



**MEETING
BOARD OF DIRECTORS
GRTC Transit System**

A regular meeting of the Board of Directors of the GRTC Transit System, Old Dominion Transit Management Company (ODTMC), and RideFinders will be held concurrently at 8:00 a.m. March 21, 2023, at GRTC Transit System, 301 East Belt Boulevard, Operator’s Lounge, 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/IRoQgSDnLZ4?feature=share>.

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- IX. Board Chair’s Report
- X. Other Business
- XI. Adjourn

**MINUTES
FEBRUARY 21, 2023
BOARD OF DIRECTORS
GRTC TRANSIT COMPANY**

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

Others Present: Bonnie Ashley, General Counsel
Sheryl Adams, Chief Executive Officer
Adrienne Torres, Chief of Staff
John Zinzarella, Chief Financial and Administrative Officer
Tim Barham, Chief of Transit Operations
Tony Byrd, Director of Maintenance
Anthony Carter, Director of Risk Management
Joe Dillard, Director of Equitable Innovation & Legislative Policy
Dexter Hurt, Director of Information Systems
Mike Hurt, Creative Marketing and Brand Manager
Sam Sink, Director of Planning & Schedules
Von Tisdale, Executive Director, RideFinders
Monica Carter, Safety and Service Compliance Manager
Jamel Harper, Procurement Specialist
Antionette Haynes, Procurement Services Administrator
Ashley Mason, Manager of Organizational Advancement
Richard Hankins, RVA Rapid Transit
Ken Lantz, PlanRVA
Charles Robideau, Chesterfield Resident
Faith Walker, RVA Rapid Transit

I. Call to Order & Introductions

This meeting of the Board of Directors of the GRTC Transit System, Old Dominion Transit Management Company (ODTMC), and RideFinders was called to order on February 21, 2023, by the Chair, Tyrone Nelson, at 8:00AM. The meeting was held at GRTC Transit System, 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/3eyQ9JrI0G8?feature=share>.

II. Public Comments

The public notice, meeting agenda, and agenda attachments for this February 21, 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 Ashley Mason 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.

No written public comments were received.

Charles Robideau

Thank you, Mr. Chairman and Board members. I am Charles Robideau, I live in Chesterfield. My interest primarily is finding out what my county is doing to support this organization. I in particular to look at budget documents and this is a budget season, so I have been looking in the budget documents in the packet and I find very little to support the concept that Chesterfield is really pulling its weight. I had to go to page 50 in the packet to a section Statement of Income and off to the right hand side of this document is one column FY 2023 annual budget and this is the only place I could find which itemized the contributions of the various jurisdictions and in this section it records for City of Richmond \$8,554,510, Henrico \$4,108,000, City of Petersburg \$200,000 and Chesterfield \$248,863; one quarter of a million dollars where the City of Richmond is in for \$9M+. Last I heard Chesterfield and City of Richmond owned this company 50 percent each so why is the City of Richmond on the hook for \$9M+ and Chesterfield is going to contribute only less than a quarter million dollars. These figures embarrass me as a resident of Chesterfield I think they should embarrass the Chesterfield Representatives on this Board and I think you should really put serious thought to how you're supporting this company; particularly when Chesterfield has no service, no service except for the Route 1 which you had to be shamed into, not you but your predecessors had to be shamed into allowing. Thank you very much.

III. Approval of January 17, 2023 Board Meeting Minutes

Mr. Ingle motioned to approve the January 17, 2023 Board Meeting minutes, Mr. Saunders seconded, and the motion carried unanimously.

IV. Consent Agenda

- A. Real-Time Passenger Information (RTPI) Signage
- B. Transit Strategic Plan (TSP) Task Order
- C. Support Vehicles
- D. Media Buys: Extending to June 30, 2023

Mr. Saunders motioned to approve the Consent Agenda, Mr. Anderson seconded, and the motion carried unanimously.

V. Information Items

- A. Updated List of Recent and Upcoming Procurements – No new procurements.

VI. Staff Reports

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

- A. Safety Performance – Tony Carter
- B. Service Report and Operator Staffing – Tim Barham
Mr. Schmitt reminded those listening that the Board now has subcommittees and those subcommittees are reviewing Operations, Finance, and Development and that would be the reason that the Board did not have any questions regarding the Reports from various departments; they were addressed during those Subcommittee meetings. Goals are being set for the recruitment process – in 100 applicants were to begin class this calendar year and 80% graduation rate that would yield 80 new Operators this year which would effectively double the number of new operators that started this past year.
- C. Vehicle/Facility Report and Maintenance Staffing – Tony Byrd
- D. Ridership Report – Sam Sink
- E. Rider Comments – Monica Carter
- F. Financial Report – John Zinzarella

VII. Board Subcommittee Reports

- A. Finance Subcommittee Report - The Finance Subcommittee met on February 9 and discussed the following:
- The Subcommittee reviewed the recruitment campaign and members wanted a detailed cost analysis of each impression/person and it was estimated that GRTC is spending \$3k per applicant in media buys.
 - GRTC will have a surplus this year and it will be a recommendation of this subcommittee to put that surplus into an interest-bearing account to later address fare-alternatives as needed.
 - 3rd Party desired to complete the negotiation of Petersburg Area Transit split letter for FTA.
- B. Operations Subcommittee Report – The Operations Subcommittee met on February 9 and discussed the following:
- As Mr. Schmitt mentioned the goal should be set at 100 Operators per year to put us in 80-85 range of new Operators to help with service delivery.
 - Necessity of serious conversations regarding a transfer station.
- C. Development Subcommittee Report – The Development Subcommittee met on February 8 and discussed the following:
- Title VI Plan which is a document that is required to be updated every three years.
 - Transit Advisory Group (TAG) which will be resuming. Chesterfield will give one of its two seats to Richmond for TAG. This will result in Richmond having three seats on the TAG Board.
 - Request for outline of transfer site needs from a high level. Members want a new focus with support from new Board members to ensure transit at the table for any future plans.
 - Reviewed status of expansion initiatives for North-South BRT.

VIII. Interim Chief Executive Officer’s Report – Sheryl Adams

- Update on Assault Bill – Public Transit Operators are now considered a protected class like Health Service workers, Police, and Fire. If anyone commits an assault and battery against the Bus Operator, they will automatically be found guilty of a Class 1 Misdemeanor and if convicted of that assault and battery against an Operator they will be banned from our bus for six months.

IX. Board Chair’s Report

- Working with Christian Kent, with KO2 and trying to negotiate the cost down.
- Thank you to Staff, the Board recognizes the work that is being done with the reports and moving in the right direction on most, if not all the reports. Also shout out to the Board for the Subcommittee work and it is contributing to the efficiencies.

X. Adjourn

There being no further business, the meeting adjourned at 8:40AM

APPROVED:

Tyrone E. Nelson, Chair
GRTC Board of Directors

Date

GRTC Transit System

Consent Agenda

Meeting Date: March 21, 2023

CONSENT AGENDA ITEMS

- Procurement of Flat Bed Wrecker – Tony Byrd
- Facilities Master Plan Task Order – Sam Sink
- Title VI Program Resolution – Sam Sink
- Pulse Station Modifications – Sam Sink
- Procurement Threshold Updates – Tonya Thompson

GRTC Transit System

Consent Agenda

Meeting Date: March 21, 2023
Item Title: Flat Bed Wrecker

BACKGROUND:

Currently when specialized transportation or support vehicles are inoperable staff must utilize outside services to tow the vehicle to the maintenance facility to be serviced. GRTC owns two wreckers designed to tow larger vehicles including articulated buses. The support vehicles are equipped with All Wheel Drive and the current wreckers do not support these vehicles without causing further damage. Staff would like to purchase a flatbed/medium wrecker to commence timely repairs and control cost associated with acquiring the services of an outside towing company. This new flatbed tow truck has the capability to tow two (2) vehicles at the same time, if needed.

HIGHLIGHTS

- An Invitation for Bids was issued on January 23, 2023 and two bids were received. After evaluating each it was determined that Western Star Trucks of Delmarva was the lowest responsive and responsible bidder.
- Staff's independent cost estimate was \$225,000 and Western Star's bid was \$279,225.40. A price analysis was performed comparing the bids to staff's estimate and Western Star's bid was determined to be fair and reasonable.
- The wrecker has a useful life of 12 years. This purchase includes a 5-year extended warranty, delivery and training.
- Support vehicles can be towed on the bed of the truck and specialized transportation vehicles towed behind it, if necessary.
- This purchase will be funded with federal and local funds.

Grant	Federal (80%)	Local (20%)
2016-021	\$223,380	\$55,845

RECOMMENDATION:

That the Board of Directors authorizes the CEO to execute an agreement with Western Star Trucks of Delmarva for an amount not to exceed \$279,225.40 for the purchase a flatbed wrecker.

Barbara Smith, Secretary
GRTC Board of Directors

Date

GRTC Transit System

Consent Agenda

Meeting Date: March 21, 2023
Item Title: Facilities Master Plan

BACKGROUND:

GRTC needs to develop a facilities master plan to guide future GRTC capital investments that strategically align with future service plans and are responsive to changes in technology and business practices. This work is being issued as a task order through the existing Architecture and Engineering Services on-call contract. The task will comprise an assessment of existing conditions, analysis of planning assumptions and review of guidelines, development of a program of projects, and devising an implementation strategy. This work will include incorporation of the Zero Emissions Vehicle Transition Plan and a conceptual design for the redevelopment of 325 Belt Boulevard.

HIGHLIGHTS:

- GRTC requested a task order proposal through its Architecture and Engineering (A&E) Services Contract, currently held by STV Inc. STV's proposal was responsive to the requested scope and the needs of GRTC.
- Schedule: The plan will take approximately six (6) months to complete from issuance of the Notice to Proceed.
- GRTC was awarded a Technical Assistance grant from DRPT to fund the plan. A combination of federal, state, and local money will be used to fund this task.

Federal (46%)	State (50%)	Local (4%)
\$197,775.70	\$214,973.59	\$17,197.89

- The total task order value is \$429,947.18.

RECOMMENDATION:

Staff recommends that the Board of Directors authorizes the CEO to award a task order for a Facilities Master Plan in the amount of \$429,947.18 to STV Inc. through GRTC's Architecture and Engineering Services contract.

Barbara Smith, Secretary
GRTC Board of Directors

Date

GRTC Transit System

Consent Agenda

Meeting Date: March 21, 2023

Item Title: Title VI Program 2023 Update

BACKGROUND:

GRTC's Title VI Program is required to be updated in 2023 per Federal Transit Administration (FTA) requirements. As a recipient of federal funding, GRTC is required to have a Title VI Program. An agency's Title VI program ensures that federally funded programs or activities adhere to Title VI of the Civil Rights Act of 1964 which prevents discrimination based on race, color, or national origin. GRTC's Program identifies how the agency ensures equity with regards to the provision of service and the distribution of assets. FTA provides requirements and guidelines for recipients to ensure they are in compliance with Title VI:

- Define what a major service change is.
- Ensure service and fare changes are fair and equitable.
- Set a threshold for how much a change in service can affect:
 - Minority populations in the service area.
 - Low-income populations in the service area.
- Update the agency Title VI program every three (3) years.

GRTC has completed the update of the agency's Title VI Program and posted the draft on the GRTC website for public review at [http://ridegrtc.com/media/main/01-24-2023 Title VI Program Update DRAFT 2.pdf](http://ridegrtc.com/media/main/01-24-2023%20Title%20VI%20Program%20Update%20DRAFT%202.pdf).

HIGHLIGHTS:

- GRTC conducted a survey to solicit feedback from the community on the existing service standards and thresholds for service and fare change analyses. 125 surveys were completed with most respondents saying they felt the existing policies were fair or that the respondent felt neutral. Additionally, GRTC held a public meeting on January 30th to review the program update and proposed changes. No comments on the program update were received at the meeting.
- Based on community feedback, no changes were made to service standards or thresholds for service and fare changes analyses.
- One Title VI complaint was filed between 2020 and 2022. This represents a decrease from the two complaints received during the previous triennial period.

- The program was updated to give more flexibility in community engagement. Non-traditional forms of engagement such as pop-up meetings or ride-along surveying are now allowed.
- The Title VI Program Complaint Form was streamlined to make it easier for the public to fill out.
- The reporting process was simplified to allow GRTC Customer Service to assist people with filling out the Title VI Program Complaint Form.

RECOMMENDATION:

That the Board of Directors acknowledge awareness of GRTC’s responsibilities under Title VI of the Civil Rights Act of 1964 and approve the 2023 update of GRTC’s Title VI Program.

Barbara Smith, Secretary
GRTC Board of Directors

Date

GRTC Transit System

Consent Agenda

Meeting Date: March 21, 2023
Item Title: Pulse Station Modifications Engineering

BACKGROUND:

The Virginia Department of Rail and Public Transportation (DRPT) awarded GRTC funding to purchase six articulated buses. Three buses were awarded through DRPT’s competitive SMART SCALE program and three were awarded through the MERIT capital program. These larger buses will provide more seating and standing room, as the Pulse experiences capacity limitations on the existing 40’ buses during peak travel times. The articulated buses will be approximately 60’ long and require modifications to Pulse BRT platforms to accommodate the additional vehicle length. A feasibility study was conducted in 2022 to determine the extent of station modifications required. The Pulse Station Modifications Engineering task will build on this previously completed work to produce detailed design specifications, a set of bid documents to be used to procure construction services for the work, and construction bid support.

HIGHLIGHTS:

- GRTC requested a task order proposal through it’s Architecture and Engineering (A&E) Services Contract, currently held by STV Inc. STV’s proposal was responsive to the requested scope and the needs of GRTC.
- Schedule: The plan will take approximately seven (7) months to complete from issuance of the Notice to Proceed.
- A combination of federal, state, and local money will be used to fund this task.

Federal (28%)	State (68%)	Local (4%)
\$81,241.90	\$197,301.76	\$11,605.99

- The total task order value is \$290,149.64.

RECOMMENDATION:

Staff recommends that the Board of Directors authorizes the CEO to award a task order for Pulse Station Modifications Engineering in the amount of \$290,149.64 to STV Inc. through GRTC’s Architecture and Engineering Services contract.

Barbara Smith, Secretary
GRTC Board of Directors

Date

GRTC Transit System

Consent Agenda

Meeting Date: March 21, 2023

Item Title: Procurement Manual Update

BACKGROUND:

GRTC's procurement manual defines the basic policies and procedures for the procurement of, accounting for, and disposal of GRTC materials, equipment, buses or other vehicles, and facilities; and the procurement and administration of professional services and other services required by GRTC. The procurement manual specifies policies and procedures for all GRTC employees involved in the procurement process. This manual is to be reviewed at least annually and updated accordingly.

HIGHLIGHTS:

- Federal statute requires an adjustment for inflation to the Federal Acquisition Regulation (FAR) statutory acquisition-related thresholds every five years.
- The Federal Transit Administration (FTA) requires its grantees to update its acquisition thresholds in its procurement manual to any new acquisition-related thresholds for inflation prior to changing its administrative procedures. In August 2017 GRTC's Board of Directors approved the last update in August 2017 increasing the micro-purchases threshold from \$3,000 to \$3,500 and the simplified acquisition threshold from \$100,000 to \$150,000.
- On June 20, 2018, the Federal Transit Administration (FTA) implemented the inflation adjustment to its acquisition thresholds increasing the micro-purchases threshold from \$3,500 to \$10,000 and the simplified acquisition threshold from \$150,000 to \$250,000. At this time, staff recommends increasing its acquisition thresholds to reflect the Federal Acquisition Regulation's new acquisition-related thresholds.
- Micro-purchases may be awarded without soliciting competitive price or rate quotations if staff considers the price to be reasonable based on research, experience, purchase history or other information and documents its files accordingly.
- Simplified acquisition threshold purchase procedures require that price or rate quotations be obtained from an adequate number of qualified sources (at least two). The solicitations and quotations may be either oral or written but must be evidenced in GRTC's procurement records.

- Currently, GRTC conducts an independent cost estimate prior to the receipt of quotes and performs a price or cost analysis for all procurements in excess of its current micro-purchases threshold (\$3,500). FTA revised its requirements to only require independent cost estimates and price or cost analyses for procurements over the simplified acquisition threshold, change orders, single bids or sole source purchases. Staff recommends modifying the GRTC's procurement manual to be consistent with current FTA requirements.
- Additionally, a thorough review of the procurement manual has been conducted and updated to include additional details regarding its current processes and included references to applicable sections of the Federal Code of Regulations to provide a greater level of detail to its project managers and procurement staff.

RECOMMENDATION:

That the Board of Directors authorizes the CEO to update the procurement manual as changing the micro-purchases threshold to \$10,000, the simplified acquisition threshold to \$250,000, and updating the requirements as to when independent cost estimates and price and cost analyses are required to be conducted.

