



AGENDA

GLTC Board of Directors Meeting

Wednesday
May 1, 2013

8:30 AM, GLTC 1301 Kemper Street

- 1) Public Comment
- 2) Consideration of Approval:
 - a) April 3, 2013 minutes
- 3) Staff Reports:
 - a) March Financial Statements
 - b) March Ridership and Operational Goals
 - c) Capital Projects
 - d) Management Report
 - e) Route Analysis update
 - f) Kemper Street Transfer Center update
- 4) Action Item: Changes to Paratransit Rules/Ridership Guide
- 5) Action Item: Reinstatement of Evening Service
- 6) Closed Session: Administration/Maintenance Facility
- 7) Closed Session: Charter Bus Service
- 8) President's Report
- 9) Other Business
- 10) 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.

Go Green! Ride Blue! With GLTC
Draft Minutes
Greater Lynchburg Transit Company (GLTC)
BOARD OF DIRECTORS MEETING
April 3, 2013
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, April 3, 2013 at the GLTC office, 1301 Kemper Street, Lynchburg, Virginia. Board members attending were: Jack Hellewell, Greg Daniels, Dr. James Mundy, Jan Walker, Kim Payne, Peggy Whitaker, Christian DePaul, and Lee Beaumont.

Absent: Jennifer Martin

Staff members attending were: Karen Walton, Josh Moore, Millie Martin, Gloria Berkley, and Natalie Wilkins. Visitors to the meeting included Chip Badger of Wendel, Gareth McAllister of Wendel, Kathy Liedich of DRPT, Sharon Slaughter and Jackie Robinson of the Customer Advisory Committee, and Alicia Petska from the News and Advance.

Mr. Hellewell called the meeting to order at 8:30 a.m. He welcomed new board member, Ms. Whitaker. Ms. Whitaker stated that she is happy to be a part of GLTC's Board of Directors.

Public Comment

Ms. Robinson presented a report from the Customer Advisory Committee. She stated that the committee is working on the Stuff the Bus campaign with the ADA committee. The committee also discussed that they are aware of the additional cost of the bus locator component; however, there are some customers who do not have the capability to access GLTC information via web-based phones, etc. The committee has also changed their meeting time from 5:30 p.m. to 2:30 p.m. every other month but the same day.

Consideration Approval of the board minutes

Mr. Payne made a motion to accept the minutes from March 8, 2013. Dr. Mundy seconded the motion and the vote was unanimously carried.

Staff Reports

Ms. Walton provided an overview of the Staff Reports. She stated that GLTC is still financially stable and revenue is on track. GLTC's expenses are down compared to prior year. GLTC budgeted items such as fuel are coming in under projections.

Ms. Walton also researched the issue with the PTS ridership going down and the expenses going up by comparing them to some other transit systems and it looks like we are on track.

Ms. Walton asked if the board is satisfied the new Capital Grant Report format. The board members agreed this format provides information needed.

ADA is still meeting monthly and has finished the Rider's Guide. Next month the committee will start on the eligibility process.

Marketing- GLTC is working on the Summer Youth Pass, the Stuff the Bus campaign with the Customer Advisory Committee and the ADA Committee.

There was discussion regarding reinstating night service. The Board requested some additional financial and service numbers. Ms. Walton stated that she will have them at the next Board meeting.

Route Analysis- The committee Mr. Hellewell, Dr. Mundy, Mr. Payne, and Mr. Daniels had a teleconference call with Duane Abernathy to discuss GLTC routes. Mr. Abernathy will be here on April 22nd and will be here for 2 weeks. He should be attending the next Board meeting.

Lynchburg College has requested to extend the Universal Pass program this summer. Mr. Moore stated that going forward, Lynchburg College will have a 12 month service.

Action Item: Kemper Street Transfer Center Subcommittee Report & Action

Kemper Street- Mr. McAllister provided an update on the new transfer center. The construction is ahead on some things and behind on others. For example, they found a buried sewer line that was not in the original plan and another that is broken and needs to be fixed. Mr. McAllister anticipates the foundation will be laid around May 13. The contractor has committed to working 12 hours a day instead of 8 to catch up on the project. Mr. McAllister gave an overview of the buried sewer line. The second change order needs approval in the amount of \$58,629. The committee recommended the approval and the vote was unanimously carried.

Mr. Beaumont and Mr. Payne received complaints from DRPT regarding unauthorized parking at the site. After discussion, the board agreed that the issue should be dealt with locally.

Action Item: Summer Youth Pass

Ms. Walton and Ms. Wilkins presented information regarding the Summer Youth pass. This year, instead of the regular id, GLTC will have dog tags for easier access. GLTC is working the City's Communications and Marketing Department to assist in the campaign. Ms. Wilkins has received information from various media and has informed the Lynchburg City Schools on the project.

There was discussion about the cost of the tag. Last year the cost was \$30. This year, Ms. Walton is requesting the tag cost \$25. Several board members suggested reducing the cost to \$15 for the second tag and after for those families who have more than one child. Mr. DePaul made a motion to accept the cost of \$25 for new Summer Youth program with \$15 for any additional child. Dr. Mundy seconding the motion and the vote was unanimously carried.

As there was no other business, the board went into closed session at 9:00 a.m.

Mr. Hellewell moved that the GLTC Board of Directors hold a closed meeting to discuss the Administration/Maintenance Facility, as permitted by Virginia Code Section 2.1-342, A5. Additionally,

the Board requests that Mr. Badger, Mr. McAllister, and Ms. Leidich attend the session. Dr. Mundy seconded the motion and the vote was carried.

At 9:40 a.m. Mr. Hellewell certified that in the closed meeting that just concluded, nothing was discussed except the Administration/Maintenance Facility.

Mr. Beaumont made a motion authorizing Ms. Walton to conduct a Phase 1 on the Kemper Street property. After discussion, Mr. DePaul seconded the motion and the vote was unanimously carried.

President's Report

There was a lengthy discussion regarding Liberty University and GLTC providing service for Liberty's graduation service. Ms. Walton stated that in this may be considered a charter and needs approval from the FTA before implementing the service. Ms. Walton explained the process that GLTC will have to go through in order to provide service for this event. Mr. Payne made a motion to provide service for Liberty University's graduation ceremony because of the long standing relationship we've had for 5 years. Mr. DePaul seconded the motion and the vote was carried

Other

As there was no further business, the meeting adjourned at 9:56 a.m.



GLTC Board Item Summary

MEETING DATE: 5.1.13

AGENDA ITEM NO.: 3a

CONSENT:

REGULAR: x

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: x

ITEM TITLE: FY13 Financial Statements – March

RECOMMENDATION: None

SUMMARY: The financial statements for March 2013 are attached.

Revenue for the month is just slightly under, YTD we are on track. Fare box revenue in above projection by over \$81K. Fixed route labor costs are up for the month, however lower than projected fringe keeps us within budget for this category. All other categories are below budget.

Expenses overall are tracking down 13% YTD. We continue to do the reserve transfer.

