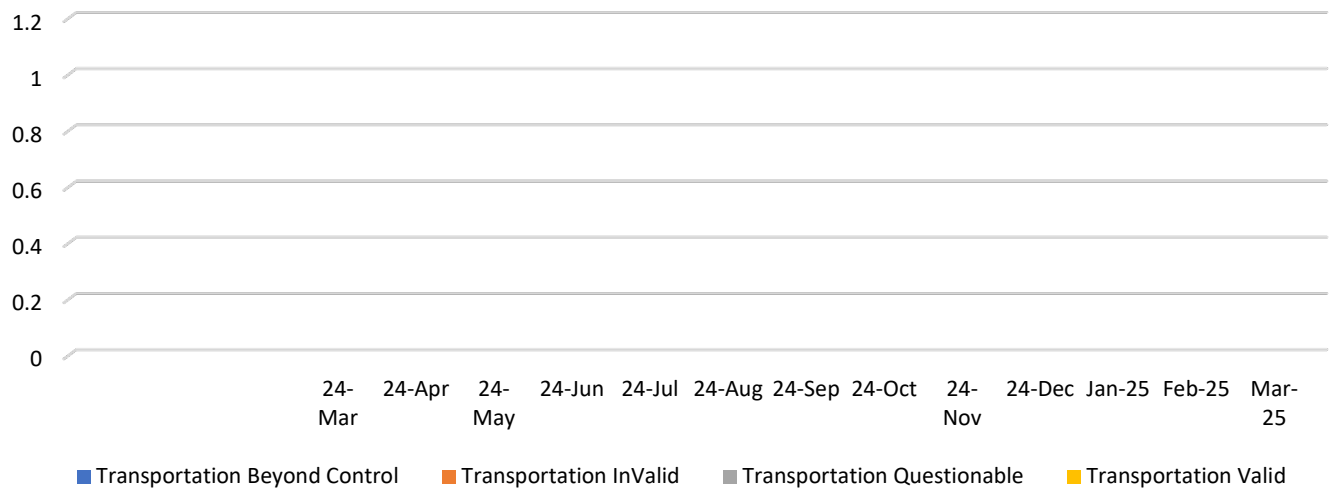
Early Schedule Microtransit



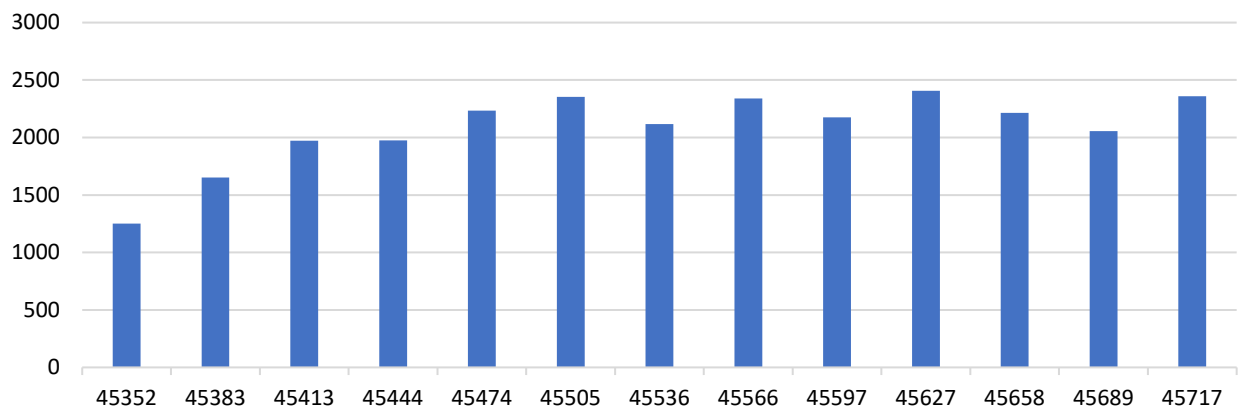
Planning Scheduling Microtransit



IT Mobile App Microtransit



Microtransit Call Volume





Meeting Date: April 15, 2025
Staff Report: Monthly Ridership Report

BACKGROUND:

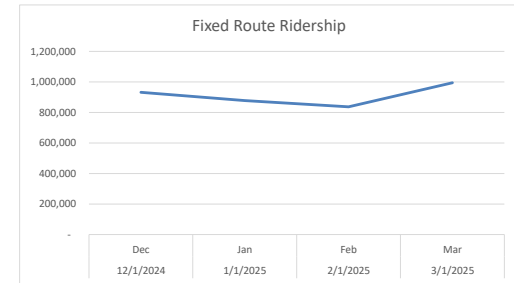
The “Monthly Ridership Report” (MRR) includes comparisons between the ridership of the current month, prior month, year prior to allow for a broad understanding of overall ridership trends. The MRR includes ridership data for all services GRTC provides including fixed route (local, express, and Pulse), 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:

The ridership update for the month of March 2025 will be provided by Frank Adarkwa.

**GRTC TRANSIT SYSTEM
MONTHLY RIDERSHIP REPORT March 2025**

	(March 2025)	(February 2025)	MoM%	(March 2024)	YoY % (FY2024)	(March 2023)	YoY % (FY2023)
Fixed Route							
Local-Fixed Route	812,735	684,175	18.79%	763,369	6.47%	673,715	20.63%
- Richmond (fixed)	648,560	544,386	19.14%	626,242	3.56%	558,901	16.04%
-Henrico (fixed)	164,175	139,789	17.44%	137,128	19.72%	114,814	42.99%
Local-Pulse	174,679	147,224	18.65%	159,765	9.33%	149,820	16.59%
Express Routes (total)	7,189	5,463	31.60%	8,234	-12.69%	8,295	-13.33%
Total Fixed Route	994,603	836,862	18.85%	931,369	6.79%	831,830	19.57%
Specialized Transportation							
CARE/CARE Plus	24,035	19,838	21.16%	20,852	15.26%	21,095	13.94%
CARE On-Demand	**unavailable**	3,317	#VALUE!	3,887	#VALUE!	4,658	#VALUE!
Total Specialized	24,035	23,155	3.80%	24,739	-2.85%	25,753	-6.67%
Microtransit							
Total Microtransit	7,583	7,515	0.90%	2,564	195.75%		
TOTAL Fixed Route, Specialized, & Micro	1,026,221	867,532	18.29%	958,672	7.05%	857,583	19.66%



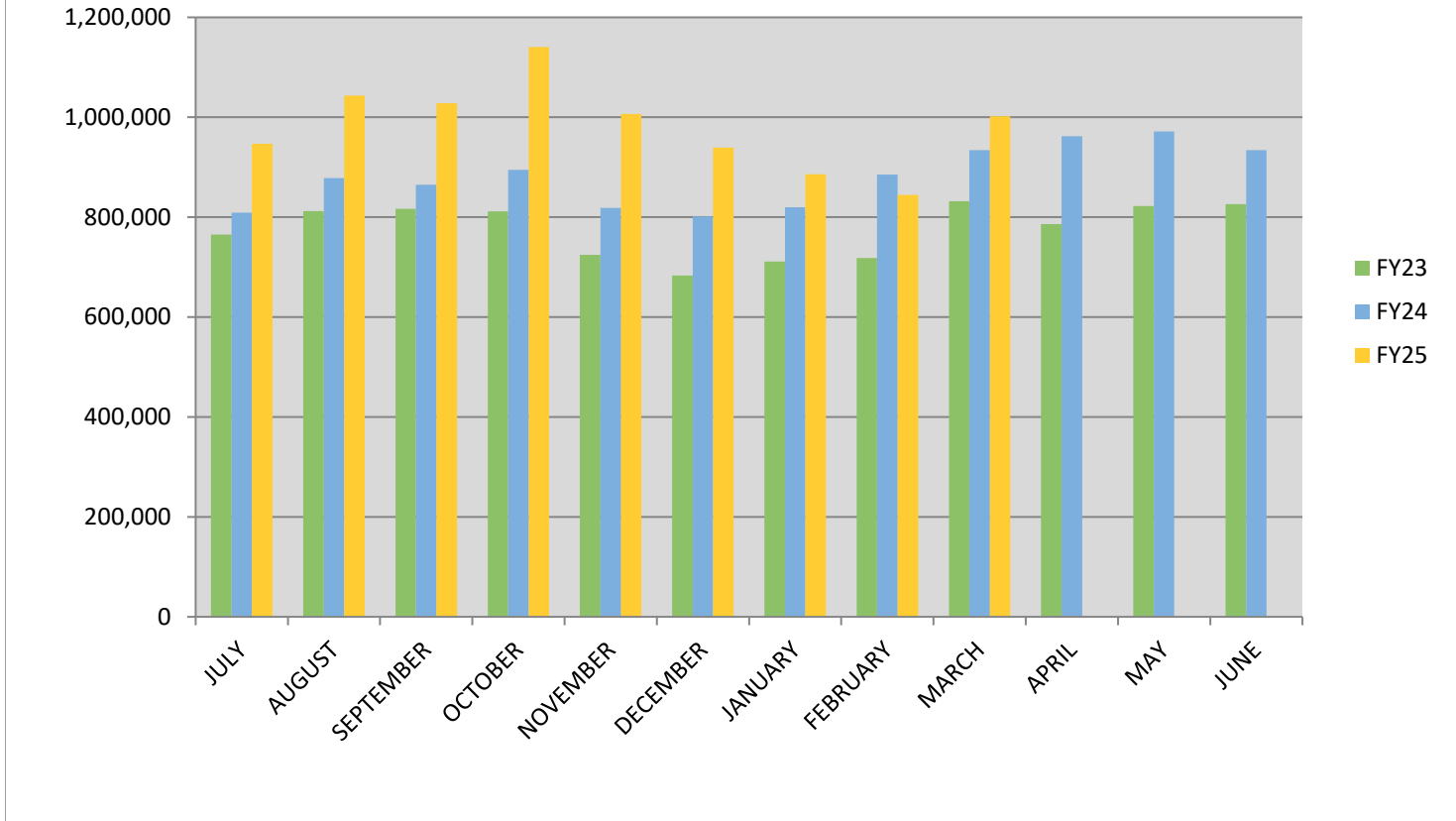
	2025 FYTD	2024 FYTD (July '23 - Mar '24)	YoY % (FY2024)	2023 FYTD (July '22 - March '23)	YoY % (FY2023)
Fixed Route					
Local- Fixed Route	7,201,910	6,317,947	13.99%	5,533,751	30.15%
Local- Pulse	1,510,358	1,312,265	15.10%	1,268,368	19.08%
Express Routes (total)	66,501	68,928	-3.52%	71,947	14.20%
Total Fixed Route	8,778,769	7,699,139	14.02%	6,874,066	27.71%
Specialized Transportation					
CARE/CARE Plus	198,053	172,022	15.13%	181,625	9.05%
CARE On-Demand	29,509	32,415	-8.96%	37,915	-22.17%
Total Specialized	227,562	204,437	11.31%	219,540	3.65%
Microtransit					
Total Microtransit	65,187	6,719	870.19%		
		**Microtransit service began 11/17/2023			
TOTAL FIXED ROUTE, SPECIALIZED & MICROTRANSIT	9,071,518	7,903,576	14.78%	7,093,606	27.88%