Barbara Smith, Secretary
GRTC Board of Directors

Date

GRTC Transit System

Board Information Item

Meeting Date: March 21, 2023
Item Title: Recent and Upcoming Procurements

BACKGROUND:

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

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

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

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

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	
CARE-ON-DEMAND and Overflow Service Providers	Transportation	TBD	Winter 2023		Planned
Bus Wrap Repair, Removal, and Installation Services	Marketing	TBD	Winter 2023	TBD	Planned
General Printing Services	Marketing	TBD	Spring 2023	TBD	Planned

Bus Wash Upgrades	Facilities	\$162,000	Winter 2023	Y- FY22	Existing
Security Assessment	Risk Management /Safety	\$30,000	Winter 2023	Y- FY23	Planned
Landing Pad Construction Documentation	Planning	TBD	Spring 2023	TBD	Existing
Paratransit Vehicles	Maintenance	\$3,675,000	Winter 2023	Y	Planned
(19) New Fixed Route Buses	Maintenance	\$11,850,000	Winter 2023	Y	Pending
Wheel Alignment Machine for Specialized Transportation Vehicles	Maintenance	\$75,000	Spring 2023	Y	Existing
Vehicle Yard Management Infrastructure	IT	\$200,000	Spring 2023	TBD	Pending
Western BRT Phase I Environmental Clearance and Conceptual Design	Planning	\$1,100,000	Summer 2023	N	Planned
Downtown Transfer Center Study	Planning	\$560,000	Summer 2023	Y	Planned
Dedicated Lanes Study	Planning	\$460,000	Summer 2023	Y	Existing
Tire Lease Services	Maintenance	\$3,080,000	Spring 2023	Y	
Mechanical, Electrical, Plumbing, Fire & Sprinkler Services	Facilities	\$2,100,000	Spring 2023	Y	
Website Redesign Services	Marketing	\$100,000	Spring 2023	Y	Planned
Paratransit Scheduling Software License Renewal	Information Systems	\$65,000	Spring 2023	Y	Existing
Downtown Transfer Center Restrooms	Planning	\$200,000	Spring 2023	Y	Ready

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.

GRTC Transit System

Staff Report

Meeting Date: March 21, 2023
Item Title: Safety Performance

BACKGROUND:

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

CURRENT STATUS:

Performance Indicator	Agency Averages	February (GRTC)
Miles Between Total NTD Defined Events	11,540	11,149
NTD Defined Event Rate Per 1,000,000 miles	3.5	3.4
<i>(Averages taken from other agencies with similar amount of annual VRM to GRTC)</i>		

Fixed Route Traffic Incidents – Trend Report

<u>Traffic Incidents</u>	June	July	August	September	October	November	December	January	February	March	April	May
Passenger Incident	10	14	10	16	11	12	11	10	12			
Pedestrian	2	1	2	1	1	1	0	2	1			
Bicycle	0	0	0	0	0	0	0	1	0			
Vehicle Rear End	3	2	3	2	2	2	5	2	5			
Fixed Objects	5	11	6	7	5	8	7	5	6			
Improper Turning	3	3	4	0	3	3	2	0	1			
Bus Rear end Vehicle	0	0	0	0	0	0	0	0	0			
Bus Hit Parked Vehicle	2	3	2	0	2	2	0	2	1			
Total	25	34	27	26	25	26	25	22	27			

CARE Related Incidents – Trend Report

<u>Traffic Incidents</u>	June	July	August	September	October	November	December	January	February	March	April	May
Passenger Incident	0	0	0	1	3	2	3	2	2			
Pedestrian	0	0	0	0	0	0	0	0	0			
Bicycle	0	0	0	0	0	0	0	0	0			
Vehicle Rear End	0	2	0	0	0	1	0	1	0			
Fixed Objects	0	1	1	0	1	5	4	4	3			
Improper Turning	0	0	0	0	0	0	0	1	0			
Van Rear end Vehicle	0	1	0	0	0	0	0	0	1			
Van Hit Parked Vehicle	0	0	3	0	0	0	0	2	1			
Total	0	4	4	1	4	6	7	9	7			

Assaults	Bus-Related	Care-Related
Verbal	4	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.

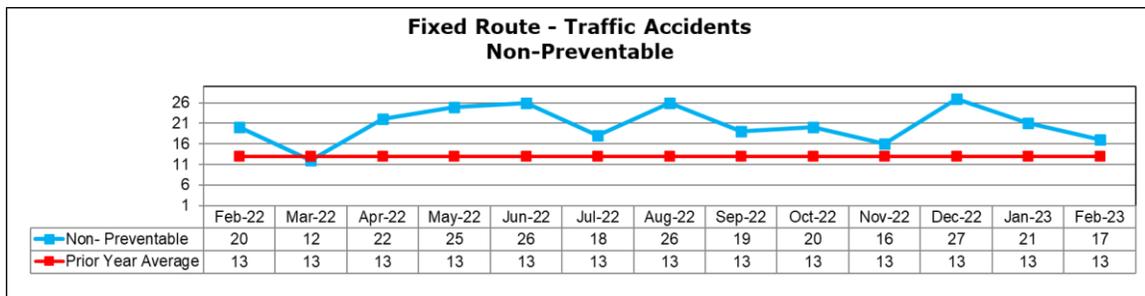
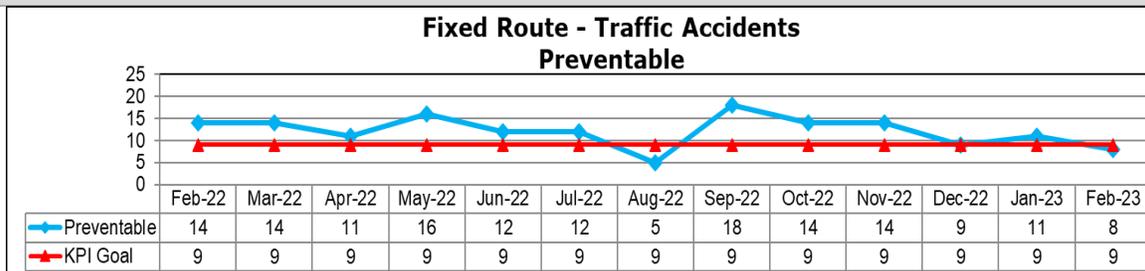
Preventable Passenger Incident: A passenger trip, slip or fall, while boarding, alighting or on board the bus related to normal operating environment and pathway clearances in which the Operator did not do everything reasonable to avoid a collision, committed an error, or failed to react to the errors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

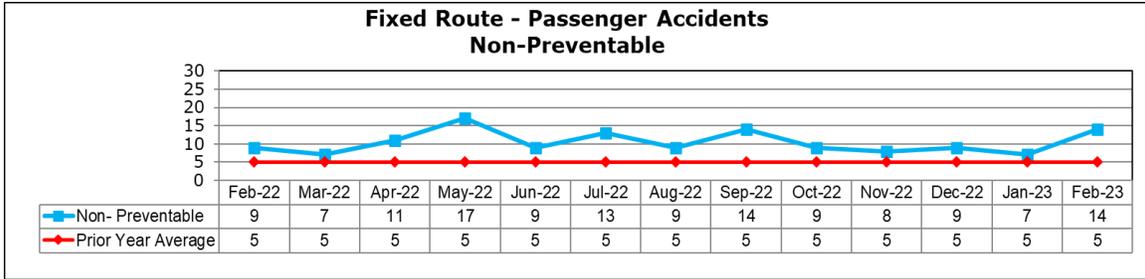
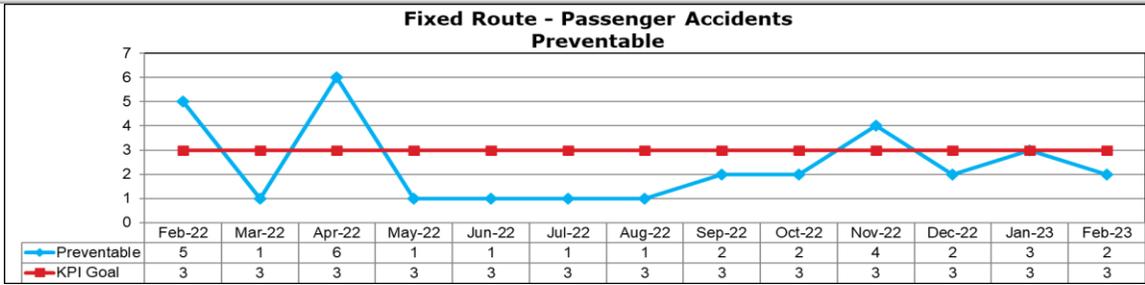
Verbal Assault: – Any assault involving a verbal exchange with harmful and/or threatening content towards an operator or between riders and in which supervision and /or police are requested/required to respond.

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

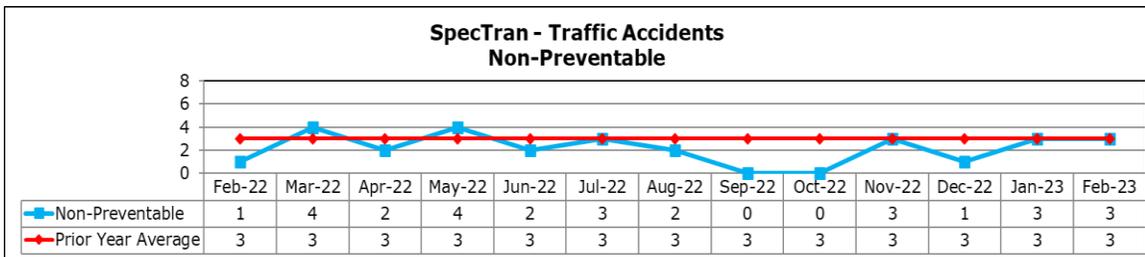
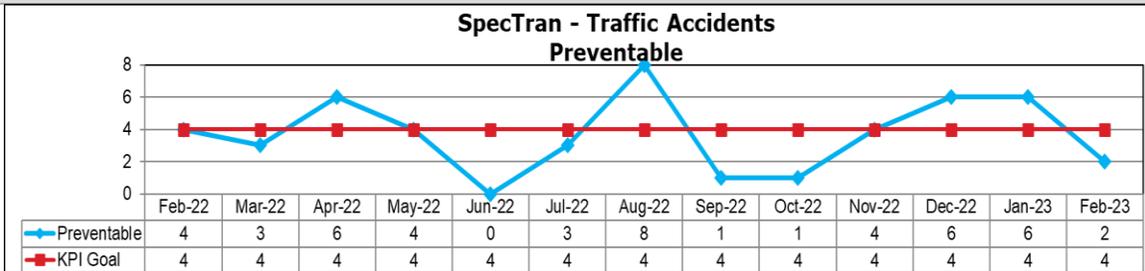
Fixed Route – Traffic Accident Data



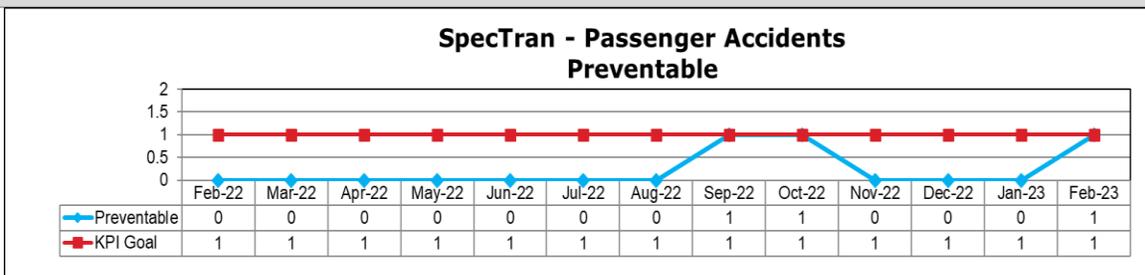
Fixed Route – Passenger Accident Data



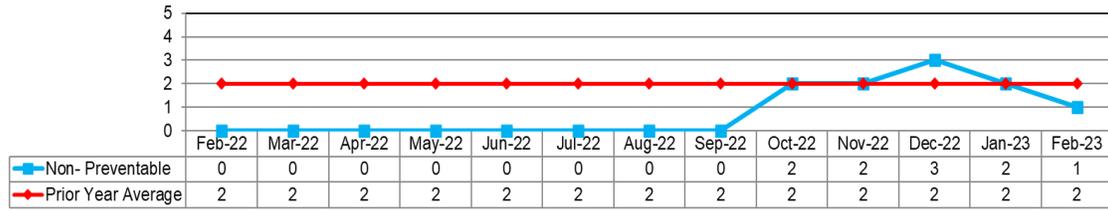
Specialized Transportation – Traffic Accident Data



Specialized Transportation – Passenger Accident Data

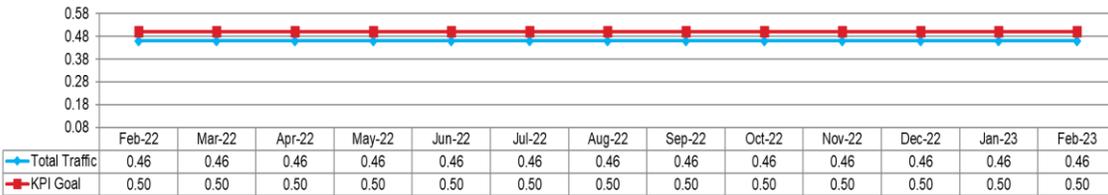


**SpecTran - Passenger Accidents
Non-Preventable**

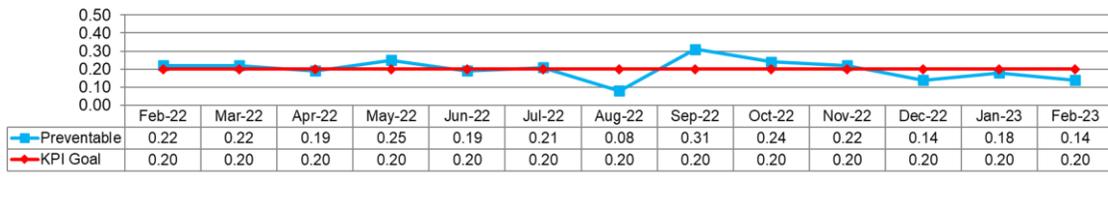


Fixed Route – Traffic Accidents per 100,000 Miles

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

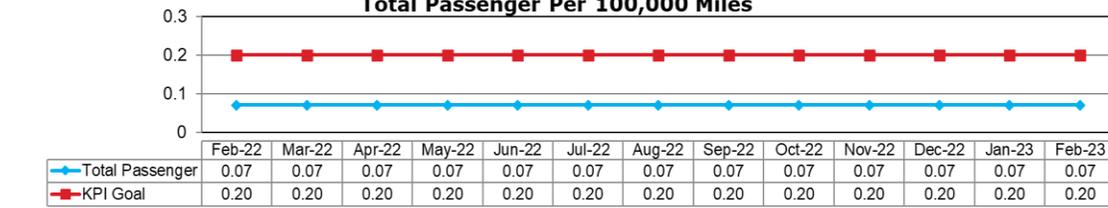


**Fixed Route - Traffic Accidents
Preventable Traffic Per 100,000 Miles**

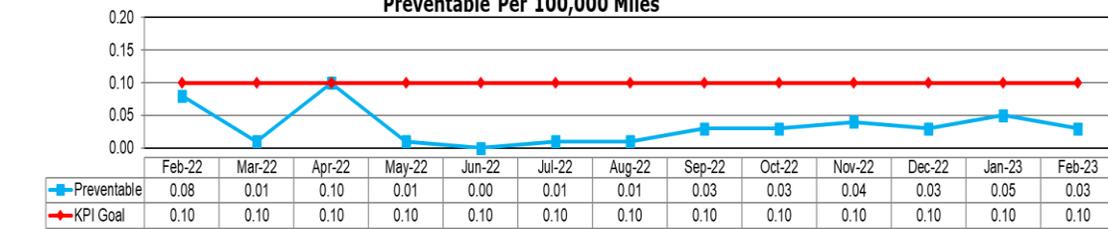


Fixed Route – Passenger Accidents per 100,000 Mile

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



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



GRTC Transit System Staff Report

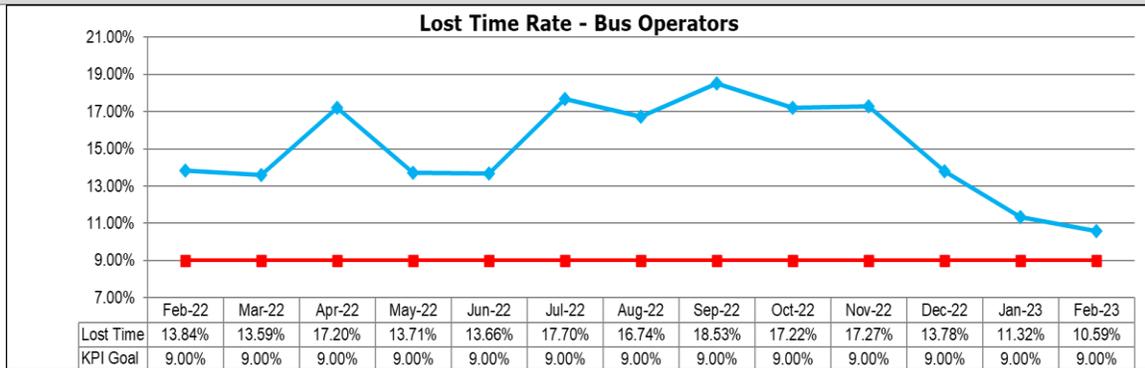
Meeting Date: March 21, 2023
Item Title: Operating Performance

HIGHLIGHTS:

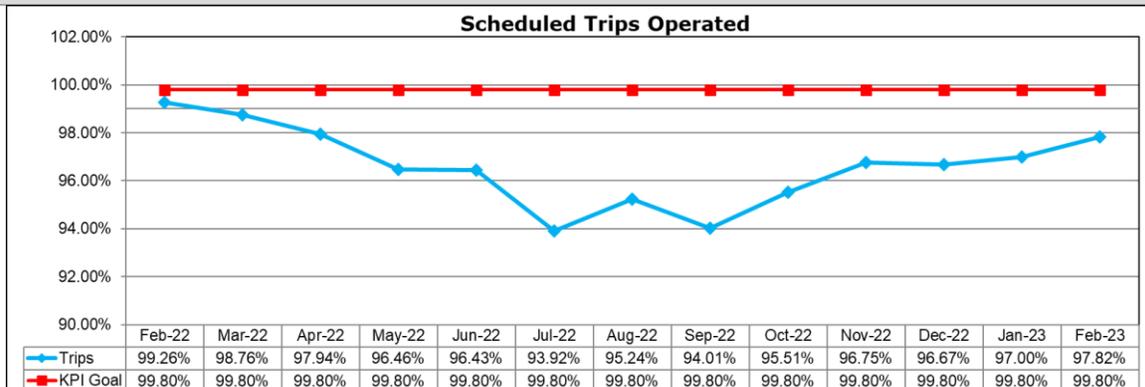
Attached are the monthly operating statistics through February 28, 2023. Current operator staffing is 232 full-time, 28 part-time operators with 15 operators in training. At the end of January 31, 2022 the staff was 232 full-time, 28 part-time operators with 12 operators in training. That results in a net gain/loss of 0 operators.