CONTACT(S): Karen Walton

ATTACHMENT(S): Financial Reports

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

INCOME STATEMENT
AS OF MARCH 31, 2013

| | MONTH TO DATE | | | YEAR TO DATE | | |
|--------------------------------|---------------------------|---------------------------|-------------|-------------------------|-------------------------|-------------|
| | FY2013 MARCH ACTUAL | FY2013 MARCH BUDGET | % VAR | FY2013 YTD ACTUAL | FY2013 YTD BUDGET | % VAR |
| REVENUE | | | | | | |
| FRT Passenger Revenue | \$ 80,239 | \$ 74,000 | 8% | \$ 747,305 | \$ 666,000 | 12% |
| DRT Passenger Revenue | 6,936 | 7,744 | -10% | 67,393 | 69,692 | -3% |
| Contracts (LU Access) | - | 18,251 | -100% | - | 146,005 | -100% |
| Contracts (LC Access) | 2,175 | 2,430 | -11% | 17,397 | 19,440 | -11% |
| Contracts (VUL Access) | - | 3,402 | -100% | - | 27,216 | -100% |
| Liberty University Revenue | 107,933 | 103,406 | 4% | 863,463 | 827,244 | 4% |
| Liberty University PTS Revenue | - | 2,100 | -100% | - | 16,800 | -100% |
| Other Contract Revenue | 1,114 | 7,594 | -85% | 24,723 | 68,342 | -64% |
| Non-Operating Revenue | 176 | 2,083 | -92% | 15,401 | 18,750 | -18% |
| Advertising Revenue | 4,388 | 5,417 | -19% | 40,872 | 48,750 | -16% |
| City Operating Assistance | 114,105 | 114,105 | 0% | 1,026,947 | 1,026,947 | 0% |
| County Operating Assistance | 4,791 | 5,690 | -16% | 43,119 | 51,212 | -16% |
| State Operating Assistance | 119,416 | 106,084 | 13% | 1,074,740 | 954,752 | 13% |
| Federal Operating Assistance | 153,778 | 153,777 | 0% | 1,384,001 | 1,383,997 | 0% |
| TOTAL REVENUE | \$ 595,050 | \$ 606,081 | -2% | \$ 5,305,361 | \$ 5,325,145 | 0% |
| EXPENSES | | | | | | |
| FIXED ROUTE | | | | | | |
| Operator Labor | \$ 117,759 | \$ 112,639 | 5% | \$ 976,621 | \$ 1,013,749 | -4% |
| Operator-Overtime | 19,332 | 8,082 | 139% | 177,058 | 72,737 | 143% |
| Other Salaries & Wages | 17,432 | 13,748 | 27% | 150,277 | 123,730 | 21% |
| Supervisors-Overtime | 1,440 | 1,426 | 1% | 10,952 | 12,833 | -15% |
| Fringe Benefits | 70,395 | 89,647 | -21% | 617,933 | 806,821 | -23% |
| TOTAL FIXED ROUTE | \$ 226,358 | \$ 225,541 | 0% | \$ 1,932,841 | \$ 2,029,869 | -5% |
| DEMAND RESPONSE | | | | | | |
| Operator Labor | \$ 20,382 | \$ 24,227 | -16% | \$ 181,386 | \$ 218,047 | -17% |
| Operator-Overtime-PTS | 213 | 2,316 | -91% | 3,133 | 20,847 | -85% |
| Other Salaries & Wages | 7,266 | 8,636 | -16% | 59,144 | 77,720 | -24% |
| Fringe Benefits | 12,553 | 26,807 | -53% | 114,508 | 241,264 | -53% |
| TOTAL DEMAND RESPONSE | \$ 40,414 | \$ 61,986 | -35% | \$ 358,172 | \$ 557,877 | -36% |
| MAINTENANCE | | | | | | |
| Other Salaries & Wages | \$ 50,692 | \$ 45,752 | 11% | \$ 413,116 | \$ 411,764 | 0% |
| Inspection&Maint,Srvc-Overtime | 1,692 | 3,412 | -50% | 15,948 | 30,704 | -48% |
| Fringe Benefits | 23,675 | 32,458 | -27% | 201,636 | 292,125 | -31% |
| Fuel & Lubricants | 70,872 | 79,812 | -11% | 631,069 | 718,307 | -12% |
| Tires & Tubes | 1,951 | 4,012 | -51% | 14,425 | 36,110 | -60% |
| Other Materials & Supplies | 21,312 | 35,078 | -39% | 191,170 | 315,706 | -39% |
| TOTAL MAINTENANCE | \$ 170,194 | \$ 200,524 | -15% | \$ 1,467,364 | \$ 1,804,716 | -19% |
| ADMINISTRATION | | | | | | |
| Other Salaries & Wages | \$ 14,667 | \$ 13,978 | 5% | \$ 123,474 | \$ 125,803 | -2% |
| Fringe Benefits | 6,621 | 5,651 | 17% | 58,026 | 50,861 | 14% |
| Services | 29,588 | 33,522 | -12% | 297,196 | 301,697 | -1% |
| Utilities | 14,488 | 8,160 | 78% | 83,898 | 73,440 | 14% |
| Casualty & Liability Expenses | 24,812 | 26,499 | -6% | 223,306 | 238,487 | -6% |
| Other Materials & Supplies | 1,651 | 3,211 | -49% | 20,777 | 28,895 | -28% |
| Miscellaneous | 558 | 5,412 | -90% | 19,206 | 48,707 | -61% |
| TOTAL ADMINISTRATION | \$ 92,385 | \$ 96,432 | -4% | \$ 825,883 | \$ 867,889 | -5% |
| TOTAL EXPENSES | \$ 529,351 | \$ 584,483 | -9% | \$ 4,584,259 | \$ 5,260,351 | -13% |
| Reserve Transfer | \$ 4,167 | \$ - | 100% | \$ 37,501 | \$ - | 100% |
| NET INCOME/(LOSS) | \$ 61,532 | \$ 21,598 | 185% | \$ 683,602 | \$ 64,794 | 955% |

