

# GREATER LYNCHBURG TRANSIT COMPANY

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## **Board of Directors Meeting Agenda**

Wednesday, December 4<sup>th</sup>, 2019

8:30 a.m. – 10:00 a.m.

**Meeting Location:** GLTC Transfer Station – 800 Kemper St., Lynchburg, VA 24501

**Board President:** Vacant

**Board Vice President:** Vacant

**Secretary-Treasurer:** Vacant

**Members:** Curtis Baker; Benjamin Blanks; Antonio "Tony" Davis; Mary-Winston Deacon; Dan Deter; Cameron Howe; Bonnie Svrcek; 2 Seats Vacant

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### **#1 Board Officer Election**

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### **#2 Call to Order - Public Comment**

- a) Speakers should state their name for the official record
- b) Speakers will be allotted a maximum of 3 minutes
- c) Speakers representing a group will be allotted a maximum of 5 minutes and should state the name of the group they are representing for the official record

GLTC Board  
President

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### **#3 Consideration of Meeting Minutes Approval**

October 2<sup>nd</sup>, 2019

All

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### **#4 Committee & Partner Reports**

- a) Customer Advisory Committee (CAC)
- b) ADA Advisory Committee
- c) Ride Solutions
- d) CVPDC Transportation Planner

Sherry Gentry  
Gary DuPriest  
Kelly Hitchcock  
Philipp Gabathuler

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### **#5 Staff Reports**

- a) General Manager's Report
- b) October Financials 2019 Financials
- c) Ridership & Operations Statistics
- d) Capital Projects Report

Brian Booth

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### **#6 Old Business**

- a) Intercity Connector Service/Vanpool Concept
- b) Florida Avenue Connectivity Survey
- c) Board Oversight Procedures

No Update

No Update

No Update

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### **#7 New Business**

- a) FY 2021 Preliminary Operating Budget
- b) January Board Meeting

Brian Booth

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### **#8 President's Report**

GLTC Board  
President

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### **#9 Next Meeting Date & Adjournment**

January 1<sup>st</sup>, 2020 @ 8:30 am – GLTC Board Meeting

*\*Pending action taken in Section 6b of New Business*

All





## GLTC Board Agenda Detail

**Item #:** 3  
**Item Title:** October 2<sup>nd</sup>, 2019 Minutes  
**Action:** Consideration of Approval

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Greater Lynchburg Transit Company (GLTC)

### **BOARD OF DIRECTORS MEETING**

#### **DRAFT MINUTES**

October 2, 2019

8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, October 4, 2019 at the Kemper Street Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were: Christian DePaul, Glenn McGrath, Bonnie Svrcek, Mary-Winston Deacon, Antonio Davis, and Joel Morgan\*. Staff members attending were: Brian Booth, Hope Custer, Millie Martin, Steve Overstreet, Scott Poindexter, Allen Robey, John Yauger, Keri Brown, and Natalie Wilkins. Visitors to the meeting were Sherry Gentry of the Customer Advisory Committee; Gary DuPriest of the ADA Committee; William Carr and Ben Blanks, GLTC customers; Larry Morris of First Transit; Josh Pratt of BRT Transportation; Drew Sherwood of Healthworks; and Olivia Johnson of the News and Advance.

\*Via Phone: Joel Morgan from Charlottesville, VA for personal business.

Absent: John "Jack" Hellewell and Christos Carroll.

#### **#1 – Call to Order-Public Comment**

Mr. DePaul called the meeting to order at 8:30 a.m. and asked for public comment.

Mr. Blanks stated that he likes the new Riders Guide and the updated routes seem to be working well.

#### **#2 – Consideration of Meeting Minutes Approval**

Mr. DePaul asked for consideration of approval of the minutes of September 4, 2019. Mr. McGrath made a motion to approve the minutes of September 4, 2019 with Ms. Deacon seconding the motion. The vote carried with Ms. Svrcek abstaining.

#### **#3 – Committee & Partner Reports**

##### **3a – Customer Advisory Committee**

Ms. Gentry stated that she assisted with Get Downtown Festival and the Try Transit Week promotion. She also stated that the committee is in the process of recruiting new members.

##### **3b – ADA Advisory Committee**

Mr. DuPriest stated that he has been out sick; however, he has been able to meet with Mr. Gabathuler regarding bus stop accessibility. The group is focusing on the bus stops that need the most attention.

**3c – RIDE Solutions** – No report.

**3d – Central Virginia Planning District Commission** – No report



## **4 – Staff Reports**

### **4a – General Manager’s Report**

Mr. Booth asked to deviate from the agenda and skip to the first item of new business in Section 6a which was a revised FY 2020 operating budget. This deviation was to provide the board an explanation for some drastic changes in current revenues and to facilitate the discussion for how the financials have been prepared for July and August. Mr. Booth explained that some major changes had occurred with some revenue streams since the fiscal year started and felt it was appropriate to revise the budget to better monitor budget adherence throughout the year.