CURRENT STATUS:

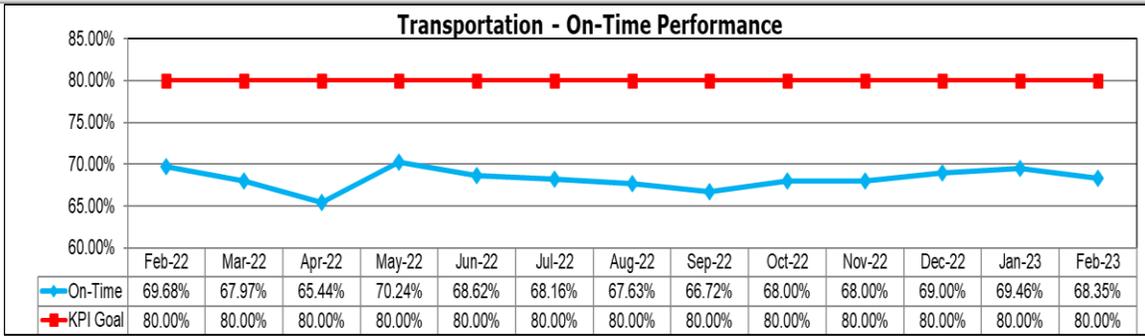
Fixed Route Performance – Lost Time Rate – Bus Operators



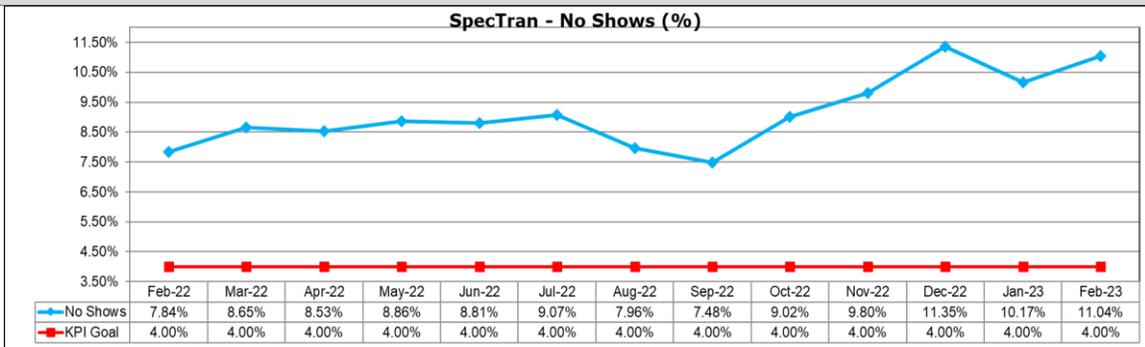
Fixed Route Performance – Scheduled Trips Operated



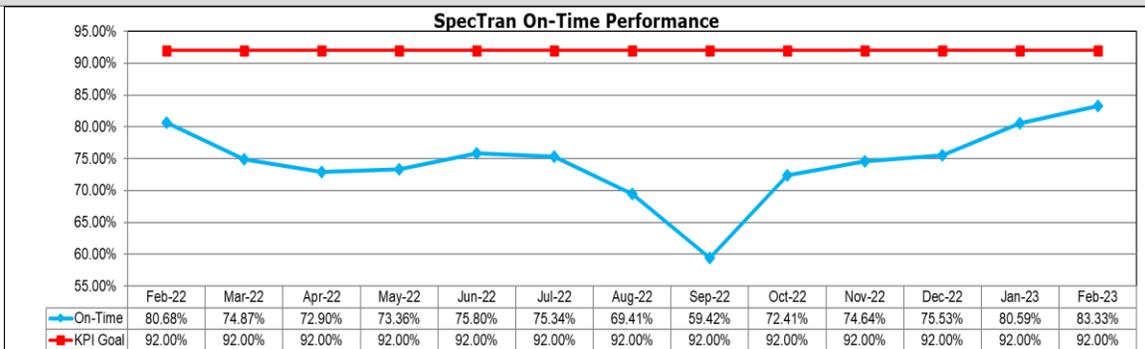
Fixed Route Performance – On-Time Performance



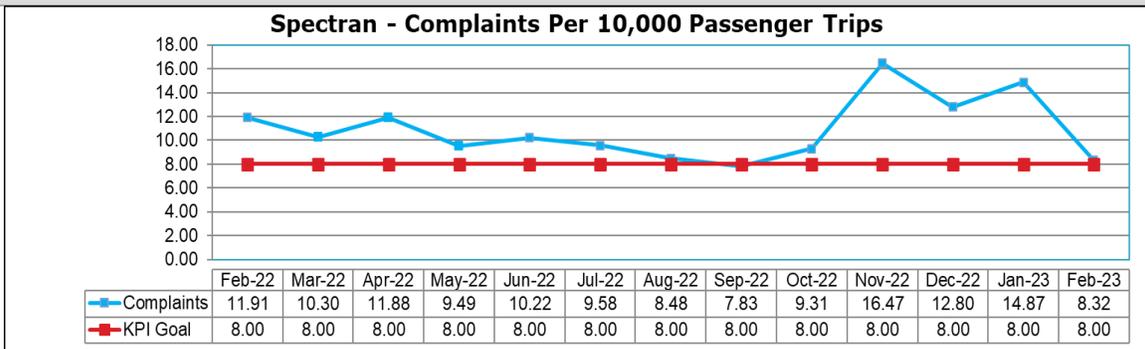
Specialized Transportation – No Shows



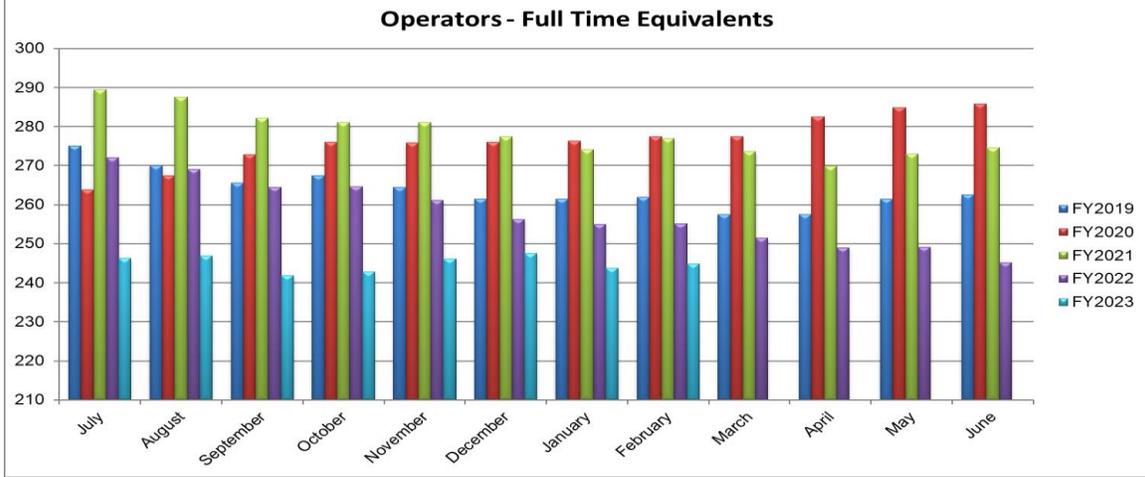
Specialized Transportation – On-Time Performance



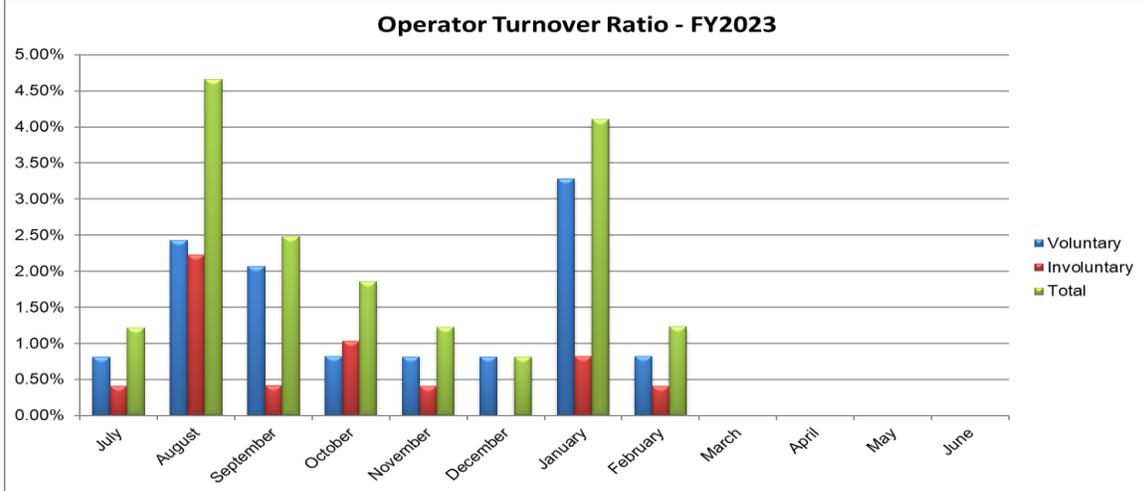
Specialized Transportation – Complaints Per 10,000 Passenger Trips



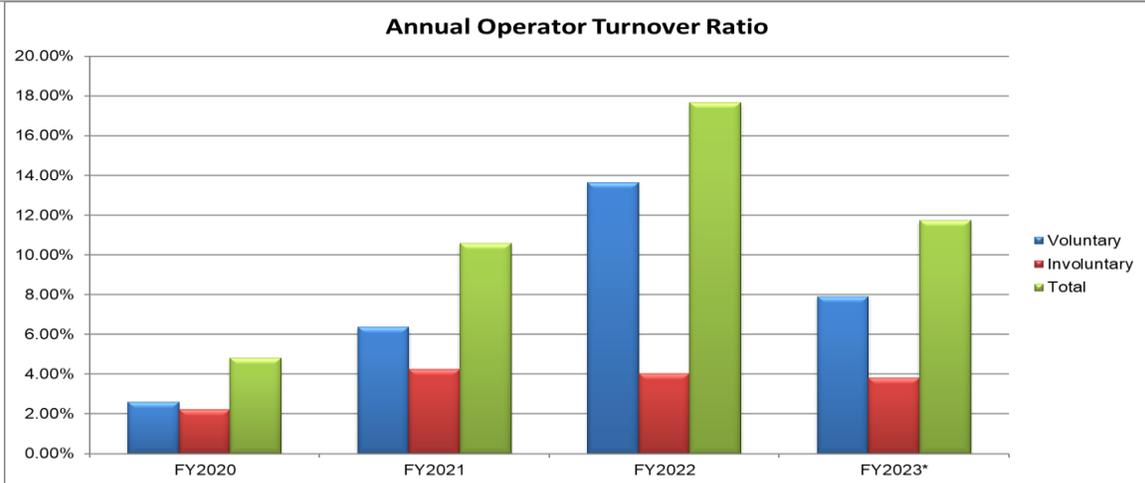
Operators – Full Time Equivalents



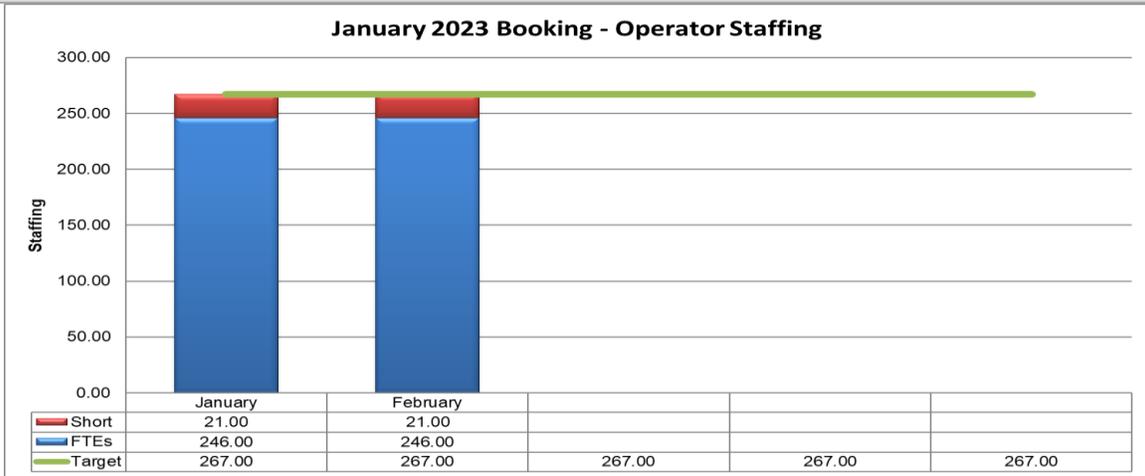
Operator Turnover Ratio – FY2023



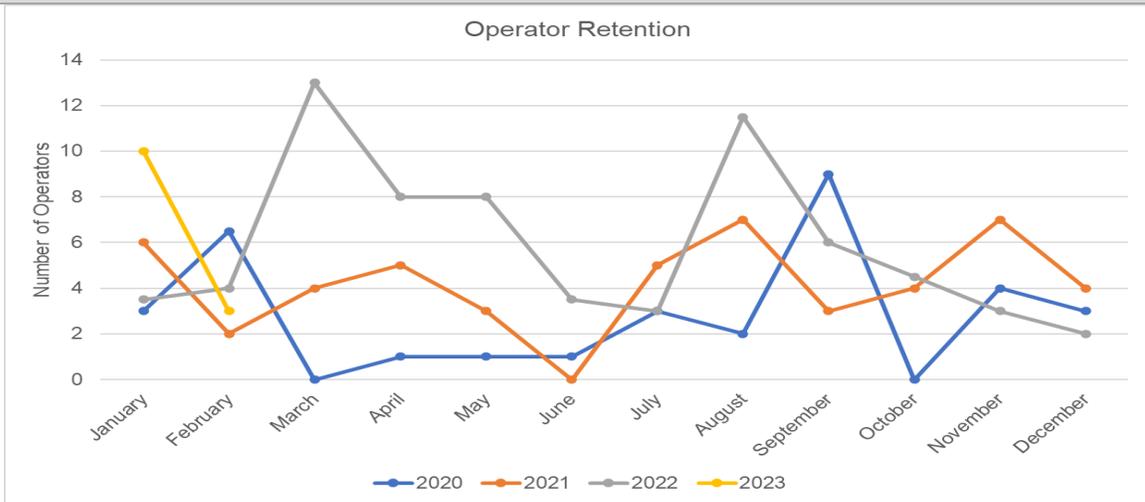
Annual Operator Turnover Ratio



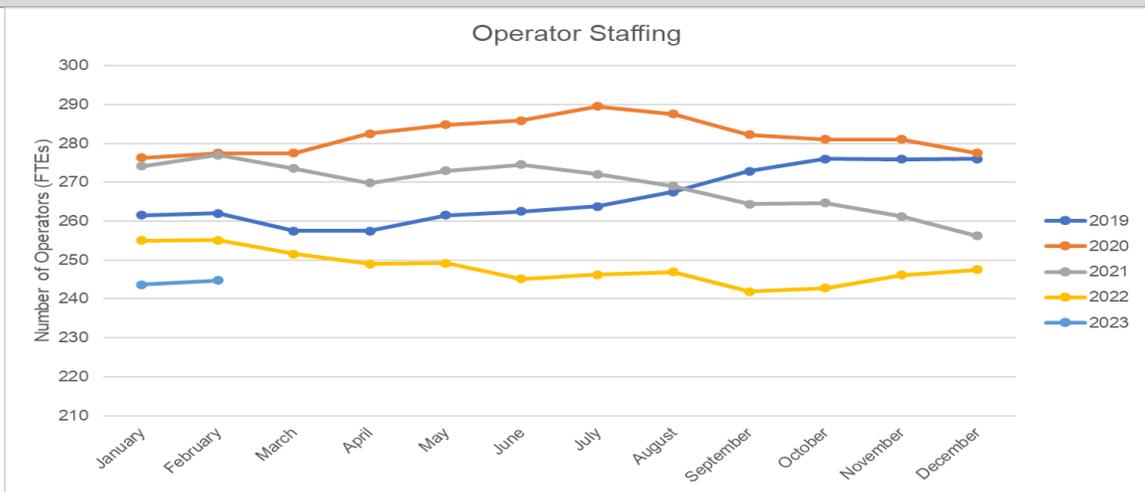
January 2023 Booking – Operator Staffing