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.
COMPARATIVE INCOME STATEMENT
AS OF MARCH 31, 2013

| | MONTH TO DATE | | | YEAR TO DATE | | |
|--------------------------------|---------------------------|---------------------------|------------|-------------------------|-------------------------|-------------|
| | FY2013 MARCH ACTUAL | FY2012 MARCH ACTUAL | % VAR | FY2013 YTD ACTUAL | FY2012 YTD ACTUAL | % VAR |
| REVENUE | | | | | | |
| FRT Passenger Revenue | \$ 80,239 | \$ 78,023 | 3% | \$ 747,305 | \$ 671,330 | 11% |
| DRT Passenger Revenue | 6,936 | 8,650 | -20% | 67,393 | 80,222 | -16% |
| Contracts (LU Access) | - | 11,407 | -100% | - | 102,659 | -100% |
| Contracts (LC Access) | 2,175 | 1,635 | 33% | 17,397 | 11,450 | 34% |
| Contracts (VUL Access) | - | 554 | -100% | - | 3,878 | -100% |
| Liberty University Revenue | 107,933 | 82,978 | 30% | 863,463 | 756,309 | 14% |
| Liberty University PTS Revenue | - | 1,115 | -100% | - | 25,137 | -100% |
| Other Contract Revenue | 1,114 | 1,335 | -17% | 24,723 | 12,676 | 95% |
| Non-Operating Revenue | 176 | 2,398 | -93% | 15,401 | 39,930 | -61% |
| Advertising Revenue | 4,388 | 3,528 | 24% | 40,872 | 56,206 | -27% |
| City Operating Assistance | 114,105 | 95,310 | 20% | 1,026,947 | 857,786 | 20% |
| County Operating Assistance | 4,791 | 4,791 | 0% | 43,119 | 43,119 | 0% |
| State Operating Assistance | 119,416 | 96,988 | 23% | 1,074,740 | 873,670 | 23% |
| Federal Operating Assistance | 153,778 | 154,395 | 0% | 1,384,001 | 1,389,557 | 0% |
| TOTAL REVENUE | \$ 595,050 | \$ 543,106 | 10% | \$ 5,305,361 | \$ 4,923,928 | 8% |
| EXPENSES | | | | | | |
| FIXED ROUTE | | | | | | |
| Operator Labor | \$ 117,759 | \$ 118,468 | -1% | \$ 976,621 | \$ 1,022,672 | -5% |
| Operator-Overtime | 19,332 | 5,719 | 238% | 177,058 | 85,492 | 107% |
| Other Salaries & Wages | 17,432 | 18,057 | -3% | 150,277 | 186,112 | -19% |
| Supervisors-Overtime | 1,440 | 610 | 136% | 10,952 | 7,957 | 38% |
| Fringe Benefits | 70,395 | 67,416 | 4% | 617,933 | 661,820 | -7% |
| TOTAL FIXED ROUTE | \$ 226,358 | \$ 210,270 | 8% | \$ 1,932,841 | \$ 1,964,053 | -2% |
| DEMAND RESPONSE | | | | | | |
| Operator Labor | \$ 20,382 | \$ 24,597 | -17% | \$ 181,386 | \$ 219,662 | -17% |
| Operator-Overtime-PTS | 213 | 418 | -49% | 3,133 | 6,377 | -51% |
| Other Salaries & Wages | 7,266 | 4,479 | 62% | 59,144 | 45,361 | 30% |
| Fringe Benefits | 12,553 | 13,907 | -10% | 114,508 | 137,930 | -17% |
| TOTAL DEMAND RESPONSE | \$ 40,414 | \$ 43,401 | -7% | \$ 358,172 | \$ 409,329 | -12% |
| MAINTENANCE | | | | | | |
| Other Salaries & Wages | \$ 50,692 | \$ 51,102 | -1% | \$ 413,116 | \$ 486,951 | -15% |
| Inspection&Maint,Srvc-Overtime | 1,692 | 1,140 | 48% | 15,948 | 19,405 | -18% |
| Fringe Benefits | 23,675 | 24,519 | -3% | 201,636 | 257,340 | -22% |
| Fuel & Lubricants | 70,872 | 73,696 | -4% | 631,069 | 696,878 | -9% |
| Tires & Tubes | 1,951 | 5,091 | -62% | 14,425 | 30,305 | -52% |
| Other Materials & Supplies | 21,312 | 29,687 | -28% | 191,170 | 237,734 | -20% |
| TOTAL MAINTENANCE | \$ 170,194 | \$ 185,236 | -8% | \$ 1,467,364 | \$ 1,728,613 | -15% |
| ADMINISTRATION | | | | | | |
| Other Salaries & Wages | \$ 14,667 | \$ 19,627 | -25% | \$ 123,474 | \$ 145,486 | -15% |
| Fringe Benefits | 6,621 | 9,412 | -30% | 58,026 | 73,939 | -22% |
| Services | 29,588 | 33,253 | -11% | 297,196 | 314,099 | -5% |
| Utilities | 14,488 | 9,788 | 48% | 83,898 | 75,678 | 11% |
| Casualty & Liability Expenses | 24,812 | 5,929 | 318% | 223,306 | 244,665 | -9% |
| Other Materials & Supplies | 1,651 | 1,465 | 13% | 20,777 | 18,263 | 14% |
| Miscellaneous | 558 | 2,272 | -75% | 19,206 | 25,302 | -24% |
| TOTAL ADMINISTRATION | \$ 92,385 | \$ 81,747 | 13% | \$ 825,883 | \$ 897,432 | -8% |
| TOTAL EXPENSES | \$ 529,351 | \$ 520,654 | 2% | \$ 4,584,259 | \$ 4,999,426 | -8% |
| Reserve Transfer | \$ 4,167 | \$ 4,167 | 0% | \$ 37,501 | \$ 37,503 | 0% |
| NET INCOME/(LOSS) | \$ 61,532 | \$ 18,285 | 70% | \$ 683,602 | \$ (113,001) | 117% |

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

| | FY 2013 | FY 2012 | Difference |
|----------------------------------------|-----------------------------|-----------------------------|---------------------------|
| <i>ASSETS</i> | | | |
| Cash - GLTC | \$ - | \$ - | \$ - |
| Cash - Capital | 223,655 | 272,961 | (49,305) |
| Accounts Receivable | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL CURRENT ASSETS | \$ 223,655 | \$ 272,961 | \$ (49,305) |
| Tangible Property | \$ 29,545,287 | \$ 28,798,042 | \$ 747,245 |
| Accumulated Depreciation | <u>(8,693,577)</u> | <u>(7,901,599)</u> | <u>(791,979)</u> |
| NET FIXED ASSETS | \$ 20,851,710 | \$ 20,896,443 | \$ (44,734) |
| TOTAL ASSETS | <u>\$ 21,075,365</u> | <u>\$ 21,169,404</u> | <u>\$ (94,039)</u> |
| <i>LIABILITIES AND CAPITAL</i> | | | |
| Accounts Payable - Miscellaneous | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| TOTAL LIABILITIES | - | - | - |
| Capital Stock | 5 | \$ 5 | |
| Accumulated Income/(Loss) Prior Years | 19,854,286 | 17,560,550 | 2,293,736 |
| Accumulated Income/(Loss) Current Year | <u>1,221,074</u> | <u>3,608,849</u> | <u>(2,387,775)</u> |
| TOTAL CAPITAL | \$ 21,075,365 | \$ 21,169,404 | \$ (94,039) |
| TOTAL LIABILITIES AND CAPITAL | <u>\$ 21,075,365</u> | <u>\$ 21,169,404</u> | <u>\$ (94,039)</u> |