	(Feb '25)	YoY % (Feb '24) (FY2024)	YoY % (Feb '23) (FY2023)
Van Pool			
Van Pool	14,101	14,361 -1.81%	12,432 13.43%

***Vanpool data is received a month behind*

Systemwide Ridership Three Year Comparison

Source: RideCheck Plus APC Data



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



Meeting Date: April 15, 2025
Information Item: Essential Transit Infrastructure (ETI) Project

GRTC, in partnership with our consultants Wendel and Kimley Horn, has made significant progress on the Essential Transit Infrastructure (ETI) project. Kimley Horn has completed a comprehensive system-wide survey of the entire bus network across all jurisdictions, City of Richmond, Chesterfield County and Henrico County. This effort focused on evaluating ADA compliance, inventorying all stop locations, and documenting installed amenities and signage details, including blades and braille signage.

This extensive data collection provides a critical foundation for planning, designing, and installing amenities more efficiently across the GRTC system. With this information in hand, Kimley Horn is now drafting detailed plans for upcoming amenities installations.

As the survey phase concludes, the project is transitioning into the implementation phase, with a focus on completing installations throughout the City of Richmond, Chesterfield County, and Henrico County. GRTC anticipates the installation of 35 shelters this quarter. Additional details regarding installation timelines, processes, priorities, and challenges will be presented during the April Board meeting.



Meeting Date: April 15, 2025
Information Item: Project Updates

BACKGROUND:

GRTC has several major capital projects underway. The projects include pilots, planning studies, design/engineering, demo, and construction. At the board meeting, staff will highlight the projects where significant updates have occurred or plan to occur over the next month.



Meeting Date: April 15, 2025
Staff Report: February 2024 Financial Report

BACKGROUND

Attached is the Financial Report for the eight months ended February 28, 2025.

Financial Report
For the Eight Months Ending February 28, 2025
Key Highlights

Revenues

Year to date Revenues favorable to budget	\$ 4,261,966.21
Year to Date Actual Revenues	\$ 65,897,793.17
Year to Date Budgeted Revenues	\$ 61,635,826.96

Favorable Federal Funds \$5.744M due to the use of ARPA funds for qualifying expenses (offsetting the timing of grant funded projects versus budgetary assumptions), and favorable local share match \$0.871M due to the timing of grant funded projects versus budgetary assumptions (offsets budgetary assumption of TRIP Match contribution from GRTC Fund Balance (\$0.693M YTD)), favorable Directly Generated Funds \$84.872k due to favorable interest income offset by unfavorable advertising revenues, offset by unfavorable State Funds (\$2.479M) due to the timing of grant funded projects versus budget.

Operating Expenditures

Year to date Operating Expenditures lower than budgeted amounts	\$ 2,165,503.85
Year to date Actual Operating Expenditures	\$ 57,291,681.08
Year to Date Budgeted Operating Expenditures	\$ 59,457,184.93

Favorable services \$3.702M due timing of planning consulting projects and advertising, favorable labor \$191.166k which is due to lower than budgeted FTEs in General & Administrative functions offset by unfavorable Vehicle Operations labor of (\$0.572M) due to trainee wages and benefits of \$0.620M which is being covered by ARPA funds and slightly favorable utilities \$26.755k, offset by unfavorable insurance premium expense (\$0.643M) due to the booking of the provision for self insured losses, unfavorable materials and supplies (\$408.583k) due to higher than budgeted quantities and cost of parts and purchased transportation (\$0.868M) due to higher demand for GRTC programs (CARE and CARE plus services).

Net Operating Position - Surplus / (Deficit) \$ 8,564,479.33

Balance Sheet and Cash Flow

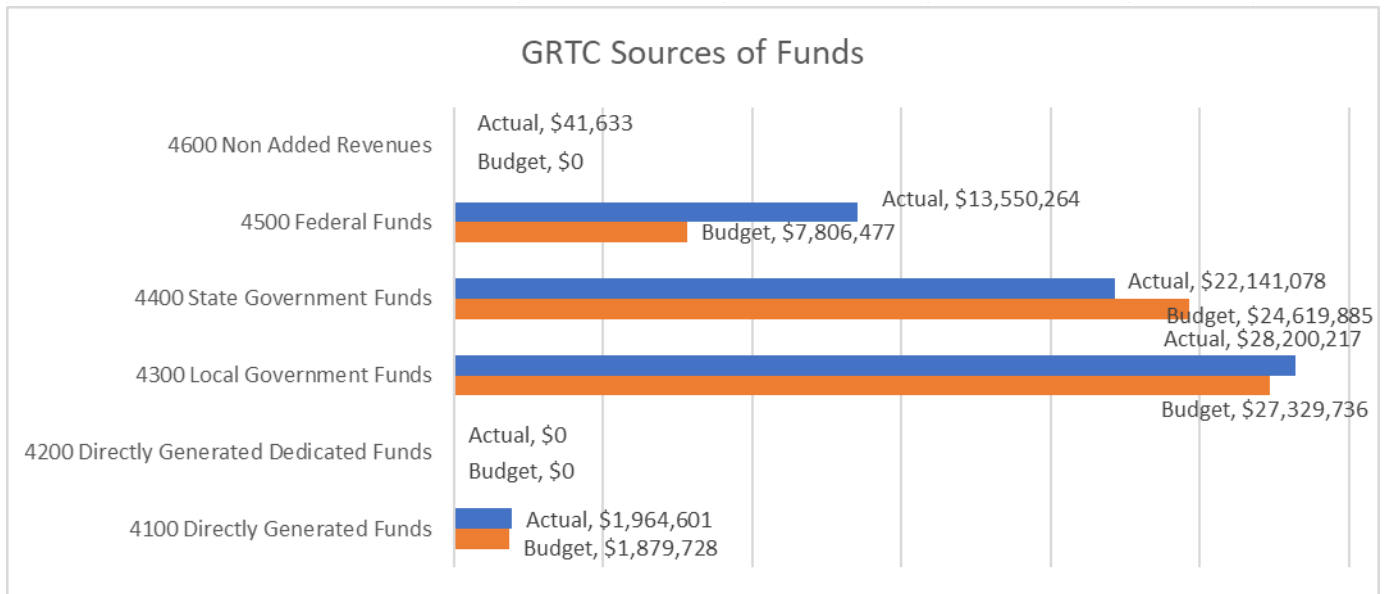
Balance sheet with cash position of		\$14,685,269
Operating Cash Account	\$10,171,119	
Capital Cash Account	\$4,514,150	

**GRTC Transit System
Source of Funds
Year to Date February 28, 2025**

	Month Ended February 28, 2025			Year to Date February 28, 2025		
	Actual	Budget	Variance Fav / (Unfav)	Actual	Budget	Variance Fav / (Unfav)
4100 Directly Generated Funds	\$ 388,093.15	\$ 248,938.10	\$ 139,155.05	\$ 1,964,601.15	\$ 1,879,728.41	\$ 84,872.74
4110 Total Passenger Fares	100,000.00	100,000.00	-	800,000.00	800,000.00	-
4120 Park and Ride Parking Revenues	-	-	-	-	-	-
4130 Non Public Transportation Revenue	-	-	-	37,650.00	-	37,650.00
4140 Auxiliary Transportation Revenue	179,465.00	70,000.00	109,465.00	196,070.00	310,000.00	(113,930.00)
4150 Other Agency Revenues	108,628.15	78,938.10	29,690.05	930,881.15	769,728.41	161,152.74
4160 Revenues Accrued Through a Purchased Transportation Agreement	-	-	-	-	-	-
4170 Subsidy from Other Sectors of Operations	-	-	-	-	-	-
4180 Extraordinary or Special Items	-	-	-	-	-	-
4190 Total Recoveries	-	-	-	-	-	-
4200 Directly Generated Dedicated Funds						
4300 Local Government Funds	\$ 3,679,900.61	\$ 3,292,328.76	\$ 387,571.85	\$ 28,200,217.45	\$ 27,329,736.08	\$ 870,481.37
4310 General Revenues of the Local Government	3,679,900.61	3,292,328.76	387,571.85	28,200,217.45	27,329,736.08	870,481.37
4400 State Government Funds	\$ 2,677,488.66	\$ 3,337,908.90	\$ (660,420.24)	\$ 22,141,078.09	\$ 24,619,885.14	\$ (2,478,807.05)
4410 General Revenues of the State Government	2,677,488.66	3,337,908.90	(660,420.24)	22,141,078.09	24,619,885.14	(2,478,807.05)
4500 Federal Funds	\$ 4,185,988.32	\$ 416,264.19	\$ 3,769,724.13	\$ 13,550,263.72	\$ 7,806,477.33	\$ 5,743,786.39
5307 FTA Urbanized Area Formula Program	786,267.00	400,977.30	385,289.70	6,261,223.29	7,521,070.71	(1,259,847.42)
5307 CARES Act Urbanized Area Program Funds	3,399,721.32	15,286.89	3,384,434.43	7,289,040.43	285,406.62	7,003,633.81
4600 Non Added Revenues	\$ -	\$ -	\$ -	\$ 41,632.76	\$ -	\$ 41,632.76
4630 Sales and Disposals of Assets	-	-	-	41,632.76	-	41,632.76
Total Sources of Funds	\$ 10,931,470.74	\$ 7,295,439.95	\$ 3,636,030.79	\$ 65,897,793.17	\$ 61,635,826.96	\$ 4,261,966.21