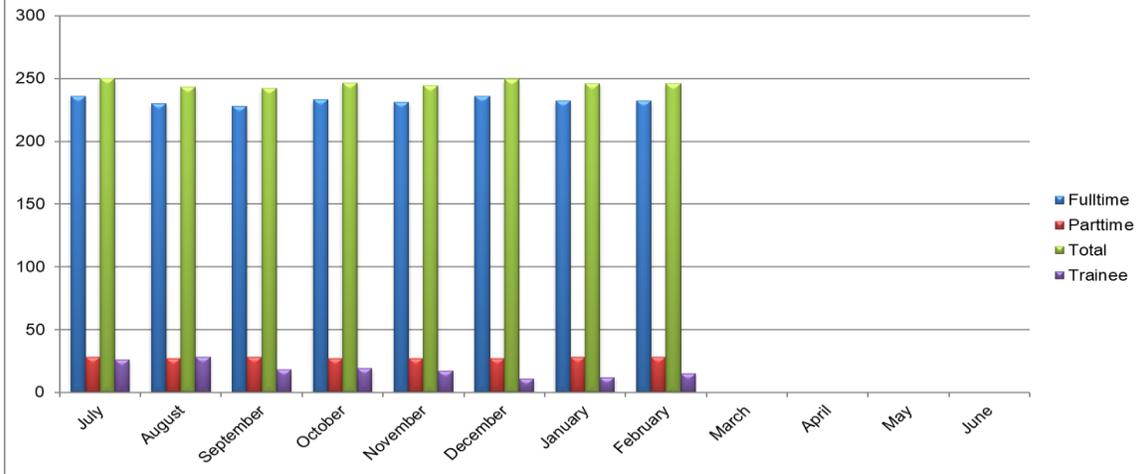
Operator Retention



Operator Staffing



Operator Staffing - FY2023



GRTC Transit System Staff Report

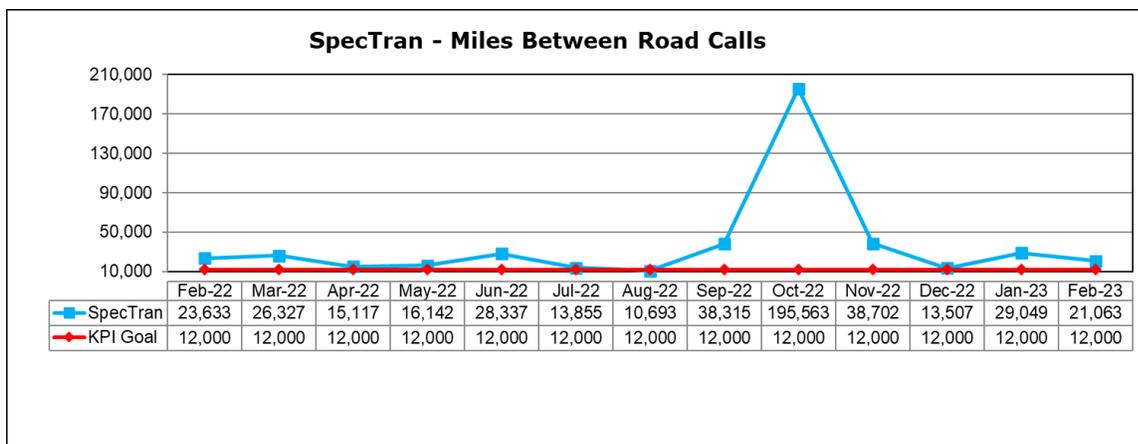
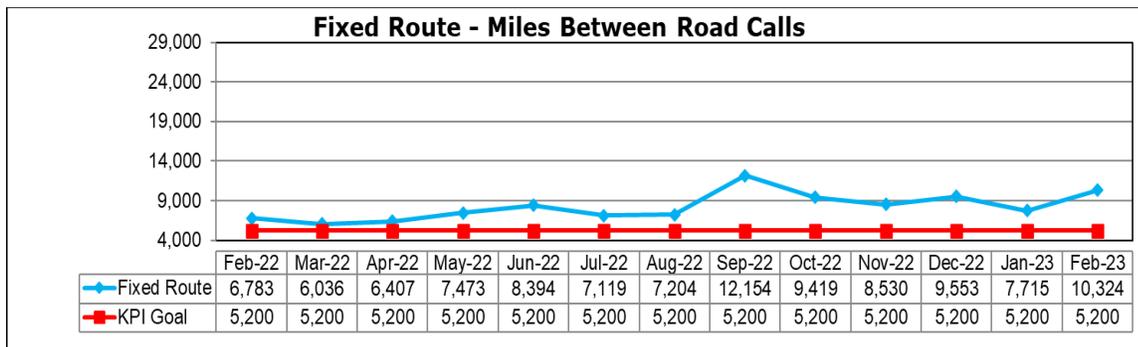
Meeting Date: March 21, 2023
Item Title: Maintenance Performance

BACKGROUND:

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

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 February was 92% with a goal of 80%. Currently, 10% of the fleet is down for service repairs with a spare ratio of 20%. We have a 15% contingency fleet. The new engines have arrived, and several have been installed which means the converters are now near complete on the entire fleet of paratransit vans. Summer changeover to air condition has begun for the entire fleet.

Current Staffing Levels

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

We continue to clean and disinfect the entire fleet daily and clean and power wash the bus shelters daily.

GRTC Transit System

Staff Report

Meeting Date: March 21, 2023

Item Title: Monthly Ridership Report

BACKGROUND:

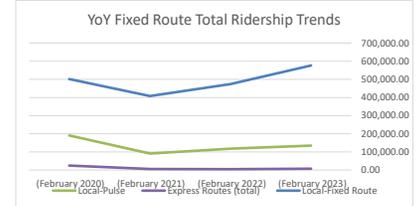
The “Monthly Ridership Report” (MRR), includes comparisons between the ridership of the current month, prior month, year prior (during COVID pandemic), and years prior (pre-COVID pandemic) to allow for a broad understanding of overall ridership trends. The MRR includes ridership data for all services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

UPDATES:

Ridership update for the month of February 2023 will be provided by Sam Sink.

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

	(February 2023)	(January 2023)	MoM%	(February 2022)	YoY % (2021)	(February 2021)	YoY % (2020)	(February 2020)	YoY % (2019)
Fixed Route									
Local-Fixed Route	576,442	573,859	0.45%	473,953	21.62%	408,096	41.25%	501,820	14.87%
- Richmond (fixed)	479,734	472,164	1.60%	394,968	21.46%	342,949	39.88%	428,359	11.99%
-Henrico (fixed)	96,708	101,695	-4.90%	78,984	22.44%	65,147	48.45%	73,460	31.65%
Local-Pulse	135,018	130,217	3.69%	117,888	14.53%	90,948	48.46%	190,776	-29.23%
Express Routes (total)	6,966	7,215	-3.45%	4,854	43.51%	5,742	21.32%	24,688	-71.78%
Total Fixed Route	718,426	711,290	1.00%	596,694	20.40%	511,057	40.58%	721,958	-0.49%
Specialized Transportation									
CARE	15,291	16,267	-6.00%	17,088	-10.52%	11,680	30.92%	17,280	-11.51%
- Richmond (care)	9,195	9,761	-5.80%	9,896	-7.08%	7,225	27.27%	10,541	-12.77%
- Chesterfield (care)	127	137	-7.30%	173	-26.59%	180	n/a	na	n/a
-Henrico (care)	5,969	6,369	-6.28%	7,019	-14.96%	4,275	39.63%	6,739	-11.43%
CARE Plus	3,514	3,885	-9.55%	3,873	-9.27%	2,688	30.73%	4,815	-27.02%
- Richmond (care plus)	547	530	3.21%	556	-1.62%	221	147.51%	431	26.91%
-Henrico (care plus)	2,967	3,355	-11.56%	3,317	-10.55%	2,467	20.27%	4,384	-32.32%
CARE On-Demand	4,187	4,102	2.07%	3,265	28.24%	1,803	132.22%	2,941	42.37%
- Richmond (care On-Demand)	1,772	1,742	1.72%	1,424	24.44%	926	91.36%	1,224	44.77%
-Henrico (care On-Demand)	2,415	2,360	2.33%	1,841	31.18%	877	175.37%	1,717	40.65%
Total Specialized	22,992	24,254	-5.20%	24,226	-5.09%	16,171	42.18%	25,036	-8.16%



TOTAL FIXED ROUTE & SPECIALIZED	741,418	735,544	0.80%	620,920	19.41%	527,228	40.63%	746,994	-0.75%
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	2023 FYTD	2022 FYTD (July '21 - February '22)	YoY % (FY2022)	2021 FYTD (July '20 - February '21)	YoY % (FY2021)	2020 FYTD (July '19 - February '20)	YoY % (FY2020)
Fixed Route							
Local- Fixed Route	4,860,036	4,270,818	13.80%	4,052,613	19.92%	4,340,692	11.96%
Local- Pulse	1,118,547	1,075,340	4.02%	858,961	30.22%	1,551,169	-27.89%
Express Routes (total)	63,653	52,241	21.84%	38,387	65.82%	230,826	-72.42%
Total Fixed Route	6,042,236	5,398,399	11.93%	4,949,961	22.07%	6,122,687	-1.31%
Specialized Transportation							
CARE/CARE Plus	160,530	170,889	-6.06%	134,914	18.99%	187,845	-14.54%
CARE On-Demand	33,257	24,017	38.47%	13,822	140.61%	21,350	55.77%
Total Specialized	193,787	194,906	-0.57%	148,736	30.29%	209,967	-7.71%
TOTAL FIXED ROUTE & SPECIALIZED	6,236,023	5,593,305	11.49%	5,098,697	22.31%	6,333,403	-1.54%

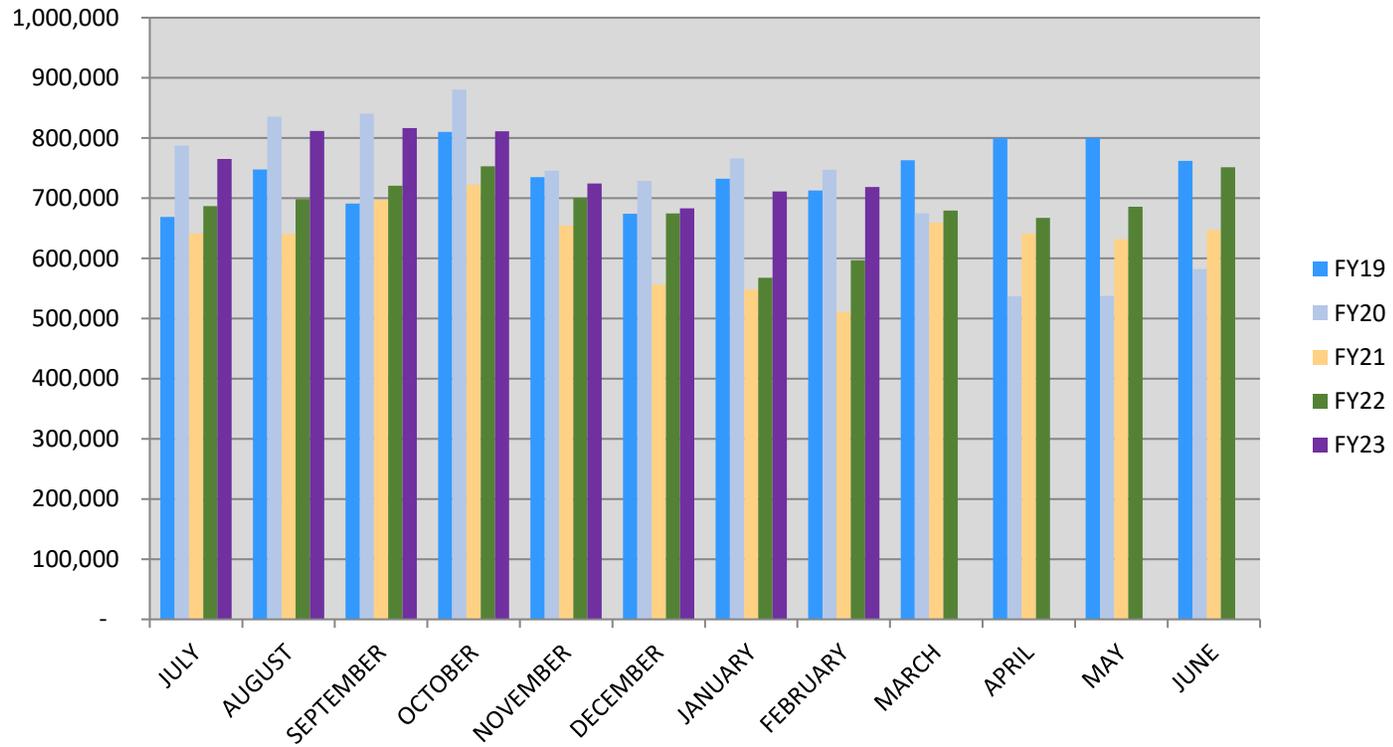
Van Pool	(January '23)	YoY % (January '22) (FY2022)	YoY % (January '20) (FY2020)
Van Pool	13,243	8,503 55.75%	34,350 -61.45%

**Vanpool data is received a month behind

	2023 FYTD	2022 FYTD (July '21 - February '22)	YoY % (FY2022)	2020 FYTD (July '19 - February '20)	YoY % (FY2020)
TOTAL TRIPS	6,249,266	5,641,698	10.77%	6,367,753	-1.86%

Systemwide Ridership Five Year Comparison

Source: RideCheck Plus APC Data



GRTC Transit System

Staff Report

Meeting Date: March 21, 2023
Item Title: Rider Comments

CURRENT STATUS:

Safety and Service Compliance Manager, Monica Carter, will answer any questions on the summary of rider comments for the month of February as provided below.

February Report

<u>Complaint</u>	<u>Verified</u>	<u>Non-Verified</u>	<u>Questionable</u>	<u>Beyond GRTC Control</u>	<u>Under Investigation</u>	<u>Total</u>
Rude Operator	5	13	1	0	0	19
Passed Up Passenger	10	34	1	1	0	46
No Show	8	7	0	0	0	15
Late Schedule	2	7	0	1	0	10
Improper Operations of Vehicle	1	7	0	0	0	8
Early Schedule	9	6	0	0	0	15
Planning/Scheduling	0	0	0	0	4	4
IT/Mobile App	1	2	0	0	0	3
Other- Miscellaneous	3	4	3	0	0	10
	39	80	5	2	4	130

DEFINITIONS

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

TREND REPORT

<u>Complaint</u>	June	July	August	September	October	November	December	January	February	March	April	May
Rude Operator	8	5	5	7	1	6	3	6	5			
Passed Up Passenger	8	10	8	9	7	8	11	13	10			
No Show	15	14	13	16	14	6	4	3	8			
Late Schedule	11	11	4	5	7	8	2	5	2			
Improper Operations of Vehicle	4	9	4	3	3	3	2	4	1			
Early Schedule	2	3	5	4	4	3	2	2	9			
Planning/Scheduling									0			
IT/Mobile App									1			
Other-Miscellaneous	0	4	1	1	4	5	1	4	3			
Commendations	5	5	3	5	8	3	5	7	7			

*Began reporting data for Planning/Scheduling and IT/Mobile App Feb 2023

GRTC Transit System Staff Report

Meeting Date: March 21, 2023

Item Title: January 2023 Financial Report

BACKGROUND:

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

Financial Report
For the Seven Months Ending January 31, 2023
Key Highlights

Revenues

Year to date Revenues unfavorable to budget	\$ (4,104,007.58)
Year to Date Actual Revenues	\$ 37,433,204.11
Year to Date Budgeted Revenues	\$ 41,537,211.69

Unfavorable Federal Funds revenue due to lower than budgeted operating expenditures (\$4.10M)

Operating Expenditures

Year to date Operating Expenditures lower than budgeted amounts	\$ 3,183,049.94
Year to date Actual Operating Expenditures	\$ 34,742,718.47
Year to Date Budgeted Operating Expenditures	\$ 37,925,768.41

Lower than budgeted expenses primarily the result of lower than budgeted headcount in Transportation, Maintenance and Administration (\$1.70M), and lower than budgeted materials and supplies (\$0.60M) due favorable budgeted fuel prices versus actual prices and timing of purchases, lower than budgeted purchased transportation expenses due to lower demand (\$0.23M), and due to the timing of consulting projects (\$0.25M) and the timing of booking self insured provision liability (\$0.43M).

