AGENDA

GLTC Board of Directors Meeting

Wednesday
January 2, 2013
8:30 AM, GLTC 1301 Kemper Street

1) Public Comment
   a) Customer Service Committee report

2) Consideration of Approval:
   a) December 5, 2012 Board Meeting Minutes
   b) December 20, 2012 Special Board Meeting Minutes

3) Staff Reports:
   a) November Financial Statements
   b) November Ridership and Operational Goals
   c) Capital Projects
   d) Management Report

4) Action Item: GLTC FY14 Budget draft

5) Action Item: Resolution Thanking the City of Lynchburg staff Stephanie Suter, Tom Black with Tom Black Transit, LLC and Bob Buchanan with Buchanan & Associates for Assisting the Board with the Transit Management Contracting Process

6) President's Report

7) Other Business

8) Adjourn

Please call in advance if you are unable to attend the meeting (Natalie Wilkins @ 455.4010 or Karen Walton @ 455.5084). Please bring this packet with you to the meeting.

If you need to leave early, please advise the President at the start of the meeting, as we might need to adjust the agenda.

Go Green! Ride Blue! With GLTC
Draft Minutes
Greater Lynchburg Transit Company (GLTC)
BOARD OF DIRECTORS MEETING
December 5, 2012
8:30 A.M.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, December 5, 2012 at the GLTC Training Room, 1301 Kemper Street, Lynchburg, Virginia.

Board members attending were: Jack Hellewell, Lisa Dibble, Jennifer Martin, Dr. Jim Mundy, Greg Daniels, Jan Walker, Kim Payne, Christian DePaul, and Lee Beaumont.

Staff members attending were: Karen Walton, Josh Moore, Gloria Berkley, Millie Martin, and Natalie Wilkins. Visitors to the meeting included Sharon Slaughter and Jackie Robinson of the GLTC Customer Advisory Committee, Tom Black, Consultant, Ron Reekes and Chip Badger of Wendel, Jacob Craig of DRPT, John Woodford of First Transit, Stephanie Suter, City of Lynchburg, and Alicia Petska of the News and Advance.

Mr. Hellewell called the meeting to order at 8:30 a.m.

Public Comment
Mr. Hellewell asked for public comment. There was no public comment.

Consideration of Approval- November 7, 2012 and Special Board meeting minutes (November 7 & 8)

Mr. Hellewell asked for consideration of approval of the November 7, 2012 board meeting minutes and the special board meetings held on November 7, 2012 & November 8, 2012. Mr. Hellewell also noted that a correction was needed to reflect that although two members were excused early, the board had reached a consensus before those board members left. Dr. Mundy made a motion to accept the minutes with the proper corrections with Mr. Daniels seconding the motion. The vote was unanimously carried.

Staff Reports
Ms. Walton provided an update on the staff reports. She stated that revenue and expenses are currently on track. GLTC also has a reserve transfer for emergency funding. Ms. Walton also stated that the Liberty University and the Virginia University Universal Access Plan did not pan out this year; however, Central Virginia Community College (CVCC) might be interested in a future partnership.

DRAFT

Farebox revenue is doing better than projected. Our on time percentage is 96%. Customers who use wheelchairs are using fixed-route transportation rather than the paratransit vans. Ridership is up 11% for the year. On the City side, ridership is down to 16% but is starting to rebound after the cuts that were made in January.

The ADA Committee continues to meet monthly. They are reviewing all eligibility and requirements as well as a new Rider's Guide. Ms. Walton anticipates the ADA Committee coming to the board with recommendations on improving service in April 2013.

Ms. Walton thanked Mr. Beaumont for setting up a tour for her and Mr. Moore of the Liberty University facilities.

Action Item: FY 13 Liberty University Service Agreement

Mr. Hellewell stated that the Liberty University agreement has been reached and that service will remain as previously contracted. Liberty University has signed the agreement and is awaiting signature from GLTC pending board approval. Dr. Mundy made a motion to approve the Liberty University agreement with Ms. Dibble seconding the motion. The vote was unanimously carried with Mr. Beaumont abstaining.

Action Item: Transit Management Bid

Ms. Suter stated that she and Mr. Black have reviewed the contract with the top management firm and there are minor issues still in negotiation. Ms. Suter stated that a recommendation will be presented at the January board meeting. Dr. Mundy made a motion to table this action item until the information is reviewed. Ms. Dibble seconded the motion and the vote was carried unanimously.

Action Item: Wendel Construction Bid status

Mr. Beaumont provided an update on the Wendel Construction bid status. He stated that C.L. Lewis was the lowest bidder. He stated that the cost was about $6.8 million. There are additional costs including contingency plan, special inspections, abatement costs, FFE, etc. The total cost $8,014,659. Total funds are short $70,653. However, there are additional funds in the amount of $424,000 that may be allocated towards the project in FTA concurs. If the funds are not available, GLTC can remove one of the items to remain within budget. Overall, GLTC is within budget range for the project.

Mr. Beaumont stated that there are two levels of change orders and requesting a third level for protection. The board agreed that if the gross of the amount of the change order exceeds %5 of the total project budget, the board will be notified. This report came from the committee and the entire board was in agreement with the report.

President's Report

Mr. Hellewell stated that the contract with Mr. Black was extended until the end of the calendar year. The contract does not exceed $5,000.

DRAFT

Mr. Hellewell stated that the Customer Advisory Committee will provide a report at each board meeting starting next month.

As there was no other business, the meeting adjourned at 8:47 a.m.

X _____

Jennifer Martin

Secretary/Treasurer

DRAFT

Go Green! Ride Blue! With GLTC

Draft Minutes

Greater Lynchburg Transit Company (GLTC)

BOARD OF DIRECTORS MEETING

December 20, 2012

8:30 A.M.

A special meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Thursday, December 20, 2012 at the GLTC Training Room, 1301 Kemper Street, Lynchburg, Virginia.

Board members attending were: Jack Hellewell, Lisa Dibble, Dr. Jim Mundy, Jennifer Martin, Greg Daniels, Christian DePaul, Kim Payne, and Lee Beaumont. Absent: Jan Walker
Staff members attending were: Karen Walton, Millie Martin and Natalie Wilkins. Visitors to the meeting included Stephanie Suter, City of Lynchburg, and Ray Reed of the News and Advance.

Mr. Hellewell called the meeting to order at 8:25 am.