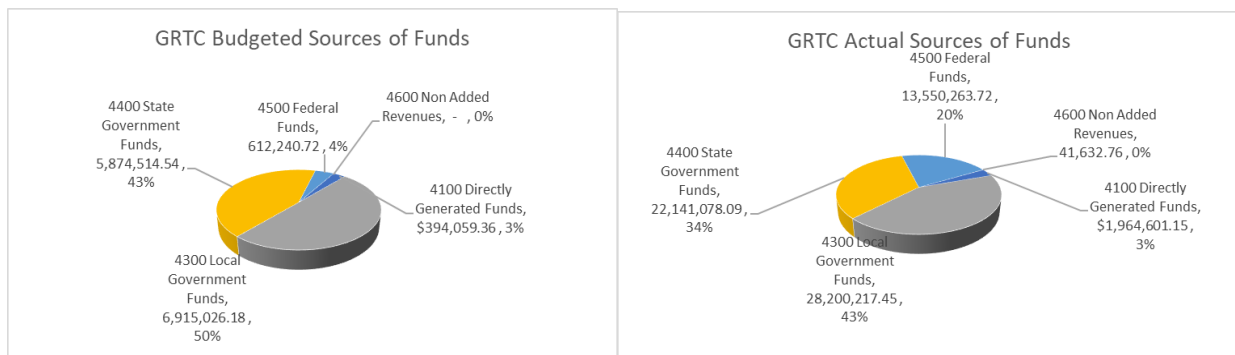
GRTC Transit System Year to Date February 28, 2025

Source of Funds	Budget	Actual	Over (Under)	% of Budget
4100 Directly Generated Funds	\$ 1,879,728.41	\$ 1,964,601.15	\$ 84,872.74	4.52%
4200 Directly Generated Dedicated Funds	-	-	-	n/a
4300 Local Government Funds	27,329,736.08	28,200,217.45	870,481.37	3.19%
4400 State Government Funds	24,619,885.14	22,141,078.09	(2,478,807.05)	-10.07%
4500 Federal Funds	7,806,477.33	13,550,263.72	5,743,786.39	73.58%
4600 Non Added Revenues	-	41,632.76	41,632.76	n/a
	<u>\$ 61,635,826.96</u>	<u>\$ 65,897,793.17</u>	<u>\$ 4,261,966.21</u>	<u>6.91%</u>



Revenues are favorable versus budget by \$4.262M or 6.91% as a result of:

Favorable Federal Funds \$5.744M due to the use of ARPA funds for qualifying expenses (offsetting the timing of grant funded projects versus budgetary assumptions), and favorable local share match \$0.871M due to the timing of grant funded projects versus budgetary assumptions (offsets budgetary assumption of TRIP Match contribution from GRTC Fund Balance (\$0.693M YTD)), favorable Directly Generated Funds \$84.872k due to favorable interest income offset by unfavorable advertising revenues, offset by unfavorable State Funds (\$2.479M) due to the timing of grant funded projects versus budget.



GRTC Transit System
Operating Expenses
Year to Date February 28, 2025

	Total GRTC		
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 38,474,284.82	\$ 38,665,451.15	\$ 191,166.33
01. Operator Salaries and Wages	<u>15,574,075.86</u>	<u>16,749,978.55</u>	<u>1,175,902.69</u>
02. Operator's Paid Absences	<u>2,129,484.15</u>	<u>-</u>	<u>(2,129,484.15)</u>
Operator Vacation	666,964.74	-	(666,964.74)
Operator Sick	487,275.50	-	(487,275.50)
Holiday	975,243.91	-	(975,243.91)
Operator FMLA or other leave	-	-	-
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	<u>8,918,255.85</u>	<u>10,016,145.32</u>	<u>1,097,889.47</u>
Dispatch	140,506.73	206,485.42	65,978.69
Operations Supervision	1,397,701.23	1,667,908.73	270,207.50
Maintenance	3,226,506.43	3,541,867.09	315,360.66
Administration	4,153,541.46	4,599,884.08	446,342.62
04. Other Paid Absences (Non revenue vehicle operator personnel)	<u>235,395.07</u>	<u>-</u>	<u>(235,395.07)</u>
Vacation	98,857.28	-	(98,857.28)
Sick	43,142.11	-	(43,142.11)
Holiday	93,395.68	-	(93,395.68)
FMLA or other leave	-	-	-
05. Fringe Benefits	<u>11,617,073.89</u>	<u>11,899,327.28</u>	<u>282,253.39</u>
Employment Taxes	1,943,787.73	2,070,601.80	126,814.07
Health and Welfare Expenses	4,246,510.25	4,145,733.34	(100,776.91)
Retirement Costs/Pension Plans	3,407,878.22	3,490,551.25	82,673.03
Workers Compensation	524,115.36	383,333.36	(140,782.00)
Other Fringe Benefits	1,494,782.33	1,809,107.53	314,325.20
5020. SERVICES	\$ 2,848,680.32	\$ 6,550,511.80	\$ 3,701,831.48
03. Professional and Technical Services	<u>1,671,389.27</u>	<u>5,359,151.16</u>	<u>3,687,761.89</u>
BRT Fare Collection and Security Services	-	-	-
Audit Fees	65,872.00	60,000.00	(5,872.00)
Legal Fees	15,373.80	100,000.00	84,626.20
Human Resources Consulting	26,070.00	46,666.64	20,596.64
Planning and Scheduling Consulting	1,175,165.94	3,730,939.52	2,555,773.58
Computer Consulting	70.00	4,000.00	3,930.00
Advertising and Promotion	388,837.53	1,417,545.00	1,028,707.47
05. Contract Maintenance Services	<u>994,490.77</u>	<u>940,833.28</u>	<u>(53,657.49)</u>
Vehicle Maintenance	-	-	-
Computer Maintenance	83,242.43	300,000.00	216,757.57
BRT Station Maintenance	119,951.41	146,666.64	26,715.23
Building Maintenance	791,296.93	494,166.64	(297,130.29)
09. Other Services	<u>182,800.28</u>	<u>250,527.36</u>	<u>67,727.08</u>
Advertising	9,523.07	32,666.64	23,143.57
Ad commission Lottery Updates	-	-	-
ADA Ride	60,565.68	60,566.00	0.32
Drug and Alcohol Testing	17,047.50	23,333.36	6,285.86
Medical Exam Testing	22,630.00	30,000.00	7,370.00
Misc	73,034.03	103,961.36	30,927.33
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 6,072,074.61	\$ 5,663,491.54	\$ (408,583.07)
01. Fuel and Lubricants	<u>1,689,503.72</u>	<u>2,007,836.74</u>	<u>318,333.02</u>
02. Tires and Tubes	<u>447,833.12</u>	<u>396,000.00</u>	<u>(51,833.12)</u>
09. Other Materials and Supplies	<u>3,934,737.77</u>	<u>3,259,654.80</u>	<u>(675,082.97)</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)	2,536,686.75	1,898,900.00	(637,786.75)
Other Equipment and Supplies	560,957.73	556,916.72	(4,041.01)
Office Equipment	794,982.83	777,412.72	(17,570.11)
Admin. Supplies	42,110.46	26,425.36	(15,685.10)

**GRTC Transit System
Operating Expenses
Year to Date February 28, 2025**

	Total GRTC		
	Actual	Budget	Variance Fav / (Unfav)
5040. UTILITIES	\$ 672,244.58	\$ 699,000.00	\$ 26,755.42
Telecommunication	217,665.89	180,000.00	(37,665.89)
Utilities	454,578.69	519,000.00	64,421.31
5050. CASUALTIES AND LIABILITY COSTS	\$ 1,994,966.82	\$ 1,352,333.36	\$ (642,633.46)
General Liability	764,534.36	730,000.00	(34,534.36)
Auto Liability	43,888.23	40,000.00	(3,888.23)
Physical Damage	1,164,886.01	416,666.64	(748,219.37)
All Other	21,658.22	165,666.72	144,008.50
5060. TAXES	\$ -	\$ -	\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ 6,778,400.66	\$ 5,910,483.08	\$ (867,917.58)
01. Purchased Transportation - SpecTran	<u>5,986,111.93</u>	<u>5,056,279.38</u>	<u>(929,832.55)</u>
02. Purchased Transportation VanPool	<u>792,288.73</u>	<u>854,203.70</u>	<u>61,914.97</u>
5090. MISCELLANEOUS EXPENSES	\$ 451,029.27	\$ 615,914.00	\$ 164,884.73
02. Travel and Meetings	<u>76,723.50</u>	<u>103,409.28</u>	<u>26,685.78</u>
08. Advertising/Promotion Media	<u>2,032.86</u>	<u>27,270.00</u>	<u>25,237.14</u>
09. Other Miscellaneous Expenses	<u>372,272.91</u>	<u>485,234.72</u>	<u>112,961.81</u>
5120. LEASES AND RENTALS	\$ -	\$ -	\$ -
5900 ADA Expenses	\$ -	\$ -	\$ -
Total Expenses	\$ 57,291,681.08	\$ 59,457,184.93	\$ 2,165,503.85
	100.00%	100.00%	

