

A Special meeting of the Board of Directors of the GRTC, Old Dominion Transit Management Company (ODTMC), and RideFinders will be held concurrently at 3:00 p.m. June 12, 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/@ridegrtc>.

Agenda

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- II. Public Comments
- III. Approval of May 20, 2025 Board Meeting Minutes – Tyrone Nelson.....2
- IV. Consent Agenda
 - A. Title VI Analysis of June 2025 Service Changes – Frank Adarkwa.....5
 - B. Change Order - Additional Traffic Analysis for Western BRT – Lora Toothman.....19
 - C. Change Request – ERP Implementation Preparation Support Services – Jamal Briggs.....21
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- V. Action Item
 - A. FY26 Annual Operating and Capital Budget – John Zinzarella.....24
- VI. Chief Executive Officer’s Report – Sheryl Adams
- VII. Board Chair’s Report
- VIII. Other Business
- IX. Adjourn

**MINUTES
MAY 20, 2025
GRTC BOARD OF DIRECTORS
BOARD MEETING**

Members Present: Tyrone E. Nelson, Chair, Henrico County
Jim Ingle, Vice Chair, Chesterfield County
Ellen Robertson, Secretary/Treasurer, City of Richmond
Dave Anderson, Chesterfield County
Terrell Hughes, Henrico County
Nicole Jones, City of Richmond
Dan Schmitt, Henrico County
Barb Smith, Chesterfield County

Members Absent: Sharon Ebert, 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
Joe Dillard, Director of Equitable Innovation & Legislative Policy
Mike Hurt, Director of Marketing & Communications
Angela Malloy, Director of Human Resources
Cherika Ruffin, Executive Director of RideFinders
Tonya Thompson, Director of Procurement
Mark Donovan, Storeroom
Lisa Hobson, Assistant Director of Human Resources
Jean Lombos, IT Client Services Manager
Ashley Potter, Communications Manager
Maxcine Riley, Transportation Supervisor
Patricia Robinson, Assistant Director of Planning & Scheduling
Elizabeth Szmurlo, Manager of Data Analytics
Lora Toothman, Capital Improvement Program Manager
Richard Troxell, Microtransit Transportation Supervisor
David Wilde, IT Intern
Janice Witt, Executive Assistant
Dironna Clarke, City of Richmond
Stephany Garcia, WeDriveU
Ken Lantz, PlanRVA

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 May 20, 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=rT6cwCKx_9Y.

II. Public Comments

The public notice, meeting agenda, and agenda attachments for this May 20, 2025 meeting of the Boards of GRTC, RideFinders, and Old Dominion Transit Management Company were posted at rideGRTC.com. There were no public comments.

III. Board Meeting Minutes – April 15, 2025

Mr. Ingle motioned to approve the April 15, 2025 Board Meeting minutes. Ms. Jones seconded, and the motion carried unanimously.

IV. Consent Agenda

A. Good Year Tire Lease Contract Modification

B. Bus Operator Shields

Ms. Robertson 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 321 full-time operators, 93 paratransit operators, and 24 microtransit operators.
- Safety and Security Department
 - Fixed Route reportable events slightly increased.
 - Paratransit reportable events decreased.
 - Microtransit reportable events decreased.
 - Public Safety Ambassadors (PSAs) – Highlights from April:
 - Three-month rolling total of 68 incidents handled by the PSAs has already surpassed the total of 59 from the prior year before the public safety program.
 - There has been a continued reduction in situations necessitating police involvement.
 - PSA's have assisted riders over 300 times in various capacities.
 - Less than 1/5 of April 2025 calls required a police response.
 - No physical assaults were reported for 2nd consecutive month.
 - Increase in medical response for 2nd consecutive month.
- Customer Service
 - There were thirty-eight (38) fixed route complaints for April.
 - There were eighteen (18) paratransit complaints for April.
 - There were one (1) microtransit complaints for April.
 - Fifteen commendations were received for the entire system.
- Maintenance - Facilities
 - There were 127 work orders created for Facilities and 116 completed in April.
 - Project is underway to improve maintenance of bus stops, leading to an increase in tickets for April.
 - Project Summaries: EV Chargers complete and operational and fencing reinstallation between original headquarters and future aux lot.
- Maintenance – Fleet
 - Vehicle downtime decreased from 9.6% to 8%.
 - Preventive maintenance completion remains steady above 80%.
 - These indicators reflect effective maintenance oversight and sustained fleet reliability.

B. Ridership Performance

- Local – Average Daily Boardings
 - Weekday – 29,958
 - Saturday – 23,128
 - Sunday – 17,359
- Express – Average Daily Boardings
 - Weekday - 348

- BRT – Average Daily Boardings
 - Weekday – 6,623
 - Saturday – 4,829
 - Sunday – 3,603
- The following is the April LINK Monthly Ridership for the five Microtransit zones:
 - Azalea: 3,403
 - Ashland: 2,596
 - Sandston: 1,401
 - Cloverdale: 665
 - Powhatan: 154

C. June 2025 Service Changes

Ms. Robinson gave a presentation on the service changes for June 2025. Service changes will involve the following: Route 88, Route 19, Route 5, Pulse, Sandston Link Expansion, and Powhatan LINK Expansion.

VI. Development Updates

- Project Updates – Ms. Toothman gave a brief update on 325 East Belt Blvd (Church lot), North/South Transit Oriented Development (TOD), and Essential Transit Infrastructure (ETI).

VII. Chief Executive Officer's Report

- A. Ms. Adams congratulated the Employees of the Month – Maxcine Riley (Transportation), Mark Donovan (Storeroom), and Janice Witt (Executive Office).

VIII. Executive Session

Mr. Nelson moved that GRTC's Board of Directors hold a closed meeting pursuant to Section 2.2-3711(A)(8) of the Code of Virginia for consultation with legal counsel regarding a personnel matter. 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.

IX. Action Item

- A. FY26 Annual Operating and Capital Budget

Mr. Nelson motioned to defer the FY26 Annual Operating and Capital Budget. The motion was seconded by Ms. Jones, and the motion carried unanimously.

X. Adjourn

There being no further business, the meeting adjourned at 9:49AM.

APPROVED:

Tyrone E. Nelson, Chair
GRTC Board of Directors

Date

Meeting Date: June 12, 2025
Consent Agenda: Title VI Analysis of the June 2025 Service Changes

BACKGROUND:

GRTC is scheduled to implement service changes on June 29, 2025. In accordance with regulations set forth by the Federal Transit Administration (FTA), GRTC is mandated to conduct a comprehensive equity analysis in connection with any fare adjustments or major service changes, following the methodology outlined in GRTC's Title VI Program. Given that GRTC receives federal funding, it is imperative to comply with Title VI of the Civil Rights Act of 1964, which explicitly prohibits discrimination based on race, color, or national origin. This document summarizes the anticipated impacts of the Title VI analysis related to the upcoming service changes.

HIGHLIGHTS:

- Changes
 - Change in Level of Service (number of trips): The upcoming service changes, set to take effect on June 29, 2025, will impact the level of service (number of trips) provided by GRTC. According to the summaries presented in Tables 1, 2, and 3 below, these service adjustments will lead to either a major or minor change in service levels.

In alignment with GRTC's Title VI program, a major service change is specifically classified as any adjustment that results in either an increase or a decrease in the number of scheduled trips by 25 percent or more. Conversely, changes that fall below the 25 percent threshold are categorized as minor changes. The accompanying Tables 1, 2, and 3 offer a detailed overview of the anticipated changes in service levels for each route, along with an analysis of the potential impacts in accordance with GRTC's Title VI guidelines.

Table 1: Change in the Number of Trips by Route – Weekday

Route	Existing Level of Service (Trips)	New Level of Service (Trips)	Change (Trips)	Change (%)	Change Category
1A	76	78	2	3	Minor
2A	38	36	-2	-5	Minor
5	134	77	-57	-43	Major
19	139	124	-15	-11	Minor
Pulse	212	188	-24	-11	Minor

Table 2: Change in the Number of Trips by Route – Saturday

Route	Existing Level of Service (Trips)	New Level of Service (Trips)	Change (Trips)	Change (%)	Change Category
5	125	72	-53	-42	Major
19	139	123	-16	-12	Minor

Table 3: Change in the Number of Trips by Route – Sunday

Route	Existing Level of Service (Trips)	New Level of Service (Trips)	Change (Trips)	Change (%)	Change Category
5	68	65	-3	-4	Major
Pulse	149	105	-44	-30	Minor

- Longlining: In the current February Booking, Route 19 provides service to Sheltering Arms on an alternate trip basis, meaning riders can only access this location every other service run. However, with the upcoming June Booking, this will change significantly, as Sheltering Arms will receive service on every single trip along Route 19. This strategic modification will increase the frequency of service provided to Sheltering Arms, resulting in more than a 25 percent increase in the total number of scheduled trips. Consequently, this change is classified as a major service change.
- Redirecting: Due to ongoing construction work on the northern stretch of Commerce Road, Route 88 has been rerouted. This realignment impacts both outbound and inbound traffic. The routing realignment has resulted in a 21 percent change in direction. This adjustment is categorized as a minor service change, aimed at ensuring smooth transit while the construction is underway.
- Impact
 - Major: 5, 19, and Pulse
 - Minor: 1A, 2A, and 88

RECOMMENDATION:

That the Board of Directors acknowledge and concur with the results of the Title VI analysis, which identifies that the June 2025 service changes have major impacts on routes 19, 5, and the Pulse. However, these changes did not have a disproportionate burden or disparate impact on the low-income or minority populations that GRTC serves.

Ellen Robertson, Secretary
GRTC Board of Directors

Date



Major Change
and
Service Equity Analysis

June 2025 Schedule Changes



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Overview

This report presents the findings of GRTC's Major Service Change and Service Equity Analysis for the proposed service changes scheduled for June 2025. The proposed changes include adjustments to trip frequency on Routes 5, 19, 1A, 2A, and Pulse; longlining of Route 19; and the redirection of Route 88.