Action Item: Transit Management Bid

Ms. Suter provided an update on the transit management bid and the negotiations with First Transit. Dr. Mundy moved that the board approve the contract for transit management with First Transit. Mr. DePaul seconded. The motion and the vote carried unanimously.

Action Item: Wendel Authorization for Additional Services

Mr. Beaumont provided an update on the contract with Wendel and the need for the board's action on a scope modification and schedule extension of the construction documents and bidding phases for an additional $85,000. Mr. Beaumont moved that the board approve the modification to the contract with Wendel and Associates. Mr. DePaul seconded and the vote carried unanimously.

Board Comments: Ms Dibble cautioned the Board about starting the board meetings earlier than the posted time.

As there was no further business, the meeting adjourned at 8:40am.

X _____

Jennifer Martin

Secretary/Treasurer

DRAFT

GLTC Board Item Summary

MEETING DATE: 1.2.13		AGENDA ITEM NO.: 3a
CONSENT:	REGULAR: x	CLOSED SESSION: (Confidential)
ACTION:	INFORMATION: x	

ITEM TITLE: FY13 Financial Statements – November

SUMMARY: The financial statements for November 2012 are attached.

Revenue for the month and YTD are on track. Fare box revenue, including Liberty University pass purchases, are still above projection. Whereas Other Contract Revenue is below projection now, we expect that the upcoming air show will increase this amount.

Expenses for the month and year to date are well under projections ($400K under YTD). All line items with the exception of FR salary overtime, tires and utilities are under budget. I will probably request a shifting of expenses next month to even out the overtime discrepancy.

We are still continuing the reserve transfer at this point. Taking that out of consideration, our Net Income is almost $90K for the month.

CONTACT(S): Karen Walton

Greater Lynchburg Transit Company, Inc.
Balance Sheet
November FY 2013

	FY 2013	FY 2012	Difference
ASSETS			
Cash - GLTC	$ 1,003	$ -	$ 1,003
Cash - Capital	249,165	274,045	(24,880)
Accounts Receivable	203,549	-	203,549
TOTAL CURRENT ASSETS	$ 453,717	$ 274,045	$ 179,672
Tangible Property	$ 28,584,574	$ 26,683,904	$ 1,900,670
Accumulated Depreciation	(8,693,577)	(7,901,599)	(791,979)
NET FIXED ASSETS	$ 19,890,996	$ 18,782,305	$ 1,108,691
TOTAL ASSETS	$ 20,344,714	$ 19,056,350	$ 1,288,363
LIABILITIES AND CAPITAL			
Accounts Payable - Miscellaneous	$ 204,238	$ -	$ 204,238
TOTAL LIABILITIES	204,238	-	204,238
Capital Stock	5	$ 5	
Accumulated Income/(Loss) Prior Years	19,854,286	17,560,550	2,293,736
Accumulated Income/(Loss) Current Year	286,184	1,495,795	(1,209,611)
TOTAL CAPITAL	$ 20,140,476	$ 19,056,345	$ 1,084,130
TOTAL LIABILITIES AND CAPITAL	$ 20,344,714	$ 19,056,350	$ 1,288,364

Central VA Transit Management Company Inc.
Balance Sheet
Nov FY 2013

	FY 2013	FY 2012	Difference
ASSETS			
Cash	$ 610,457	$ 70,834	$ 681,291
Temporary Cash Investment	-	243,000	(243,000)
Cash - OPEB	45,994	-	45,994
Working Funds	150	150	-
Accounts Receivable	273,390	67,764	205,626
Materials and Fuel	185,659	220,568	(34,909)
TOTAL CURRENT ASSETS	$ 1,115,650	$ 602,316	$ 513,334
Tangible Property	$ 12,382	$ 46,682	$ (34,300)
Accumulated Depreciation	(12,382)	(46,682)	34,300
NET FIXED ASSETS	$ -	$ -	$ -
Prepayments	119,123	101,549	17,574
TOTAL ASSETS	$ 1,234,773	$ 703,865	$ 530,908
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	$ 48,098	$ (462,155)	$ 510,253
Wages Payable	52,706	176,860	(124,154)
Other Payroll Liabilities	159,294	132,602	26,692
Line of Credit	-	-	-
Advance Payments	579,091	1,034,660	(455,569)
TOTAL LIABILITIES	839,188	881,967	(42,779)
Accumulated Income/(Loss) Prior Years	(74,239)	(74,239)	0
Accumulated Income/(Loss) Current Year	398,990	(124,698)	523,688
Restricted Reserve	70,834	20,835	49,999
TOTAL CAPITAL	$ 395,585	$ (178,102)	$ 573,687
TOTAL LIABILITIES AND CAPITAL	$ 1,234,773	$ 703,865	$ 530,908