Net Operating Position - Surplus / (Deficit) \$ 2,683,486.64

Balance Sheet and Cash Flow

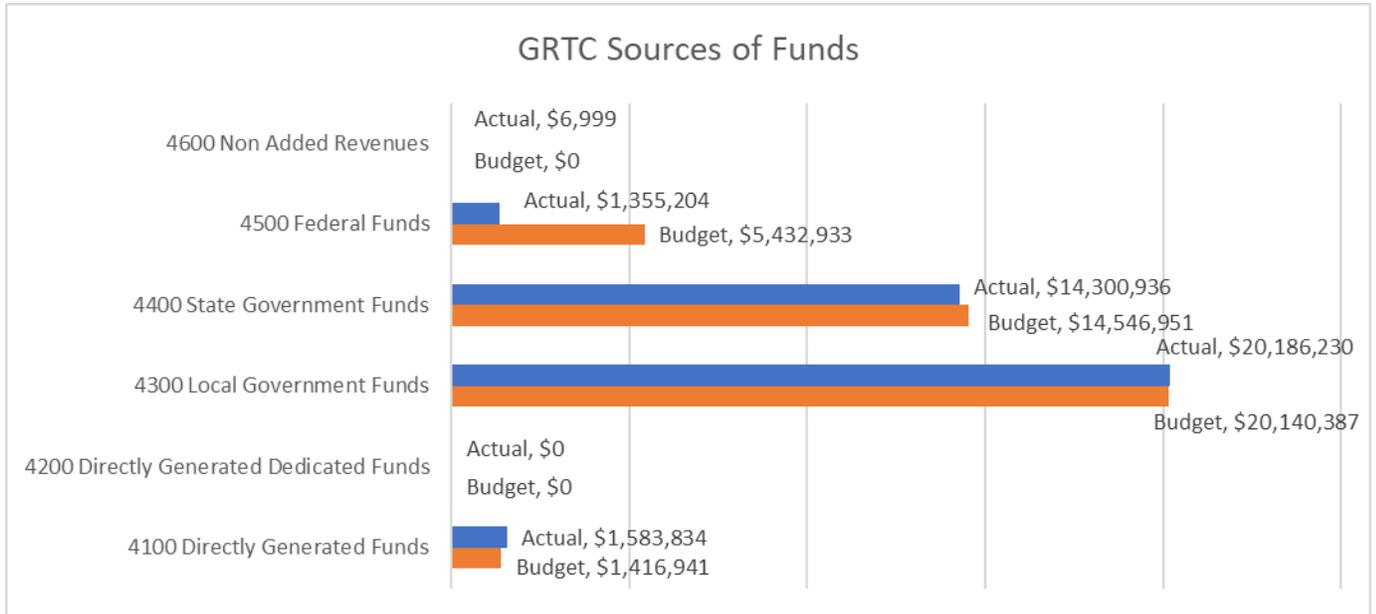
Strong balance sheet with cash position of		\$12,965,616
Operating Cash Account	\$9,001,178	
Capital Cash Account	\$3,964,438	

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

	Month Ended January 31, 2023			Year to Date January 31, 2023		
	Actual	Budget	Variance Fav / (Unfav)	Actual	Budget	Variance Fav / (Unfav)
4100 Directly Generated Funds	\$ 238,060.52	\$ 208,247.15	\$ 29,813.37	\$ 1,583,834.49	\$ 1,416,940.65	\$ 166,893.84
4110 Total Passenger Fares	111,409.34	112,409.33	(999.99)	780,867.00	786,865.33	(5,998.33)
4120 Park and Ride Parking Revenues	-	-	-	-	-	-
4130 Non Public Transportation Revenue	-	-	-	-	-	-
4140 Auxiliary Transportation Revenue	38,667.00	55,416.67	(16,749.67)	270,669.00	327,916.67	(57,247.67)
4150 Other Agency Revenues	87,984.18	40,421.15	47,563.03	532,298.49	302,158.65	230,139.84
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	\$ 2,880,677.18	\$ 2,877,198.11	\$ 3,479.07	\$ 20,186,229.99	\$ 20,140,386.74	\$ 45,843.25
4310 General Revenues of the Local Government	2,880,677.18	2,877,198.11	3,479.07	20,186,229.99	20,140,386.74	45,843.25
4400 State Government Funds	\$ 2,019,369.61	\$ 2,078,135.92	\$ (58,766.31)	\$ 14,300,936.35	\$ 14,546,951.42	\$ (246,015.07)
4410 General Revenues of the State Government	2,019,369.61	2,078,135.92	(58,766.31)	14,300,936.35	14,546,951.42	(246,015.07)
4500 Federal Funds	\$ 514,245.16	\$ 896,729.32	\$ (382,484.16)	\$ 1,355,204.28	\$ 5,432,932.88	\$ (4,077,728.60)
5307 FTA Urbanized Area Formula Program	22,199.16	896,729.32	(874,530.16)	230,395.28	5,432,932.88	(5,202,537.60)
5307 CARES Act Urbanized Area Program Funds	492,046.00	-	492,046.00	1,124,809.00	-	1,124,809.00
4600 Non Added Revenues	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 6,999.00	\$ -	\$ 6,999.00
4630 Sales and Disposals of Assets	1,000.00	-	1,000.00	6,999.00	-	6,999.00
Total Sources of Funds	\$ 5,653,352.47	\$ 6,060,310.50	\$ (406,958.03)	\$ 37,433,204.11	\$ 41,537,211.69	\$ (4,104,007.58)

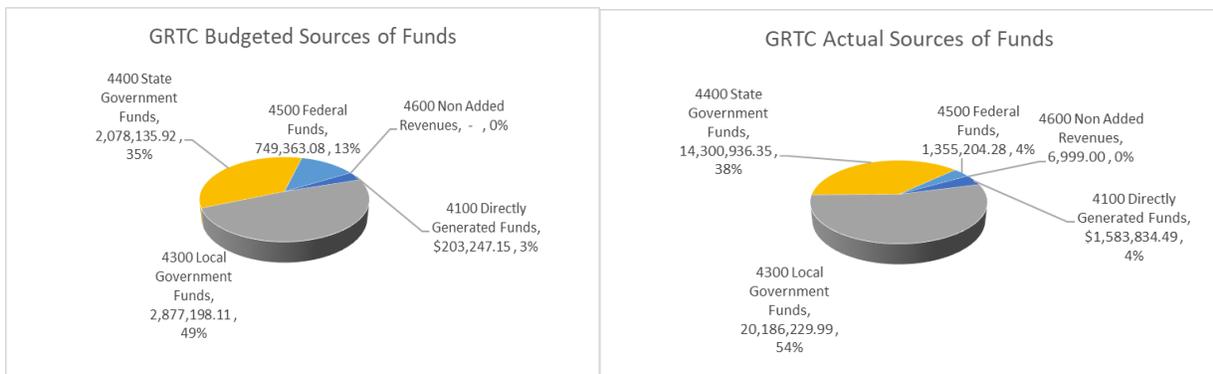
GRTC Transit System Year to Date January 31, 2023

Source of Funds	Budget	Actual	Over (Under)	% of Budget
4100 Directly Generated Funds	\$ 1,416,940.65	\$ 1,583,834.49	\$ 166,893.84	11.78%
4200 Directly Generated Dedicated Funds	-	-	-	n/a
4300 Local Government Funds	20,140,386.74	20,186,229.99	45,843.25	0.23%
4400 State Government Funds	14,546,951.42	14,300,936.35	(246,015.07)	-1.69%
4500 Federal Funds	5,432,932.88	1,355,204.28	(4,077,728.60)	-75.06%
4600 Non Added Revenues	-	6,999.00	6,999.00	n/a
	<u>\$ 41,537,211.69</u>	<u>\$ 37,433,204.11</u>	<u>\$ (4,104,007.58)</u>	<u>-9.88%</u>



Revenues are unfavorable versus budget by \$4.10M or 9.88% as a result of:

- Below budget operating expenses year to date, combined with timing of spending versus the budget assumptions for federal reimbursement \$4.08M.



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

	Vehicle Operations			Vehicle Maintenance			Facility Maintenance			General Administration			Total GRTC		
	Actual	Budget	Variance Fav / (Unfav)	Actual	Budget	Variance Fav / (Unfav)	Actual	Budget	Variance Fav / (Unfav)	Actual	Budget	Variance Fav / (Unfav)	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs	\$ 16,364,377.00	\$ 17,185,410.36	\$ 821,033.36	\$ 2,698,540.28	\$ 2,466,941.16	\$ (231,599.12)	\$ 661,225.76	\$ 789,151.25	\$ 127,925.49	\$ 4,109,234.01	\$ 5,060,531.65	\$ 951,297.64	\$ 23,833,377.04	\$ 25,502,034.41	\$ 1,668,657.37
5010. LABOR	\$ 9,280,209.11	\$ 9,319,375.57	\$ 39,166.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,280,209.11	\$ 9,319,375.57	\$ 39,166.46
01. Operator Salaries and Wages	1,180,851.31	1,135,329.59	(45,521.72)	-	-	-	-	-	-	-	-	-	1,180,851.31	1,135,329.59	(45,521.72)
02. Operator's Paid Absences	453,257.43	469,047.53	15,790.10	-	-	-	-	-	-	-	-	-	453,257.43	469,047.53	15,790.10
Operator Vacation	274,989.29	293,635.81	18,646.52	-	-	-	-	-	-	-	-	-	274,989.29	293,635.81	18,646.52
Operator Sick	452,604.59	372,646.25	(79,958.34)	-	-	-	-	-	-	-	-	-	452,604.59	372,646.25	(79,958.34)
Holiday	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operator FMLA or other leave	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	1,105,803.28	1,266,410.99	160,607.71	1,772,324.41	1,480,778.90	(291,545.51)	463,771.54	578,672.06	114,900.52	2,849,262.69	3,391,407.52	542,144.83	6,191,161.92	6,717,269.47	526,107.55
Dispatch	143,944.89	219,403.11	75,458.22	-	-	-	-	-	-	-	-	-	143,944.89	219,403.11	75,458.22
Operations Supervision	961,858.39	1,047,007.88	85,149.49	-	-	-	-	-	-	-	-	-	961,858.39	1,047,007.88	85,149.49
Maintenance	-	-	-	1,772,324.41	1,480,778.90	(291,545.51)	463,771.54	578,672.06	114,900.52	2,849,262.69	3,391,407.52	542,144.83	2,236,095.95	2,059,450.97	(176,644.98)
Administration	-	-	-	-	-	-	-	-	-	-	-	-	2,849,262.69	3,391,407.52	542,144.83
04. Other Paid Absences (Non revenue vehicle operator personnel)	-	-	-	114,564.91	176,712.33	62,147.42	48,666.24	-	(48,666.24)	-	-	-	163,231.15	176,712.33	13,481.18
Vacation	-	-	-	50,185.70	-	(50,185.70)	19,270.98	-	(19,270.98)	-	-	-	69,456.68	-	(69,456.68)
Sick	-	-	-	20,870.10	176,712.33	155,842.23	5,356.87	-	(5,356.87)	-	-	-	26,226.97	176,712.33	150,485.36
Holiday	-	-	-	41,208.21	-	(41,208.21)	18,637.67	-	(18,637.67)	-	-	-	59,845.88	-	(59,845.88)
FMLA or other leave	-	-	-	2,300.90	-	(2,300.90)	5,400.72	-	(5,400.72)	-	-	-	7,701.62	-	(7,701.62)
Other Fringe Benefits	4,797,513.30	5,464,294.21	666,780.91	811,650.96	809,449.92	(2,201.03)	148,787.98	210,479.19	61,691.21	1,259,971.32	1,669,124.13	409,152.81	7,017,923.55	8,153,347.44	1,135,423.89
Employment Taxes	823,987.53	878,797.84	54,810.31	140,609.62	122,929.49	(17,680.13)	36,793.91	48,039.49	11,245.58	226,049.89	281,543.71	55,493.82	1,227,440.94	1,331,310.52	103,869.58
Health and Welfare Expenses	2,112,676.40	2,572,675.69	459,999.29	360,518.34	359,875.37	(642.97)	94,338.34	140,635.33	46,296.98	579,584.33	824,217.61	244,633.28	3,147,117.12	3,897,404.00	750,286.58
Retirement Costs/Pension Plans	1,449,326.43	1,474,857.19	25,530.76	227,574.28	234,287.30	6,713.01	304.73	-	(304.73)	347,738.17	435,574.53	87,836.36	2,024,943.62	2,144,719.02	119,775.40
Workers Compensation	173,813.39	179,052.08	5,238.69	29,660.44	25,046.47	(4,613.98)	7,761.37	9,787.88	2,026.51	47,683.36	57,363.57	9,680.21	258,918.57	271,250.00	12,331.43
Other Fringe Benefits	237,709.54	358,911.41	121,201.87	53,288.28	67,311.30	14,023.03	9,589.62	12,016.49	2,426.86	58,915.56	70,424.71	11,509.15	359,503.00	508,663.91	149,160.91
5020. SERVICES	\$ 27,732.00	\$ 35,000.00	\$ 7,268.00	\$ -	\$ -	\$ -	\$ 582,120.16	\$ 398,125.00	\$ (183,995.16)	\$ 562,893.67	\$ 940,117.25	\$ 377,223.58	\$ 1,172,745.83	\$ 1,373,242.25	\$ 200,496.42
03. Professional and Technical Services	-	-	-	-	-	-	-	-	-	139,955.95	676,485.00	536,529.05	139,955.95	676,485.00	536,529.05
BRT Fare Collection and Security Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Audit Fees	-	-	-	-	-	-	-	-	-	50,371.00	60,000.00	9,629.00	50,371.00	60,000.00	9,629.00
Legal Fees	-	-	-	-	-	-	-	-	-	47,270.20	29,155.00	(18,115.20)	47,270.20	29,155.00	(18,115.20)
Human Resources Consulting	-	-	-	-	-	-	-	-	-	31,365.00	32,655.00	1,290.00	31,365.00	32,655.00	1,290.00
Planning and Scheduling Consulting	-	-	-	-	-	-	-	-	-	10,354.29	358,750.00	348,395.71	10,354.29	358,750.00	348,395.71
Computer Consulting	-	-	-	-	-	-	-	-	-	62.50	3,500.00	3,437.50	62.50	3,500.00	3,437.50
Advertising and Promotion	-	-	-	-	-	-	-	-	-	532.96	192,425.00	191,892.04	532.96	192,425.00	191,892.04
05. Contract Maintenance Services	-	-	-	-	-	-	582,120.16	398,125.00	(183,995.16)	254,045.35	29,155.00	(224,890.35)	836,165.51	427,280.00	(408,885.51)
Vehicle Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Computer Maintenance	-	-	-	-	-	-	-	-	-	254,045.35	29,155.00	(224,890.35)	254,045.35	29,155.00	(224,890.35)
BRT Station Maintenance	-	-	-	-	-	-	104,813.05	114,333.33	9,520.28	-	-	-	104,813.05	114,333.33	9,520.28
Building Maintenance	-	-	-	-	-	-	477,307.11	283,791.67	(193,515.44)	477,307.11	283,791.67	(193,515.44)	477,307.11	283,791.67	(193,515.44)
09. Other Services	27,732.00	35,000.00	7,268.00	-	-	-	0.00	0.00	(0.00)	168,892.37	234,477.25	65,584.88	196,624.37	269,477.25	72,852.88
Advertising	-	-	-	-	-	-	-	-	-	9,812.05	13,500.00	3,687.95	9,812.05	13,500.00	3,687.95
Ad commission Lottery Updates	-	-	-	-	-	-	-	-	-	81,203.05	104,825.00	23,621.95	81,203.05	104,825.00	23,621.95
ADA Ride	-	-	-	-	-	-	-	-	-	37,877.00	39,089.75	1,212.75	37,877.00	39,089.75	1,212.75
Drug and Alcohol Testing	9,740.00	-	(9,740.00)	-	-	-	-	-	-	-	-	-	9,740.00	-	(9,740.00)
Medical Exam Testing	17,992.00	35,000.00	17,008.00	-	-	-	-	-	-	-	-	-	17,992.00	35,000.00	17,008.00
Misc	-	-	-	-	-	-	0.00	0.00	(0.00)	40,000.27	77,062.50	37,062.23	40,000.27	77,062.50	37,062.23
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 1,257,975.22	\$ 1,931,601.14	\$ 673,625.92	\$ 1,621,760.03	\$ 1,787,130.72	\$ 165,370.69	\$ 124,632.13	\$ 167,521.93	\$ 42,889.80	\$ 1,124,125.42	\$ 843,720.00	\$ (280,405.42)	\$ 4,128,492.80	\$ 4,729,973.79	\$ 601,480.99
01. Fuel and Lubricants	931,711.76	3,613,307.25	661,556.05	62,555.40	48,906.32	(13,649.08)	-	-	-	6,757.26	-	(6,757.26)	1,001,024.42	1,642,174.12	641,149.70
02. Tires and Tubes	326,263.46	338,333.33	12,069.87	-	-	-	-	-	-	-	-	-	326,263.46	338,333.33	12,069.87
09. Other Materials and Supplies	-	-	-	1,559,204.63	1,738,224.41	179,019.78	124,632.13	167,521.93	42,889.80	1,117,368.16	843,720.00	(273,648.16)	2,801,204.92	2,749,466.33	(51,738.59)
Vehicle Equip. and Parts Supplies (inc Cares Act)	-	-	-	1,559,204.63	1,738,224.41	179,019.78	2,289.71	-	(2,289.71)	1,561,494.34	287,733.33	(322,667.92)	1,738,224.41	1,738,224.41	179,019.78
Other Equipment and Supplies	-	-	-	-	-	-	610,401.25	287,733.33	(322,667.92)	735,033.38	455,255.26	(279,778.12)	735,033.38	455,255.26	(279,778.12)
Office Equipment	-	-	-	-	-	-	485,639.73	540,120.00	54,480.27	485,639.73	540,120.00	54,480.27	485,639.73	540,120.00	54,480.27
Admin. Supplies	-	-	-	-	-	-	19,037.47	15,866.67	(3,170.80)	19,037.47	15,866.67	(3,170.80)	19,037.47	15,866.67	(3,170.80)
5040. UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 544,140.67	\$ 565,801.92	\$ 21,661.25	\$ 544,140.67	\$ 565,801.92	\$ 21,661.25
Telecommunication	-	-	-	-	-	-	130,568.57	145,600.00	15,031.43	130,568.57	145,600.00	15,031.43	130,568.57	145,600.00	15,031.43
Utilities	-	-	-	-	-	-	413,572.10	420,201.92	6,629.82	413,572.10	420,201.92	6,629.82	413,572.10	420,201.92	6,629.82
5050. CASUALTIES AND LIABILITY COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 667,372.67	\$ 1,095,744.80	\$ 428,372.13	\$ 667,372.67	\$ 1,095,744.80	\$ 428,372.13
General Liability	-	-	-	448,017.00	-	(448,017.00)	-	-	-	634,686.32	634,686.32	-	448,017.00	634,686.32	186,669.32
Auto Liability	-	-	-	-	-	-	26,130.40	26,131.00	0.60	26,130.40	26,131.00	0.60	26,130.40	26,131.00	0.60
Physical Damage	-	-	-	-	-	-	60,264.89	300,405.00	240,140.11	60,264.89	300,405.00	240,140.11	60,264.89	300,405.00	240,140.11