Service and Fare Equity (SAFE)

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

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

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

Identifying Fare Change

There are no proposed fare changes with this schedule.

Identifying Major Service Change

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

Major Change Analysis - Route Level Metrics

Route Level Metric	Level of Change Required to be Classified as a Major Change	Example	June 2025 Proposed Changes
a. Change in number of trips	25% change in number of scheduled one-way trips on the Weekday, Saturday or Sunday schedule.	Decreasing number of trips from 80 daily one-way trips to 50 one-way trips.	<ul style="list-style-type: none"> • 5 • 19 • Pulse • 1A • 2A
b. Change in service span	25% change in the number of hours between the beginning and end of the Weekday, Saturday or Sunday schedule, in either direction.	Changing Weekday span on a route from 20 hours to 15 hours or less.	<ul style="list-style-type: none"> • N/A
c. Re-directing a route	Rerouting at least 25% of a route's path onto a different street or road, measured in single-direction route miles.	Moving two miles of an eight-mile route to another street or road (even if the new routing is very near the current routing).	<ul style="list-style-type: none"> • 88
d. Change in total miles serviced by the route	25% change in total miles on a route's path	Extending or shortening a line.	<ul style="list-style-type: none"> • N/A
e. Shortlining or Longlining	25% change in number of scheduled one-way trips ending at a route's terminal points.	On a route originally going from points A to B to C, terminating certain trips at B. On a route originally going from A to B, extending certain trips to travel all the way to point C.	<ul style="list-style-type: none"> • 19 (longlining)
f. Eliminating Route(s)	Eliminating one or more routes.	Discontinuing an existing route (even if replacing this route with nearby service).	<ul style="list-style-type: none"> • N/A

Figure 1

Major Change Analysis - System Level Metrics

System Level Metric	Level of Change Required to be Classified as a Major Change	Example	June 2025 Major Changes
g. Adding new route(s)	Adding one or more new routes.	Creating a new route to reaching a previously unserved area.	• N/A
h. Change total daily revenue hours	25% change in revenue hours over the system on the Weekday, Saturday, or Sunday schedule.	Reduction of 30% of weekday revenue hours due to a budget shortfall.	• N/A

Figure 2

a. Change in number of trips (route level) – **MAJOR & MINOR**

Weekday		
Route	% Change	Change Category
5	-43%	Major
19	-11%	Minor
Pulse	-11%	Minor
1A	3%	Minor
2A	-5%	Minor

Saturday		
Route	% Change	Change Category
5	-42%	Major
19	-12%	Minor

Sunday		
Route	% Change	Change Category
5	1%	Minor
Pulse	-30%	Major

Figure 4

b. Re-directing (route level) – MINOR

Route 88:

- Routing change due to construction
- Number of Stops Impacted
 - 5 stops relocated
 - 18 stops removed

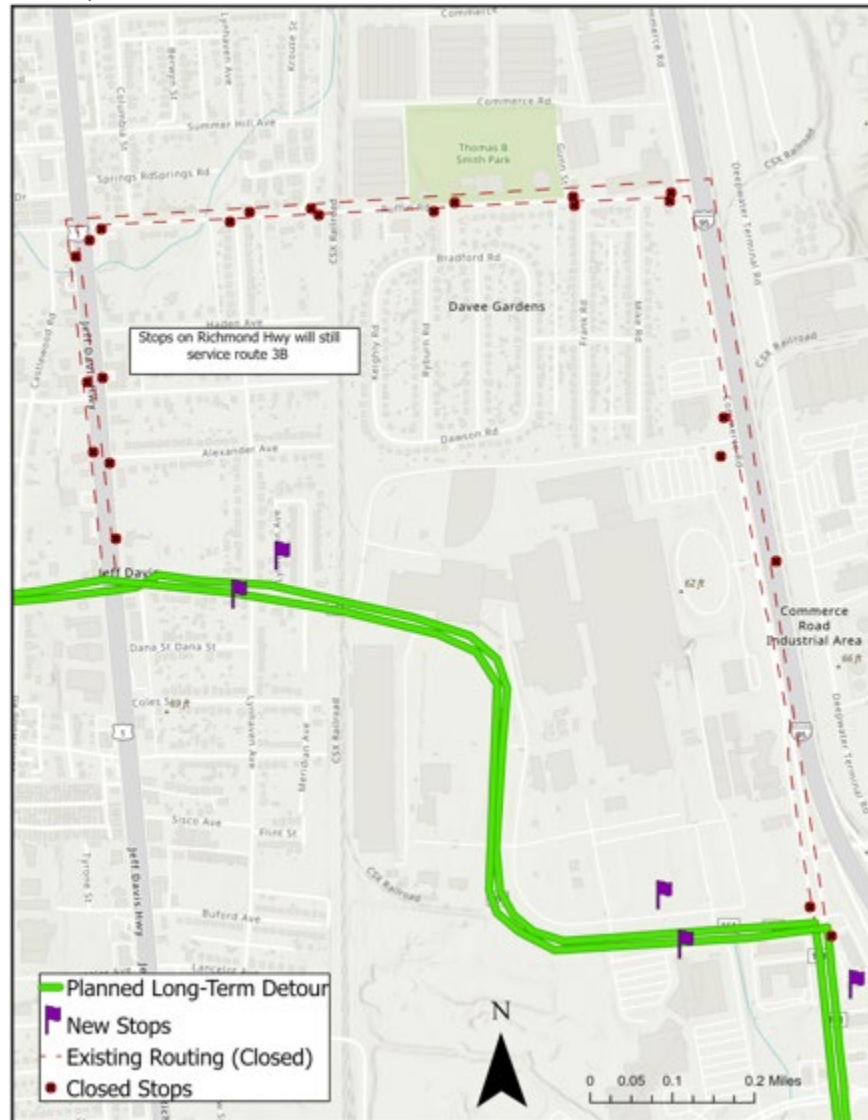


Figure 5

c. Longlining (route level) – **MAJOR**

Route 19:

- Frequency Change
 - Service to Sheltering Arms every trip
 - 30 minutes after 7 PM
- Routing change (see map below)



Figure 6

Disparate Impact Analysis

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

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

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

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

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

Methodology

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

Disproportionate Burden Analysis

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

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

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

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

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

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

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

Methodology

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

Results

While the upcoming June 2025 service changes include major changes to Routes 5, 19, and Pulse, GRTC conducted a thorough Title VI equity analysis and determined that none of the proposed changes result in a Disparate Impact on minority riders or a Disproportionate Burden on low-income populations.

All service adjustments fall within the thresholds established in GRTC's Title VI policy.

Public Comment

A public meeting was scheduled June 9th, 2025 from 6-7pm at Main Public Library, located at 101 E Franklin Street, Richmond, VA. The proposed changes and Title VI impacts were presented, and public feedback was requested, to which there was no public comment.

Conclusion

GRTC evaluated the proposed system changes, which included both major and minor modifications, for potential equity impacts. A fare and service equity analysis was conducted to assess whether the changes would result in a disparate impact on minority populations or a disproportionate burden on low-income populations. Based on the results of this analysis, no such impacts were identified for the proposed service changes.

Board Approval Signatures

The GRTC Board of Directors has reviewed the Major Change and Service and Fare Equity Analysis and agrees with its findings, acknowledging that major and minor service changes are planned with the June 2025 schedule. Based on the conclusion of the report, the GRTC board of directors approves the schedule changes proposed for June 2025.

Tyrone Nelson
President/ Chair (Henrico County)

Date

Jim Ingle
Vice-President/ Vice-Chair (Chesterfield County)

Date

Meeting Date: June 12, 2025

Consent Agenda: Additional Traffic Analysis for Western BRT – Change Order

BACKGROUND:

STV Inc., under GRTC Contract 212-22-10, Architectural and Engineering Services, is conducting a NEPA analysis for the Western Extension BRT project. As part of the NEPA, an initial traffic analysis was conducted, including an assessment of existing conditions and the impact of BRT infrastructure. This traffic analysis captured signalized intersections, corridor movements, and level of service (LOS) rates. However, for VDOT to evaluate and approve BRT dedicated lane conditions, VDOT has requested an additional traffic analysis, including a microsimulation in VISSIM modeling for all intersections for the Western Extension BRT project. VISSIM is a tool used for more detailed and realistic operational analysis. The use of VISSIM will enable the consultant to evaluate and optimize the performance of transport infrastructure, make data-driven planning decisions, and proactively address challenges such as congestion and the equitable distribution of road space for different modes. This has necessitated a Change Order request for \$193,527.71. Currently, STV Inc. has a PO# 115614 for \$1,266,467.40.

HIGHLIGHTS:

- The purpose of this additional traffic task is to develop additional microsimulation in VISSIM in support of the project. Additional data collection for the VISSIM model includes turning movement counts for the AM and PM periods (4 hours each) at 35 intersections on the Western Extension BRT project. The calibrated existing conditions model will be used to develop future no-build and future build conditions models.
- The Future Build Models will be modified to include the BRT infrastructure, and transit signal priority (TSP) parameters will be added to be consistent with the existing BRT infrastructure. Microsimulation using VISSIM will be completed, and measures of effectiveness (MOE) may include turning movement volumes used to identify the peak hour and volumes meeting the target. The model will be calibrated to accurately represent turning movement volumes and travel times, meeting VDOT's modeling requirements.
- Data collection includes intersection and corridor throughput, movement, approach, overall delays, transit delays by intersection, average and maximum queues, directional vehicular travel times, and directional transit travel times. A Traffic Analysis Technical Report will be prepared to summarize the VISSIM analysis and document existing and future conditions. A graphic animation of traffic flows produced by VISSIM will also be developed. Findings from the traffic analysis and graphic animation of traffic flows will be presented to VDOT for review and approval.
- GRTC staff prepared an Independent Cost Estimate of \$225,203.35. STV Inc. submitted a proposal with a fee of \$193,527.71. After reviewing the proposal and fee, GRTC staff concluded that they were justified, fair, and reasonable. Following Change Order #1, the total amount for the STV Inc. contract purchase order will be \$1,459,995.11. The work is expected to take up to eight weeks from the Notice to Proceed (NTP) and is anticipated to be completed by February 2026. This project is funded through federal, state, and local grants.