**GRTC Transit System
Operating Expenses
Year to Date February 28, 2025**

Vehicle Operations			
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 27,533,425.02	\$ 26,961,057.56	\$ (572,367.46)
01. Operator Salaries and Wages	<u>15,574,075.86</u>	<u>16,749,978.55</u>	<u>1,175,902.69</u>
02. Operator's Paid Absences	<u>2,129,484.15</u>	<u>-</u>	<u>(2,129,484.15)</u>
Operator Vacation	666,964.74	-	(666,964.74)
Operator Sick	487,275.50	-	(487,275.50)
Holiday	975,243.91	-	(975,243.91)
Operator FMLA or other leave	-	-	-
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	<u>1,538,207.96</u>	<u>1,874,394.15</u>	<u>336,186.19</u>
Dispatch	140,506.73	206,485.42	65,978.69
Operations Supervision	1,397,701.23	1,667,908.73	270,207.50
Maintenance	-	-	-
Administration	-	-	-
04. Other Paid Absences (Non revenue vehicle operator personnel)	<u>-</u>	<u>-</u>	<u>-</u>
Vacation	-	-	-
Sick	-	-	-
Holiday	-	-	-
FMLA or other leave	-	-	-
05. Fringe Benefits	<u>8,291,657.05</u>	<u>8,336,684.86</u>	<u>45,027.81</u>
Employment Taxes	1,358,084.14	1,440,763.70	82,679.56
Health and Welfare Expenses	2,966,948.57	2,884,679.28	(82,269.30)
Retirement Costs/Pension Plans	2,547,053.32	2,472,852.22	(74,201.10)
Workers Compensation	366,188.52	266,730.57	(99,457.96)
Other Fringe Benefits	1,053,382.49	1,271,659.10	218,276.61
5020. SERVICES	\$ 39,677.50	\$ 53,333.36	\$ 13,655.86
03. Professional and Technical Services	<u>-</u>	<u>-</u>	<u>-</u>
BRT Fare Collection and Security Services	-	-	-
Audit Fees	-	-	-
Legal Fees	-	-	-
Human Resources Consulting	-	-	-
Planning and Scheduling Consulting	-	-	-
Computer Consulting	-	-	-
Advertising and Promotion	-	-	-
05. Contract Maintenance Services	<u>-</u>	<u>-</u>	<u>-</u>
Vehicle Maintenance	-	-	-
Computer Maintenance	-	-	-
BRT Station Maintenance	-	-	-
Building Maintenance	-	-	-
09. Other Services	<u>39,677.50</u>	<u>53,333.36</u>	<u>13,655.86</u>
Advertising	-	-	-
Ad commission Lottery Updates	-	-	-
ADA Ride	-	-	-
Drug and Alcohol Testing	17,047.50	23,333.36	6,285.86
Medical Exam Testing	22,630.00	30,000.00	7,370.00
Misc	-	-	-
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 2,018,682.76	\$ 2,345,725.65	\$ 327,042.89
01. Fuel and Lubricants	<u>1,570,474.64</u>	<u>1,949,725.65</u>	<u>379,251.01</u>
02. Tires and Tubes	<u>447,833.12</u>	<u>396,000.00</u>	<u>(51,833.12)</u>
09. Other Materials and Supplies	<u>375.00</u>	<u>-</u>	<u>(375.00)</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)	-	-	-
Other Equipment and Supplies	375.00	-	(375.00)
Office Equipment	-	-	-
Admin. Supplies	-	-	-

**GRTC Transit System
Operating Expenses
Year to Date February 28, 2025**

	Vehicle Operations		
	Actual	Budget	Variance Fav / (Unfav)
5040. UTILITIES	\$ -	\$ -	\$ -
Telecommunication			-
Utilities			-
5050. CASUALTIES AND LIABILITY COSTS	\$ -	\$ -	\$ -
General Liability			-
Auto Liability			-
Physical Damage			-
All Other			-
5060. TAXES	\$ -	\$ -	\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ 6,778,400.66	\$ 5,910,483.08	\$ (867,917.58)
01. Purchased Transportation - SpecTran	<u>5,986,111.93</u>	<u>5,056,279.38</u>	<u>(929,832.55)</u>
02. Purchased Transportation VanPool	<u>792,288.73</u>	<u>854,203.70</u>	<u>61,914.97</u>
5090. MISCELLANEOUS EXPENSES	\$ 81,061.15	\$ 73,333.36	\$ (7,727.79)
02. Travel and Meetings			-
08. Advertising/Promotion Media			-
09. Other Miscellaneous Expenses	<u>81,061.15</u>	<u>73,333.36</u>	<u>(7,727.79)</u>
5120. LEASES AND RENTALS			\$ -
5900 ADA Expenses			\$ -
Total Expenses	\$ 36,451,247.09	\$ 35,343,933.01	\$ (1,107,314.08)
	63.62%	59.44%	

GRTC Transit System
Operating Expenses
Year to Date February 28, 2025

				Vehicle Maintenance		
				Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs						
5010. LABOR				\$ 3,798,524.82	\$ 3,830,908.27	\$ 32,383.46
01. Operator Salaries and Wages						-
02. Operator's Paid Absences				-	-	-
Operator Vacation						-
Operator Sick						-
Holiday						-
Operator FMLA or other leave						
03. Other Salaries and Wages (Non revenue vehicle operator personnel)				<u>2,395,400.05</u>	<u>2,589,466.04</u>	<u>194,065.99</u>
Dispatch						-
Operations Supervision						-
Maintenance				2,395,400.05	2,589,466.04	194,065.99
Administration						-
04. Other Paid Absences (Non revenue vehicle operator personnel)				<u>153,009.48</u>	<u>-</u>	<u>(153,009.48)</u>
Vacation				68,158.32	-	(68,158.32)
Sick				27,539.32	-	(27,539.32)
Holiday				57,311.84	-	(57,311.84)
FMLA or other leave				-	-	-
05. Fringe Benefits				<u>1,250,115.29</u>	<u>1,241,442.23</u>	<u>(8,673.05)</u>
Employment Taxes				190,106.41	200,318.62	10,212.21
Health and Welfare Expenses				415,317.37	401,075.47	(14,241.90)
Retirement Costs/Pension Plans				412,988.84	406,560.69	(6,428.15)
Workers Compensation				51,259.55	37,085.26	(14,174.29)
Other Fringe Benefits				180,443.11	196,402.19	15,959.08
5020. SERVICES				\$ -	\$ -	\$ -
03. Professional and Technical Services				-	-	-
BRT Fare Collection and Security Services						-
Audit Fees						-
Legal Fees						-
Human Resources Consulting						-
Planning and Scheduling Consulting						-
Computer Consulting						-
Advertising and Promotion						-
05. Contract Maintenance Services				-	-	-
Vehicle Maintenance						-
Computer Maintenance						-
BRT Station Maintenance						-
Building Maintenance						-
09. Other Services				-	-	-
Advertising						-
Ad commission Lottery Updates						-
ADA Ride						-
Drug and Alcohol Testing						-
Medical Exam Testing						-
Misc						-
5030. MATERIALS AND SUPPLIES CONSUMED				\$ 2,535,327.61	\$ 1,957,011.09	\$ (578,316.52)
01. Fuel and Lubricants				<u>113,818.73</u>	<u>58,111.09</u>	<u>(55,707.64)</u>
02. Tires and Tubes						-
09. Other Materials and Supplies				<u>2,421,508.88</u>	<u>1,898,900.00</u>	<u>(522,608.88)</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)				2,421,508.88	1,898,900.00	(522,608.88)
Other Equipment and Supplies						-
Office Equipment						-
Admin. Supplies						-

**GRTC Transit System
 Operating Expenses
 Year to Date February 28, 2025**

	Vehicle Maintenance		
	Actual	Budget	Variance Fav / (Unfav)
5040. UTILITIES	\$ -	\$ -	\$ -
Telecommunication			-
Utilities			-
5050. CASUALTIES AND LIABILITY COSTS	\$ -	\$ -	\$ -
General Liability			-
Auto Liability			-
Physical Damage			-
All Other	-	-	-
5060. TAXES			\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ -	\$ -	\$ -
01. Purchased Transportation - SpecTran			-
02. Purchased Transportation VanPool			-
5090. MISCELLANEOUS EXPENSES	\$ -	\$ -	\$ -
02. Travel and Meetings			-
08. Advertising/Promotion Media			-
09. Other Miscellaneous Expenses			-
5120. LEASES AND RENTALS	\$ -	\$ -	\$ -
5900 ADA Expenses	\$ -	\$ -	\$ -
Total Expenses	\$ 6,333,852.43	\$ 5,787,919.36	\$ (545,933.06)
	11.06%	9.73%	