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

INCOME STATEMENT
AS OF NOVEMBER 30, 2012

	MONTH TO DATE			YEAR TO DATE		
	FY2013 NOVEMBER ACTUAL	FY2013 NOVEMBER BUDGET	% VAR	FY2013 YTD ACTUAL	FY2013 YTD BUDGET	% VAR
REVENUE						
FRT Passenger Revenue	$ 78,345	$ 74,000	6%	$ 424,944	$ 370,000	15%
DRT Passenger Revenue	7,611	7,744	-2%	38,631	38,718	0%
Contracts (LU Access)	-	18,251	-100%	-	73,002	-100%
Contracts (LC Access)	2,175	2,430	-11%	8,698	9,720	-11%
Contracts (VUL Access)	-	3,402	-100%	-	13,608	-100%
Liberty University Revenue	107,933	103,406	4%	431,732	413,622	4%
Liberty University PTS Revenue	-	2,100	-100%	-	8,400	-100%
Other Contract Revenue	4,029	7,594	-47%	12,321	37,968	-68%
Non-Operating Revenue	959	2,083	-54%	12,890	10,417	24%
Advertising Revenue	4,367	5,417	-19%	23,464	27,083	-13%
City Operating Assistance	114,105	114,105	0%	570,526	570,526	0%
County Operating Assistance	4,791	5,690	-16%	23,955	28,451	-16%
State Operating Assistance	119,416	106,084	13%	597,078	530,418	13%
Federal Operating Assistance	153,778	153,777	0%	768,890	768,887	0%
TOTAL REVENUE	**$ 597,508**	**$ 606,081**	**-1%**	**$ 2,913,129**	**$ 2,900,819**	**0%**
EXPENSES						
FIXED ROUTE						
Operator Labor	$ 95,083	$ 112,639	-16%	$ 520,700	$ 563,194	-8%
Operator-Overtime	31,797	8,082	293%	103,273	40,409	156%
Other Salaries & Wages	16,703	13,748	21%	84,815	68,739	23%
Supervisors-Overtime	977	1,426	-31%	6,850	7,129	-4%
Fringe Benefits	76,624	89,647	-15%	321,205	448,234	-28%
TOTAL FIXED ROUTE	**$ 221,183**	**$ 225,541**	**-2%**	**$ 1,036,842**	**$ 1,127,705**	**-8%**
DEMAND RESPONSE						
Operator Labor	$ 17,833	$ 24,227	-26%	$ 103,066	$ 121,137	-15%
Operator-Overtime-PTS	844	2,316	-64%	2,143	11,582	-81%
Other Salaries & Wages	6,108	8,636	-29%	30,566	43,178	-29%
Fringe Benefits	13,406	26,807	-50%	60,941	134,035	-55%
TOTAL DEMAND RESPONSE	**$ 38,191**	**$ 61,986**	**-38%**	**$ 196,717**	**$ 309,932**	**-37%**
MAINTENANCE						
Other Salaries & Wages	$ 41,053	$ 45,752	-10%	$ 224,119	$ 228,758	-2%
Inspection&Maint,Srvc-Overtime	2,043	3,412	-40%	8,697	17,058	-49%
Fringe Benefits	23,243	32,458	-28%	104,497	162,292	-36%
Fuel & Lubricants	71,458	79,812	-10%	361,210	399,059	-9%
Tires & Tubes	4,390	4,012	9%	12,478	20,061	-38%
Other Materials & Supplies	18,162	35,078	-48%	105,785	175,392	-40%
TOTAL MAINTENANCE	**$ 160,349**	**$ 200,524**	**-20%**	**$ 816,786**	**$ 1,002,620**	**-19%**
ADMINISTRATION						
Other Salaries & Wages	$ 9,871	$ 13,978	-29%	$ 64,828	$ 69,890	-7%
Fringe Benefits	5,560	5,651	-2%	29,097	28,256	3%
Services	30,959	33,522	-8%	166,125	167,609	-1%
Utilities	9,506	8,160	16%	35,241	40,800	-14%
Casualty & Liability Expenses	24,812	26,499	-6%	124,059	132,493	-6%
Other Materials & Supplies	4,067	3,211	27%	12,522	16,053	-22%
Miscellaneous	2,931	5,412	-46%	11,089	27,059	-59%
TOTAL ADMINISTRATION	**$ 87,707**	**$ 96,432**	**-9%**	**$ 442,960**	**$ 482,161**	**-8%**
TOTAL EXPENSES	**$ 507,430**	**$ 584,483**	**-13%**	**$ 2,493,305**	**$ 2,922,417**	**-15%**
Reserve Transfer	**$ 4,167**	**$ -**	**100%**	**$ 20,834**	**$ -**	**100%**
NET INCOME/(LOSS)	**$ 85,912**	**$ 21,598**	**298%**	**$ 398,990**	**$ (21,598)**	**-1947%**

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

COMPARATIVE INCOME STATEMENT
AS OF NOVEMBER 30, 2012

	MONTH TO DATE			YEAR TO DATE		
	FY2013 NOVEMBER ACTUAL	FY2012 NOVEMBER ACTUAL	% VAR	FY2013 YTD ACTUAL	FY2012 YTD ACTUAL	% VAR
REVENUE						
FRT Passenger Revenue	$ 78,345	$ 81,040	-3%	$ 424,944	$ 379,389	12%
DRT Passenger Revenue	7,611	9,668	-21%	38,631	36,236	7%
Contracts (LU Access)	-	11,407	-100%	-	57,033	-100%
Contracts (LC Access)	2,175	1,635	25%	8,698	4,910	44%
Contracts (VUL Access)	-	554	-100%	-	1,734	-100%
Liberty University Revenue	107,933	82,978	30%	431,732	424,399	2%
Liberty University PTS Revenue	-	12,550	-100%	-	15,838	-100%
Other Contract Revenue	4,029	1,088	270%	12,321	7,613	62%
Non-Operating Revenue	959	(376)	-355%	12,890	24,982	-48%
Advertising Revenue	4,367	4,998	-13%	23,464	38,169	-39%
City Operating Assistance	114,105	95,310	20%	570,526	476,548	20%
County Operating Assistance	4,791	4,791	0%	23,955	23,955	0%
State Operating Assistance	119,416	96,666	24%	597,078	483,332	24%
Federal Operating Assistance	153,778	154,395	0%	768,890	771,976	0%
TOTAL REVENUE	**$ 597,508**	**$ 556,701**	**7%**	**$ 2,913,129**	**$ 2,746,115**	**6%**
EXPENSES						
FIXED ROUTE						
Operator Labor	$ 95,083	$ 125,539	-24%	$ 520,700	$ 590,741	-12%
Operator-Overtime	31,797	22,218	43%	103,273	46,994	120%
Other Salaries & Wages	16,703	20,055	-17%	84,815	106,862	-21%
Supervisors-Overtime	977	816	20%	6,850	4,232	62%
Fringe Benefits	76,624	82,461	-7%	321,205	347,260	-8%
TOTAL FIXED ROUTE	**$ 221,183**	**$ 251,089**	**-12%**	**$ 1,036,842**	**$ 1,096,090**	**-5%**
DEMAND RESPONSE						
Operator Labor	$ 17,833	$ 21,979	-19%	$ 103,066	$ 126,025	-18%
Operator-Overtime-PTS	844	1,047	-19%	2,143	4,059	-47%
Other Salaries & Wages	6,108	2,943	108%	30,566	24,794	23%
Fringe Benefits	13,406	12,990	3%	60,941	71,823	-15%
TOTAL DEMAND RESPONSE	**$ 38,191**	**$ 38,960**	**-2%**	**$ 196,717**	**$ 226,700**	**-13%**
MAINTENANCE						
Other Salaries & Wages	$ 41,053	$ 48,142	-15%	$ 224,119	$ 278,171	-19%
Inspection&Maint,Srvc-Overtime	2,043	1,976	3%	8,697	12,440	-30%
Fringe Benefits	23,243	25,008	-7%	104,497	134,767	-22%
Fuel & Lubricants	71,458	78,412	-9%	361,210	409,912	-12%
Tires & Tubes	4,390	4,795	-8%	12,478	16,168	-23%
Other Materials & Supplies	18,162	38,559	-53%	105,785	162,539	-35%
TOTAL MAINTENANCE	**$ 160,349**	**$ 196,891**	**-19%**	**$ 816,786**	**$ 1,013,998**	**-19%**
ADMINISTRATION						
Other Salaries & Wages	$ 9,871	$ 17,793	-45%	$ 64,828	$ 92,295	-30%
Fringe Benefits	5,560	8,799	-37%	29,097	42,800	-32%
Services	30,959	35,044	-12%	166,125	173,573	-4%
Utilities	9,506	8,348	14%	35,241	34,158	3%
Casualty & Liability Expenses	24,812	30,078	-18%	124,059	148,499	-16%
Other Materials & Supplies	4,067	3,146	29%	12,522	8,728	43%
Miscellaneous	2,931	3,603	-19%	11,089	13,137	-16%
TOTAL ADMINISTRATION	**$ 87,707**	**$ 106,811**	**-18%**	**$ 442,960**	**$ 513,190**	**-14%**
TOTAL EXPENSES	**$ 507,430**	**$ 593,752**	**-15%**	**$ 2,493,305**	**$ 2,849,978**	**-13%**
Reserve Transfer	**$ 4,167**	**$ 4,167**	**0%**	**$ 20,834**	**$ 20,835**	**0%**
NET INCOME/(LOSS)	**$ 85,912**	**$ (41,218)**	**-308%**	**$ 398,990**	**$ (124,698)**	**-420%**