RECOMMENDATION:

Staff recommends that the Board of Directors approve Change Order #1 for \$192,870.06 with STV Inc. for the additional VDOT required traffic and VISSIM analysis.

Ellen Robertson, Secretary
GRTC Board of Directors

Date

Meeting Date: June 12, 2025

Consent Agenda: Change Request – ERP Implementation Preparation Support Services

BACKGROUND:

In December 2024, the Board approved the ERP Implementation Preparation Support Services. The scope included consulting services for pre-implementation support, such as discovery assessment, needs assessment, improvements to the current environment, and a review of the scope for the implementer's RFP. A Change Request is required to incorporate service tasks beyond the previously agreed-upon scope of work.

HIGHLIGHTS:

The Change Request applies to the purchase order for contract services through the GSA contract with Protiviti Government Services, "Protiviti." The total cost for the consultancy services, \$125,000, is amended to reflect the same terms with a \$20,174.32 increase to accommodate an additional scope change.

The proposed services involve a thorough assessment of the organization's current operations, including process characteristics and inefficiencies. Protiviti will perform the following tasks in addition to the previously agreed scope of work.

- Continued support through the extended RFP timeline
- High-level review of first-round proposals received from all vendors who responded to the RFP
- Recommendations/guidance on candidates to invite to participate in the final round / oral presentations

The total cost for this change is a not-to-exceed amount of \$125,000, with an additional increase of \$20,174.32, bringing the new purchase cost to \$145,174.32. This amount is budgeted as part of the overall ERP project funded by ARPA.

RECOMMENDATION:

Staff recommends that the Board of Directors authorize the CEO to execute a change request for the contract with Protiviti for consulting services related to ERP implementation support, with a total value not to exceed \$145,174.32.

Ellen Robertson, Secretary
GRTC Board of Directors

Date

Meeting Date: June 12, 2025

Consent Agenda: Change Order: Right-of-Way and Easement Surveying – Essential Transit Infrastructure Project

BACKGROUND:

GRTC's Essential Transit Infrastructure Plan (ETI plan) was adopted by the GRTC Board of Directors in August of 2022 and has two goals: to increase the presence of amenities (shelter, seating, and/or trashcan) to 75% of local stops by the end of fiscal year 2027, and to increase ADA compliance systemwide.

The ADA assessment of all stops has been completed, and installation of shelters and benches in Henrico and Chesterfield Counties and the City of Richmond is underway.

The proposed additional work will add \$297,465.42 to PO 116694, bringing the total amount of the PO to \$1,436,910.42.

HIGHLIGHTS:

- During the course of ADA assessments and evaluation of scoring criteria for ETI placement, the project team discovered that it would be necessary to acquire easements/right-of-way (ROW) for approximately 14 bus stops, and to apply for VDOT Land Use Permits for a number of stops, in Henrico County.
- The additional work required for easement/ROW acquisition includes:
 - Survey notification letters mailed to approximately 30 total, 2-3 per site, parcels of property located within the survey limits.
 - Deed research and compilation on approximately 30-38 properties (subject properties and adjoining properties where applicable) to develop ROW and easement plats as necessary.
 - Surveys will include:
 - Horizontal and vertical control traverse
 - Intersection survey area
 - Topography
 - Annotation of design survey
 - Subsurface utility
 - Storm and sanitary sewer as-builts
 - Hard surface pavement survey
- Deliverables will include easement/ROW plats in CAD and PDF, and hard copies
- GRTC staff prepared an Independent Cost Estimate of **\$313,336.00**. Wendel Companies submitted a proposal with a fee of **\$297,465.42**. After reviewing the proposal and fee, GRTC staff concluded that they were justified, fair, and reasonable. Following Change Order #1, the total amount for the Wendel Companies. contract purchase order will be **\$1,436,910.42**. The

work is expected to take up to eight weeks from the Notice to Proceed (NTP) and is anticipated to be completed by February 2026. This project is funded through federal, state, and local grants.

RECOMMENDATION:

Staff recommends that the Board of Directors approve Change Order #1 for \$297,465.42 with Wendel Companies for the easement/ROW surveys required to improve bus stops in Henrico County.

Ellen Robertson, Secretary
GRTC Board of Directors

Date



Meeting Date: June 12, 2025
Action Item: GRTC FY2026 Operating and Capital Budget

BACKGROUND

Attached to this resolution is a copy of the presentation titled “Fiscal Year 2026 Proposed Budget” which contain the key expense and revenue assumptions for the FY2026 Proposed Operating and Capital Budgets.

RECOMMENDATION:

That the GRTC Board of Directors approve the key budget assumption that GRTC will remain fare free throughout FY2026 and adopt the GRTC FY2026 Operating Budget in the amount of \$106,561,608 (\$94,506,657 Baseline \$12,054,951 Grant Funded Projects) and the FY2026 Capital Budget in the amount of \$43,696,503 as presented in the attached presentation titled “Fiscal Year 2026 Proposed Budget.”

Ellen Robertson, Secretary
GRTC Board of Directors

Date

GRTC
FISCAL YEAR
2026
PROPOSED BUDGET



FY2026 Focus

01

Enhancing service reliability

04

Sustaining zero fare

02

**Communicating about new
and improved transit options**

05

**Investing in essential
transit infrastructure**

03

Promoting transit access

06

**Progressing regional transit
priorities – BRT, Transfer Station**



Operating Expenses

Operating Expense Assumptions Operators (CBU)

- Operator salary increases by 3.5% per Collective Bargaining Agreement (CBA)
 - Quarter 1: \$32.91
 - Quarters 2 to 4: \$34.06
- Reduction in total budgeted FTEs

Fixed Route & BRT

Counts	FY2025	FY2026	FY26 Note
Operators FT	325	315	10 additional unfunded for turnover
Operators PT	22	27	
Total FTE	336	328.5	10 additional unfunded for turnover
Total Wages	\$23.65M	\$25.73M	

Microtransit

Counts	FY2025	FY2026	FY26 Note
Operators FT	30	30	
Total Wages	\$1.66M	\$1.79M	



Operating Expense Assumptions Mechanics (CBU)

- Increase in total budgeted FTEs by 6

Counts	FY2025	FY2026	FY26 Note
Mechanics FT	52	58	
Total Wages	\$3.99M	\$4.37M	

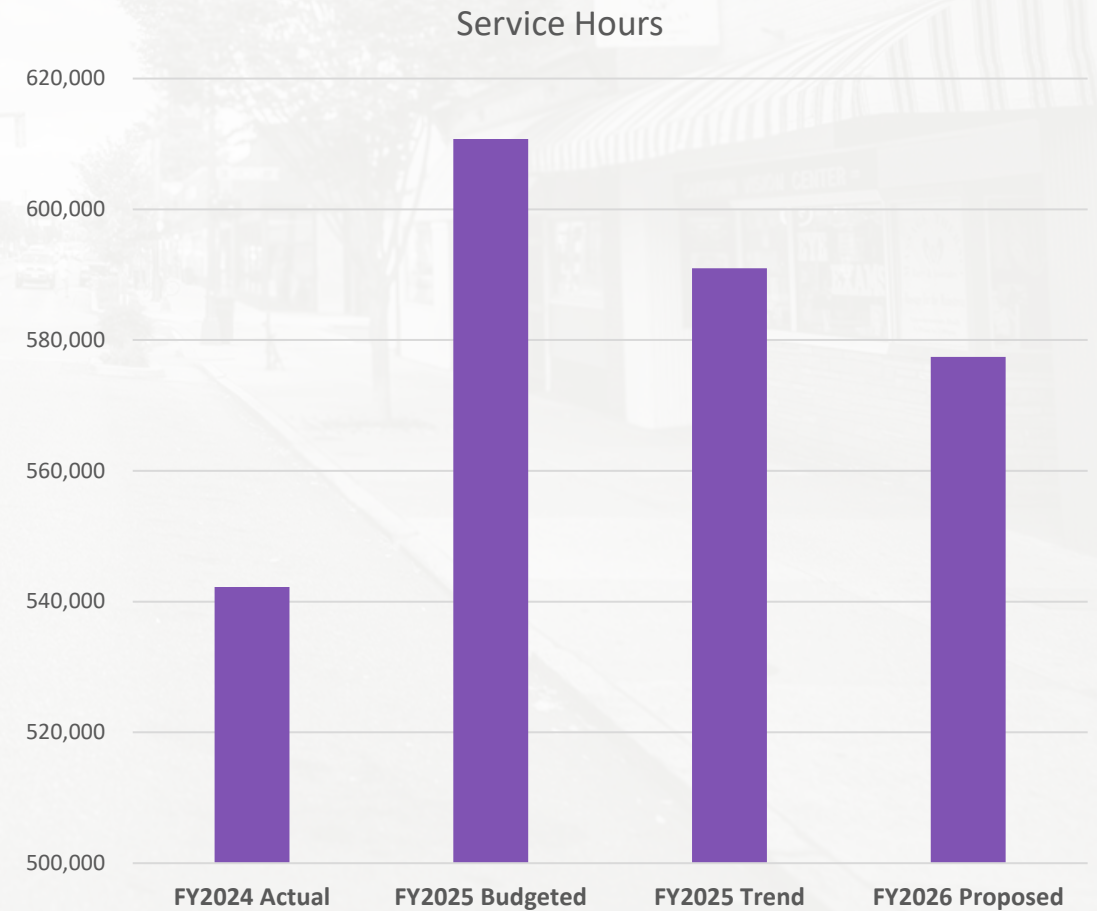
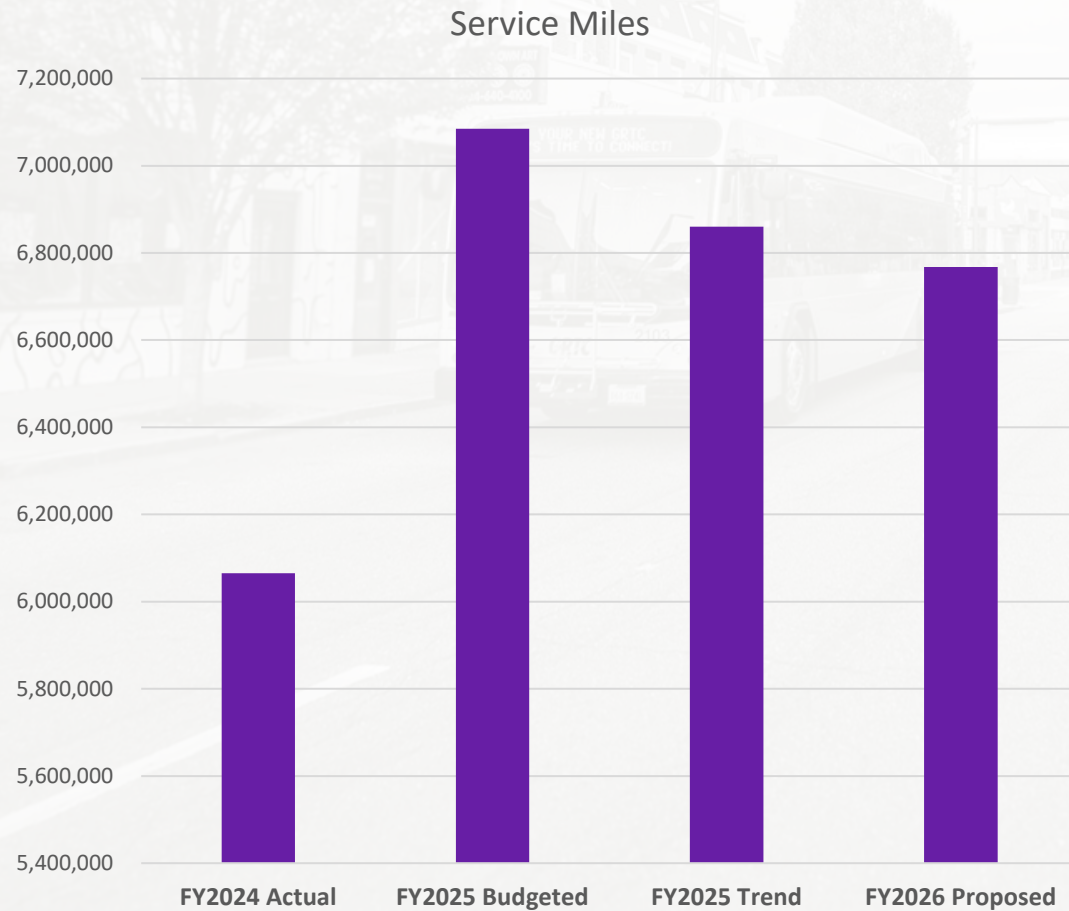
Operating Expense Assumptions Administration