**GRTC Transit System
Operating Expenses
Year to Date February 28, 2025**

	Facility Maintenance		
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 1,185,392.73	\$ 1,245,733.37	\$ 60,340.65
01. Operator Salaries and Wages			-
02. Operator's Paid Absences	-	-	-
Operator Vacation			-
Operator Sick			-
Holiday			-
Operator FMLA or other leave			
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	<u>831,106.38</u>	<u>952,401.05</u>	<u>121,294.67</u>
Dispatch			-
Operations Supervision			-
Maintenance	831,106.38	952,401.05	121,294.67
Administration			-
04. Other Paid Absences (Non revenue vehicle operator personnel)	<u>82,385.59</u>	<u>-</u>	<u>(82,385.59)</u>
Vacation	30,698.96	-	(30,698.96)
Sick	15,602.79	-	(15,602.79)
Holiday	36,083.84	-	(36,083.84)
FMLA or other leave	-	-	-
05. Fringe Benefits	<u>271,900.76</u>	<u>293,332.32</u>	<u>21,431.57</u>
Employment Taxes	65,959.19	73,676.84	7,717.65
Health and Welfare Expenses	144,098.23	147,514.85	3,416.62
Retirement Costs/Pension Plans	548.20	-	(548.20)
Workers Compensation	17,784.98	13,639.89	(4,145.09)
Other Fringe Benefits	43,510.16	58,500.74	14,990.59
5020. SERVICES	\$ 911,248.34	\$ 640,833.28	\$ (270,415.06)
03. Professional and Technical Services	-	-	-
BRT Fare Collection and Security Services			-
Audit Fees			-
Legal Fees			-
Human Resources Consulting			-
Planning and Scheduling Consulting			-
Computer Consulting			-
Advertising and Promotion			-
05. Contract Maintenance Services	<u>911,248.34</u>	<u>640,833.28</u>	<u>(270,415.06)</u>
Vehicle Maintenance			-
Computer Maintenance			-
BRT Station Maintenance	119,951.41	146,666.64	26,715.23
Building Maintenance	791,296.93	494,166.64	(297,130.29)
09. Other Services	-	-	-
Advertising			-
Ad commission Lottery Updates			-
ADA Ride			-
Drug and Alcohol Testing			-
Medical Exam Testing			-
Misc	-	-	-
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 173,044.24	\$ 176,250.08	\$ 3,205.84
01. Fuel and Lubricants			-
02. Tires and Tubes			-
09. Other Materials and Supplies	<u>173,044.24</u>	<u>176,250.08</u>	<u>3,205.84</u>
Vechicle Equip. and Parts Supplies (inc Cares Act)			-
Other Equipment and Supplies	173,044.24	176,250.08	3,205.84
Office Equipment			-
Admin. Supplies			-

**GRTC Transit System
Operating Expenses
Year to Date February 28, 2025**

	Facility Maintenance		
	Actual	Budget	Variance Fav / (Unfav)
5040. UTILITIES	\$ -	\$ -	\$ -
Telecommunication			-
Utilities			-
5050. CASUALTIES AND LIABILITY COSTS	\$ -	\$ -	\$ -
General Liability			-
Auto Liability			-
Physical Damage			-
All Other			-
5060. TAXES			\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ -	\$ -	\$ -
01. Purchased Transportation - SpecTran			-
02. Purchased Transportation VanPool			-
5090. MISCELLANEOUS EXPENSES	\$ -	\$ -	\$ -
02. Travel and Meetings			-
08. Advertising/Promotion Media			-
09. Other Miscellaneous Expenses			-
5120. LEASES AND RENTALS	\$ -	\$ -	\$ -
5900 ADA Expenses	\$ -	\$ -	\$ -
Total Expenses	\$ 2,269,685.31	\$ 2,062,816.73	\$ (206,868.57)
	3.96%	3.47%	

**GRTC Transit System
Operating Expenses
Year to Date February 28, 2025**

	General Administration		
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 5,956,942.26	\$ 6,627,751.94	\$ 670,809.69
01. Operator Salaries and Wages			-
02. Operator's Paid Absences	-	-	-
Operator Vacation			-
Operator Sick			-
Holiday			-
Operator FMLA or other leave			
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	<u>4,153,541.46</u>	<u>4,599,884.08</u>	<u>446,342.62</u>
Dispatch			-
Operations Supervision			-
Maintenance			-
Administration	4,153,541.46	4,599,884.08	446,342.62
04. Other Paid Absences (Non revenue vehicle operator personnel)	-	-	-
Vacation			-
Sick			-
Holiday			-
FMLA or other leave			-
05. Fringe Benefits	<u>1,803,400.80</u>	<u>2,027,867.86</u>	<u>224,467.07</u>
Employment Taxes	329,637.99	355,842.64	26,204.66
Health and Welfare Expenses	720,146.07	712,463.74	(7,682.33)
Retirement Costs/Pension Plans	447,287.86	611,138.34	163,850.48
Workers Compensation	88,882.30	65,877.64	(23,004.67)
Other Fringe Benefits	217,446.58	282,545.50	65,098.92
5020. SERVICES	\$ 1,897,754.48	\$ 5,856,345.16	\$ 3,958,590.68
03. Professional and Technical Services	<u>1,671,389.27</u>	<u>5,359,151.16</u>	<u>3,687,761.89</u>
BRT Fare Collection and Security Services	-	-	-
Audit Fees	65,872.00	60,000.00	(5,872.00)
Legal Fees	15,373.80	100,000.00	84,626.20
Human Resources Consulting	26,070.00	46,666.64	20,596.64
Planning and Scheduling Consulting	1,175,165.94	3,730,939.52	2,555,773.58
Computer Consulting	70.00	4,000.00	3,930.00
Advertising and Promotion	388,837.53	1,417,545.00	1,028,707.47
05. Contract Maintenance Services	<u>83,242.43</u>	<u>300,000.00</u>	<u>216,757.57</u>
Vehicle Maintenance			-
Computer Maintenance	83,242.43	300,000.00	216,757.57
BRT Station Maintenance			-
Building Maintenance			-
09. Other Services	<u>143,122.78</u>	<u>197,194.00</u>	<u>54,071.22</u>
Advertising	9,523.07	32,666.64	23,143.57
Ad commission Lottery Updates	-	-	-
ADA Ride	60,565.68	60,566.00	0.32
Drug and Alcohol Testing			-
Medical Exam Testing			-
Misc	73,034.03	103,961.36	30,927.33
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 1,345,020.00	\$ 1,184,504.72	\$ (160,515.28)
01. Fuel and Lubricants	<u>5,210.35</u>	-	<u>(5,210.35)</u>
02. Tires and Tubes			-
09. Other Materials and Supplies	<u>1,339,809.65</u>	<u>1,184,504.72</u>	<u>(155,304.93)</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)	115,177.87	-	(115,177.87)
Other Equipment and Supplies	387,538.49	380,666.64	(6,871.85)
Office Equipment	794,982.83	777,412.72	(17,570.11)
Admin. Supplies	42,110.46	26,425.36	(15,685.10)

**GRTC Transit System
Operating Expenses
Year to Date February 28, 2025**

	General Administration		
	Actual	Budget	Variance Fav / (Unfav)
5040. UTILITIES	\$ 672,244.58	\$ 699,000.00	\$ 26,755.42
Telecommunication	217,665.89	180,000.00	(37,665.89)
Utilities	454,578.69	519,000.00	64,421.31
5050. CASUALTIES AND LIABILITY COSTS	\$ 1,994,966.82	\$ 1,352,333.36	\$ (642,633.46)
General Liability	764,534.36	730,000.00	(34,534.36)
Auto Liability	43,888.23	40,000.00	(3,888.23)
Physical Damage	1,164,886.01	416,666.64	(748,219.37)
All Other	21,658.22	165,666.72	144,008.50
5060. TAXES	\$ -	\$ -	\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ -	\$ -	\$ -
01. Purchased Transportation - SpecTran			-
02. Purchased Transportation VanPool			-
5090. MISCELLANEOUS EXPENSES	\$ 369,968.12	\$ 542,580.64	\$ 172,612.52
02. Travel and Meetings	76,723.50	103,409.28	26,685.78
08. Advertising/Promotion Media	2,032.86	27,270.00	25,237.14
09. Other Miscellaneous Expenses	291,211.76	411,901.36	120,689.60
5120. LEASES AND RENTALS	\$ -	\$ -	\$ -
5900 ADA Expenses	-	-	-
Total Expenses	\$ 12,236,896.26	\$ 16,262,515.82	\$ 4,025,619.57
	21.36%	27.35%	