GREATER LYNCHBURG TRANSIT COMPANY, INC.
INCOME STATEMENT
AS OF MARCH 31, 2013

| | FY2013 ACTUAL MARCH | FY2013 ACTUAL YTD |
|------------------------------|---------------------------|----------------------------|
| REVENUE | | |
| Operating Assistance Revenue | \$ 185,967 | \$ 3,372,291 |
| Money Paid to CVTMC | (185,967) | (3,372,291) |
| Sale of Equipment & Vehicles | - | 16,950 |
| Federal Grant Revenue | 340,964 | 984,368 |
| Local Grant Revenue | <u>60,002</u> | <u>210,482</u> |
| TOTAL REVENUE | \$ 400,966 | \$ 1,211,800 |
| EXPENSES | | |
| Depreciation | \$ - | \$ - |
| Repairs - Capital | 4,380 | \$ (9,274) |
| Other Miscellaneous Expense | 3,057 | - |
| TOTAL EXPENSES | \$ 7,437 | \$ (9,274) |
| NET INCOME/(LOSS) | <u>\$ 393,529</u> | <u>\$ 1,221,074</u> |

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

| | FY 2013 | FY 2012 | Difference |
|----------------------------------------|-------------------|---------------------|-------------------|
| <i>ASSETS</i> | | | |
| Cash | \$ 454,689 | \$ (88,062) | \$ 366,627 |
| Temporary Cash Investment | - | - | - |
| Cash - OPEB | 46,002 | - | 46,002 |
| Working Funds | 150 | 150 | - |
| Accounts Receivable | 51,342 | 149,480 | (98,138) |
| Materials and Fuel | 211,628 | 220,054 | (8,426) |
| TOTAL CURRENT ASSETS | \$ 763,810 | \$ 281,622 | \$ 482,188 |
| Tangible Property | \$ 12,382 | \$ 46,682 | \$ (34,300) |
| Accumulated Depreciation | (12,382) | (46,682) | 34,300 |
| NET FIXED ASSETS | \$ - | \$ - | \$ - |
| Prepayments | 163,622 | 122,878 | 40,744 |
| TOTAL ASSETS | \$ 927,432 | \$ 404,500 | \$ 522,932 |
| <i>LIABILITIES AND CAPITAL</i> | | | |
| Accounts Payable - Trade | \$ 73,280 | \$ (446,291) | \$ 519,571 |
| Wages Payable | 137,386 | 125,357 | 12,029 |
| Other Payroll Liabilities | 118,926 | 129,670 | (10,744) |
| Line of Credit | - | - | - |
| Advance Payments | (99,024) | 745,501 | (844,525) |
| TOTAL LIABILITIES | 230,569 | 554,237 | (323,668) |
| Accumulated Income/(Loss) Prior Years | (74,239) | (74,239) | 0 |
| Accumulated Income/(Loss) Current Year | 683,602 | (113,001) | 796,603 |
| Restricted Reserve | 87,501 | 37,503 | 49,998 |
| TOTAL CAPITAL | \$ 696,864 | \$ (149,737) | \$ 846,601 |
| TOTAL LIABILITIES AND CAPITAL | \$ 927,432 | \$ 404,500 | \$ 522,932 |



GLTC Board Item Summary

MEETING DATE: 5.1.13

AGENDA ITEM NO: 3b

CONSENT:

REGULAR: x

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: x

ITEM TITLE: March Ridership & Operational Goals

RECOMMENDATION: None

SUMMARY:

Fixed Route ridership was down slightly this March compared to last March. This is probably due in part to having 1 less day of service and having great weather. On-time performance was 94%, mainly due to congestion/school buses on the Route 2's. Other notable statistics, GLTC transported 170 bicycles, 258 persons who use wheelchairs, and had 1 preventable accident (minor).

Paratransit ridership is down just over 26% for the month, and almost 10% YTD - which is outstanding. On-time performance is a steady 98.87%. The average trip time is 6min, 63 seconds with the average trip length being 5.29 miles. There were no accidents on paratransit.

Attachment: March Stats

CONTACT(S): Karen Walton

RIDERSHIP

| | Prior Year | Current Year | | Prior YTD | Current YTD |
|-----------------------|------------|--------------|--|-----------|-------------|
| Weekday Service Days | 22 | 21 | | 193 | 189 |
| Saturday Service Days | 5 | 5 | | 40 | 40 |
| Holiday Service Days | 0 | 0 | | 1 | 2 |
| Sunday Service Days | 0 | 0 | | 28 | 0 |
| Snow Routes | 0 | 0 | | 0 | 0 |

Fixed Route

| | Prior Year | Current Year | Percent Change | Prior YTD | Current YTD | Percent Change |
|----------------------------|------------|--------------|----------------|-----------|-------------|----------------|
| Mar-13 | | | | | | |
| Revenue Miles FR | 75,837 | 81,205 | 7.1% | 777,995 | 636,342 | -22.3% |
| Revenue Hours FR | 6,697 | 7,999 | 16.3% | 57,659 | 58,125 | 0.8% |
| Passenger Boardings | 229,050 | 198,953 | -15.1% | 1,815,705 | 1,840,451 | 1.4% |
| Total City Trips | 90,268 | 79,555 | -13.5% | 847,625 | 718,979 | -17.9% |
| Liberty Campus Trips | 138,782 | 119,398 | -16.2% | 1,085,870 | 1,121,472 | 3.2% |
| Passenger/Hour | 34.20 | 24.87 | -37.5% | 28.89 | 31.87 | 9.4% |
| Cost/Mile | \$ 6.31 | \$ 5.47 | -15.4% | \$ 5.18 | \$ 6.08 | 14.8% |
| Cost/Hour | \$ 71.41 | \$ 55.54 | -28.6% | \$ 69.82 | \$ 66.79 | -4.5% |
| Cost/Passenger | \$ 2.09 | \$ 2.23 | 6.3% | \$ 2.23 | \$ 2.10 | -6.2% |
| Farebox Recovery | 13.95% | 18.06% | 22.8% | 13.43% | 19.34% | 30.6% |

Paratransit

| | Prior Year | Current Year | Percent Change | Prior YTD | Current YTD | Percent Change |
|----------------------------|------------|--------------|----------------|-----------|-------------|----------------|
| Mar-13 | | | | | | |
| Revenue Miles | 17,549 | 13,927 | -20.6% | 157,885 | 141,969 | -10.1% |
| Revenue Hours | 1,829 | 1,345 | -26.5% | 15,221 | 12,493 | -17.9% |
| Passenger Boardings | 2,695 | 1,981 | -26.5% | 21,723 | 19,600 | -9.8% |
| Pass Revenue Hour | 1.47 | 1.47 | 0.0% | 1.44 | 1.57 | 8.3% |
| Cost/Mile | \$3.79 | \$6.11 | 38.0% | \$3.87 | \$5.08 | 23.8% |
| Cost/Hour | \$36.37 | \$63.24 | 42.5% | \$40.18 | \$57.59 | 30.2% |
| Cost/Passenger | \$24.69 | \$42.93 | 42.5% | \$28.19 | \$36.76 | 23.3% |



GLTC Board Item Summary

MEETING DATE: 5.1.13

AGENDA ITEM NO.: 3c

CONSENT:

REGULAR: x

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: x

ITEM TITLE: March 2013 Capital Report

SUMMARY:

The only real noteworthy item for the capital report is that we have working with FTA on our pending FY13 capital grant. We have submitted the new Categorical Exclusion paperwork to FTA, and FTA is recommending that we "switch" the remaining VA-04-0026 line items (72509-20 & 19) with the Eng/Design for the Admin Fac and the Associated Capital Maintenance line items in the pending grant. It will basically be a wash, but will allow us to start moving forward on the land, and we can use the pending funds for FF&E on the transfer center. The \$0 Amendment was denied due to it being earmarked funds, so this will free up the additional funds.