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

	Total GRTC		
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 23,833,377.04	\$ 25,502,034.41	\$ 1,668,657.37
01. Operator Salaries and Wages	<u>9,280,209.11</u>	<u>9,319,375.57</u>	<u>39,166.46</u>
02. Operator's Paid Absences	<u>1,180,851.31</u>	<u>1,135,329.59</u>	<u>(45,521.72)</u>
Operator Vacation	453,257.43	469,047.53	15,790.10
Operator Sick	274,989.29	293,635.81	18,646.52
Holiday	452,604.59	372,646.25	(79,958.34)
Operator FMLA or other leave	-	-	
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	<u>6,191,161.92</u>	<u>6,717,269.47</u>	<u>526,107.55</u>
Dispatch	143,944.89	219,403.11	75,458.22
Operations Supervision	961,858.39	1,047,007.88	85,149.49
Maintenance	2,236,095.95	2,059,450.97	(176,644.98)
Administration	2,849,262.69	3,391,407.52	542,144.83
04. Other Paid Absences (Non revenue vehicle operator personnel)	<u>163,231.15</u>	<u>176,712.33</u>	<u>13,481.18</u>
Vacation	69,456.68	-	(69,456.68)
Sick	26,226.97	176,712.33	150,485.36
Holiday	59,845.88	-	(59,845.88)
FMLA or other leave	7,701.62	-	(7,701.62)
05. Fringe Benefits	<u>7,017,923.55</u>	<u>8,153,347.44</u>	<u>1,135,423.89</u>
Employment Taxes	1,227,440.94	1,331,310.52	103,869.58
Health and Welfare Expenses	3,147,117.42	3,897,404.00	750,286.58
Retirement Costs/Pension Plans	2,024,943.62	2,144,719.02	119,775.40
Workers Compensation	258,918.57	271,250.00	12,331.43
Other Fringe Benefits	359,503.00	508,663.91	149,160.91
5020. SERVICES	\$ 1,172,745.83	\$ 1,373,242.25	\$ 200,496.42
03. Professional and Technical Services	<u>139,955.95</u>	<u>676,485.00</u>	<u>536,529.05</u>
BRT Fare Collection and Security Services	-	-	-
Audit Fees	50,371.00	60,000.00	9,629.00
Legal Fees	47,270.20	29,155.00	(18,115.20)
Human Resources Consulting	31,365.00	32,655.00	1,290.00
Planning and Scheduling Consulting	10,354.29	358,750.00	348,395.71
Computer Consulting	62.50	3,500.00	3,437.50
Advertising and Promotion	532.96	192,425.00	191,892.04
05. Contract Maintenance Services	<u>836,165.51</u>	<u>427,280.00</u>	<u>(408,885.51)</u>
Vehicle Maintenance	-	-	-
Computer Maintenance	254,045.35	29,155.00	(224,890.35)
BRT Station Maintenance	104,813.05	114,333.33	9,520.28
Building Maintenance	477,307.11	283,791.67	(193,515.44)
09. Other Services	<u>196,624.37</u>	<u>269,477.25</u>	<u>72,852.88</u>
Advertising	9,812.05	13,500.00	3,687.95
Ad commission Lottery Updates	81,203.05	104,825.00	23,621.95
ADA Ride	37,877.00	39,089.75	1,212.75
Drug and Alcohol Testing	9,740.00	-	(9,740.00)
Medical Exam Testing	17,992.00	35,000.00	17,008.00
Misc	40,000.27	77,062.50	37,062.23
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 4,128,492.80	\$ 4,729,973.79	\$ 601,480.99
01. Fuel and Lubricants	<u>1,001,024.42</u>	<u>1,642,174.12</u>	<u>641,149.70</u>
02. Tires and Tubes	<u>326,263.46</u>	<u>338,333.33</u>	<u>12,069.87</u>
09. Other Materials and Supplies	<u>2,801,204.92</u>	<u>2,749,466.33</u>	<u>(51,738.59)</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)	1,561,494.34	1,738,224.41	176,730.07
Other Equipment and Supplies	735,033.38	455,255.26	(279,778.12)
Office Equipment	485,639.73	540,120.00	54,480.27
Admin. Supplies	19,037.47	15,866.67	(3,170.80)

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

	Total GRTC		
	Actual	Budget	Variance Fav / (Unfav)
5040. UTILITIES	\$ 544,140.67	\$ 565,801.92	\$ 21,661.25
Telecommunication	130,568.57	145,600.00	15,031.43
Utilities	413,572.10	420,201.92	6,629.82
5050. CASUALTIES AND LIABILITY COSTS	\$ 667,372.67	\$ 1,095,744.80	\$ 428,372.13
General Liability	448,017.00	634,686.32	186,669.32
Auto Liability	26,130.40	26,131.00	0.60
Physical Damage	60,264.89	300,405.00	240,140.11
All Other	132,960.38	134,522.48	1,562.10
5060. TAXES	\$ -	\$ -	\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ 3,992,859.35	\$ 4,225,410.58	\$ 232,551.23
01. Purchased Transportation - SpecTran	<u>3,420,033.89</u>	<u>3,613,307.25</u>	<u>193,273.36</u>
02. Purchased Transportation VanPool	<u>572,825.46</u>	<u>612,103.33</u>	<u>39,277.87</u>
5090. MISCELLANEOUS EXPENSES	\$ 403,730.11	\$ 433,560.66	\$ 29,830.55
02. Travel and Meetings	<u>26,397.62</u>	<u>79,821.67</u>	<u>53,424.05</u>
08. Advertising/Promotion Media	<u>7,302.59</u>	<u>15,384.66</u>	<u>8,082.07</u>
09. Other Miscellaneous Expenses	<u>370,029.90</u>	<u>338,354.33</u>	<u>(31,675.57)</u>
5120. LEASES AND RENTALS	\$ -	\$ -	\$ -
5900 ADA Expenses	\$ -	\$ -	\$ -
Total Expenses	\$ 34,742,718.47	\$ 37,925,768.41	\$ 3,183,049.94
	100.00%	100.00%	

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

Vehicle Operations			
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 16,364,377.00	\$ 17,185,410.36	\$ 821,033.36
01. Operator Salaries and Wages	<u>9,280,209.11</u>	<u>9,319,375.57</u>	<u>39,166.46</u>
02. Operator's Paid Absences	<u>1,180,851.31</u>	<u>1,135,329.59</u>	<u>(45,521.72)</u>
Operator Vacation	453,257.43	469,047.53	15,790.10
Operator Sick	274,989.29	293,635.81	18,646.52
Holiday	452,604.59	372,646.25	(79,958.34)
Operator FMLA or other leave	-		
03. Other Salaries and Wages (Non revenue vehicle operator personnel)	<u>1,105,803.28</u>	<u>1,266,410.99</u>	<u>160,607.71</u>
Dispatch	143,944.89	219,403.11	75,458.22
Operations Supervision	961,858.39	1,047,007.88	85,149.49
Maintenance			-
Administration	-	-	-
04. Other Paid Absences (Non revenue vehicle operator personnel)	<u>-</u>	<u>-</u>	<u>-</u>
Vacation			-
Sick			-
Holiday			-
FMLA or other leave			-
05. Fringe Benefits	<u>4,797,513.30</u>	<u>5,464,294.21</u>	<u>666,780.91</u>
Employment Taxes	823,987.53	878,797.84	54,810.31
Health and Welfare Expenses	2,112,676.40	2,572,675.69	459,999.29
Retirement Costs/Pension Plans	1,449,326.43	1,474,857.19	25,530.76
Workers Compensation	173,813.39	179,052.08	5,238.69
Other Fringe Benefits	237,709.54	358,911.41	121,201.87
5020. SERVICES	\$ 27,732.00	\$ 35,000.00	\$ 7,268.00
03. Professional and Technical Services	<u>-</u>	<u>-</u>	<u>-</u>
BRT Fare Collection and Security Services	-	-	-
Audit Fees			-
Legal Fees			-
Human Resources Consulting			-
Planning and Scheduling Consulting			-
Computer Consulting			-
Advertising and Promotion			-
05. Contract Maintenance Services	<u>-</u>	<u>-</u>	<u>-</u>
Vehicle Maintenance			-
Computer Maintenance			-
BRT Station Maintenance			-
Building Maintenance			-
09. Other Services	<u>27,732.00</u>	<u>35,000.00</u>	<u>7,268.00</u>
Advertising			-
Ad commission Lottery Updates			-
ADA Ride			-
Drug and Alcohol Testing	9,740.00	-	(9,740.00)
Medical Exam Testing	17,992.00	35,000.00	17,008.00
Misc	-	-	-
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 1,257,975.22	\$ 1,931,601.14	\$ 673,625.92
01. Fuel and Lubricants	<u>931,711.76</u>	<u>1,593,267.81</u>	<u>661,556.05</u>
02. Tires and Tubes	<u>326,263.46</u>	<u>338,333.33</u>	<u>12,069.87</u>
09. Other Materials and Supplies	<u>-</u>	<u>-</u>	<u>-</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)			-
Other Equipment and Supplies	-	-	-
Office Equipment			-
Admin. Supplies			-

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

	Vehicle Operations		
	Actual	Budget	Variance Fav / (Unfav)
5040. UTILITIES	\$ -	\$ -	\$ -
Telecommunication			-
Utilities			-
5050. CASUALTIES AND LIABILITY COSTS	\$ -	\$ -	\$ -
General Liability			-
Auto Liability			-
Physical Damage			-
All Other			-
5060. TAXES	\$ -	\$ -	\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ 3,992,859.35	\$ 4,225,410.58	\$ 232,551.23
01. Purchased Transportation - SpecTran	<u>3,420,033.89</u>	<u>3,613,307.25</u>	<u>193,273.36</u>
02. Purchased Transportation VanPool	<u>572,825.46</u>	<u>612,103.33</u>	<u>39,277.87</u>
5090. MISCELLANEOUS EXPENSES	\$ 55,926.46	\$ 58,333.33	\$ 2,406.87
02. Travel and Meetings			-
08. Advertising/Promotion Media			-
09. Other Miscellaneous Expenses	<u>55,926.46</u>	<u>58,333.33</u>	<u>2,406.87</u>
5120. LEASES AND RENTALS			\$ -
5900 ADA Expenses			\$ -
Total Expenses	\$ 21,698,870.03	\$ 23,435,755.42	\$ 1,736,885.39
	62.46%	61.79%	

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

			Vehicle Maintenance		
			Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs					
5010. LABOR			\$ 2,698,540.28	\$ 2,466,941.16	\$ (231,599.12)
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)			1,772,324.41	1,480,778.90	(291,545.51)
Dispatch					-
Operations Supervision					-
Maintenance			1,772,324.41	1,480,778.90	(291,545.51)
Administration					-
04. Other Paid Absences (Non revenue vehicle operator personnel)			114,564.91	176,712.33	62,147.42
Vacation			50,185.70	-	(50,185.70)
Sick			20,870.10	176,712.33	155,842.23
Holiday			41,208.21	-	(41,208.21)
FMLA or other leave			2,300.90	-	(2,300.90)
05. Fringe Benefits			811,650.96	809,449.92	(2,201.03)
Employment Taxes			140,609.62	122,929.49	(17,680.13)
Health and Welfare Expenses			360,518.34	359,875.37	(642.97)
Retirement Costs/Pension Plans			227,574.28	234,287.30	6,713.01
Workers Compensation			29,660.44	25,046.47	(4,613.98)
Other Fringe Benefits			53,288.28	67,311.30	14,023.03
5020. SERVICES			\$ -	\$ -	\$ -
03. Professional and Technical Services			-	-	-
BRT Fare Collection and Security Services					-
Audit Fees					-
Legal Fees					-
Human Resources Consulting					-
Planning and Scheduling Consulting					-
Computer Consulting					-
Advertising and Promotion					-
05. Contract Maintenance Services			-	-	-
Vehicle Maintenance					-
Computer Maintenance					-
BRT Station Maintenance					-
Building Maintenance					-
09. Other Services			-	-	-
Advertising					-
Ad commission Lottery Updates					-
ADA Ride					-
Drug and Alcohol Testing					-
Medical Exam Testing					-
Misc					-
5030. MATERIALS AND SUPPLIES CONSUMED			\$ 1,621,760.03	\$ 1,787,130.72	\$ 165,370.69
01. Fuel and Lubricants			62,555.40	48,906.32	(13,649.08)
02. Tires and Tubes					-
09. Other Materials and Supplies			1,559,204.63	1,738,224.41	179,019.78
Vehicle Equip. and Parts Supplies (inc Cares Act)			1,559,204.63	1,738,224.41	179,019.78
Other Equipment and Supplies					-
Office Equipment					-
Admin. Supplies					-

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

	Vehicle Maintenance		
	Actual	Budget	Variance Fav / (Unfav)
5040. UTILITIES	\$ -	\$ -	\$ -
Telecommunication			-
Utilities			-
5050. CASUALTIES AND LIABILITY COSTS	\$ -	\$ -	\$ -
General Liability	448,017.00	634,686.32	186,669.32
Auto Liability			-
Physical Damage			-
All Other	(448,017.00)	(634,686.32)	(186,669.32)
5060. TAXES			\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ -	\$ -	\$ -
01. Purchased Transportation - SpecTran			-
02. Purchased Transportation VanPool			-
5090. MISCELLANEOUS EXPENSES	\$ -	\$ -	\$ -
02. Travel and Meetings			-
08. Advertising/Promotion Media			-
09. Other Miscellaneous Expenses			-
5120. LEASES AND RENTALS	\$ -	\$ -	\$ -
5900 ADA Expenses	\$ -	\$ -	\$ -
Total Expenses	\$ 4,320,300.31	\$ 4,254,071.88	\$ (66,228.43)
	12.44%	11.22%	