GRTC Transit System Year to Date February 28, 2025

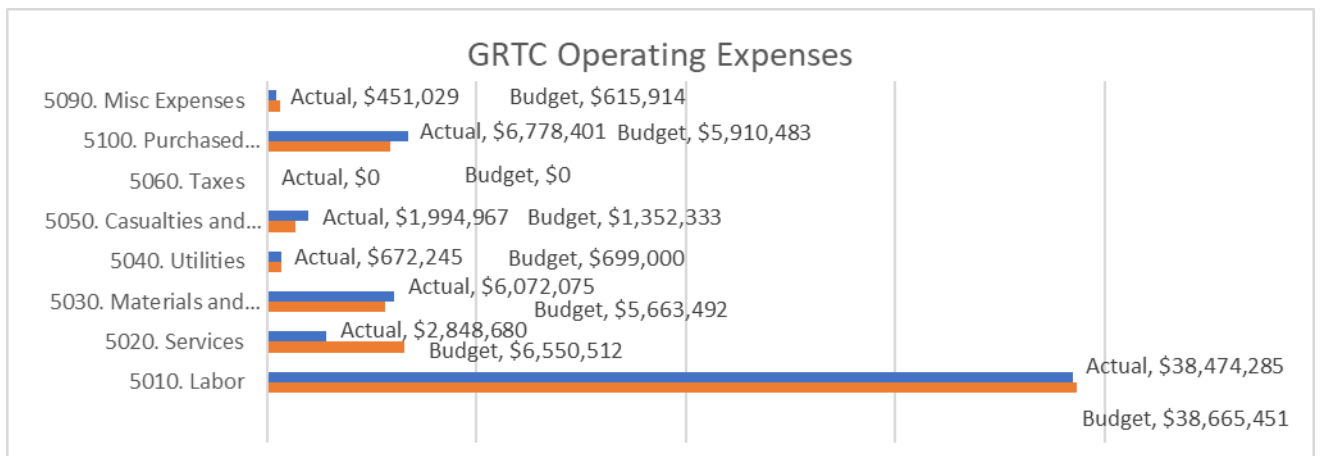
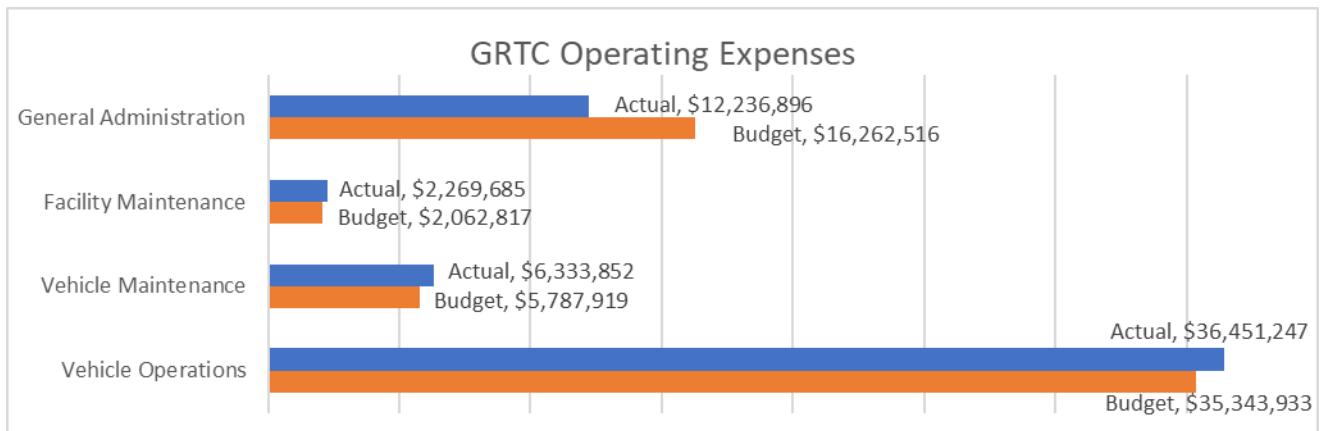
Operating Expenses

	Budget	Actual	(Over) Under	% of Budget
Vehicle Operations	\$ 35,343,933.01	\$ 36,451,247.09	\$ (1,107,314.08)	103.13%
Vehicle Maintenance	5,787,919.36	6,333,852.43	(545,933.06)	109.43%
Facility Maintenance	2,062,816.73	2,269,685.31	(206,868.57)	110.03%
General Administration	<u>16,262,515.82</u>	<u>12,236,896.26</u>	<u>4,025,619.57</u>	<u>75.25%</u>
Total GRTC	\$ 59,457,184.93	\$ 57,291,681.08	\$ 2,165,503.85	96.36%

	Budget	Actual	(Over) Under	% of Budget
5010. Labor	\$ 38,665,451.15	\$ 38,474,284.82	\$ 191,166.33	99.51%
5020. Services	6,550,511.80	2,848,680.32	3,701,831.48	43.49%
5030. Materials and Supplies Consumed	5,663,491.54	6,072,074.61	(408,583.07)	107.21%
5040. Utilities	699,000.00	672,244.58	26,755.42	96.17%
5050. Casualties and Liability Costs	1,352,333.36	1,994,966.82	(642,633.46)	147.52%
5060. Taxes	-	-	-	0.00%
5100. Purchased Transportation Service	5,910,483.08	6,778,400.66	(867,917.58)	114.68%
5090. Misc Expenses	<u>615,914.00</u>	<u>451,029.27</u>	<u>164,884.73</u>	<u>73.23%</u>
Total GRTC	\$ 59,457,184.93	\$ 57,291,681.08	\$ 2,165,503.85	96.36%

Total Fleet Service Miles	4,534,742.83	4,497,608.18
Operating Expense per Mile	\$ 13.11	\$ 12.74

Total Fleet Service Hours	391,089.92	388,719.51
Operating Expense per Hour	\$ 152.03	\$ 147.39



Operating Expenses are favorable versus budget by \$2.166M or 3.64% as a result of:

- Favorable labor expenses of \$191.166k due to higher than budgeted vacancy factor in the general and administrative groups offset by higher than budgeted Vehicle Operators in training. Operator Training wages and benefits are funded by ARPA funds in the amount of \$0.620M year to date.
- Favorable purchased services of \$3.702M due to the timing of consulting services versus budget.
- Unfavorable materials and supplies of (\$408.583k) due to timing of purchases versus budget assumptions.
- Favorable Utilities expenses of \$26.755k.
- Unfavorable casualties and liability expense of (\$642.633k) is due to the timing of the booking of the self-insured liability versus budgetary assumption.
- Unfavorable purchased transportation services of (\$0.868M) due to actual demand differing from budgetary assumptions for CARE and CARE plus services.
- Favorable Miscellaneous expense of \$164.885k due to timing of travel expense versus budget.

<u>Operating Expense per Mile</u>	Budget	Actual
Vehicle Operations	\$ 7.79	\$ 8.10
Vehicle Maintenance	1.28	1.41
Facility Maintenance	0.45	0.50
General Administration	3.59	2.72
Total GRTC	\$ 13.11	\$ 12.74

<u>Operating Expense per Mile</u>	Budget	Actual
5010. Labor	\$ 8.53	\$ 8.55
5020. Services	1.44	0.63
5030. Materials and Supplies Consumed	1.25	1.35
5040. Utilities	0.15	0.15
5050. Casualties and Liability Costs	0.30	0.44
5060. Taxes	-	-
5100. Purchased Transportation Service	1.30	1.51
5090. Misc Expenses	0.14	0.10
Total GRTC	\$ 13.11	\$ 12.74

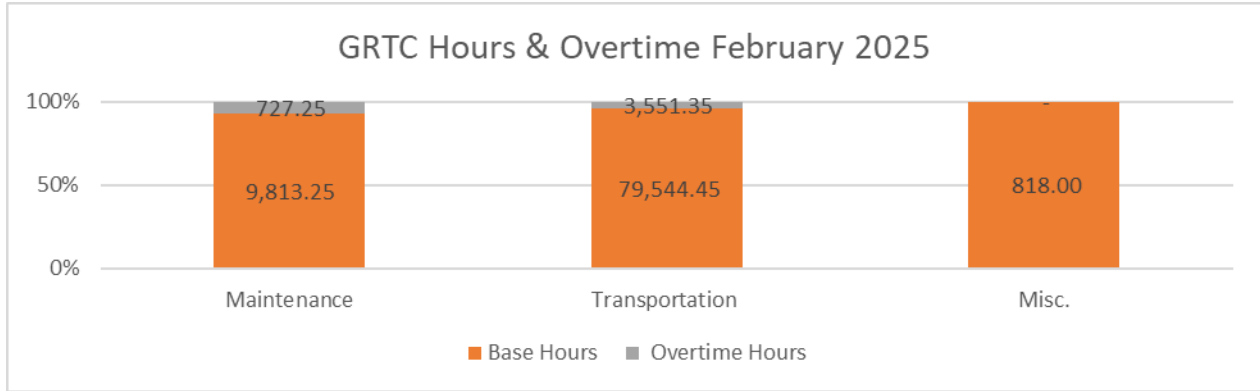
<u>Operating Expense per Hour</u>	Budget	Actual
Vehicle Operations	\$ 90.37	\$ 93.77
Vehicle Maintenance	14.80	16.29
Facility Maintenance	5.27	5.84
General Administration	41.58	31.48
Total GRTC	\$ 152.03	\$ 147.39

Operating Expense per Hour

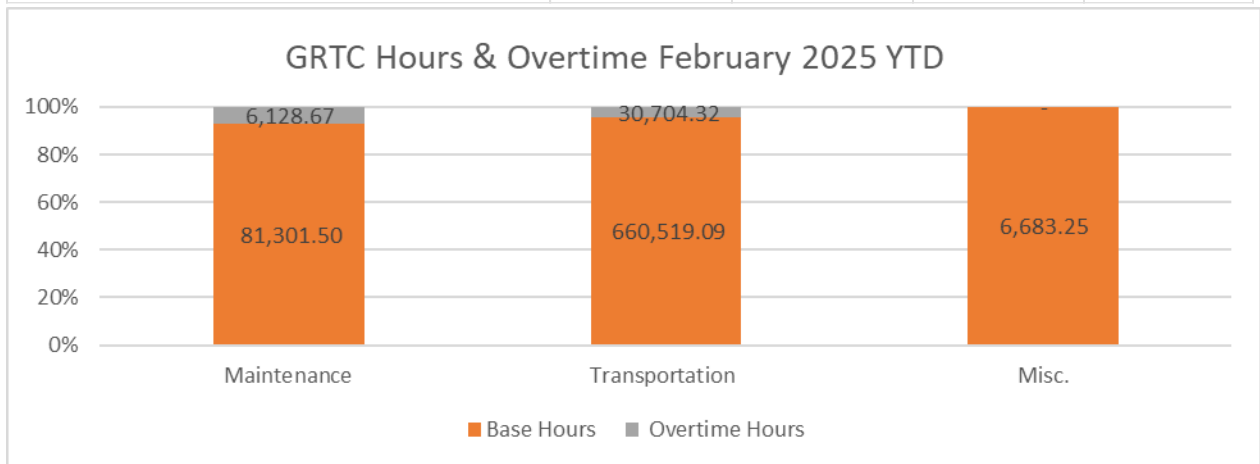
	Budget	Actual
5010. Labor	\$ 98.87	\$ 98.98
5020. Services	16.75	7.33
5030. Materials and Supplies Consumed	14.48	15.62
5040. Utilities	1.79	1.73
5050. Casualties and Liability Costs	3.46	5.13
5060. Taxes	-	-
5100. Purchased Transportation Service	15.11	17.44
5090. Misc Expenses	<u>1.57</u>	<u>1.16</u>
Total GRTC	\$ 152.03	\$ 147.39