CONTACT(S): Millie Martin and Karen Walton

ATTACHMENT(S): Capital Report

GLTC CAPITAL GRANTS

| FEDERAL GRANT# | STATE PROJECT# | DESCRIPTION | FEDERAL | STATE | LOCAL | TOTAL | 3/31/2013 Balance | |
|--------------------|----------------------|------------------------------------|----------------------------------|-----------------|-----------------|-----------------|-------------------|-----------------|
| VA-04-0026 | 72509-18 | BUY ASSOC CAP MAINT ITEMS | \$ 120,000.00 | \$ 19,875.00 | \$ 10,125.00 | \$ 150,000.00 | \$ 88,409.31 | |
| | 72509-20 | ENG/DESIGN - BUS TERMINALS | \$ 1,040,000.00 | \$ 172,250.00 | \$ 87,750.00 | \$ 1,300,000.00 | \$ 274,770.32 | |
| | 72509-19 | REAL ESTATE APPRAISALS | \$ 120,000.00 | \$ 19,875.00 | \$ 10,125.00 | \$ 150,000.00 | \$ 150,000.00 | |
| | | | \$ 1,280,000.00 | \$ 212,000.00 | \$ 108,000.00 | \$ 1,600,000.00 | \$ 513,179.63 | |
| VA-04-0054 | 72510-06 | REAL ESTATE ACQUISITION | \$ 904,000.00 | \$ 226,000.00 | \$ - | \$ 1,130,000.00 | \$ - | |
| | 72510-06 | TERMINAL, INTERMODAL | \$ 280,000.00 | \$ 70,000.00 | \$ - | \$ 350,000.00 | \$ - | |
| | | | \$ 1,184,000.00 | \$ 296,000.00 | \$ - | \$ 1,480,000.00 | \$ - | |
| VA-95-X023 | | BUY ASSOC CAP MAINT ITEMS | \$ 53,533.00 | \$ 8,565.00 | \$ 4,820.00 | \$ 66,918.00 | \$ 1,719.68 | |
| | | BUY 35-FT BUS FOR EXPANSION | \$ 892,758.00 | \$ 178,552.00 | \$ 44,638.00 | \$ 1,115,948.00 | \$ 4,242.10 | |
| | 73008-27 | PURCHASE COMMUNICATIONS SYST | \$ 115,242.00 | \$ 23,048.00 | \$ 5,762.00 | \$ 144,052.00 | \$ 24,964.13 | |
| | | ACQUIRE-BUS PASSENGER SHELTERS | \$ 40,000.00 | \$ 8,000.00 | \$ 2,000.00 | \$ 50,000.00 | \$ 46,907.50 | |
| | | | \$ 1,101,533.00 | \$ 218,165.00 | \$ 57,220.00 | \$ 1,376,918.00 | \$ 77,833.41 | |
| VA-95-X045 | 73009-29 | BUY 35-FT BUS FOR EXPANSION (STP) | \$ 592,000.00 | \$ 118,400.00 | \$ 29,600.00 | \$ 740,000.00 | \$ - | |
| | 73009-29 | BUY 40-FT BUST FOR EXPANSION (STP) | \$ 592,000.00 | \$ 118,400.00 | \$ 29,600.00 | \$ 740,000.00 | \$ 20,452.00 | |
| | 73009-28 | ACQUIRE - ADP SOFTWARE (STP) | \$ 120,000.00 | \$ 13,650.00 | \$ 16,350.00 | \$ 150,000.00 | \$ 45,871.61 | |
| | | | \$ 1,304,000.00 | \$ 250,450.00 | \$ 75,550.00 | \$ 1,630,000.00 | \$ 66,323.61 | |
| VA-95-X110 | 73009-30 | REAL ESTATE APPRAISALS (STP) | \$ 4,000.00 | \$ 800.00 | \$ 200.00 | \$ 5,000.00 | \$ 5,000.00 | |
| | 73009-30 | ENG/DESIGN-ADMIN/MAINTENANCE | \$ 1,452,000.00 | \$ 290,400.00 | \$ 72,600.00 | \$ 1,815,000.00 | \$ 1,815,000.00 | |
| | AMENDMENT | 73011-22 | BUY ASSOC CAP MAINT ITEMS | \$ 24,000.00 | \$ 4,800.00 | \$ 1,200.00 | \$ 30,000.00 | \$ 30,000.00 |
| | AMENDMENT | 73011-22 | BUY REPLACEMENT 35-FT BUS | \$ 2,571,840.00 | \$ 514,368.00 | \$ 128,592.00 | \$ 3,214,800.00 | \$ 777,188.04 |
| | | 73011-23 | BUY REPLACEMENT <30 FT BUS | \$ 311,501.00 | \$ 62,300.00 | \$ 15,576.00 | \$ 389,377.00 | \$ 114,095.69 |
| | | 73011-24 | BUY <30FT BUS FOR EXPANSION | \$ 415,334.00 | \$ 55,032.00 | \$ 48,802.00 | \$ 519,168.00 | \$ 178,226.88 |
| | | | \$ 4,778,675.00 | \$ 927,700.00 | \$ 266,970.00 | \$ 5,973,345.00 | \$ 2,919,510.61 | |
| VA-95-X122 | 73012-35 | ENG/DESIGN-BUS TERMINAL | \$ 737,422.00 | \$ 99,552.00 | \$ 84,804.00 | \$ 921,778.00 | \$ 572,251.69 | |
| | EXECUTED 1/13/13 | 73012-36 | CONSTRUCT-BUS TERMINAL | \$ 5,617,782.00 | \$ 758,401.00 | \$ 646,045.00 | \$ 7,022,228.00 | \$ 6,626,323.77 |
| | EXECUTED 1/13/13 | 73012-37 | CONSTRUCT-BUS PASSENGER SHELTERS | \$ 41,069.00 | \$ 5,544.00 | \$ 4,723.00 | \$ 51,336.00 | \$ 51,336.00 |