GLTC Board Item Summary

MEETING DATE: 1.2.13		AGENDA ITEM NO: 3b
CONSENT:	REGULAR: x	CLOSED SESSION: (Confidential)
ACTION:	INFORMATION: x	

ITEM TITLE: November Ridership & Operational Goals

SUMMARY:

Our FR on-time percentage is 94.38% which is slightly below our goal and is mostly due to excessive traffic around the Wards Road/Mall area. We transported 315 persons who use wheelchairs and had 100% ramp availability this month. Passenger boardings are up 4% for the month and just over 9% for the year. This is considered to be an above average increase in ridership (APTA puts 3% as goal for very good increases). All of our metrics are above average this month with increases in passengers per hour (13%) and decreases in costs per mile/hour/and passenger.

Our on-time performance for Paratransit is steady at 97%. These parameters well exceed industry standards. Though our ridership for the month of November is at over 7%, ridership YTD is still down almost 5%.

Attachment: November Dashboard

CONTACT(S): Karen Walton

RIDERSHIP

	Prior Year	Current Year		Prior YTD	Current YTD
Weekday Service Days	21	21		106	107
Saturday Service Days	4	5		22	22
Holiday Service Days	1	0		1	1
Sunday Service Days	4	0		22	0
Snow Routes	0	0		0	0

Fixed Route

Nov-12	Prior Year	Current Year	Percent Change	Prior YTD	Current YTD	Percent Change
Revenue Miles FR	100,733	67,352	-33.14%	449,453	347,337	-22.72%
Revenue Hours FR	6,911	6,315	-8.63%	32,965	30,339	-7.97%
Passenger Boardings	231,309	240,638	***4.03%***	990,705	1,083,050	**9.32%**
Total City Trips	89,541	81,451	-9.04%	509,305	414,816	-18.56%
Liberty Campus Trips	141,768	159,187	12.29%	599,190	668,234	11.52%
Passenger/Hour	33.47	38.11	13.63%	20.73	35.70	72.20%
Cost/Mile	$5.41	$5.26	-2.77%	$4.58	$4.94	7.86%
Cost/Hour	$78.86	$56.10	-28.86%	$62.54	$56.52	-9.63%
Cost/Passenger	$2.36	$1.47	-37.71%	$2.08	$1.58	-24.04%
Farebox Recovery	17.40%	16.90%	-2.87%	15.80%	18.60%	17.72%

Paratransit

Nov-12	Prior Year	Current Year	Percent Change	Prior YTD	Current YTD	Percent Change
Revenue Miles	16,560	21,421	29.35%	87,752	84,592	-3.61%
Revenue Hours	1,457	1,382	-5.15%	8,359	7,118	-14.85%
Passenger Boardings	2,129	2,288	**7.46%**	11,903	11,327	**-4.84%**
Pass Revenue Hour	1.46	1.66	13.69%	1.45	1.59	9.66%
Cost/Mile	$2.95	$3.06	3.72%	$4.26	$3.97	-6.81%
Cost/Hour	$33.48	$47.36	41.46%	$44.56	$47.14	5.79%
Cost/Passenger	$22.91	$28.61	24.88%	$31.32	$29.63	-5.40%

GLTC Board Item Summary

MEETING DATE: 1.2.13		AGENDA ITEM NO.: 3c
CONSENT:	REGULAR: x	CLOSED SESSION: (Confidential)
ACTION:	INFORMATION: x	

ITEM TITLE: November Capital Report

SUMMARY: Attached is the capital projects/grant reports, which summarizes all open and pending capital grants.

Though we have signed the State Capital grant, we continue to wait on DRPT to sign and send back to us. We are hoping for movement after the holidays. There were some outstanding invoices for the Transfer Center construction that Wendel & Associates were justifiably getting concerned about, so we went ahead and drew down the Federal & City grants.

The Zero Dollar Budget Amendment was sent and we are now waiting on word. Due to the good price that we received for construction, I was only able to ask for FF&E costs to this amendment in the amount of just over $200K.