The revised FY 2020 GLTC operating budget was presented with a total change in the operating budget seeing a reduction of \$ 444,151 or 5 % (from \$ 7,945,126 to \$ 7,500,975)

The major changes reflected in the revised budget are as follows:

- Revenue – University of Lynchburg (LC Access) – Reduced \$ 17,862 or 100 % (from \$ 17,862 to \$ 0) due to University of Lynchburg deciding to utilize the Bulk Discount Ticket Purchase programs to meet the needs of their students/faculty.
- Revenue – Liberty University – Reduced \$ 534,229 or 61 % (from \$ 868,129 to \$ 333,900). This reduction is due to changes in service on Liberty University’s campus and the distribution of service between Liberty and GLTC.
- Revenue – LU Access – Increased \$ 107,940 or 64 % (from \$ 60,060 to \$ 168,000). This was increased to more closely represent actual utilization on GLTC’s fixed routes (city service) and occurred in conjunction with the discussion regarding the reduction in bus service provided on Liberty’s campus.
- Expense – Fixed Route – Reduced \$ 273,291 or 8 % (from \$ 3,225,798 to 2,952,507). This reduction is from the savings of labor, overtime, and benefits originally planned for the service to be provided to Liberty that has been reduced.
- Expense – Maintenance – Reduced \$ 135,286 or 6% (from 2,333,503 to 2,198,217). This reduction is from the estimated savings in fuel and maintenance costs associated with the original planned service to be provided to Liberty that has been reduced.
- The remaining \$ 35,574 is from reduced expenses associated with various insurance premiums coming in less than projected in the original budget presented in June 2019.

After discussion, Ms. Svrcek made a motion to accept the revised budget with Ms. Deacon seconding the motion and the vote was carried. Ms. Svrcek thanked Mr. Booth for being proactive in managing the budget.

At this time, Mr. Booth returned to the General Manager’s Report.

GLTC participated in DRPT’s annual Try Transit Week during the week of September 16th through September 20th. This is DRPT’s annual promotion to try to encourage individuals to utilize transit as an alternative mode of transportation. GLTC partnered with Ride Solutions to promote Try Transit and through the partnership selected daily winners. The grand prize winner received a 31-Day Pass from GLTC as well other trinkets from both Ride Solutions and GLTC.

Mr. Booth attended a training seminar to learn about a new safety program being deployed across First Transit. This safety program, sponsored by First Transit, focuses on building and improving the safety culture through positive reinforcement. This program focuses on building morale, reducing incidents, and working toward an overall safety focused work environment. Mr. Booth will work with staff to implement the program and looks forward to the positive benefit it will have for GLTC. Ms. Svrcek asked to be advised of the results to see how it impacts GLTC.

Work continues on GLTC’s Transit Strategic Plan (TSP) with consultants Kimley-Horn. Feedback has been provided and incorporated into Chapters 1-3. The consultants should have Chapters 4-5 available soon for staff



to review and provide comment on. These chapters focus on the Implementation and Financial Plans for the organization.

#### **4b – August 2019 Financials**

Total revenues are under budget 1 % year to date and under budget approximately \$ 3,000 for the month of August 2019. The major variances are Other Contract Revenue under budget \$ 1,000, Non-Operating Revenue under budget \$ 1,250, and Advertising Revenue under budget approximately 25 % year to date. Liberty Revenue is over budget 1 % which is due to budgeting more conservative than the projected service plan indicated.

Total expenses are under budget 4 %, year to date and over budget 1 % for the month of August 2019. Total salaries are under budget approximately 2 %, total overtime is under budget approximately 31 %, and total benefits are under budget approximately 5 %. The savings in overtime is from being fully staffed with operators and the savings in salary and benefits are a result of some operators being furloughed during the summer.

Fuel is over budget 3 % year to date, Tires and Tubes are under budget 23 %, and Other Materials and Supplies are over budget 20 % and is due to some costly repairs requiring outside vendors to work on the vehicles. Utilities, Information Technology, and Miscellaneous expenses are coming in significantly under budget (21 %, 37 %, and 32 % respectively) year to date.

The year to date net income reflects a surplus of \$ 2,800 at the end of August 2019. While this may seem like a narrow margin, the "Budgeted Net Income/Loss" year to date is -\$ 33,460. This negative figure is due to the timing of when revenues versus expenses are expected.

#### **4c –Ridership & Operations Statistics**

Total Ridership for August was 71,502. City ridership for the month was 66,815 and Liberty University ridership was 4,687. The large decrease in Liberty ridership is due to a reduced number of buses being provided to Liberty as well as operating different routes than in previous years.

Total mileage for fixed route and paratransit services for the month of August was 109,904 miles.

The fleet downtime for August was 6.16 %.

On-time performance for August was 71 %. Maintenance struggled early in the month of August to complete PM's on time due to major repairs on buses carrying over from July. We have monitored this compliance through September and improvement on compliance occurred toward the end of August and is back in compliance for September.

#### **4d – Capital Projects Update**

The capital projects report is provided in the board packet. A small drawdown of \$ 629 was completed for the purchase of shop equipment and a significant draw down of \$ 79,779 was completed for the Spare Parts/ACM Items grant for larger repairs on the buses.