| | EXECUTED 1/13/13 | 73011-25 | ACQUIRE-BUS ROUTE SIGNING | \$ 18,000.00 | \$ 2,385.00 | \$ 2,115.00 | \$ 22,500.00 | \$ 18,120.00 |
| | EXECUTED 1/13/13 | 73012-39 | BUY ASSOC CAP MAINT ITEMS | \$ 9,479.00 | \$ 1,280.00 | \$ 1,090.00 | \$ 11,849.00 | \$ 11,849.00 |
| | EXECUTED 1/13/13 | 73011-26 | ACQUIRE-SHOP EQUIPMENT | \$ 9,440.00 | \$ 1,251.00 | \$ 1,109.00 | \$ 11,800.00 | \$ 11,800.00 |
| | EXECUTED 1/13/13 | 73011-27 | ACQUIRE-MISC SUPPORT EQUIPMENT | \$ 6,400.00 | \$ 848.00 | \$ 752.00 | \$ 8,000.00 | \$ 8,000.00 |
| | EXECUTED 1/13/13 | 73012-38 | PURCHASE RADIOS | \$ 144,000.00 | \$ 19,440.00 | \$ 16,560.00 | \$ 180,000.00 | \$ 3,981.12 |
| | EXECUTED 1/13/13 | 73011-28 | PURCHASE MISC COMMUNICATIONS | \$ 36,000.00 | \$ 4,770.00 | \$ 4,230.00 | \$ 45,000.00 | \$ 45,000.00 |
| | EXECUTED 1/13/13 | 73012-40 | PREVENTIVE MAINTENANCE | \$ 67,601.00 | \$ 13,520.00 | \$ 3,380.00 | \$ 84,501.00 | \$ 84,501.00 |
| | | | \$ 6,687,193.00 | \$ 906,991.00 | \$ 764,808.00 | \$ 8,358,992.00 | \$ 7,433,162.58 | |
| | VA-96-X005-01 | NONE | BUY REPLACEMENT 30-FT BUS | \$ 4,298,000.00 | \$ - | \$ - | \$ 4,298,000.00 | \$ 139,603.91 |
| ARRA | | NONE | BUY ASSOC CAP MAINT ITEMS | \$ 106,000.00 | \$ - | \$ - | \$ 106,000.00 | \$ 90,800.00 |
| | | NONE | ACQUIRE FURN/GRAPHICS | \$ 8,000.00 | \$ - | \$ - | \$ 8,000.00 | \$ 125.10 |
| | | NONE | ACQUIRE-SUPPORT VEHICLES | \$ 60,000.00 | \$ - | \$ - | \$ 60,000.00 | \$ 15,148.57 |
| | | NONE | ACQUIRE-ADP HARDWARE | \$ 74,003.00 | \$ - | \$ - | \$ 74,003.00 | \$ - |
| | | NONE | ACQUIRE-ADP SOFTWARE | \$ 490,000.00 | \$ - | \$ - | \$ 490,000.00 | \$ 11,831.00 |
| | | NONE | ACQUIRE-SHOP EQUIPMENT | \$ 20,500.00 | \$ - | \$ - | \$ 20,500.00 | \$ 892.64 |
| | | NONE | ACQUIRE-MISC SUPPORT EQUIPMENT | \$ 10,800.00 | \$ - | \$ - | \$ 10,800.00 | \$ - |
| | | NONE | ACQUIRE-BUS PASSENGER SHELTERS | \$ 200,000.00 | \$ - | \$ - | \$ 200,000.00 | \$ 32,580.00 |
| | | NONE | ACQUIRE-BUS ROUTE SIGNING | \$ 19,000.00 | \$ - | \$ - | \$ 19,000.00 | \$ - |
| | | NONE | ARRA OPERATING ASSISTANCE - 100' | \$ 241,098.00 | \$ - | \$ - | \$ 241,098.00 | \$ - |
| | | \$ 5,527,401.00 | \$ - | \$ - | \$ 5,527,401.00 | \$ 290,981.22 | | |
| 2013CAPITAL | 73013-36 | REAL ESTATE ACQUISITION | \$ 400,000.00 | \$ 55,000.00 | \$ 45,000.00 | \$ 500,000.00 | PENDING | |
| | PENDING | 73013-37 | ACQUIRE-SUPPORT VEHICLES | \$ 56,154.00 | \$ 7,721.00 | \$ 6,317.00 | \$ 70,192.00 | PENDING |
| | | 73013-38 | ENG/DESIGN ADMIN/MAINTENANCE | \$ 191,000.00 | \$ 26,263.00 | \$ 21,487.00 | \$ 238,750.00 | PENDING |
| | | 73013-42 | ACQUIRE-SHOP EQUIPMENT | \$ 20,000.00 | \$ 2,750.00 | \$ 2,250.00 | \$ 25,000.00 | PENDING |
| | | 73013-43 | ACQUIRE-MOBILE FARE COLL EQUIP | \$ 55,480.00 | \$ 7,629.00 | \$ 6,241.00 | \$ 69,350.00 | PENDING |
| | | 73013-44 | ACQUIRE-ADP SOFTWARE | \$ 56,000.00 | \$ 7,700.00 | \$ 6,300.00 | \$ 70,000.00 | PENDING |
| | | 73013-45 | ACQUIRE-MOBILE SURV/SECURITY E | \$ 56,000.00 | \$ 7,700.00 | \$ 6,300.00 | \$ 70,000.00 | PENDING |
| | | 73013-39 | ACQUIRE-BUS PASSENGER SHELTERS | \$ 64,354.00 | \$ 8,849.00 | \$ 7,239.00 | \$ 80,442.00 | PENDING |
| | | 73013-40 | BUY ASSOC CAP MAINT ITEMS | \$ 106,263.00 | \$ 14,611.00 | \$ 11,955.00 | \$ 132,829.00 | PENDING |
| | | 73013-41 | REHAB/REBUILD 40-FT BUS | \$ 280,000.00 | \$ 96,000.00 | \$ 24,000.00 | \$ 400,000.00 | PENDING |
| | | \$ 1,285,251.00 | \$ 234,223.00 | \$ 137,089.00 | \$ 1,656,563.00 | PENDING | | |