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

		Facility Maintenance		
		Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs				
5010. LABOR		\$ 661,225.76	\$ 789,151.25	\$ 127,925.49
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>463,771.54</u>	<u>578,672.06</u>	<u>114,900.52</u>
Dispatch				-
Operations Supervision				-
Maintenance		463,771.54	578,672.06	114,900.52
Administration				-
04. Other Paid Absences (Non revenue vehicle operator personnel)		<u>48,666.24</u>	<u>-</u>	<u>(48,666.24)</u>
Vacation		19,270.98	-	(19,270.98)
Sick		5,356.87	-	(5,356.87)
Holiday		18,637.67	-	(18,637.67)
FMLA or other leave		5,400.72	-	(5,400.72)
05. Fringe Benefits		<u>148,787.98</u>	<u>210,479.19</u>	<u>61,691.21</u>
Employment Taxes		36,793.91	48,039.49	11,245.58
Health and Welfare Expenses		94,338.34	140,635.33	46,296.98
Retirement Costs/Pension Plans		304.73	-	(304.73)
Workers Compensation		7,761.37	9,787.88	2,026.51
Other Fringe Benefits		9,589.62	12,016.49	2,426.86
5020. SERVICES		\$ 582,120.16	\$ 398,125.00	\$ (183,995.16)
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>582,120.16</u>	<u>398,125.00</u>	<u>(183,995.16)</u>
Vehicle Maintenance				-
Computer Maintenance				-
BRT Station Maintenance		104,813.05	114,333.33	9,520.28
Building Maintenance		477,307.11	283,791.67	(193,515.44)
09. Other Services		<u>0.00</u>	<u>0.00</u>	<u>(0.00)</u>
Advertising				-
Ad commission Lottery Updates				-
ADA Ride				-
Drug and Alcohol Testing				-
Medical Exam Testing				-
Misc		0.00	0.00	(0.00)
5030. MATERIALS AND SUPPLIES CONSUMED		\$ 124,632.13	\$ 167,521.93	\$ 42,889.80
01. Fuel and Lubricants				-
02. Tires and Tubes				-
09. Other Materials and Supplies		<u>124,632.13</u>	<u>167,521.93</u>	<u>42,889.80</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)				-
Other Equipment and Supplies		124,632.13	167,521.93	42,889.80
Office Equipment				-
Admin. Supplies				-

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

	Facility Maintenance			
	Actual	Budget	Variance Fav / (Unfav)	
5040. UTILITIES	\$ -	\$ -	\$ -	
Telecommunication				-
Utilities				-
5050. CASUALTIES AND LIABILITY COSTS	\$ -	\$ -	\$ -	
General Liability				-
Auto Liability				-
Physical Damage				-
All Other				-
5060. TAXES			\$ -	
5100. PURCHASED TRANSPORTATION SERVICE	\$ -	\$ -	\$ -	
01. Purchased Transportation - SpecTran				-
02. Purchased Transportation VanPool				-
5090. MISCELLANEOUS EXPENSES	\$ -	\$ -	\$ -	
02. Travel and Meetings				-
08. Advertising/Promotion Media				-
09. Other Miscellaneous Expenses				-
5120. LEASES AND RENTALS	\$ -	\$ -	\$ -	
5900 ADA Expenses	\$ -	\$ -	\$ -	
Total Expenses	\$ 1,367,978.05	\$ 1,354,798.18	\$ (13,179.87)	
	3.94%	3.57%		

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

	General Administration		
	Actual	Budget	Variance Fav / (Unfav)
Total Operating Costs			
5010. LABOR	\$ 4,109,234.01	\$ 5,060,531.65	\$ 951,297.64
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>2,849,262.69</u>	<u>3,391,407.52</u>	<u>542,144.83</u>
Dispatch			-
Operations Supervision			-
Maintenance			-
Administration	2,849,262.69	3,391,407.52	542,144.83
04. Other Paid Absences (Non revenue vehicle operator personnel)	-	-	-
Vacation			-
Sick			-
Holiday			-
FMLA or other leave			-
05. Fringe Benefits	<u>1,259,971.32</u>	<u>1,669,124.13</u>	<u>409,152.81</u>
Employment Taxes	226,049.89	281,543.71	55,493.82
Health and Welfare Expenses	579,584.33	824,217.61	244,633.28
Retirement Costs/Pension Plans	347,738.17	435,574.53	87,836.36
Workers Compensation	47,683.36	57,363.57	9,680.21
Other Fringe Benefits	58,915.56	70,424.71	11,509.15
5020. SERVICES	\$ 562,893.67	\$ 940,117.25	\$ 377,223.58
03. Professional and Technical Services	<u>139,955.95</u>	<u>676,485.00</u>	<u>536,529.05</u>
BRT Fare Collection and Security Services	-	-	-
Audit Fees	50,371.00	60,000.00	9,629.00
Legal Fees	47,270.20	29,155.00	(18,115.20)
Human Resources Consulting	31,365.00	32,655.00	1,290.00
Planning and Scheduling Consulting	10,354.29	358,750.00	348,395.71
Computer Consulting	62.50	3,500.00	3,437.50
Advertising and Promotion	532.96	192,425.00	191,892.04
05. Contract Maintenance Services	<u>254,045.35</u>	<u>29,155.00</u>	<u>(224,890.35)</u>
Vehicle Maintenance			-
Computer Maintenance	254,045.35	29,155.00	(224,890.35)
BRT Station Maintenance			-
Building Maintenance			-
09. Other Services	<u>168,892.37</u>	<u>234,477.25</u>	<u>65,584.88</u>
Advertising	9,812.05	13,500.00	3,687.95
Ad commission Lottery Updates	81,203.05	104,825.00	23,621.95
ADA Ride	37,877.00	39,089.75	1,212.75
Drug and Alcohol Testing			-
Medical Exam Testing			-
Misc	40,000.27	77,062.50	37,062.23
5030. MATERIALS AND SUPPLIES CONSUMED	\$ 1,124,125.42	\$ 843,720.00	\$ (280,405.42)
01. Fuel and Lubricants	<u>6,757.26</u>	-	<u>(6,757.26)</u>
02. Tires and Tubes			-
09. Other Materials and Supplies	<u>1,117,368.16</u>	<u>843,720.00</u>	<u>(273,648.16)</u>
Vehicle Equip. and Parts Supplies (inc Cares Act)	2,289.71	-	(2,289.71)
Other Equipment and Supplies	610,401.25	287,733.33	(322,667.92)
Office Equipment	485,639.73	540,120.00	54,480.27
Admin. Supplies	19,037.47	15,866.67	(3,170.80)

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

	General Administration		
	Actual	Budget	Variance Fav / (Unfav)
5040. UTILITIES	\$ 544,140.67	\$ 565,801.92	\$ 21,661.25
Telecommunication	130,568.57	145,600.00	15,031.43
Utilities	413,572.10	420,201.92	6,629.82
5050. CASUALTIES AND LIABILITY COSTS	\$ 667,372.67	\$ 1,095,744.80	\$ 428,372.13
General Liability			-
Auto Liability	26,130.40	26,131.00	0.60
Physical Damage	60,264.89	300,405.00	240,140.11
All Other	580,977.38	769,208.80	188,231.42
5060. TAXES	\$ -	\$ -	\$ -
5100. PURCHASED TRANSPORTATION SERVICE	\$ -	\$ -	\$ -
01. Purchased Transportation - SpecTran			-
02. Purchased Transportation VanPool			-
5090. MISCELLANEOUS EXPENSES	\$ 347,803.65	\$ 375,227.33	\$ 27,423.68
02. Travel and Meetings	<u>26,397.62</u>	<u>79,821.67</u>	<u>53,424.05</u>
08. Advertising/Promotion Media	<u>7,302.59</u>	<u>15,384.66</u>	<u>8,082.07</u>
09. Other Miscellaneous Expenses	<u>314,103.44</u>	<u>280,021.00</u>	<u>(34,082.44)</u>
5120. LEASES AND RENTALS	\$ -	\$ -	\$ -
5900 ADA Expenses	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	\$ 7,355,570.09	\$ 8,881,142.94	\$ 1,525,572.86
	21.17%	23.42%	

GRTC Transit System Year to Date January 31, 2023

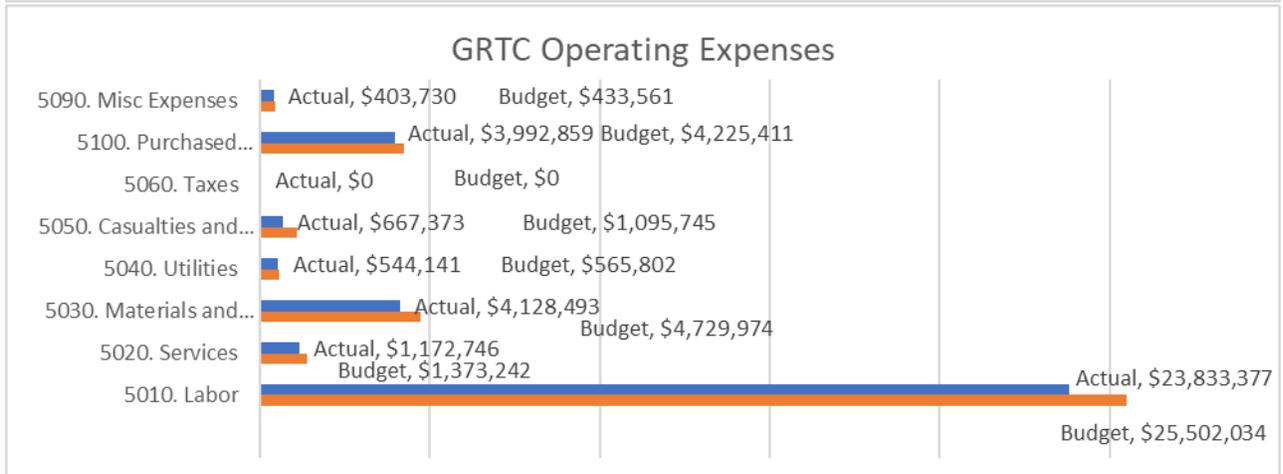
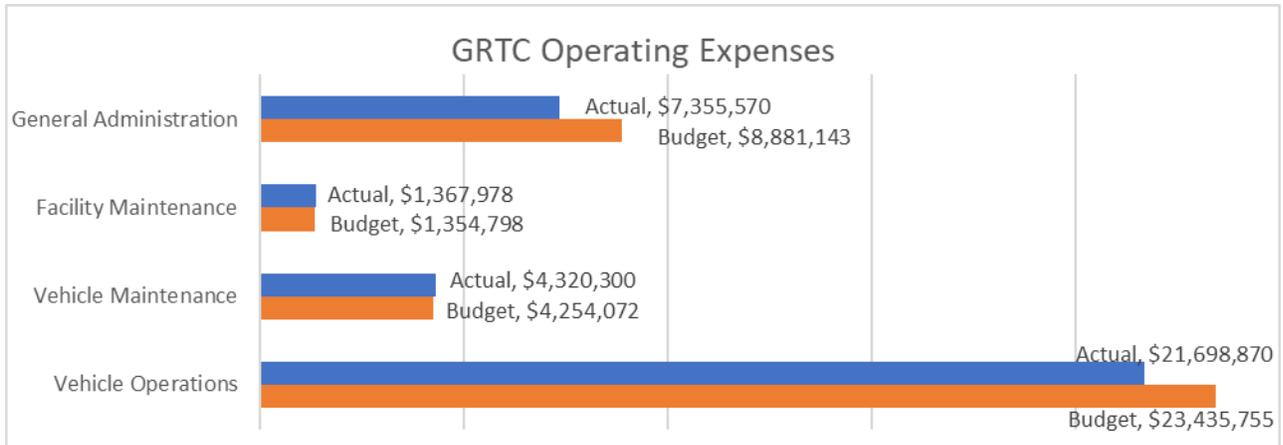
Operating Expenses

	Budget	Actual	(Over) Under	% of Budget
Vehicle Operations	\$ 23,435,755.42	\$ 21,698,870.03	\$ 1,736,885.39	92.59%
Vehicle Maintenance	4,254,071.88	4,320,300.31	(66,228.43)	101.56%
Facility Maintenance	1,354,798.18	1,367,978.05	(13,179.87)	100.97%
General Administration	<u>8,881,142.94</u>	<u>7,355,570.09</u>	<u>1,525,572.86</u>	<u>82.82%</u>
Total GRTC	\$ 37,925,768.41	\$ 34,742,718.47	\$ 3,183,049.94	91.61%

	Budget	Actual	(Over) Under	% of Budget
5010. Labor	\$ 25,502,034.41	\$ 23,833,377.04	\$ 1,668,657.37	93.46%
5020. Services	1,373,242.25	1,172,745.83	200,496.42	85.40%
5030. Materials and Supplies Consumed	4,729,973.79	4,128,492.80	601,480.99	87.28%
5040. Utilities	565,801.92	544,140.67	21,661.25	96.17%
5050. Casualties and Liability Costs	1,095,744.80	667,372.67	428,372.13	60.91%
5060. Taxes	-	-	-	0.00%
5100. Purchased Transportation Service	4,225,410.58	3,992,859.35	232,551.23	94.50%
5090. Misc Expenses	<u>433,560.66</u>	<u>403,730.11</u>	<u>29,830.55</u>	<u>93.12%</u>
Total GRTC	\$ 37,925,768.41	\$ 34,742,718.47	\$ 3,183,049.94	91.61%

Total Fleet Service Miles	3,089,875.26	2,978,109.12
Operating Expense per Mile	\$ 12.27	\$ 11.67

Total Fleet Service Hours	279,051.23	268,575.37
Operating Expense per Hour	\$ 135.91	\$ 129.36



Operating Expenses are favorable versus budget by \$3.18M or 8.39% as a result of:

- Lower than budgeted labor expenses of \$1.67M as a result of below budgeted headcount levels in transportation and equipment and facility maintenance groups and higher than budgeted vacancy factor in the general and administrative groups
- Favorable purchased services of \$200.50k due to timing of consulting services versus budget
- Favorable materials and supplies of \$601.48k as a result of the timing of purchases versus budget calendarization combined with favorable fuel pricing versus budgeted rates.
- Slight favorable Utilities expenses of \$21.66k.
- Favorable casualties and liability expense of \$428.37k is due to timing of policy expense versus budget calendarization and the timing of booking uninsured provision liability.
- Favorable purchased transportation services of \$232.55k due actual demand differing from budgetary assumptions

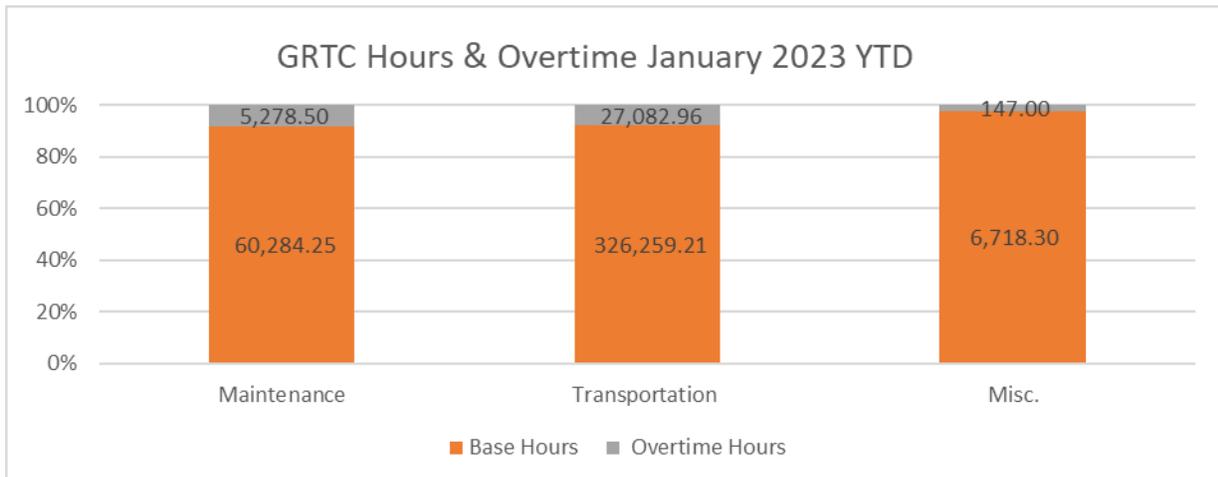
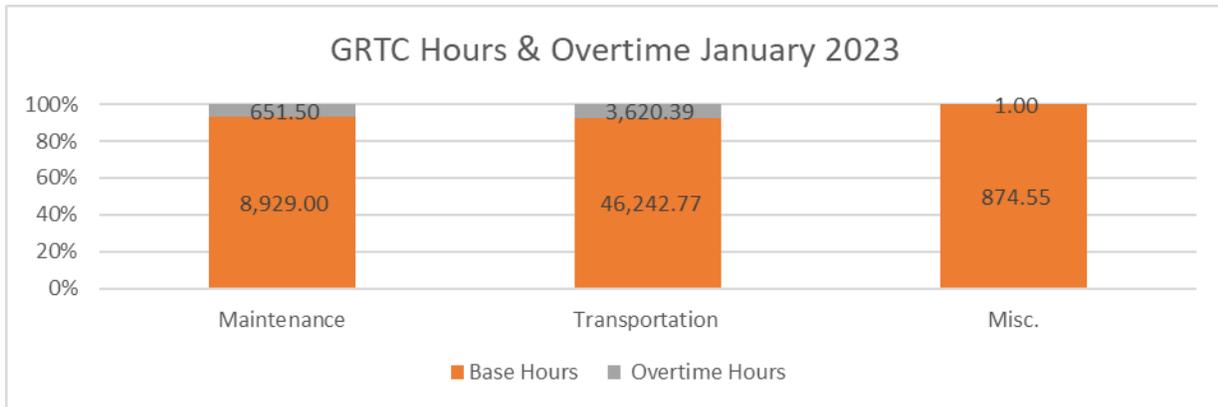
<u>Operating Expense per Mile</u>	Budget	Actual
Vehicle Operations	\$ 7.58	\$ 7.29
Vehicle Maintenance	1.38	1.45
Facility Maintenance	0.44	0.46
General Administration	<u>2.87</u>	<u>2.47</u>
Total GRTC	\$ 12.27	\$ 11.67