- Increase in total budgeted FTEs by 16
 - Safety Ambassador (6)
 - Capital Project Manager
 - Planning Manager
 - Outreach Coordinator
 - HR Coordinator
 - Payroll Clerk
 - Assistant Facilities Manager
 - Fixed Route and BRT Supervisor (3)
 - Microtransit Supervisor

Operating Expense Assumptions

Service Miles and Hours

- Decrease in service miles and hours in FY2026



Operating Expense Drivers

- Service expansion in FY2025 – Additional miles, hours, and operators
 - Route 1A Chesterfield Town Center - Chesterfield
 - Route 19 Short Pump - Henrico
 - Route 1 Virginia Center Commons - Henrico
 - Route 7 Airport - Henrico
 - Microtransit zones
- Reduction in service in FY2026 – Reduction in miles, hours, and operators from FY2025
 - Pulse – City of Richmond/Henrico
 - Route 5 – City of Richmond

Activity Drivers	FY 2020 Actual	FY 2024 Actual	FY 2025 Adopted Budget	FY 2026 Proposed Budget	Growth From 2020
FTEs Operators - CBU	286	329	355	345	20.63%
FTEs Mechanics - CBU	54	61	52	58	7.41%
CBU Top Rate for Year (Blended)	\$23.54	\$31.18	\$32.63	\$33.77	43.47%
CBU Pension GRTC Contribution Rate	11.88%	15.00%	15.38%	15.88%	33.68%
Revenue Miles	5,233,188	6,030,033	7,104,676	6,767,416	29.32%
Revenue Hours	463,554	594,811	619,879	577,427	24.57%

Operating Expense Drivers

	<u>FY 2020 Actual</u>	<u>FY2024 Actual</u>	<u>CAGR</u>	<u>FY2025 Adopted Budget</u>	<u>CAGR</u>	<u>FY2026 Proposed Budget</u>	<u>CAGR</u>
<u>Human Capital and Related</u>							
Mechanics Wages	\$ 1,876,100	\$ 2,827,989	10.80%	\$ 2,968,695	9.61%	\$ 3,003,514	8.16%
Bus Cleaners & Ground Services	1,002,673	1,038,302	0.88%	1,102,921	1.92%	1,527,639	7.27%
Maintenance Pension Expense	315,299	529,818	13.85%	614,154	14.26%	682,159	13.73%
Operator Wages	16,442,653	23,757,198	9.64%	25,302,656	9.00%	25,725,662	7.75%
Transportation Pension Expense	1,858,537	3,263,674	15.12%	3,735,511	14.98%	4,047,979	13.85%
Cigna Insurance OAP	4,896,746	5,666,925	9.81%	6,057,842	11.87%	6,384,179	11.19%
Cigna Insurance HSA		1,452,915		2,523,688		2,870,040	
<u>State of Good Repair</u>							
Fleet Repairs & Parts Shipment	\$ 2,571,602	\$ 3,044,247	4.31%	\$ 3,150,000	4.14%	\$ 4,650,000	10.38%
Vehicle Tires	480,503	531,136	2.54%	720,000	8.42%	870,000	10.40%
Fuel, Oil & Lubricants	845,237	531,635	-10.94%	449,905	-11.85%	567,405	-6.43%
CNG Fueling Cost	1,464,304	1,575,728	1.85%	1,707,890	3.13%	1,840,763	3.89%
<u>Specialized Transportation</u>							
Purchased Service Spectran	\$ 4,618,608	\$ 7,692,930	13.60%	\$ 7,832,472	11.14%	\$ 9,000,000	11.76%
Purchased Service Care on Demand	388,933	641,283	13.32%	717,779	13.04%	792,000	12.58%
<u>Other</u>							
Allied Universal PSOs	\$ -	\$ -		\$ -		\$ 963,124	nm
Safety Ambassadors	-	-		-		296,640	nm
Insurance Premiums/Uninsured Provision	2,465,490	2,221,300	-2.57%	2,543,500	0.62%	3,312,790	5.05%
Subtotal of Base Operation Drivers	\$ 39,226,685	\$ 54,775,080	8.71%	\$ 59,427,013	8.66%	\$ 66,533,893	9.21%
Total GRTC Operating Expense	\$ 55,443,296	\$ 75,216,282	7.92%	\$ 90,370,287	10.26%	\$ 108,561,608	11.85%

FY2026 Proposed Baseline Budget Operating Expenses

Actual						
	FY2023	FY2024	FY2025 Adopted Baseline	FY2026 Proposed Baseline	Change from prior May 8 th Version	Comment
Operating Expenses by Department						
Operations	26,019,220	31,624,447	37,452,009	41,721,624	(500,000)	Paratransit
Maintenance	11,717,684	14,338,111	14,593,252	17,907,884	(1,500,000)	Inventory Parts
Benefits	12,052,330	12,587,137	14,490,310	16,388,119		
Insurance and Safety	2,804,745	3,051,314	3,400,596	4,612,166		
Planning & Scheduling	1,612,700	8,169,289	1,376,259	1,670,186		
Communications & Marketing	2,841,516	3,311,146	2,419,417	2,409,456		
Information Technology	2,476,179	2,461,374	2,945,150	1,771,635		
Administrative	2,780,911	3,749,020	4,219,762	4,555,287		
Operating Taxes & Licenses	2,159,120	2,620,544	3,123,032	3,470,301		
Total Operating Expenses	\$ 64,464,405	\$ 81,912,382	\$ 84,019,787	\$ 94,506,657	\$ (2,000,000)	

Actual			Budget			
	FY2023	FY2024	FY2025 Adopted Baseline	FY2026 Proposed Baseline	Change from prior May 8 th Version	Comment
Operating Expenses by Cost Category						
Wages & Benefits	41,476,462	49,532,802	57,913,954	64,861,737		
SGR / Maintenance	5,204,574	6,626,710	6,430,241	8,770,134	(1,500,000)	Inventory Parts
Fuel & Lubricants	1,853,925	2,488,375	2,157,795	2,313,231		
Services	10,984,894	17,864,578	11,816,869	13,833,185	(500,000)	Paratransit
Casualty & Insurance	2,036,606	2,231,300	2,548,500	2,398,090		
Materials and Supplies	1,360,510	1,472,900	1,394,004	428,380		
Utilities	1,104,616	1,107,631	1,158,500	1,287,000		
Travel and Training	88,897	262,011	247,552	254,400		
Miscellaneous	353,921	326,075	352,372	360,500		
Total Operating Expenses	\$ 64,464,405	\$ 81,912,382	\$ 84,019,787	\$ 94,506,657	\$ (2,000,000)	

FY2026 Proposed Baseline Budget Operating Expenses

	Budget		Comment
	FY2025	FY2026	
	Grant Funded Projects	Grant Funded Projects	
Operating Expenses by Department			
Operations			
Maintenance			
Benefits			
Insurance and Safety		914,700	Security Officers
Planning & Scheduling	5,850,500	9,490,764	Studies
Communications & Marketing	500,000		
Information Technology		1,649,487	State & Fed IT Contracts
Administrative			
Operating Taxes & Licenses			
Total Operating Expenses	\$ 6,350,500	\$ 12,054,951	