GLTC Board Item Summary

MEETING DATE: 5.1.13

AGENDA ITEM NO.: 3d

CONSENT:

REGULAR: x

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: x

ITEM TITLE: Management Report

Paratransit: The Transit ADA Committee completed a desk top audit of GLTC. Though overall we meet or exceed ADA recommendation, we did notice some areas that need improvement. One interesting note that we discussed was the construction of the Kemper Street Transfer Center, and how this would be the perfect time to build in some ADA friendly features. For example, Braille signs and/or Audio announcements on the pillars leading to the individual bus cut outs, or a chime so that persons with visual impairment can located the transfer center. Other areas that we will be working on is getting our new Paratransit Application and Riders Guide in Spanish, making the application available to completed and submitted on line, using Smart Cards which help persons with hand/eye coordination problems, and developing a peer-to-peer Travel Trainer Program for fixed route.

Marketing: TAG! You're It! The summer pass program for kids is moving along. The tags are on order, the radio station commercials are being developed, and the CoL Channel has been great doing a promo for us.

We have had presentations at LACIL and the Fairview Recreation Center (Natalie), the League of Women Voters (Jack & Josh). Natalie and I have attended the Complete Streets Workshop, and I will continue on with the taskforce in developing a policy statement. The Clean Commute Challenge is also moving forward and Natalie can be seen on WSET's Good Morning Virginia in may to promote the event.

Internally our Employee Committee has chosen the Humane Society to concentrate its philanthropic energy towards this month.

Business Plan: I have one that is due. I will try and get a short term one out to the Board by the next Board meeting. It has been numerous years since the last strategic planning session with the board. My question is would the Board like for me to plan a retreat/strategic planning session so that we can come up with the next 5-10 year plan?

Phase I, Environmental Assessment: The RFP for the Phase I is being advertised as we speak. Ron Reekes recommended to me that we also put out the Phase II at the same time so that we get a better price.

CONTACT(S): Karen Walton



GLTC Board Item Summary

MEETING DATE: 5.1.13

AGENDA ITEM NO.: 3e

CONSENT:

REGULAR: x

CLOSED SESSION:

ACTION:

INFORMATION: x

(Confidential)

ITEM TITLE: Kemper Street Construction update

Written summary and financial update are attached.

CONTACT(S): Gareth McAllister



4/22/2013

Report by: Gareth McAllister

GLTC STATUS UPDATE:

1. Sewer line for RR Access completed as of today 4-22-2013. Pressure testing scheduled for tomorrow 4-23-2013.
2. RR Access grading starting again tomorrow on 4-23-2013 (after completion of sewer line repair).
3. Building footings for retaining wall portion of building being poured on tomorrow 4-23-2013.
4. Fill on site adjacent to Buchanan and Langhorne Streets within 12"± to finish grade.
5. Temporary bus turnaround complete and tested by City of Roanoke buses.
6. All footing steel delivered and stored on site.
7. Kemper Street shut down scheduled for May 13th.

Financial information see sheet attached.

CONTINUATION SHEET

AIA DOCUMENT G702

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO. 3.00

Contractor's signed certification is attached.

APPLICATION DATE: 4/20/2012

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 4/30/2012

Use Column I on Contracts where variable retainage for line items may apply.

PURCHASE ORDER NO: 1,032,490.00

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G TOTAL COMPLETED AND STORED TO DATE (D+E+F) | | H BALANCE TO FINISH (C - G) | I RETAINAGE (IF VARIABLE RATE) |
|---------------|--------------------------------|----------------------|---------------------------------|-------------|-------------------------------------------------|-------------------------------------------------|---------|--------------------------------|-----------------------------------|
| | | | FROM PREVIOUS APPLICATION (D+E) | THIS PERIOD | | % (G ÷ C) | | | |
| 100.00 | GENERAL COST | 319,076 | 159,710.00 | 14,800.00 | - | 174,510.00 | 54.69% | 144,566.00 | 8,725.50 |
| 130.00 | PHASE 1 - RR ACCESS ROAD | 176,113 | 55,050.00 | 18,150.00 | - | 73,200.00 | 41.56% | 102,913.00 | 3,660.00 |
| 160.00 | PHASE 2A & 3 - CANOPY/BUILDING | 4,338,339 | 32,315.00 | 149,103.00 | - | 181,418.00 | 4.18% | 4,799,580.00 | 9,426.90 |
| 585.00 | ELECTRICAL-see attached | 649,779 | - | 7,120.00 | - | 7,120.00 | 1.10% | 642,659.00 | 356.00 |
| 590.00 | PHASE 2B-KEMPER STREET | 261,521 | - | - | - | - | 0 | 261,521.00 | - |
| 650.00 | PHASE 4 - KEMPER ST COBBLES | 306,051 | - | - | - | - | 0 | 306,051.00 | - |
| 705.00 | PHASE 6 - ADDITIONAL PARKING | 610,432 | 54,275.00 | - | - | 54,275.00 | 2 | 556,157.00 | 2,713.75 |
| 780.00 | PHASE 6 - BUCHANAN ST/OVERLAYS | 135,516 | - | - | - | - | 0 | 135,516.00 | - |
| | SUB TOTAL | 6,796,827 | 301,350.00 | 189,173.00 | - | 490,523.00 | 7.22% | 7,582,842.00 | 24,882.15 |
| 835.00 | CHANGE ORDERS APPROVED | 92,920 | 92,920.00 | - | - | 92,920.00 | 100.00% | - | 4,646.00 |
| | PENDING CHANGE ORDERS | 25,178 | 25,178.00 | - | - | - | 0.00% | 25,178.00 | 1,258.90 |
| | GRAND TOTAL | 6,914,925 | 419,448 | 189,173 | 0 | 583,443 | | 7,608,020.00 | 30,787 |

| % of Total Contract Value | % of Project Billed |
|----------------------------|---------------------|
| 4.69% | 2.57% |
| 2.59% | 1.08% |
| 63.83% | 2.67% |
| 9.56% | 0.10% |
| 3.85% | 0.00% |
| 4.50% | 0.00% |
| 8.98% | 0.80% |
| 1.99% | 0.00% |
| 100.00% | 7.11% |
| % of Original Contract Sum | |
| 1.37% | |

CHANGE ORDER DETAIL TRACKING

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G TOTAL COMPLETED AND STORED TO DATE (D+E+F) | | H BALANCE TO FINISH (C - G) | I RETAINAGE (IF VARIABLE RATE) |
|-------------------------------------|--------------------------------------|----------------------|---------------------------------|-------------|-------------------------------------------------|-------------------------------------------------|---------|--------------------------------|-----------------------------------|
| | | | FROM PREVIOUS APPLICATION (D+E) | THIS PERIOD | | % (G ÷ C) | | | |
| CO1 APPROVED | COE #1 ASBESTOS ABATEMENT | 70,672 | - | - | - | - | 0.00% | 70,672.00 | - |
| | COE #2 ABATEMENT FLUORESCENT BLUB | 22,248 | - | - | - | - | 0.00% | 22,248.00 | - |
| | ASBESTOS ABATEMENT | 92,920 | 92,920.00 | - | - | 92,920.00 | 100.00% | - | 4,646.00 |
| CO2 PENDING APPROVAL | COE#3 ADDITIONAL ASBESTOS WINDOW | 9,471 | - | - | - | - | 0.00% | 9,471.00 | - |
| | COE#5 BACKWATER FLUSH SEWER LINE R | 49,238 | - | - | - | - | 0.00% | 49,238.00 | - |
| | COE#7 UNSUITABLE MATERIALS AT RR CR | 34,503 | - | - | - | - | 0.00% | 34,503.00 | - |
| | COE#8 CHANGE SHOTCRETE-CAST STONE | -128,838 | - | - | - | - | 0.00% | (128,838.00) | - |
| | COE#9 ELECTRICAL CHNAGES PER RFI-008 | 2,175 | - | - | - | - | 0.00% | 2,175.00 | - |
| COE#10 REPAIR OF UG PIPING PER CCTV | 58,629 | - | - | - | - | - | 0.00% | 58,629.00 | - |
| | | 211,018.00 | 92,920.00 | - | - | 92,920.00 | | 118,098.00 | 4,646.00 |



GLTC Board Item Summary

MEETING DATE: 5.1.13

AGENDA ITEM NO.: 3f

CONSENT:

REGULAR: x

CLOSED SESSION:

ACTION:

INFORMATION: x

(Confidential)

ITEM TITLE: Route Analysis update

CONTACT(S): Duane Abernathy, Consultant



GLTC Board Item Summary

MEETING DATE: 5.1.13

AGENDA ITEM NO.: 4

CONSENT:

REGULAR: x

CLOSED SESSION:

(Confidential)

ACTION: X

INFORMATION: x

ITEM TITLE: ADA Advisory Council Update, Changes to Paratransit Ridership Guide

The GLTC ADA Advisory Council has been meeting monthly for the last nine months. The Advisory Council is a 7-member Advisory Board to GLTC. Its members represent: LACIL, DARS, CV Disability, CVAANA, and paratransit & fixed route riders.