<u>Operating Expense per Mile</u>	Budget	Actual
5010. Labor	\$ 8.25	\$ 8.00
5020. Services	0.44	0.39
5030. Materials and Supplies Consumed	1.53	1.39
5040. Utilities	0.18	0.18
5050. Casualties and Liability Costs	0.35	0.22
5060. Taxes	-	-
5100. Purchased Transportation Service	1.37	1.34
5090. Misc Expenses	<u>0.14</u>	<u>0.14</u>
Total GRTC	\$ 12.27	\$ 11.67

<u>Operating Expense per Hour</u>	Budget	Actual
Vehicle Operations	\$ 83.98	\$ 80.79
Vehicle Maintenance	15.24	16.09
Facility Maintenance	4.86	5.09
General Administration	<u>31.83</u>	<u>27.39</u>
Total GRTC	\$ 135.91	\$ 129.36

<u>Operating Expense per Hour</u>	Budget	Actual
5010. Labor	\$ 91.39	\$ 88.74
5020. Services	4.92	4.37
5030. Materials and Supplies Consumed	16.95	15.37
5040. Utilities	2.03	2.03
5050. Casualties and Liability Costs	3.93	2.48
5060. Taxes	-	-
5100. Purchased Transportation Service	15.14	14.87
5090. Misc Expenses	<u>1.55</u>	<u>1.50</u>
Total GRTC	\$ 135.91	\$ 129.36

GRTC Headcount @ January 31, 2023	Budget	Actual	(Over) Under	% of Budget
Equipment & Facility Maintenance	71	69	2	97.18%
Transportation	357	303	54	84.87%
Planning, Scheduling & Marketing	19	16	3	84.21%
Insurance & Safety	9	11	(2)	122.22%
General & Administrative	<u>53</u>	<u>46</u>	<u>7</u>	<u>86.79%</u>
	509	445	64	87.43%



GRTC Transit System
STATEMENT OF INCOME
BUDGET VS. ACTUAL
For the Seven Months Ending January 31, 2023

	Current Month			Fav/ (Unfav)	Year To Date			Fav/ (Unfav)	FY 2023 Annual Budget
	Budget	Actual	Difference		Budget	Actual	Difference		
Operating Revenue:									
Customer Revenue - Fixed Route	\$ -	\$ -	\$ -	F	\$ -	\$ -	\$ -	F	\$ -
Pass Program Revenue	112,409	111,409	(1,000)	U	786,865	780,867	(5,998)	U	1,348,912
Charter Revenue	-	-	-	F	-	-	-	F	-
Advertising Revenue	55,417	38,667	(16,750)	U	327,917	270,669	(57,248)	U	605,000
Other Operating Revenue	-	-	-	F	-	-	-	F	-
Total Operating Revenue	\$ 167,826	\$ 150,076	\$ (17,750)	U	\$ 1,114,782	\$ 1,051,536	\$ (63,246)	U	\$ 1,953,912
Other Income:									
Ridefinders	38,421	39,284	863	F	288,159	293,557	5,398	F	499,475
Interest Income	1,500	48,597	47,097	F	10,500	235,531	225,031	F	18,000
Non-Transportation Income	500	103	(397)	U	3,500	3,211	(289)	U	6,000
Total Other Income	\$ 40,421	\$ 87,984	\$ 47,563	F	\$ 302,159	\$ 532,298	\$ 230,140	F	\$ 523,475
Operating Contributions:									
COVID Relief Acts VA2020-023	-	492,046	492,046	F	-	1,124,809	1,124,809	F	-
FFCRA Credit	-	-	-	F	-	-	-	F	-
Oper contrib - Federal	896,729	22,199	(874,530)	U	5,432,933	224,691	(5,208,242)	U	9,822,082
Oper contrib - State	2,078,136	2,020,794	(57,342)	U	14,546,951	14,330,962	(215,989)	U	24,937,631
Oper contrib - CVTA	1,784,583	1,784,583	(0)	U	12,492,083	12,492,083	(0)	U	21,415,000
Oper contrib - Richmond	712,876	714,798	1,922	F	4,990,131	5,011,121	20,991	F	8,554,510
Oper contrib - Henrico	342,334	342,334	-	F	2,396,336	2,396,336	-	F	4,108,005
Oper contrib - Petersburg	16,667	16,667	0	F	116,667	116,667	0	F	200,000
Oper contrib - Chesterfield	20,739	20,871	133	F	145,170	145,701	531	F	248,863
Total Operating Contributions:	\$ 5,852,063	\$ 5,414,292	\$ (437,771)	U	\$ 40,120,271	\$ 35,842,371	\$ (4,277,900)	U	\$ 69,286,090
Net Operating Revenue	\$ 6,060,310	\$ 5,652,352	\$ (407,958)	U	\$ 41,537,212	\$ 37,426,205	\$ (4,111,007)	U	\$ 71,763,478
Operating Expenses:									
Equipment & Facility Maintenance	1,087,889	1,335,729	247,840	U	7,558,415	7,267,959	(290,456)	F	12,855,827
Transportation	1,906,848	2,177,388	270,540	U	13,344,043	13,125,339	(218,703)	F	22,576,502
Planning, Scheduling & Marketing	206,717	105,347	(101,370)	F	1,487,381	819,212	(668,170)	F	2,518,315
Insurance and Safety	262,420	202,924	(59,495)	F	1,849,486	1,345,206	(504,280)	F	3,198,822
General and Administrative	1,131,384	953,462	(177,922)	F	8,125,639	6,964,555	(1,161,084)	F	13,825,123
Purchase of Service - Spectran & Van Pool	603,630	640,956	37,326	U	4,225,411	3,992,859	(232,551)	F	7,243,561
Operating Taxes and Licenses	192,540	189,573	(2,967)	F	1,335,394	1,227,588	(107,806)	F	2,267,132
Total Operating Expenses	\$ 5,391,427	\$ 5,605,379	\$ 213,952	U	\$ 37,925,768	\$ 34,742,718	\$ (3,183,050)	F	\$ 64,485,283
Change in Net Postion	\$ 668,883	\$ 46,974	\$ (621,910)	U	\$ 3,611,443	\$ 2,683,487	\$ (927,957)	U	\$ 7,278,195
Operating Ratio	10.91%	11.02%	0.12% 51		10.74%	12.21%	1.47%		
Farebox Recovery Ratio	2.35%	2.24%	-0.10%		2.33%	2.54%	0.20%		

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

	Current Month January 31, 2023	Prior Month December 31, 2022	Prior Year End June 30, 2022
ASSETS			
Current Assets:			
Cash	\$12,965,616	\$9,311,177	\$10,854,007
Working Funds	118,266	118,266	118,266
Capital Funds	6,193,164	6,147,036	5,969,360
Accounts Receivable, net	9,467,138	5,788,179	11,189,036
Motor Bus Parts Inventory	982,906	994,153	997,470
Gasoline Inventory	10,924	17,552	8,485
Diesel Fuels Inventory	26,967	25,290	15,068
Lubricants Inventory	44,529	51,648	25,718
Prepayments	<u>872,411</u>	<u>817,268</u>	<u>741,455</u>
Total Current Assets	\$30,681,921	\$23,270,569	\$29,918,865
Tangible Property:			
Property and Equipment	173,981,458	172,756,221	169,134,398
Accumulated Depreciation	<u>(91,259,611)</u>	<u>(90,859,611)</u>	<u>(88,459,611)</u>
Net Property	\$82,721,847	\$81,896,610	\$80,674,787
Other Assets:			
Restricted Funds (LGIP)	8,492,752	8,492,752	8,492,752
Restricted Funds (CVTA Special Fund)	27,817,181	28,065,025	25,960,952
Intangible Asset - Software, net of amortization	1,024,644	975,137	690,314
Deferred Outflows GASB 68	26,724,818	26,724,818	26,724,818
Deferred Outflows GASB 75	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Assets	<u>64,059,395</u>	<u>64,257,732</u>	<u>61,868,836</u>
TOTAL ASSETS	<u>\$177,463,163</u>	<u>\$169,424,911</u>	<u>\$172,462,488</u>
LIABILITIES AND CAPITAL			
Current Liabilities:			
Accounts Payable	4,692,213	4,544,389	11,276,118
Wages Payable	2,375,591	1,971,218	3,940,563
Taxes Accrued	117,924	100,379	240,310
Deferred Revenues CVTA	32,428,948	29,005,769	26,697,984
Other Current Liabilities	<u>3,576,353</u>	<u>772,892</u>	<u>723,034</u>
Total Current Liabilities	\$43,191,029	\$36,394,647	\$42,878,009
Non-current Liabilities:			
N/P City, OPEB and GASB 68	\$ 87,383,777	\$ 87,383,777	\$ 87,383,777
Reserves:			
Injuries, Loss, and Damage	<u>330,825</u>	<u>330,825</u>	<u>330,825</u>
Total Reserves	<u>\$330,825</u>	<u>\$330,825</u>	<u>\$330,825</u>
TOTAL LIABILITIES	130,905,631	124,109,249	130,592,611
Capital:			
Common Stock	50,005	50,005	50,005
Paid-In Capital	119,146,560	117,927,664	114,349,393
Fund Balance - Accumulated Depreciation	(89,404,669)	(89,004,669)	(86,604,669)
Fund Balance - GASB 68	(36,089,951)	(36,089,951)	(36,089,951)
Fund Balance	<u>52,855,587</u>	<u>52,432,613</u>	<u>50,165,099</u>
Total Capital	\$ 52,46,557,532	\$ 45,315,662	\$ 41,869,877
TOTAL LIABILITIES AND CAPITAL	<u>\$ 177,463,163</u>	<u>\$ 169,424,911</u>	<u>\$ 172,462,488</u>

**Greater Richmond Transit Company
Cash Flow Projection
March 9, 2023**

	Actual January	Actual February	Expected March
<u>Beginning Balance</u>	\$ 5,450,256	\$ 9,001,178	\$ 11,167,380
Payroll	\$ 2,368,239	\$ 2,491,733	\$ 3,281,709
Insurance	\$ 236,970	\$ 50,058	\$ -
Medical & Benefits	\$ 909,731	\$ 1,163,860	\$ 1,790,641
Parts/Supplies/Fuel	\$ 511,462	\$ 440,634	\$ 346,280
SpecTran/Care-On-Demand	\$ 470,606	\$ 620,954	\$ 479,598
Marketing/Utilities	\$ 388,562	\$ 199,269	\$ 384,270
Other	\$ 368,624	\$ 415,487	\$ 383,213
Vehicle Technology Equipment	\$ 38,988	\$ 7,329	\$ -
Transfer Center	\$ 946,274	\$ 234,171	\$ -
<u>Operating Transfer into Capital</u>	\$ -	\$ -	\$ -
Actual/Expected Expenses	\$ 6,239,456	\$ 5,623,495	\$ 6,665,712
Conservative Gross Excess/(Deficiency)	\$ (789,199)	\$ 3,377,684	\$ 4,501,668
Federal	\$ -	\$ -	\$ 1,124,809
State	\$ 1,623,895	\$ 5,760,544	\$ 1,621,591
CVTA	\$ 5,353,750	\$ -	\$ -
Richmond	\$ 2,728,278	\$ -	\$ -
Henrico	\$ -	\$ 1,047,382	\$ -
Chesterfield	\$ -	\$ 62,614	\$ -
Petersburg	\$ 16,667	\$ 16,667	\$ 33,334
VCU	\$ -	\$ 668,456	\$ -
Other	\$ 67,788	\$ 234,034	\$ 292,080
<u>Reserve Transfer into Revenue</u>	\$ -	\$ -	\$ -
Actual/ Expected Revenues	\$ 9,790,378	\$ 7,789,696	\$ 3,071,814
Conservative Excess/(Deficiency)	\$ 9,001,178	\$ 11,167,380	\$ 7,573,483

GRTC Transit System
CVTA Special Fund Quarterly Report
For the Quarter Ended March 31, 2023
Data through February 28, 2023

Beginning Balance @ December 31, 2022 **\$ 28,065,025.29**

Receipts:

January 9, 2023 GRTC 15% Funds Distribution - Month of November 2022	\$	2,577,372.85	
January 24, 2023 GRTC 15% Funds Distribution - Month of December 2022	\$	2,543,225.58	
February 27, 2023 GRTC 15% Funds Distribution - Month of January 2023	\$	3,013,470.43	
GRTC 15% Funds Distribution - Month of February 2023			
January 31, 2023 Interest Income LGIP EM- January 2023	\$	50,302.12	
January 31, 2023 January 2023 LGIP EM Share unrealized gain/(loss)	\$	37,116.97	
February 28, 2023 Interest Income LGIP EM- February 2023	\$	54,353.78	
February 28, 2023 February 2023 LGIP EM Share unrealized gain/(loss)	\$	(22,471.40)	
Interest Income LGIP EM- March 2023			
March 2023 LGIP EM Share unrealized gain/(loss)			
			\$ 8,253,370.33

Uses:

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

Costs incurred in preparing GRTC Micromobility Plan \$ (255.42)

Michael Baker International Invoice 115XXXX- Micromobility	\$	(255.42)	
Michael Baker International Invoice 116XXXX - Micromobility			
Michael Baker International Invoice 114XXXX - Micromobility			
Michael Baker International Invoice 115XXXX - Micromobility			

GRTC Operating and Capital Expense

GRTC Operating Expense Qtr 3 FY2023 Draw	\$	(5,353,750.00)	
GRTC Capital Expense Qtr 3 FY2023 Local Share Draw	\$	(101,855.75)	
Subtotal GRTC Operating and Capital Expense			\$ (5,455,605.75)

Ending Balance @ February 28, 2023 **\$ 30,862,534.45**

Fund Balance Composition @ February 28, 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	\$	35,099.31	
Restricted Funds: GRTC FY2023 Regional Public Transportation Plan preparation	\$	150,000.00	
Restricted Funds: GRTC FY2023 On Demand Micromobility Study	\$	150,000.00	
Restricted Funds: GRTC FY2023/FY2024 GRTC Operating and Capital Expenses	\$	30,305,184.45	
	\$	<u>30,862,534.45</u>	

CVTA Funds:

Balance @ February 28, 2023 in Wells Fargo	\$	8,718,799.58	
Balance @ February 28, 2023 in LGIP EM	\$	<u>22,143,734.87</u>	
	\$	<u>30,862,534.45</u>	

Wells Fargo Balance at February 28, 2023 **\$ 8,718,799.58**

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	\$	35,099.31	
Restricted Funds: GRTC FY2023 Regional Public Transportation Plan preparation	\$	150,000.00	
Restricted Funds: GRTC FY2023 On Demand Micromobility Study	\$	150,000.00	
Surplus - Available for Investment	\$	<u>8,161,449.58</u>	

GRTC TRANSIT SYSTEM

Board Subcommittee

Meeting Date: March 21, 2023
Item Title: Finance Subcommittee

CURRENT STATUS:

The Finance Subcommittee met on Thursday, March 9, 2023 at 3PM.

AGENDA:

- Approval of Draft Minutes
- Procurement Thresholds
- Pulse Sponsorship Package
- January 2023 Financial Review
- 2024 Budget Discussion

UPDATES:

- Tonya Thompson presented Procurement Threshold Updates to the Subcommittee and it is recommended to approve the increase.

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