	Budget		Comment
	FY2025	FY2026	
	Grant Funded Projects	Grant Funded Projects	
Operating Expenses by Cost Category			
Wages & Benefits			
SGR / Maintenance			
Fuel & Lubricants			
Services	6,350,500	9,490,764	Studies
Casualty & Insurance		914,700	Security Officers
Materials and Supplies		1,649,487	State & Fed IT Contracts
Utilities			
Travel and Training			
Miscellaneous			
Total Operating Expenses	\$ 6,350,500	\$ 12,054,951	

FY2026 Proposed Baseline Budget Operating Expenses

Grant Reimbursed Expenses 2026	Total	State	Federal	Local
DRPT Grant 7132409 Downtown Transfer Center Study - 2024	61,689	30,845	28,377	2,468
DRPT Grant 7132508 Permanent Downtown Transfer Station NEPA & 30 % Design - 2025	3,000,000	1,500,000	1,380,000	120,000
DRPT Grant 7132410 North South BRT Environmental & Design - 2024	541,487	270,743	249,084	21,659
DRPT Grant 713509 Western BRT Extension NEPA & 30% Design - 2025	541,887	270,944	249,268	21,675
DRPT Grant 7132507 Paratransit Operational Analysis - 2025	75,000	37,500	34,500	3,000
DRPT Grant 7302527 Rehab/Renovation of Yards and Shops - 2025 aka Fleet Storage	200,000	100,000	92,000	8,000
DRPT Grant Application 38515 N/S Pulse/BRT Phase I 0-30% PE and Phase II NEPA 0-30% PE	321,261	160,630	147,780	12,850
DRPT Grant Application 38509 - Western Pulse BRT Extension Engineering & Design	2,140,744	1,070,372	984,742	85,630
DRPT Grant Application 39124 West End Transfer Station ParknRide AE Engineering and Design	2,608,696	1,304,348	1,200,000	104,348
Total Expansion Studies Included in FY2026 Draft Operating Budget	\$ 9,490,764	\$ 4,745,382	\$ 4,365,751	\$ 379,631
DRPT Grant Application 39546 Public Safety Officers	\$ 914,700	\$ 731,760	\$ -	\$ 91,470
DRPT Grant Application 38806 - Annual IT Software Maintenance Contracts - Administration	742,671	-	594,137	148,534
DRPT Grant Application 39219 - Annual IT Software Maintenance Contracts - Service	906,816	616,635	253,908	36,273
Total IT Software Contracts in FY2026 Draft Operating Budget	\$ 1,649,487	\$ 616,635	\$ 848,045	\$ 184,807
Note: The above are one-time capital project expenses funded by Federal and State Grants				



Operating Revenue

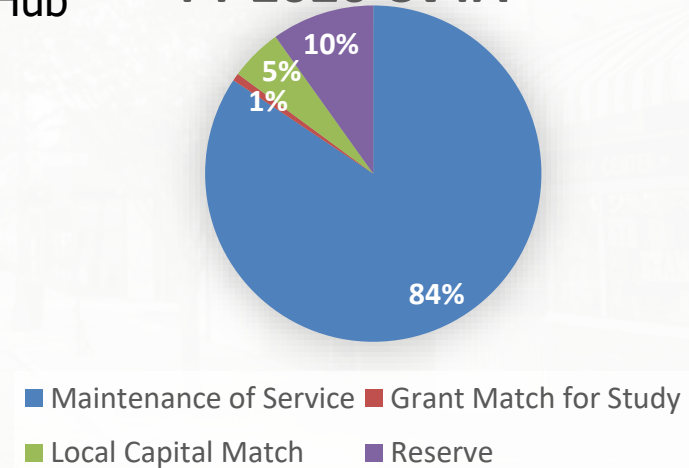
Operating Revenue Assumptions

- CVTA - \$33.9M projected to accrue in FY2025 for use in FY2026
 - \$28.6M – Maintaining Service Levels
 - \$.250M – Match for City of Richmond Federal Grant for Transfer Hub
 - \$1.703M– Local Match for Capital
 - \$3.3M – Restricted Reserve

- DRPT net operating expenses reduced from 29.2% to 25%

	FY2023	FY2024	FY2025	FY2026
DRPT Operating	\$19,459,091	\$17,633,503	\$20,270,143	\$19,149,752
Increase/Decrease		-9.38%	14.95%	-5.53%
% of Net Operating	29.81%	30.00%	29.28%	24.86%

FY 2026 CVTA



- COVID Relief (ARPA) Funds expire in September 2027
 - Expedited spending on eligible expenses in FY2025 and FY2026 in anticipation of Federal impacts

Operating Revenue Assumptions

- FTA 5307 Formula Grant Flex Preventative Maintenance

Preventative Maintenance Expenses	FY2025	FY2026
PM Salaries	5,381,666	6,727,020
Fleet Repairs & Parts, Shop supplies	3,968,469	4,901,500
Fuel, Lubricants & Fluids	1,264,975	1,432,995
Tires	738,283	870,000
Facilities, Maintenance & Materials	957,745	1,020,000
Total	12,311,139	14,951,515

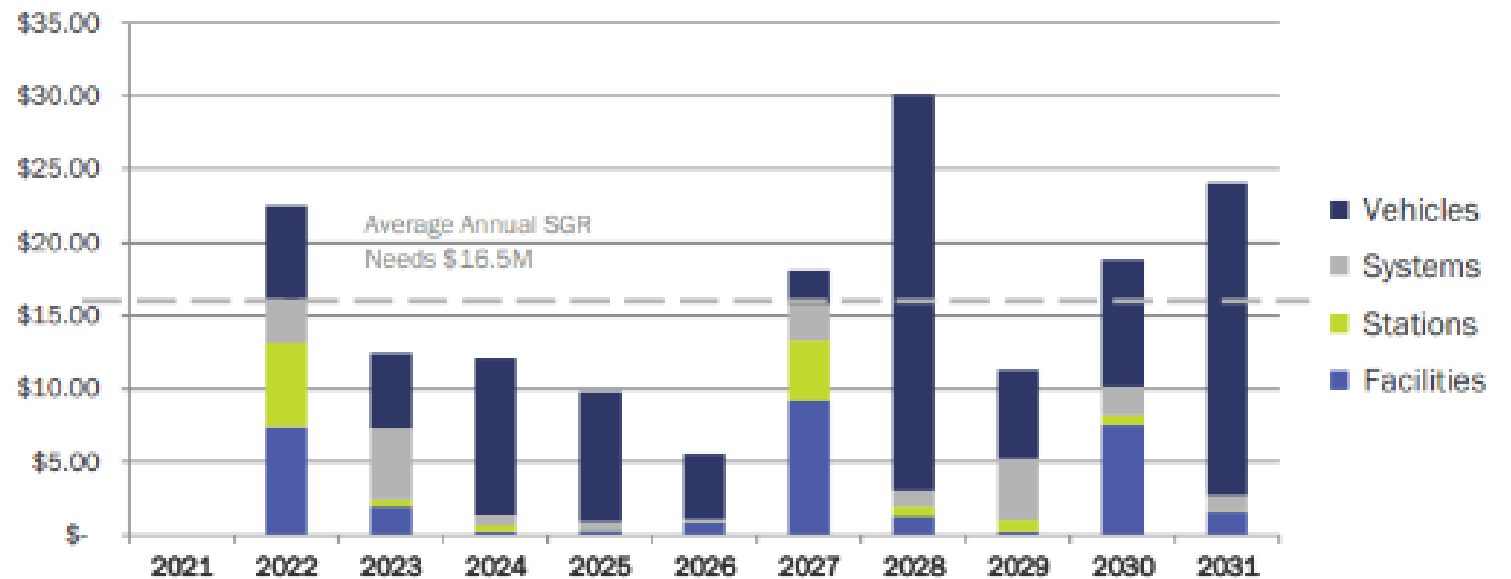
Federal Participation	80%	11,961,212
Local Participation	20%	2,990,303

- Parts, supplies, fuels, and tires are subject to Buy America Act for sourcing
- FTA 5307 Formula Grant Flex ADA
 - Capped at 10% of award \$1,444,127

Operating Revenue Assumptions

- 5307 and 5339 Funds Needed for State of Good Repair (SGR)

Figure ES- 2: 10-Year Capital Needs

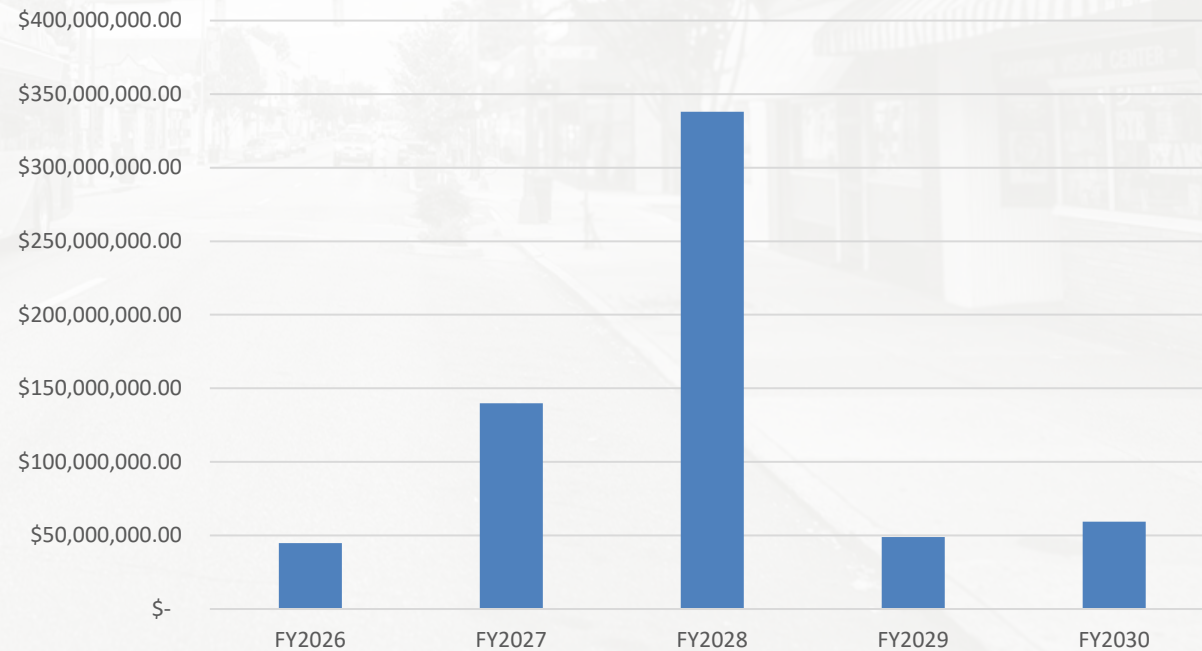


Source: GRTC Transit Asset Management Plan
Adopted by GRTC Board 2022

Operating Revenue Assumptions

- 5307 and 5339 Funds Needed for State of Good Repair (SGR) and Transit Infrastructure Capital Matches (leveraging)