CONTACT(S): Millie Martin and Karen Walton

ATTACHMENT(S): Capital Report

GLTC
Status of Capital Grants
For Month November, 2012

Active Capital Grants	(P) Pending	Grant Purpose	Total Grant Funding	Expended to Date	Reimbursed to Date	Balance
Federal Capital Grants						
VA-04-0054		Transfer Center (Real Estate, A&E)	$ 1,184,000.00	$ 1,184,000.00	$ 1,105,816.00	$ -
VA-04-0026		Transfer Center (Appraisel, E&D, A&E), ACM	$ 1,280,000.00	$ 876,784.00	$ 869,456.00	$ 403,216.00
VA-95-X023		3 E Buses,Shelters,Comm. Equip,ACM	$ 1,101,533.00	$ 1,039,268.00	$ 981,248.00	$ 62,265.00
VA-95-X045		Purchase 4 E Buses, ADP	$ 1,304,000.00	$ 1,250,942.00	$ 1,250,942.00	$ 53,058.00
VA-95-X110		5 R/3 R PTS/4 E PTS Buses ;Admin Ctr (E&D,Ap)	$ 4,778,675.00	$ 2,448,826.00	$ 2,448,826.00	$ 2,329,849.00
VA-96-0005		7 R Buses, ADP,Bus Equip	$ 5,527,401.00	$ 5,196,002.84	$ 5,171,992.84	$ 331,398.16
VA-95-X122		Trnfs Ctr Const.;Admin A&E,Radios,ACM,Misc Equip	$ 6,686,953.00	$ -	$ -	$ 6,686,953.00
		TOTAL FEDERAL FUNDS	$ 21,862,562.00	$ 11,995,822.84	$ 11,828,280.84	$ 9,866,739.16

Active Capital Grants	(P) Pending	Grant Purpose	Total Grant Funding	Expended to Date	Reimbursed to Date	Balance
State Capital Grants						
72510-06		Transfer Center (Real Estate, A&E)	$ 296,000.00	$ 296,000.00	$ 276,335.00	$ -
72509-18,19,20		Transfer Center (Appraisel, E&D, A&E), ACM	$ 320,000.00	$ 219,194.58	$ 217,362.58	$ 100,805.42
73008-27&44		3 E Buses,Shelters,Comm. Equip,ACM	$ 199,760.00	$ 189,038.00	$ 181,495.00	$ 10,722.00
73009-28&29		Purchase 4 E Buses, ADP	$ 247,285.00	$ 243,110.00	$ 243,110.00	$ 4,175.00
73009-30,73011-22,23,24		5 R/3 R PTS/4 E PTS Buses ;Admin Ctr (E&D,Ap)	$ 927,700.00	$ 471,355.00	$ 471,355.00	$ 456,345.00
VA-95-X122		Trnfs Ctr Const.;Admin A&E,Radios,ACM, Misc Equip	$ 836,019.00	$ -	$ -	$ 836,019.00
		TOTAL STATE FUNDS	$ 2,826,764.00	$ 1,418,697.58	$ 1,389,657.58	$ 1,408,066.42

Active Capital Grants	(P) Pending	Grant Purpose	Total Grant Funding	Expended to Date	Reimbursed to Date	Balance
City Capital Grants						
FY07 - VA-95-X023		3 E Buses,Shelters,Comm. Equip,ACM	$ 75,625.00	$ 70,778.87	$ 63,816.87	$ 4,846.13
FY10-VA-95-X045		Purchase 4 E Buses, ADP	$ 78,715.00	$ 69,623.91	$ 69,623.91	$ 9,091.09
FY08,FY09,FY11-VA-95-X11(		5 R/3 R PTS/4 E PTS Buses ;Admin Ctr (E&D,Ap)	$ 266,970.00	$ 170,650.66	$ 170,650.66	$ 96,319.34
VA-95-X122		Trnfs Ctr Const.;Admin A&E,Radios,ACM,Misc Equip	$ 836,019.00	$ -	$ -	$ 836,019.00
		TOTAL CITY FUNDS	$ 1,257,329.00	$ 311,053.44	$ 304,091.44	$ 946,275.56
		GRAND TOTAL OF ALL CAPITAL FUNDS	$ 25,946,655.00	$ 13,725,573.86	$ 13,522,029.86	$ 12,221,081.14

GLTC Board Item Summary

MEETING DATE: 1.2.13		AGENDA ITEM NO.: 3d
CONSENT:	REGULAR: x	CLOSED SESSION: (Confidential)
ACTION:	INFORMATION: x	

ITEM TITLE: Management Report

Paratransit: The Transit ADA Committee continues to meet monthly. The committee voted on their 2013 officers: Chair Gary DuPriest, Vice Chair Kanika Davis, and Secretary Angela Turner. After the election for officer positions, the Committee got started on the Paratransit Eligibility standards and guide. Items under consideration include revamping the eligibility appeals process and what processes should be used for recertification. After this process is complete (approximately April 2013), the ADA Committee will bring its recommendations to the Board.

Marketing: Outreach activities are gearing up for the holiday months. Some of the events that GLTC was represented at this month include the Lynchburg Community Action Breakfast, Lynch's landing/Economic Development Diva Crawl Downtown event, and Toastmasters.

Groundbreaking: Don't forget! The Kemper Street Transfer Center Groundbreaking is on January 14th at 9am at the site, with refreshments directly after.

CONTACT(S): Karen Walton

GLTC Board Item Summary

MEETING DATE: 1.2.13		AGENDA ITEM NO.: 4
CONSENT:	REGULAR: X	CLOSED SESSION: (Confidential)
ACTION: X	INFORMATION:	
ITEM TITLE: GLTC FY14 Draft Budget		

Recommendation: Approve

SUMMARY:

In this budget I went very conservative with Revenue and realistic as possible with Expenses. We have a couple of unknowns in FY14 to include the possible "Fiscal Cliff" ramifications and the new Kemper Street Transfer Center. I based these figures on three criteria:

1) The FY12 actual numbers;
2) The past 12 rolling month actual numbers (after the service cuts took place);
3) Input from senior management; and
4) Factoring in possible unknown costs associated with the transfer center.

Overall I reduced Revenue projections by 14%, and reduced Expenses by 3.4% (though I still feel that we have a safe "padding" in case something unexpected happens).

REVENUE

Fare box revenue on FR is on track to bring in just over $1M this fiscal year with Paratransit fares being flat.

The university's Access program is also currently flat with Liberty U. purchasing fare cards instead of using the UPass program. VUL was also a nonstarter this year, however this could be due to a change in management over there. I will try and reengage but I recommend playing it safe. I'm also currently having conversations with CVCC about the possibility of a UPass program.

The decrease in Special Events is due to the Air Show this fiscal year. The other Revenue items are flat.

FUNDING

Liberty University is stating that there will probably be increased service for the upcoming year but has not given me any firm figures, so I recommend keeping this line item flat.