During this time frame the Council has:

- Recruited 3 new active members;
- Received a presentation on the history of paratransit and the ADA as it pertains to transit;
- Reviewed and modified the ByLaws;
- Elected new officers;
- Completed a desktop audit of GLTC's ADA policies;
- Partnered with the GLTC Customer Advisory Committee, GLTC staff, and The Central Virginia Disability Association to put on a food drive;
- Developed a No-Show Policy which gives point to riders who fail to cancel their trips ahead of time
- Finally, rewrote the Paratransit Rider's Guide

Some of the major changes that ADA Advisory Council recommends are:

- Adding additional clarifying information to the Guide that would be helpful to the rider.
- Print Paratransit Riders Guide in both Spanish and Braille.
- Adding that a Free Ride Pass will be mailed to passengers who miss a ride that was due to GLTC's fault.
- Setting up a system so that applicants can apply on-line
- Setting up a system so that riders can book/cancel rides on-line
- Adopting the No Show Policy
 - 1 point when ride is cancelled after midnight the day of the ride, but no earlier than 3 hours before scheduled ride.
 - 3 points when ride is cancelled within the time frame of three hours before scheduled ride, but no earlier than 3 minutes before scheduled ride.
 - 5 points when ride is cancelled less than 30 min prior to ride, cancelled at the door, or rider is not present when paratransit bus shows up.

Accumulated Points

12 within 30 days, 1 week suspension

24 within 60 days, 2 weeks suspension

36 within 90 days, 6 weeks suspension

Reward

Riders who have a minimum of 6 one-way trips in a six month period with no No Shows will be rewarded with free rides (casual rider 1 free, regular rider 3 free, frequent rider 10 free).

CONTACT(S): Gary DuPriest, ADA Advisory Council President
Karen Walton



GLTC Board Item Summary

| | |
|-----------------------------------------------------|--------------------|
| MEETING DATE: 5.1.12 | AGENDA ITEM NO.: 5 |
| CONSENT: | REGULAR: x |
| ACTION: | INFORMATION: x |
| CLOSED SESSION: (Confidential) | |
| <u>ITEM TITLE:</u> Reinstatement of Evening Service | |

RECOMMENDATION: I'm going to recommend that we put off reinstating any evening service until the Consultants report is in.

SUMMARY:

I did want to give everyone an idea of the cost for one year. The below shows the difference between the ending times now compared to December 2011

| <u>Route</u> | <u>Now</u> | <u>Previous</u> | <u>Difference</u> |
|--------------|------------|-----------------|-----------------------------------------------------------------|
| 1A | 2201 | 2240 | 39 min |
| 1B | 1832 | 1910 | 38 min |
| 2 | 2111 | 2213 | 62 min |
| 3C | 2210 | 2305 | 55 min |
| 3D | 2042 | 2110 | 28 min |
| 4E | 2110 | 2210 | 60 min |
| 4F | 2040 | 2140 | 60 min |
| 5G | 1727 | 1727 | ----- |
| 5H | 1802 | 1802 | ----- |
| 5I | 0710 | 0710 | ----- |
| 6 | 1910 | 1910 | ----- |
| 7 | 1840 | 1940 | 60 min |
| 8 | 2140 | 2240 | 60 min |
| 9 | 1810 | 1813 | ----- |
| 10 | ----- | 1740 | ***** <i>This was a direct to downtown that totally was cut</i> |
| 11 | 1842 | 2210 | 207 min |
| 32 | 2010 | ----- | ----- |

TOTAL 669 MINUTES (does not include Route 10)

Rough draft cost: 11.15 hours (669 min) X 260 (approx # of weekdays/yr) X \$67 (approx hourly cost of running service) = \$194,233

CONTACT(S): Karen Walton



GLTC Board Item Summary

MEETING DATE: 5.1.13

AGENDA ITEM NO.: 6

CONSENT:

REGULAR: x

CLOSED SESSION: X
(Confidential)

ACTION:

INFORMATION: x

ITEM TITLE: Administration/Maintenance Facility



GLTC Board Item Summary

MEETING DATE: 5.1.13

AGENDA ITEM NO.: 7

CONSENT:

REGULAR: x

CLOSED SESSION: X
(Confidential)

ACTION:

INFORMATION: x

ITEM TITLE: Charter Bus Service

GLTC BOARD OF DIRECTORS

| | | |
|-----------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------|
| Lee Beaumont, Secretary-Treasurer | 592-3315 | lbeaumont@liberty.edu |
| Liberty University, 1971 University Blvd, Lynchburg, VA | | |
| Gregory H. Daniels, Vice-President | 455-3821 | greg.daniels@lynchburgva.gov |
| City of Lynchburg, 900 Church St, Lynchburg, VA 24054 | | |
| Christian H. DePaul | 385-1340 | christian.h.depaul@ampf.com |
| Ameriprise Financial Services, 3728 Old Forest Rd, Lynchburg, VA 24502 | | |
| John "Jack" Hellewell, President | 384-2746 | hellewellj@aol.com |
| 4420 Williams Road, Lynchburg, VA 24503 | | |
| Jennifer Martin | 528-4971 | jennifer@lacial.org |
| Lynchburg Area Center for Independent Living, 500 Alleghany Ave, Ste 520, Lynchburg, VA 24501 | | |
| James H. Mundy | 846-2778 | jmundy@lyncag.org |
| Lynchburg Community Action Group, 926 Commerce St, Lynchburg, VA 24504 | | |
| L. Kimball Payne | 455-3990 | kpayne@lynchburgva.gov |
| City of Lynchburg, 900 Church St, Lynchburg, VA 24502 | | |
| Jan Walker | 200-7740 | jan.walker@centrahealth.com |
| Centra Health, 1920 Atherholt Rd, Lynchburg, VA 24505 | | |
| Margaret "Peggy" Whitaker | 384-8178 | mwhitaker@mindspring.com |
| 1226 Greenway Ct, Lynchburg, VA | | |