5 Year Capital Projection



Operating Revenue Assumptions

- FTA 5307 Formula Grants

GRTC									
Federal Formula Funds Availability									
Lapse Year - Federal Fiscal Year Ended September 30,									
		2025	2026	2027	2028	2029	2030	Total	
5307	Richmond UZA								
	Urbanized Area (1M+)								
	2025						\$ 14,899,562	✓	\$ 14,899,562
	2024					\$ 14,972,846		✓	\$ 14,972,846
	Urbanized Area (200k+)								
	2021		\$ 9,885,073					✓	\$ 9,885,073
	2022			\$ 15,792,281				✓	\$ 15,792,281
	2023				\$ 16,086,842			✓	\$ 16,086,842
	Use/Proposed Use								
	FY2026 FTA 5307 PM Flex		\$ 6,000,000	\$ 4,884,008	\$ 1,077,204				\$ 11,961,212
	FY2026 FTA 5307 ADA Flex		\$ 1,264,577		\$ 179,550				\$ 1,444,127
	FY2025 GRTC Approved Capital Plan		\$ 2,620,496	\$ 10,908,273					\$ 13,528,769
	FY2026 GRTC Proposed Capital Plan				\$ 12,079,347				\$ 12,079,347
	FY2027 GRTC Forecasted Capital Plan , PM & ADA				\$ 2,750,741	\$ 14,972,846			\$ 17,723,587
	FY2028 GRTC Forecasted Capital Plan, PM & ADA						\$ 14,899,562		\$ 14,899,562
								\$ 32,623,149	
Total 5307		\$ 9,885,073	\$ 15,792,281	\$ 16,086,842	\$ 14,972,846	\$ 14,899,562	\$	71,636,604	
Grant Status									
Programmed		\$ 9,885,073	\$ 10,908,273					\$	20,793,346
Unprogrammed			\$ 4,884,008	\$ 16,086,842	\$ 14,972,846	\$ 14,899,562	✓	\$	50,843,258
		\$ 9,885,073	\$ 15,792,281	\$ 16,086,842	\$ 14,972,846	\$ 14,899,562	\$	\$	71,636,604

Operating Revenue Assumptions

- FTA 5339 Formula Grants – Bus & Bus Facility

		GRTC							
		Federal Formula Funds Availability							
		Lapse Year - Federal Fiscal Year Ended September 30,							
		2025	2026	2027	2028	2029	2030	Total	
5339									
	<u>Richmond UZA</u>								
	Bus & Bus Fac. (200k+)								
	2023	\$	1,379,812					\$	1,379,812
	2024			\$	1,292,818			\$	1,292,818
	2025				\$	1,281,184		\$	1,281,184
	Unprogrammed –	\$	1,379,812	\$	1,292,818	\$	1,281,184	\$	3,953,814
	325 E. Belt Blvd & Rolling Stock								

Operating Revenue Assumptions

- Zero Fare continues in FY2026

Source	FY2023	FY2024	FY2025	FY2026
TRIP (DRPT)	4,500,000	2,500,000	4,560,000	
VCU	1,300,000	1,200,000	1,200,000	100,000
Appropriation of Prior Year Surplus/ Earned Interest	1,000,000	3,100,000	1,040,000	4,100,000
Community Partners/Advertising				600,000
Rider Incentive Program (CMAQ)				2,000,000
Total	\$6,800,000	\$6,800,000	\$6,800,000	\$6,800,000

Changes from May Draft Budget

*City of Richmond \$1.5M removed and Prior Year Surplus/Earned Interest increased by \$1.5M

*Separated from line above as represent projected under contract by June 30th, currently \$508,230 under contract.

Available Funds

Community Partners/Advertising

Status	Agency	Value of Contract
Executed Contract	Atlantic Union Bank	\$ 6,750.00
	Morgan & Morgan LLC	\$ 176,400.00
	VMFA	\$ 16,560.00
	Great Work RVA	\$ 3,065.00
	Miller Lite	\$ 49,987.50
	City of Richmond	\$ 5,140.00
	City of Richmond	\$ 5,040.00
Pending/Draft Agreement	VA Office of Attorney General	\$ 23,600.00
	VA Dept. of Juvenile Justice	\$ 12,021.30
	Chicken Fiesta	\$ 65,160.00
	Humana	\$ 28,080.00
	Richmond Public Schools	\$ 6,070.00
	VCU	\$ 75,000.00
	Fulton Bank Mortgage	\$ 6,225.00
	Plumblife Plumbing	\$ 9,500.00
	DMV	\$ 15,200.00
	YWCA	\$ 4,500.00
	Total	\$ 508,298.80

GRTC Prior Year Surplus

Fiscal Year	Amount
GRTC Rest. Cash Contingency Fund Initial Balance FY2021	\$5,772,966
FY2022 Surplus - Audited	\$3,592,351
FY2023 Surplus - Audited	\$2,762,563
FY2024 Surplus - Audited	\$496,493
FY2025 Surplus Projected	\$9,441,788
Total	\$22,066,161

CVTA Earned Interest

Year	CVTA Investment Income in Funds Received
FY2021	689.05
FY2022	55,642.31
FY2023	593,281.18
FY2024	1,699,969.27
FY2025 (through June 1, 2025)	1,953,458.02
Total	\$ 4,303,039.83

Operating Revenue Assumptions

- Operating Contributions – City of Richmond, Henrico and Chesterfield Counties
- Actual 2.82% CPI-U indexing (growth as of February 2025 vs February 2024 CPI-U index) in compliance with Code of Virginia § 33.2-3712. “Continued responsibilities for local transit funding” :

No locality embraced by the Authority shall reduce its local funding for public transit by more than 50 percent of what it appropriated for public transit as of July 1, 2019. Starting in fiscal year 2023, the amount required to be provided by a locality pursuant to this section shall be adjusted annually based on the greater of (i) the change in the United States Average Consumer Price Index for all items, all urban consumers (CPI-U), as published by the Bureau of Labor Statistics for the U.S. Department of Labor for the previous year, or (ii) zero.
- Increase in Operating Contributions of \$392,480

Operating Revenue Assumptions

City of Richmond

	Operating	Capital	Total	Operating	Capital	Total	
City of Richmond FY2019/20 Appropriation	\$ 15,915,367.00	\$ 344,493.00	\$ 16,259,860.00	\$ 15,915,367.00	\$ 344,493.00	\$ 16,259,860.00	
50% of FY 2019/20 Appropriation	\$ 7,957,683.50	\$ 172,246.50	\$ 8,129,930.00	\$ 7,957,683.50	\$ 172,246.50	\$ 8,129,930.00	
CPI -U Index	9.10%	9.10%		9.10%	9.10%		
CPI- Adjustment	\$ 724,149.20	\$ 15,674.43	\$ 739,823.63	\$ 724,149.20	\$ 15,674.43	\$ 739,823.63	
City of Richmond FY2022/23 Commitment per VA 33.2-3712	\$ 8,681,832.70	\$ 187,920.93	\$ 8,869,753.63	\$ 8,681,832.70	\$ 187,920.93	\$ 8,869,753.63	
CPI-U Index Adjustment June 2022 to February 2023 Actual	1.53%	1.53%		1.53%	1.53%		
CPI- Adjustment	\$ 132,832.04	\$ 2,875.19	\$ 135,707.23	\$ 132,832.04	\$ 2,875.19	\$ 135,707.23	
City of Richmond FY2023/24 Commitment per VA 33.2-3712	\$ 8,814,664.74	\$ 190,796.12	\$ 9,005,460.86	\$ 8,814,664.74	\$ 190,796.12	\$ 9,005,460.86	
CPI-U Index Adjustment February 2023 to February 2024 Actual	3.15%	3.15%		3.15%	3.15%		
CPI- Adjustment	\$ 277,941.46	\$ 6,016.13	\$ 283,957.59	\$ 277,941.46	\$ 6,016.13	\$ 283,957.59	
City of Richmond FY2024/25 Commitment per VA 33.2-3712	\$ 9,092,606.20	\$ 196,812.25	\$ 9,289,418.45	\$ 9,092,606.20	\$ 196,812.25	\$ 9,289,418.45	
CPI-U Index Adjustment February 2024 to February 2025 Estimate	3.00%	3.00%		2.82%	2.82%		
CPI- Adjustment	\$ 272,778.19	\$ 5,904.37	\$ 278,682.55	\$ 256,411.49	\$ 5,550.11	\$ 261,961.60	
City of Richmond FY2025/26 Commitment per VA 33.2-3712	\$ 9,365,384.39	\$ 202,716.62	\$ 9,568,101.01	\$ 9,349,017.70	\$ 202,362.36	\$ 9,551,380.05	\$ (16,720.95) Total
							\$ (16,366.69) Operations
							\$ (354.26) Capital