I am keeping the government grants flat at this time. I did increase the State portion as I was told by DRPT that we would be getting a 9% increase next year.

EXPENSES

Labor and Fringe costs are projected to come in under budget. This is a realistic number based on current numbers and adding a 2% increase over last 12 rolling months of actual costs, and an 18% increase in

medical/dental/other insurance (the high end of the estimate from our insurance agent). I also kept in mind that we may need to hire an additional 1.5 FTE Customer Service Agent for the new transfer center.

I increased **Services** by 7.7%. The First Transit Management Contract, Audit, Legal, and other contracts are flat or reduced based on actual contractual numbers. The increase comes from the new Radio and Route Match contracts. I think the Route Match contract is very high and will be looking to ways of reducing it.

Materials and Supplies are reduced by almost 9%. I have included a significant increase (8%) in diesel fuel from the FY13 budget which is also 10.8% over the last 12 month rolling actual. The only other significant increase in this section is the radios and computers which I increased due to the fact that there may be some additional costs associated with the new transfer center which are not covered by our FF&E.

Utilities – I have increased this:

1) 3% based on the City of Lynchburg projections; and
2) Unknown utility costs associated with the new transfer center

Insurance – Based on conversations with VTLP & Campbell, insurance is actually expected to decrease slightly. I kept the line item flat, though I reduced the cost of insurance on the Kemper Street property as the construction company will be holding the insurance.

Other
I increased this sections budget by $20K, mostly in the area of Dues/Subscriptions (APTA) and the contingency line item – again due to the new transfer center.

CONTACT(S): Karen Walton

FY14

Prepared: 12/10/12
Approved:

Summary		FY12 Budget	FY13 Budget	FY14 Budget	FY13/14 % Change	FY14-FY13 Difference	FY12 Actual	FY12 Actual-Budget
Revenue					Budgeted			
	Fares - Fixed Route	$975,000	$ 888,000	$ 950,160	7.0%	$ 62,160.00	$ 878,402	(96,598.00)
	Fare - PTS	$91,160	$ 92,922	$ 92,922	0.0%	$ -	$ 105,913	14,753.00
	Contracts (LC UPass)	$16,200	$ 24,300	$ 21,746	-10.5%	$ (2,554.00)	$ 14,720	(1,480.00)
	Contracts (LU UPass)	$136,879	$ 182,506	$ -	-100.0%	$ (182,505.60)	$ 115,949	(20,930.20)
	Contracts (VUL UPass)	$0	$ 34,020	$ -	-100.0%	$ (34,020.00)	$ 4,986	4,986.00
	Other contracting	$5,500	$ 6,188	$ 6,200	0.2%	$ 12.00	$ 15,701	(45,574.00)
	Special Events	$ 42,500	$ 77,350	$ 35,000	-54.8%	$ (42,350.00)	$ -	0.00
	LSI	$ 4,800	$ 4,800	$ 4,800	0.0%	$ -	$ -	0.00
	First Fridays	$ 2,475	$ 2,785	$ 2,800	0.5%	$ 15.00	$ -	0.00
	Advertising	$65,000	$ 65,000	$ 65,000	0.0%	$ -	$ 68,499	3,499.00
	Other	$25,000	$ 25,000	$ 25,000	0.0%	$ -	$ 56,382	31,382.00
	Property Lease	$6,000	$ -	$ -	#DIV/0!	$ -	$ -	0.00
Total Revenue		$ 1,370,514	$ 1,402,871	$ 1,203,628	-14.2%	$ (199,242.60)	$ 1,260,552	(109,962.20)
Expenses								
	Labor	2,877,368	$ 2,810,575	$ 2,788,427	-0.8%	$ (22,148.00)	$ 2,843,513	(33,855.00)
	Fringe	$ 1,729,778	$ 1,854,761	$ 1,714,351	-7.6%	$ (140,410.00)	$ 1,502,655	(227,123.00)
	Services	$ 391,035	$ 402,262	$ 433,426	7.7%	$ 31,164.00	$ 392,818	1,783.00
	Materials & Supplies	$ 1,144,304	$ 1,465,358	$ 1,334,232	-8.9%	$ (131,126.00)	$ 1,253,789	103,702.00
	Utilities	$ 82,920	$ 97,920	$ 117,000	19.5%	$ 19,080.00	$ 93,823	10,903.00
	Insurance	$ 333,433	$ 317,983	$ 306,000	-3.8%	$ (11,983.00)	$ 320,643	(15,006.00)
	Other/Contingency	$ 29,651	$ 64,942	$ 84,500	30.1%	$ 19,558.00	$ 33,093	11,441.00
	Reserve	$ 50,000	$ -	$ -	#DIV/0!	$ -	$ -	(50,000.00)
Total Expenses		$ 6,638,489	$ 7,013,801	$ 6,777,936	-3.4%	$ (235,865.00)	$ 6,440,334	(198,155.00)
Operating Deficit		$ (5,267,975)	$ (5,610,930)	$ (5,574,308)	-0.7%	$ 36,622.40	$ (5,179,782)	88,192.80
FTA Max		$ (2,633,987)	$ (2,805,465)	$ (2,787,154)	-0.7%	$ 18,311.20		2,633,987.40
Funding								
	Federal Operating	$ 1,852,743	$ 1,845,329	$ 1,845,336	0.0%	$ 7.00	$ 1,852,743	0.00
	State Operating	$ 1,159,996	$ 1,268,002	$ 1,382,122	9.0%	$ 114,120.00	$ 1,166,980	1,984.00
	State Training	$ 5,000	$ 5,000	$ 5,000	0.0%	$ -	$ -	(5,000.00)
	Amherst County	$ 57,492	$ 68,282	$ 68,282	0.0%	$ -	$ 57,492	0.00
	LU/PTS	$ 40,000	$ 21,000	$ -	-100.0%	$ (21,000.00)	$ 31,355	(8,645.00)
	LU/FR	$ 1,009,029	$ 1,034,055	$ 1,079,329	4.4%	$ 45,274.00	$ 1,021,356	12,327.00
	City	$ 1,143,714	$ 1,369,262	$ 1,369,262	0.0%	$ -	$ 1,143,714	0.00
	Total Funding	$ 5,267,974	$ 5,610,930	$ 5,574,308	-0.7%	$ (36,622.00)	$ 5,273,640	666.00
	Restricted Reserve		$ -	$ -	#DIV/0!	$ -	$ -	0.00
	Balance	$ (1)	$ (0)	$ -	-100.0%	$ (11,000)	$ 93,858	93,858.80