GRTC Headcount @ February 28, 2025

	Budget	Actual	(Over) Under	% of Budget
Equipment & Facility Maintenance	78	74	4	94.87%
Transportation	416	403	13	96.88%
Planning, Scheduling & Marketing	23	22	1	95.65%
Insurance & Safety	10	16	(6)	160.00%
General & Administrative	<u>63</u>	<u>56</u>	<u>7</u>	<u>88.89%</u>
Reflects Actual Total Heads (Not FTEs)	590	571	19	96.78%



GRTC Hours & Overtime (1/25/2025-2/22/2025)	Total Hours	Base Hours	Overtime Hours	OT %
Maintenance	10,540.50	9,813.25	727.25	7.41%
Transportation	83,095.80	79,544.45	3,551.35	4.46%
Misc.	<u>818.00</u>	<u>818.00</u>	<u>-</u>	<u>0.00%</u>
	94,454.30	90,175.70	4,278.60	4.74%



GRTC Hours & Overtime (6/30/2024-2/22/2025)	Total Hours	Base Hours	Overtime Hours	OT %
Maintenance	87,430.17	81,301.50	6,128.67	7.54%
Transportation	691,223.41	660,519.09	30,704.32	4.65%
Misc.	<u>6,683.25</u>	<u>6,683.25</u>	<u>-</u>	<u>0.00%</u>
	785,336.83	748,503.84	36,832.99	4.92%

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

For the Eight Months Ending February 28, 2025

	Current Month			Fav/ (Unfav)	Year To Date			Fav/ (Unfav)	FY 2025 Annual Budget
	Budget	Actual	Difference		Budget	Actual	Difference		
Operating Revenue:									
Customer Revenue - Fixed Route	\$ -	\$ -	\$ -	F	\$ -	\$ -	\$ -	F	\$ -
Pass Program Revenue	100,000	100,000	-	F	800,000	800,000	-	F	1,200,000
Charter Revenue	-	-	-	F	-	37,650	37,650	F	-
Advertising Revenue	70,000	179,465	109,465	F	310,000	196,070	(113,930)	U	605,000
Other Operating Revenue	-	-	-	F	-	-	-	F	-
Total Operating Revenue	\$ 170,000	\$ 279,465	\$ 109,465	F	\$ 1,110,000	\$ 1,033,720	\$ (76,280)	U	\$ 1,805,000
Other Income:									
Ridefinders	41,425	29,337	(12,088)	U	359,507	258,099	(101,408)	U	540,000
Interest Income	37,097	79,286	42,189	F	406,888	671,417	264,529	F	500,000
Non-Transportation Income	417	5	(412)	U	3,333	1,365	(1,968)	U	5,000
Total Other Income	\$ 78,938	\$ 108,628	\$ 29,690	F	\$ 769,728	\$ 930,881	\$ 161,153	F	\$ 1,045,000
Operating Contributions:									
COVID Relief Acts VA2020-023	15,287	3,399,721	3,384,434	F	285,407	7,289,040	7,003,634	F	346,554
FFCRA Credit	-	-	-	F	-	-	-	F	-
Oper contrib - Federal	400,977	786,267	385,290	F	7,521,071	6,261,223	(1,259,847)	U	9,023,680
Oper contrib - State	3,337,909	2,691,849	(646,060)	U	24,619,885	22,167,148	(2,452,737)	U	37,651,002
Oper contrib - CVTA	2,045,587	2,045,587	-	F	16,364,696	16,364,696	-	F	24,547,044
Oper contrib - Richmond	757,717	1,025,933	268,215	F	6,061,737	7,701,188	1,639,451	F	9,092,606
Oper contrib - Henrico	363,867	362,061	(1,806)	U	2,910,938	2,910,938	-	F	4,366,407
Oper contrib - Petersburg	16,667	16,667	-	F	133,333	133,333	-	F	200,000
Oper contrib - Chesterfield	21,824	215,293	193,469	F	1,165,698	1,063,992	(101,706)	U	1,252,994
Oper Contrib Local	-	-	-	F	-	-	-	F	-
Oper contrib - GRTC Fund Balance	86,667	-	(86,667)	U	693,333	-	(693,333)	U	1,040,000
Total Operating Contributions:	\$ 7,046,502	\$ 10,543,378	\$ 3,496,876	F	\$ 59,756,099	\$ 63,891,559	\$ 4,135,461	F	\$ 87,520,287
Net Operating Revenue	\$ 7,295,440	\$ 10,931,471	\$ 3,636,031	F	\$ 61,635,827	\$ 65,856,160	\$ 4,220,333	F	\$ 90,370,287
Operating Expenses:									
Equipment & Facility Maintenance	1,198,016	1,534,730	336,715	U	10,135,630	10,467,917	332,287	U	15,776,609
Transportation	2,503,203	2,600,914	97,711	U	21,357,264	22,115,194	757,930	U	32,243,249
Planning, Scheduling & Marketing	795,687	255,939	(539,748)	F	6,303,279	2,692,951	(3,610,329)	F	9,381,004
Insurance and Safety	278,589	290,037	11,448	U	2,266,403	3,084,032	817,630	U	3,400,596
General and Administrative	1,385,678	1,203,757	(181,921)	F	11,413,524	10,209,140	(1,204,384)	F	17,310,026
Purchase of Service - Spectran & Van Pool	765,701	876,909	111,208	U	5,910,483	6,778,401	867,918	U	9,135,771
Operating Taxes and Licenses	241,541	233,222	(8,319)	F	2,070,602	1,944,047	(126,555)	F	3,123,032
Total Operating Expenses	\$ 7,168,414	\$ 6,995,508	\$ (172,905)	F	\$ 59,457,185	\$ 57,291,681	\$ (2,165,504)	F	\$ 90,370,288
Change in Net Postion	\$ 127,026	\$ 3,935,962	\$ 3,808,936	F	\$ 2,178,642	\$ 8,564,479	\$ 6,385,837	F	\$ (1)
Operating Ratio	9.09%	14.07%	60.99%		10.24%	10.60%	0.36%		
Farebox Recovery Ratio	1.56%	1.63%	0.07%		1.49%	1.58%	0.09%		

**GRTC Transit System
Balance Sheet
As of February 28, 2025**

	Current Month February 28, 2025	Prior Month January 31, 2025	Prior Year End June 30, 2024
ASSETS			
Current Assets:			
Cash	\$14,685,269	\$14,346,170	\$3,362,190
Working Funds	7,358	7,358	64,522
Capital Funds	7,809,110	7,738,659	7,266,566
Accounts Receivable, net	7,410,589	8,645,460	9,659,338
Motor Bus Parts Inventory	1,334,742	1,280,711	1,037,453
Gasoline Inventory	3,909	7,014	10,821
Diesel Fuels Inventory	17,161	15,066	27,372
Lubricants Inventory	50,140	11,011	70,306
Prepayments	<u>699,473</u>	<u>991,837</u>	<u>374,605</u>
Total Current Assets	\$32,017,750	\$33,043,286	\$21,873,172
Tangible Property:			
Property and Equipment	195,771,688	193,886,950	189,720,996
Accumulated Depreciation	<u>(107,079,627)</u>	<u>(106,679,627)</u>	<u>(103,879,627)</u>
Net Property	\$88,692,061	\$87,207,323	\$85,841,369
Other Assets:			
Restricted Funds (LGIP)	8,492,752	8,492,752	8,492,752
Restricted Funds (CVTA Special Fund)	52,732,864	49,239,845	47,175,056
Intangible Asset - Software, net of amortization	4,936,681	4,936,681	4,240,773
Right of Use Asset	1,226,431	1,226,431	1,226,431
Deferred Outflows GASB 68	17,446,444	17,446,444	17,446,444
Deferred Outflows GASB 75	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Assets	<u>84,835,172</u>	<u>81,342,153</u>	<u>78,581,456</u>
TOTAL ASSETS	<u>\$205,544,983</u>	<u>\$201,592,762</u>	<u>\$186,295,996</u>
LIABILITIES AND CAPITAL			
Current Liabilities:			
Accounts Payable	4,922,084	6,313,685	3,651,295
Wages Payable	1,973,010	2,161,705	2,729,823
Taxes Accrued	12,767	12,494	82,878
Deferred Revenues CVTA	52,941,186	51,512,669	45,360,458
Other Current Liabilities	<u>5,405,722</u>	<u>7,261,515</u>	<u>3,017,911</u>
Total Current Liabilities	\$65,254,770	\$67,262,068	\$54,842,365
Non-current Liabilities:			
N/P City, OPEB and GASB 68	\$ 82,035,776	\$ 82,035,776	\$ 82,035,776
Reserves:			
Injuries, Loss, and Damage	<u>2,012,046</u>	<u>2,012,046</u>	<u>1,320,700</u>
Total Reserves	<u>\$2,012,046</u>	<u>\$2,012,046</u>	<u>\$1,320,700</u>
TOTAL LIABILITIES	149,302,592	151,309,890	138,198,841
Capital:			
Common Stock	50,005	50,005	50,005
Paid-In Capital	120,010,133	117,586,575	134,151,299
Fund Balance - Accumulated Depreciation	(99,404,669)	(99,004,669)	(96,204,669)
Fund Balance - GASB 68	(36,089,951)	(36,089,951)	(36,089,951)
Fund Balance	<u>71,676,874</u>	<u>67,740,911</u>	<u>46,190,471</u>
Total Capital	\$ 61,562,422,392	\$ 50,282,872	\$ 48,097,155
TOTAL LIABILITIES AND CAPITAL	<u>\$ 205,544,983</u>	<u>\$ 201,592,762</u>	<u>\$ 186,295,996</u>