Operating Revenue Assumptions

County of Henrico								
	Operating			Capital		Total		
County of Henrico FY2019/20 Appropriation	\$	7,642,800.00	\$	-	\$	7,642,800.00	\$	7,642,800.00
50% of FY 2019/20 Appropriation	\$	3,821,400.00	\$	-	\$	3,821,400.00	\$	3,821,400.00
CPI -U Index		9.10%		9.10%				
CPI- Adjustment	\$	347,747.40	\$	-	\$	347,747.40	\$	347,747.40
County of Henrico FY2022/23 Commitment per VA 33.2-3712	\$	4,169,147.40	\$	-	\$	4,169,147.40	\$	4,169,147.40
CPI-U Index Adjustment June 2022 to February 2023 Actual		1.53%		1.53%				
CPI- Adjustment	\$	63,787.96	\$	-	\$	63,787.96	\$	63,787.96
County of Henrico FY2023/24 Commitment per VA 33.2-3712	\$	4,232,935.36	\$	-	\$	4,232,935.36	\$	4,232,935.36
CPI-U Index Adjustment February 2023 to February 2024 Actual		3.15%		3.15%				
CPI- Adjustment	\$	133,471.70	\$	-	\$	133,471.70	\$	133,471.70
County of Henrico FY2024/25 Commitment per VA 33.2-3712	\$	4,366,407.05	\$	-	\$	4,366,407.05	\$	4,366,407.05
CPI-U Index Adjustment February 2024 to February 2025 Estimate		3.00%		3.00%				
CPI- Adjustment	\$	130,992.21	\$	-	\$	130,992.21	\$	123,132.68
County of Henrico FY2025/26 Commitment per VA 33.2-3712	\$	4,497,399.26	\$	-	\$	4,497,399.26	\$	4,489,539.73
								(7,859.53)

Operating Revenue Assumptions

County of Chesterfield						
	Operating	Capital	Total	Operating	Capital	Total
County of Chesterfield FY2019/20 Appropriation	\$ 458,400.00	\$ -	\$ 458,400.00	\$ 458,400.00	\$ -	\$ 458,400.00
50% of FY 2019/20 Appropriation	\$ 229,200.00	\$ -	\$ 229,200.00	\$ 229,200.00	\$ -	\$ 229,200.00
CPI -U Index	9.10%	9.10%		9.10%	9.10%	
CPI- Adjustment	\$ 20,857.20	\$ -	\$ 20,857.20	\$ 20,857.20	\$ -	\$ 20,857.20
County of Chesterfield FY2022/23 Commitment per VA 33.2-3712	\$ 250,057.20	\$ -	\$ 250,057.20	\$ 250,057.20	\$ -	\$ 250,057.20
CPI-U Index Adjustment June 2022 to February 2023 Actual	1.53%	1.53%		1.53%	1.53%	
CPI- Adjustment	\$ 3,825.88	\$ -	\$ 3,825.88	\$ 3,825.88	\$ -	\$ 3,825.88
County of Chesterfield FY2023/24 Commitment per VA 33.2-3712	\$ 253,883.08	\$ -	\$ 253,883.08	\$ 253,883.08	\$ -	\$ 253,883.08
CPI-U Index Adjustment February 2023 to February 2024 Actual	3.15%	3.15%		3.15%	3.15%	
CPI- Adjustment	\$ 8,005.37	\$ -	\$ 8,005.37	\$ 8,005.37	\$ -	\$ 8,005.37
County of Chesterfield FY2024/25 Commitment per VA 33.2-3712	\$ 261,888.44	\$ -	\$ 261,888.44	\$ 261,888.44	\$ -	\$ 261,888.44
CPI-U Index Adjustment February 2024 to February 2025 Estimate	3.00%	3.00%		2.82%	2.82%	
CPI- Adjustment	\$ 7,856.65	\$ -	\$ 7,856.65	\$ 7,385.25	\$ -	\$ 7,385.25
County of Chesterfield FY2025/26 Commitment per VA 33.2-3712	\$ 269,745.10	\$ -	\$ 269,745.10	\$ 269,273.70	\$ -	\$ 269,273.70

\$ (471.40)

FY2026 Proposed Baseline Budget Operating Revenue

	Actual		Budget			
	FY2023	FY2024	FY2025 Adopted Baseline	FY2026 Proposed Baseline	Change from prior May 8th Version	Comments
Operating Revenues						
<u>Operating Contributions</u>						
CVTA	22,222,423	22,914,050	24,403,108	28,410,527		
Virginia DRPT	19,459,091	17,510,246	20,270,143	19,149,752		
City of Richmond	7,389,517	7,314,665	9,092,606	9,349,018	(16,367)	CPIU Adj
County of Henrico	4,027,141	4,232,935	4,366,407	4,489,539	(7,860)	CPIU Adj
County of Chesterfield	227,670	1,244,989	261,888	269,274	(471)	CPIU Adj
TRIP Zero Fare Grant	4,500,000	2,500,000	4,560,000			
City of Richmond (Zero Fare)				-	(1,500,000)	Remove zero fare support
TRIP Zero Fare Grant Match - VCU	1,337,914	1,212,409	1,200,000	100,000		
TRIP Zero Fare Grant Match - GRTC Reserve		1,500,000	1,040,000			
Zero Fare GRTC - Appropriation of Prior Year Surplus				4,100,000	900,000	Remove Advertising, Add Zero Fare
Regional Trip Reduction Program (Zero Fare - CMAQ)				2,000,000		
FTA 5307 Flex	1,000,049	11,427,461	4,971,699	13,405,339	(1,191,245)	Cuts to SGR
Federal COVID Relief	2,053,706	1,764,174				
Op Exp Reimbursment Grant VDOT			4,340,710	3,834,445	(420,590)	2026 Rate Adj
Op Exp Reimbursement Grant State	719,829	1,951,692	5,302,898	3,725,039		
Op Exp Reimbursement Grant Federal	990,148	4,817,659	1,612,751	848,045		
<u>Subtotal Operating Contributions</u>	<u>\$ 64,927,486</u>	<u>\$ 79,890,281</u>	<u>\$ 81,422,211</u>	<u>\$ 89,680,978</u>	<u>\$ (2,236,533)</u>	
<u>Operating Revenue</u>						
Fare Revenue						
Business Partnerships	464,004	605,000	605,000	600,000	600,000	
<u>Subtotal Operating Revenue</u>	<u>\$ 464,004</u>	<u>\$ 605,000</u>	<u>\$ 605,000</u>	<u>\$ 600,000</u>	<u>\$ 600,000</u>	Adj Advertising
<u>Other Income</u>						
City of Petersburg	200,000	200,000	200,000	200,000		
Other Sources	1,125,148	1,020,974	1,045,000	1,117,342	(363,467)	
<u>Subtotal Other Income</u>	<u>\$ 1,325,148</u>	<u>\$ 1,220,974</u>	<u>\$ 1,245,000</u>	<u>\$ 1,317,342</u>	<u>\$ (363,467)</u>	Interest Income Adj
GRTC Operations Reserve		196,127				
Total Operating Revenue	\$ 66,716,638	\$ 81,912,382	\$ 83,272,211	\$ 91,598,320	\$ (2,000,000)	

FY2026 Proposed Baseline Budget Operating Revenue

	Budget		Comments
	FY2025 Grant Funded Projects	FY2026 Grant Funded Projects	
Operating Revenues			
<u>Operating Contributions</u>			
CVTA	143,936	1,892,625	DRPT Expansion Studies
Virginia DRPT			
City of Richmond			Remove Local Share
County of Henrico			Remove Local Share
County of Chesterfield	991,106	2,190,522	TRIP Grant Route 1a
TRIP Zero Fare Grant			
City of Richmond (Zero Fare)			
TRIP Zero Fare Grant Match - VCU			
TRIP Zero Fare Grant Match - GRTC Reserve			
Zero Fare GRTC - Appropriation of Prior Year Surplus			
Regional Trip Reduction Program (Zero Fare - CMAQ)			
FTA 5307 Flex			
Federal COVID Relief	346,554	1,769,008	MicroTransit and Safety Ambassadors
Op Exp Reimbursment Grant VDOT			
Op Exp Reimbursement Grant State	3,177,250	4,745,381	DRPT Expansion Studies
Op Exp Reimbursement Grant Federal	2,439,230	4,365,752	DRPT Expansion Studies
<u>Subtotal Operating Contributions</u>	<u>\$ 7,098,076</u>	<u>\$ 14,963,288</u>	
<u>Operating Revenue</u>			
Fare Revenue			
Business Partnerships			
<u>Subtotal Operating Revenue</u>	<u>\$ -</u>		
<u>Other Income</u>			
City of Petersburg			
Other Sources			
<u>Subtotal Other Income</u>	<u>\$ -</u>		
GRTC Operations Reserve			
50			
Total Operating Revenue	\$ 7,098,076	\$ 14,963,288	