Detail

Line Item	FY12 Budget	FY13 Budget	FY14 Budget	FY12/FY13 % Change	FY13-FY12 Difference	FY12 Actual	FY12 Actual-Budget	FY13 Budget-FY11 Actual Difference
Labor								
Operators - Fixed Route	$ 1,444,213	$ 1,448,646	$ 1,437,746	-1%	(10,900)	1,423,323	20,890	14,423
Operators - PTS	$ 307,002	$ 318,525	$ 274,530	-14%	(43,995)	294,020	12,982	(19,490)
Transportation Supervisors	$ 219,641	$ 182,083	$ 236,742	30%	54,659	251,533	(31,892)	(14,791)
PTS Supervisors	$ 54,619	$ 65,464	$ 65,175	0%	(289)	58,121	(3,502)	7,054
Maintenance Administration	$ 47,155	$ 47,155	$ 55,720	18%	8,565	54,360	(7,205)	1,360
Mechanics	$ 403,031	$ 350,715	$ 363,304	4%	12,589	405,827	(2,796)	(42,523)
Servicers	$ 187,408	$ 192,088	$ 149,311	-22%	(42,777)	155,027	32,381	(5,716)
General Administration	$ 214,299	$ 205,899	$ 205,899	0%	0	179,031	35,268	26,868
Merit Pool	$ -	$ -	$ -	#DIV/0!	0		0	0
Total Labor	$ 2,877,368	$ 2,810,575	$ 2,788,427	-1%	(22,148)	2,821,242	56,126	(32,815)
Fringes								
FICA	$ 220,119	$ 215,009	$ 235,300	9%	20,291	235,124	(15,005)	176
Pension	$ 115,095	$ 112,423	$ 110,000	-2%	(2,423)	109,084	6,011	916
Accrued Leave	$ 58,993	$ 58,993	$ 58,993	0%	0	58,993	0	0
Hospitalization/Medical	$ 852,958	$ 989,002	$ 890,000	-10%	(99,002)	753,629	99,329	136,371
Life and AD&D Insurance	$ 14,980	$ 15,150	$ 17,470	15%	2,320	16,640	(1,660)	830
Short-Term Disability	$ 23,270	$ 23,658	$ 20,500	-13%	(3,158)	17,170	6,100	3,330
Federal Unemployment Ins.	$ 6,720	$ 6,720	$ 7,500	12%	780	7,487	(767)	13
State Unemployment Ins.	$ 26,000	$ 26,000	$ 42,000	62%	16,000	40,717	(14,717)	1,283
Workers' Compensation	$ 82,033	$ 82,033	$ 82,033	0%	0	82,033	0	0
Sick Leave	$ 6,854	$ 6,409	$ 4,000	-38%	(2,409)	3,437	3,417	563
Holiday Leave	$ 96,970	$ 90,961	$ 74,755	-18%	(16,206)	73,280	23,690	1,475
Vacation Leave	$ 167,783	$ 169,145	$ 110,000	-35%	(59,145)	107,772	60,011	2,228
Other Absence	$ 2,000	$ 2,000	$ 2,000	0%	0	1,286	714	714
Operator Uniform Allowance	$ 22,140	$ 23,100	$ 25,000	8%	1,900	25,001	(2,861)	(1)
PTS Uniform Allowance	$ 5,620	$ 5,720	$ 4,000	-30%	(1,720)	3,929	1,691	71
Mechanic Uniform/Tool Allow.	$ 6,900	$ 7,100	$ 15,500	118%	8,400	13,102	(6,202)	2,398
Sup Uniform Allow.	$ 2,940	$ 2,940	$ 2,800	-5%	(140)	521	2,419	2,279
CDL Reimbursement	$ 402	$ 398	$ 1,500	277%	1,102	1,437	(1,035)	63
OBEB Contribution	$ 18,000	$ 18,000	$ 11,000	-39%	(7,000)	11,000	7,000	0
Total Fringe	$ 1,729,777	$ 1,854,761	$ 1,714,351	-8%	(140,410)	1,561,642	168,135	152,709
Services								
Management Contract	$ 300,034	$ 285,033	$ 249,576	-12%	(35,457)	292,533	7,501	(42,957)
Auditor	$ 26,000	$ 26,000	$ 26,250	1%	250	36,867	(10,867)	(10,617)
Legal Services	$ 400	$ 400	$ 400	0%	0	874	(474)	(474)
Contract - Office Equipment	$ 8,000	$ 8,000	$ 4,500	-44%	(3,500)	4,900	3,100	(400)
Contract - Computers	$ 16,000	$ 26,300	$ 20,000	-24%	(6,300)	(5,865)	21,865	25,865
Contract - Radios	$ 7,500	$ 7,500	$ 19,900	165%	12,400	3,795	3,705	16,105
Medical Services	$ 6,101	$ 6,029	$ 10,000	66%	3,971	8,758	(2,657)	1,242
Banking Services	$ 12,000	$ 18,000	$ 16,800	-7%	(1,200)	13,071	(1,071)	3,729
Route Match Software	$ -	$ -	$ 61,000					
Other Contract Services	$ 15,000	$ 25,000	$ 25,000	0%	0	37,882	(22,882)	(12,882)
Total Services	$ 391,035	$ 402,262	$ 433,426	8%	31,164	392,815	(1,780)	(20,389)
Material & Supply								
Diesel Fuel	$ 643,762	$ 745,756	$ 802,300	8%	56,544	740,142	(96,380)	62,158
Oil	$ 13,132	$ 17,236	$ 15,000	-13%	(2,236)	15,830	(2,698)	(830)
Lubricants	$ 10,856	$ 16,164	$ 12,000	-26%	(4,164)	11,637	(781)	363
Gasoline	$ 53,972	$ 178,586	$ 109,000	-39%	(69,586)	121,394	(67,422)	(12,394)
Tires	$ 46,017	$ 48,146	$ 48,146	0%	0	38,893	7,124	9,253