Greater Richmond Transit Company
Cash Flow Projection
April 15, 2025

	Actual						Expected		
	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Beginning Balance	\$ 1,084,403	\$ 3,154,919	\$ 1,638,674	\$ 1,635,285	\$ 8,495,341	\$ 9,676,278	\$ 8,613,628	\$ 8,634,121	\$ 8,649,092
Revenue									
Advertising & Charter Revenue	15,600	5,040	9,900	600	22,650	23,355			
CVTA	6,136,761			6,136,761	-	-	6,136,761		
Federal			3,379,314	3,209,000	1,379,119	4,918,181	680,000	1,775,652	375,652
State									
Operating Assistance	1,689,179	1,689,179	1,689,179	1,689,179	1,689,179	1,689,179	1,689,179	1,689,179	1,689,179
Capital	1,524,840	610,518	917,951	234,481	457,097	1,536,991	1,750,000	4,450,000	1,050,000
Zero Fare		1,000,000	209,862	2,246,020	1,313,980	-			
Route extensions				2,177,586	974,957	486,074	300,000	300,000	300,000
Local - Chesterfield	246,124				292,970	212,246	100,000	100,000	100,000
LOCAL - COR		2,322,355			4,644,709	-			
LOCAL - HNCO		1,091,602		1,091,602	-	-	1,091,602		
LOCAL - Peterburg	33,333	16,667		33,333	-	33,388	16,667	16,667	16,667
LOCAL -Bon Secours					-	-			
Ridefinders	57,814		29,337	29,382	43,745	34,375	35,000	35,000	35,000
Other Income	58,012	53,150	36,945	26,150	40,279	21,915	36,000	37,000	36,000
VCU				600,000	-	-			
	\$ 9,761,662	\$ 6,788,510	\$ 6,272,488	\$ 17,474,094	\$ 10,858,686	\$ 8,955,704	\$ 11,835,209	\$ 8,403,498	\$ 3,602,498
Expenses									
Wages & Benefits	3,818,535	4,566,712	4,702,299	6,162,580	4,824,411	5,482,465	5,292,939	5,440,599	5,260,103
SGR / Maintenance	648,986	811,991	504,533	634,245	587,242	692,625	674,712	650,619	650,852
Fuel & Lubricants	161,355	139,445	209,626	201,159	358,167	416,637	263,089	263,089	263,089
Materials & Supplies	15,082	43,309	11,020	35,581	10,590	45,056	35,573	28,030	29,880
Casualty & Insurance	71,464	62,600	144,757	519,334	141,337	34,872	211,708	169,439	183,435
Services	108,264	54,674	139,826	133,604	167,980	62,877	116,179	111,915	112,436
Purchased Services	1,614,276	787,746	130,844	1,582,742	892,724	894,734	85,000	85,000	85,001
Utilities	134,420	128,659	80,969	86,133	55,313	99,088	92,869	96,779	91,401
Travel & Training	25,646	1,391	9,189	6,186	2,363	25,580	12,394	11,821	9,846
Miscellaneous	26,891	49,514	8,143	2,784	12,281	88,790	30,253	31,237	31,857
Capital	1,066,226	1,658,713	334,671	1,249,691	2,625,342	2,175,629	5,000,000	1,500,000	1,500,001
	\$ 7,691,146	\$ 8,304,755	\$ 6,275,877	\$ 10,614,038	\$ 9,677,749	\$ 10,018,355	\$ 11,814,716	\$ 8,388,527	\$ 8,217,903
Cash Position	\$ 3,154,919	\$ 1,638,674	\$ 1,635,285	\$ 8,495,341	\$ 9,676,278	\$ 8,613,628	\$ 8,634,121	\$ 8,649,092	\$ 4,033,687

GRTC Transit System
CVTA Special Fund Quarterly Report
For the Quarter Ended March 31, 2025

Beginning Balance @ December 31, 2024 \$ 52,697,366.01

Receipts:

January 28, 2025 GRTC 15% Funds Distribution - Month of December 2024	\$	2,816,907.58	
February 27, 2025 GRTC 15% Funds Distribution - Month of January 2025	\$	3,192,853.38	
March 25, 2025 GRTC 15% Funds Distribution - Month of February 2025	\$	2,558,711.05	
January 1, 2025 Interest Income WF Treasury Sweep December 2024	\$	95,435.05	
January 31, 2025 Interest Income LGIP EM- January 2025	\$	80,958.62	
January 31, 2025 January 2025 LGIP EM Share unrealized gain/(loss)	\$	24,292.46	
February 1, 2025 Interest Income WF Treasury Sweep January 2025	\$	81,894.28	
February 28, 2025 Interest Income LGIP EM- February 2025	\$	74,089.26	
February 28, 2025 February 2025 LGIP EM Share unrealized gain/(loss)	\$	48,746.69	
March 1, 2025 Interest Income WF Treasury Sweep February 2025	\$	81,100.07	
March 31, 2025 Interest Income LGIP EM- March 2025	\$	79,032.86	
March 31, 2025 March 2025 LGIP EM Share unrealized gain/(loss)	\$	<u>24,447.21</u>	
			\$ 9,158,468.51

Uses:

Costs incurred in preparing GRTC Regional Public Transportation Plan			\$ -
Costs incurred in preparing GRTC Micromobility Plan			\$ -
Four Square Invoice 07104 Microtransit Implementation Plan			
Four Square Invoice 07105 Microtransit Implementation Plan			
Four Square Invoice 07334 Microtransit Implementation Plan			
Four Square Invoice 07335 Microtransit Implementation Plan			
Four Square Invoice 07504 Microtransit Implementation Plan			

GRTC Operating and Capital Expense

GRTC Operating Expense Qtr 3 FY2025 Draw	\$	(6,136,761.00)	
GRTC Capital Expense Qtr 3 FY2025 Local Share Draw	\$	<u>(242,918.25)</u>	
Subtotal GRTC Operating and Capital Expense			\$ (6,379,679.25)

Ending Balance @ March 31, 2025 \$ 55,476,155.27

Fund Balance Composition @ March 31, 2025

Unrestricted Funds	\$	-	
Restricted Funds: GRTC FY2021 Regional Public Transportation Plan preparation	\$	22,250.69	
Restricted Funds: GRTC FY2022 Regional Public Transportation Plan preparation	\$	200,000.00	
Restricted Funds: GRTC FY2022 Regional On Demand Micromobility Study	\$	-	
Restricted Funds: GRTC FY2023 Regional Public Transportation Plan preparation	\$	200,000.00	
Restricted Funds: GRTC FY2023 On Demand Micromobility Study	\$	99,312.65	
Restricted Funds: GRTC FY2024 Regional Public Transportation Plan preparation	\$	125,000.00	
Restricted Funds: GRTC FY2024 On Demand Micromobility Study	\$	125,000.00	
Restricted Funds: GRTC FY2025/FY2026 GRTC Operating and Capital Expenses	\$	<u>54,704,591.93</u>	
	\$	<u>55,476,155.27</u>	

CVTA Funds:

Balance @ March 31, 2025 in Wells Fargo	\$	100,000.00	
Balance @ March 31, 2025 in Wells Fargo Treasury Sweep	\$	30,752,124.59	
Balance @ March 31, 2025 in LGIP EM	\$	<u>24,624,030.68</u>	
	\$	<u>55,476,155.27</u>	

Wells Fargo Balance at March 31, 2025 \$ 30,852,124.59

Restricted Funds: GRTC FY2021 Regional Public Transportation Plan preparation	\$	22,250.69	
Restricted Funds: GRTC FY2022 Regional Public Transportation Plan preparation	\$	200,000.00	
Restricted Funds: GRTC FY2022 Regional On Demand Micromobility Study	\$	-	
Restricted Funds: GRTC FY2023 Regional Public Transportation Plan preparation	\$	200,000.00	
Restricted Funds: GRTC FY2023 On Demand Micromobility Study	\$	99,312.65	
Restricted Funds: GRTC FY2024 Regional Public Transportation Plan preparation	\$	125,000.00	
Restricted Funds: GRTC FY2024 On Demand Micromobility Study	\$	125,000.00	
Surplus - Available for Investment - Treasury Sweep or LGIP	\$	<u>30,080,561.25</u>	



Meeting Date: April 15, 2025
Information Item: Recent and Upcoming Procurements

BACKGROUND:

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

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

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

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

Date	Purchase Order #	Vendor	Purpose	Amount	Requested by	Approved by
4/10/2025	118102	STV Incorporated	Task Order #11 Contract # 2122210 A&E On call Services: Emergency AE Services for Demo/Re-construction Plans for Repair of Damaged WB Government Center Pulse Station.	\$94,070	Steve McNally	Sheryl Adams & Board Chair

CURRENT STATUS:

Upcoming Procurements

TITLE	DEPT	BUDGET	ANTICIPATED AWARD DATE	INCLUDED IN BUDGET (YES/NO)	GRANT STATUS (EXISTING/ PENDING/ PLANNED)
General Printing Services	Marketing	TBD	Summer 2025	Y	Planned
Occupational Health Services	Human Resources	\$225,000	2025	Y	Ready

Hastus Training for Schedulers	Planning	\$91,000	2025	TBD	Pending
Paratransit Parts	Maintenance	\$300,000	FY-2025	Y	Planned
Motorized Entrance Gates	Risk Management	\$600,000	2025	Y	Planned
Fleet Fixed Route Passenger Awareness Monitor	IT	\$750,000	Summer 2025	Y	Existing
BRT Station Real Time Passenger Information Upgrade	IT	\$1,560,000	Q3-2025	Y	Existing
ERP Implementation Services	IT	\$1,500,000	Spring 2025	Y	Pending
ADP Software Upgrade and Process Improvement	IT	\$150,000	Q2 2025	Y	Ready
GRTC Paratransit Lot Redesign	Capital Improvement	\$50,000	2025	Y	Planned
Refuse Collection Services	Facilities	\$150,000	Q2 2025	Y	Ready

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.