FY2026 Proposed Baseline Budget Operating Revenue

Scope	Total	State	Federal	Local - ARPA	Local
DRPT Grant 5007301 TRIP Regional Connectivity - 2023	390,277	312,221	-	78,055	-
DRPT Grant 5007302 Regional Microtransit Service - 2024	1,905,397	1,143,238	-	762,159	-
DRPT Grant 7112406 DEMO Ashland and Powhattan - 2024	187,786	126,192	-	30,046	31,548
DRPT Grant Application 39056 -Ashland MicroTransit FY2026 (TRIP Grant)	993,740	794,992	-	198,748	-
Subtotal MicroTransit Operating Grant Revenue Included in FY2026 Operating Budget	\$ 3,477,200	\$ 2,376,644	\$ -	\$ 1,069,008	\$ 31,548
DRPT Grant Application 38806 - Annual IT Software Maintenance Contracts - Administration	742,671	-	594,137	-	148,534
DRPT Grant Application 39219 - Annual IT Software Maintenance Contracts - Service	906,816	616,635	253,908	-	36,273
Subtotal IT Operating Grant Revenue Included in FY2026 Operating Budget	\$ 1,649,487	\$ 616,635	\$ 848,045	\$ -	\$ 184,807
DRPT Grant Application 39546 Public Safety Officers	914,700	731,760	-	-	182,940
DRPT Grant Application 39421 Transit Safety Ambassador Program	700,000	-	-	700,000	-
Subtotal Safety Operating Grant Revenue Included in FY2026 Operating Budget	\$ 1,614,700	\$ 731,760	\$ -	\$ -	\$ 182,940
Subtotal Operating Grant Revenue Included in FY2026 Operating Budget	\$ 6,741,387	\$ 3,725,039	\$ 848,045	\$ 1,769,008	\$ 399,295
DRPT Grant 7132409 Downtown Transfer Center Study - 2024	61,689	30,845	28,377	-	2,468
DRPT Grant 7132508 Permanent Downtown Transfer Station NEPA & 30 % Design - 2025	3,000,000	1,500,000	1,380,000	-	120,000
DRPT Grant 7132410 North South BRT Environmental & Design - 2024	541,487	270,743	249,084	-	21,659
DRPT Grant 713509 Western BRT Extension NEPA & 30% Design - 2025	541,887	270,944	249,268	-	21,675
DRPT Grant 7132507 Paratransit Operational Analysis - 2025	75,000	37,500	34,500	-	3,000
DRPT Grant 7302527 Rehab/Renovation of Yards and Shops - 2025 aka Fleet Storage	200,000	100,000	92,000	-	8,000
DRPT Grant Application 38515 N/S Pulse/BRT Phase I 0-30% PE and Phase II NEPA 0-30% PE	321,261	160,630	147,780	-	12,850
DRPT Grant Application 38509 - Western Pulse BRT Extension Engineering & Design	2,140,744	1,070,372	984,742	-	85,630
DRPT Grant Application 39124 West End Transfer Station ParknRide AE Engineering and Design	2,608,696	1,304,348	1,200,000	-	104,348
Subtotal Expansion Studies Operating Grant Revenue Included in FY2026 Operating Budget	\$ 9,490,764	\$ 4,745,382	\$ 4,365,751	\$ -	\$ 379,631

Note: The above are one-time operating and capital grant funded income from Federal and State Grants

FY2026 Proposed Baseline Budget Capital Budget

Project	Grant	Jurisdiction	Category	ProjectCost	Federal	State	Local
ADA Facilities Assessment	Capital	General	Safety/Regulatory	90,000	41,400	45,000	3,600
ADP Hardware - Operations (Network & Server Infrastructure)	Capital	General	State of Good Repair	674,000	188,720	458,320	26,960
ADP Hardware - Operations (Security Cameras at 301 E. Belt Blvd)	Capital	General	State of Good Repair	120,000	33,600	81,600	4,800
ADP Software - Admin (Cybersecurity Infrastructure)	Capital	General	Safety/Regulatory	200,000	56,000	136,000	8,000
Annual IT Software Maintenance Contracts Service (Annual Licenses)	Capital	General	State of Good Repair	906,816	253,908	616,635	36,273
Business Application Software - HASTUS	Capital	General	State of Good Repair	135,000	37,800	91,800	5,400
Business Application Software - Swiftly Transit Data Software	Capital	General	Business Improvement	145,500	40,740	98,940	5,820
Engineering & Design of Customer Facility (West End Transfer Station)	TRIP	Henrico	Expansion Development	5,000,000	1,400,000	3,400,000	200,000
Engineering & Design of Transit Infrastructure (North-South Pulse BRT)	TA	Richmond	Expansion Development	1,092,286	502,452	546,143	43,691
Engineering & Design of Transit Infrastructure (Western Pulse BRT)	TRIP	Henrico	Expansion Development	3,924,698	1,098,915	2,668,795	156,988
Fixed Route Replacement - Heavy-duty, Large bus (29)	Capital	General	State of Good Repair	16,632,000	4,656,960	11,309,760	665,280
Maintenance and Transportations Operations Assessment	TA	General	Business Improvement	200,000	92,000	100,000	8,000
Maintenance Apprenticeship Program Development	TA	General	Service Enhancement	62,000	28,520	31,000	2,480
Microtransit Vehicle Expansion - Light-duty, Van with ramp (5)	Capital	General	Expansion Development	800,000	224,000	544,000	32,000
New Service - Microtransit (Ashland Zone) [FY26]	TRIP	ARPA	Expansion Development	993,740	158,998	794,992	39,750
Operating - 5310	5310	General	Service Enhancement	95,780	47,890	38,312	9,578
Rehab/Renovation of Admin/Maint Facility (Exterior Security at 301 E. Belt Blvd)	Capital	General	Safety/Regulatory	350,000	98,000	238,000	14,000
Rehab/Renovation of Yards and Shops (asphalt and Concrete Repairs at 301 E. Belt Blvd)	Capital	General	State of Good Repair	4,184,800	1,171,744	2,845,664	167,392
Replacement - Light Duty Minivan	Capital	General	State of Good Repair	2,028,000	567,840	1,379,040	81,120
Safety Programming & Training (Public Safety Officers)	TRIP	General	Service Enhancement	914,700	-	731,760	182,940
Service Expansion - Fixed Route (Route 1) [FY26]	TRIP	Henrico	Expansion Development	3,729,512	596,722	2,983,610	149,180
Vehicle Support Equipment Bus Wash Upgrade	Capital	General	State of Good Repair	275,000	77,000	187,000	11,000
Vehicle Support Equipment Driving Simulator	Capital	General	State of Good Repair	400,000	112,000	272,000	16,000
Annual IT software maint contracts (Admin)	Capital	General	State of Good Repair	742,671	594,137		148,534
Total FY2026 Capital Proposed Budget				\$ 43,696,503	\$ 12,079,347	\$ 29,598,370	\$ 2,018,786

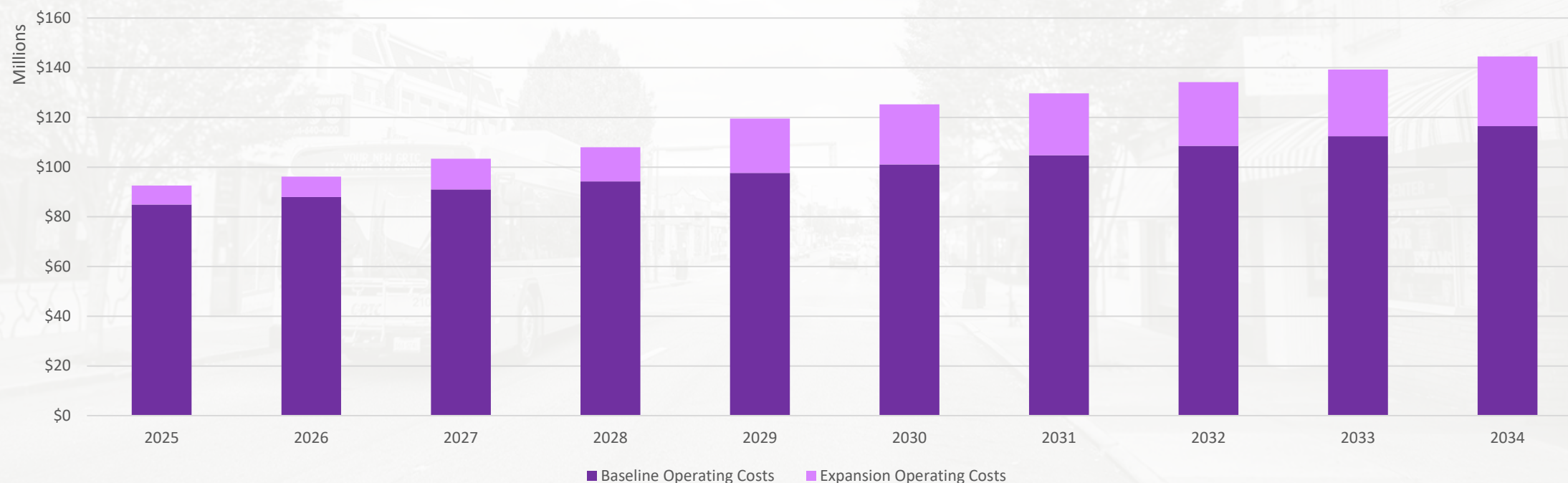


FY2026 Proposed Baseline Budget Capital Budget

Category	Total	Federal	State	Local
Business Improvement	345,500	132,740	198,940	13,820
Expansion Development	15,540,236	3,981,087	10,937,539	621,609
Safety/Regulatory	640,000	195,400	419,000	25,600
Service Enhancement	1,072,480	76,410	801,072	194,998
State of Good Repair	26,098,287	7,693,709	17,241,819	1,162,759
Total \$ 43,696,503 \$12,079,347 \$29,598,370 \$2,018,786				

10 Year Forecast Model - TSP

Limited Expansion Operating Cost Projections



	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Baseline Operating Costs	\$ 84,974,868	\$ 87,959,747	\$ 91,062,026	\$ 94,286,739	\$ 97,639,148	\$ 101,124,761	\$ 104,749,337	\$ 108,518,901	\$ 112,439,757	\$ 116,502,277
Expansion Operating Costs	\$ 7,627,475	\$ 8,230,429	\$ 12,289,590	\$ 13,738,643	\$ 21,891,511	\$ 24,177,198	\$ 24,930,935	\$ 25,684,547	\$ 26,808,468	\$ 28,076,883
Total Operating Costs	\$ 92,602,343	\$ 96,190,177	\$ 103,351,616	\$ 108,025,381	\$ 119,530,659	\$ 125,301,959	\$ 129,680,272	\$ 134,203,448	\$ 139,248,226	\$ 144,579,160

Note: This is from the Transit Strategic Plan and does not represent the respective adopted/proposed budgets.



Next Steps

Adopt FY2026 Budget ●

In Progress

Committees ●

Summer Finance Committee and Development
Committee Allocation and Service, and Capital Priority

Board Retreat ●

September 2025

Jurisdiction Budget Requests ●

October 2025

Draft FY2027 Budget ●

December 2025