Prepared by
Karen Walton

Detail

Line Item	FY12 Budget	FY13 Budget	FY14 Budget	FY12/FY13 % Change	FY13-FY12 Difference	FY12 Actual	FY12 Actual-Budget	FY13 Budget-FY11 Actual Difference
Shop Equipment	$ 13,991	$ 11,872	$ 11,000	-7%	(872)	8,958	5,033	2,042
Repairs - Support Vehicles	$ 4,115	$ 4,615	$ 2,000	-57%	(2,615)	1,996	2,119	4
Building	$ 13,168	$ 22,275	$ 22,775	2%	500	20,490	(7,322)	2,285
Freight	$ 6,584	$ 5,111	$ 4,211	-18%	(900)	4,902	1,682	(691)
Other Shop Expenses	$ 33,743	$ 51,395	$ 40,000	-22%	(11,395)	37,299	(3,556)	2,701
Repairs - Revenue Vehicles	$ 197,518	$ 230,523	$ 171,000	-26%	(59,523)	160,872	36,646	10,128
Repairs - Accidents	$ 19,752	$ 22,373	$ 22,000	-2%	(373)	32,413	(12,661)	(10,413)
Vehicle Servicing	$ 13,168	$ 17,337	$ 10,000	-42%	(7,337)	9,408	3,760	592
Transportation Supplies	$ 5,000	$ 5,000	$ -	-100%	(5,000)	1,772	3,228	(1,772)
Schedule Printing	$ 12,000	$ 12,000	$ 12,000	0%	0	16,418	(4,418)	(4,418)
Ticket/Transfer Printing	$ 10,000	$ 10,000	$ 8,000	-20%	(2,000)	13,435	(3,435)	(5,435)
Office Supplies	$ 15,000	$ 20,000	$ 15,000	-25%	(5,000)	11,097	3,903	3,903
Security (FTA Mandated 1%)	$ 18,527	$ 18,453	$ 5,000	-73%	(13,453)	0	18,527	5,000
Shelter/Benches/Signs	$ 5,000	$ 9,514	$ 1,000	-89%	(8,514)	428	4,572	572
Radios/Computers	$ 4,000	$ 5,000	$ 13,800	176%	8,800	0	4,000	13,800
Computer Repairs	$ 5,000	$ 14,000	$ 10,000	-29%	(4,000)	6,423	(1,423)	3,577
Total Materials	$ 1,144,305	$ 1,465,356	$ 1,334,232	-9%	(131,124)	1,253,807	(109,502)	80,425
Utilities								
Power/Gas/Water	$ 62,920	$ 62,920	$ 72,000	14%	9,080	53,805	9,115	18,195
Electric			$ -	#DIV/0!	0	0	0	0
Water & Sewer			$ -	#DIV/0!	0	0	0	0
Communications	$ 20,000	$ 35,000	$ 45,000	29%	10,000	40,017	(20,017)	4,983
Total Utilities	$ 82,920	$ 97,920	$ 117,000	19%	19,080	93,822	(10,902)	23,178
Insurance								
Property GL	$ 19,896	$ 16,896	$ 21,000	24%	4,104	13,168	6,728	7,832
Vehicle GL	$ 308,552	$ 296,102	$ 285,000	-4%	(11,102)	291,864	16,688	(6,864)
Garage Keepers Liability	$ -	$ -	$ -	#DIV/0!	0	0	0	0
Other	$ 4,985	$ 4,985	$ -	-100%	(4,985)	15,610	(10,625)	(15,610)
Total Insurance	$ 333,433	$ 317,983	$ 306,000	-4%	(11,983)	320,642	12,791	(14,642)
Other								
Dues/Subscriptions	$ 3,125	$ 3,125	$ 15,000	380%	11,875	4,941	(1,816)	10,059
Travel - Staff	$ 6,526	$ 6,526	$ 5,000	-23%	(1,526)	8,461	(1,935)	(3,461)
Travel - FT	$ 1,500	$ 1,500	$ -	-100%	(1,500)	0	1,500	0
Travel - Board	$ 1,000	$ 1,000	$ -	-100%	(1,000)	406	594	(406)
Training	$ 5,000	$ 5,000	$ 2,000	-60%	(3,000)	2,831	2,169	(831)
Public Relations	$ 7,500	$ 7,500	$ 7,500	0%	0	2,873	4,627	4,627
Safety Promotions	$ 3,000	$ 3,000	$ 5,000	67%	2,000	0	3,000	5,000
Employee Incentives	$ 2,000	$ 2,000	$ -	-100%	(2,000)	0	2,000	0
Other/Contingencies	$ -	$ 35,291	$ 50,000	42%	14,709	13,581	(13,581)	36,419
Reserve	$ 50,000			#DIV/0!	0	50,000	0	(50,000)
Total Other	$ 79,651	$ 64,942	$ 84,500	30%	19,558	83,093	(3,442)	1,407
Grand Total	$ 6,638,489	$ 7,013,800	$ 6,777,936	-3%	(235,864)	$ 6,527,063	$ 111,426	250,873

GLTC Board Item Summary

MEETING DATE: 1.2.13		AGENDA ITEM NO.: 5
CONSENT:	REGULAR: X	CLOSED SESSION: (Confidential)
ACTION: X	INFORMATION:	

ITEM TITLE: Board Resolution

SUMMARY:

Resolution thanking Tom Black, Stephanie Suter, and Bob Buchanan for their hard work on the Transit Management Contract process.

CONTACT(S): Jack Hellewell

Greater Lynchburg Transit Company

1301 Kemper Street
PO Box 797
Lynchburg, VA 24505
434.455.5080
434.847.8621 (Fax)
gberkley@gltconline.com
www.GLTConline.com

Board Resolution to Thank the City of Lynchburg Staff Stephanie Suter,

Tom Black, Tom Black Transit, LLC & Bob Buchanan, Buchanan & Associates

Whereas: the Board of Directors for the Greater Lynchburg Transit Company needed to go out to bid for Transit Management Services; and

Whereas: The RFP process is a lengthy and complicated process; and

Whereas: The City of Lynchburg staff Stephanie Suter, Tom Black with Tom Black Transit, LLC and Bob Buchanan with Buchanan & Associates exhibited extraordinary commitment to ensuring that the process was carried out in a timely and professional manner.

NOW, THEREFORE, BE IT RESOLVED that the Greater Lynchburg Board of Directors express their gratitude and offer a Thank You to Stephanie Suter, Tom Black & Bob Buchanan for all of their hard work and dedication to seeing this project through to its completion.