### **#5 – Old Business**

#### **5a Summary – Intercity Bus Connector/Vanpool**

There is no current update on the new intercity bus service proposed for the Route 29 corridor or the vanpool feasibility study.



## **5b Summary – Florida Avenue Survey**

Staff are awaiting a spot on the agenda to present the results of this survey to City Council.

## **5c Summary – Board Oversight Procedure**

Work is still being conducted to draft these procedures.

## **5d Summary –Bus Paint Scheme**

At the July meeting, initial concepts were presented for an updated paint scheme on the new buses in progress for being ordered. Revisions were made based on feedback from the board members. After discussion it was agreed by consensus to move forward with Option 2.

## **#6 – New Business**

### **6a FY2020 Revised Budget**

Discussed and approved during the General Manager’s report, Section 4a,

### **6b Officer Elections/Meeting Facilitation**

Board members were reminded that Officer elections would take place at the next regular board meeting after new board members were appointed at the annual meeting. In the past a Nominating committee was formed to solicit nominations for officer positions.

The Nominating Committee should be aware that 6 positions are slated to be appointed by City Council at the Annual Meeting due to member’s terms ending as well resignations. Mr. Davis, Ms. Deacon, and Ms. Svrcek are the remaining board members.

Discussion followed on how to facilitate the next regularly scheduled meeting following the Annual Meeting/appointment of directors. Past practice has been that the presiding President from the previous year would facilitate the meeting and new officers would be elected at the end of the meeting. All three current officers will not be on the board at this meeting so a plan of action should be discussed ahead of this meeting.

### **6c November Board Meeting**

Due to the regular board meeting in November falling two weeks after the Annual Stockholder meeting in October, it has been customary to cancel the November meeting and hold the first meeting with new board members in December. Considering the number of newly appointed board members possible, cancelling the November meeting would allow for additional time to adjust schedules for the meeting as well as allow time for the General Manager to meet with the new members to assist with orienting them to the Board. It was agreed by consensus to cancel the November Board meeting.

## **#7- President’s Report**

Mr. DePaul thanked everyone for the continued work with GLTC. He asked if there been any follow up in reference to the bus stop at Kroger in Boonsboro when a driver knocked it down. Mr. Booth will follow up with the City’s Risk Manager.



## **#8 – Next meeting and Adjournment**

The next GLTC Board Meeting is scheduled to occur on December 4 at 8:30 am. at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA. The annual meeting is scheduled for Wednesday, October 23 at 5:30 p.m. at the Craddock Terry Hotel.

As there was no further business, the meeting adjourned at 9:12 a.m.

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Secretary/Treasurer





## GLTC Board Agenda Detail

**Item #:** 4  
**Item Title:** Committee & Partner Reports  
**Action:** None

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### Committee Reports

- a) Customer Advisory Committee (CAC) - Sherry Gentry
- b) ADA Advisory Committee - Gary DuPriest

### Partner Reports

- c) Ride Solutions / Marketing Updates - Kelly Hitchcock
- d) Transportation Planner Updates - Philipp Gabathuler

**Contacts:** Brian Booth

**Attachments:** None

**Action Required:** None





## GLTC Board Agenda Detail

**Item #:** 5a

**Item Title:** General Manager's Report

**Action:** For Your Information

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The General Manager's report for the previous month is provided below:

- Staff attended the Department of Rail and Public Transportation's (DRPT) Transit Grants Workshop in November. This workshop provided information for update to DRPT's grant application process as well grant programs available. The grant application period is open from December 2<sup>nd</sup>, 2019 to February 3<sup>rd</sup>, 2020. Staff will be working during this time to prepare and submit the appropriate grants to DRPT by the application deadline.
- Transit Strategic Plan (TSP) – Staff have been working with consultants from Kimley-Horn over the past 4 months to develop the Transit Strategic Plan for GLTC. This plan is a new requirement of the state and is building off of the current requirements of the Transit Development Plan (TDP). The consultants plan to have a draft of Chapters 4 and 5 to staff this week for review. These chapters cover the Implementation and Financial Plans. Staff will review these chapters and provide feedback to the consultants before a final draft is prepared for submission to the Board for review/approval. Depending upon the feedback provided back to the consultants, we anticipate this plan should come before the board in either January or February for review/approval.
- Public Transportation Agency Safety Plan (PTASP) – Staff met with consultants hired by DRPT to draft the State's PTASP plan. This plan is a new requirement of the Federal Transit Administration (FTA) with a deadline of having an approved plan in place by July 2020. GLTC elected to be a part of the State's plan to leverage the expertise available from DRPT officials. During the meeting with the consultants, staff were interviewed to assist with answering questions on various policy and procedures currently in place at GLTC. These interviews will assist the consultants in preparing the portion of the plan that will be dedicated solely to GLTC within the State's plan. It is anticipated that a draft will be available for staff to review during the early part of 2020 with a final draft coming before the board for review/approval in the late-Spring/early-summer; ahead of the July 2020 deadline.
- In support of Small Business Saturday, GLTC worked with the Downtown Lynchburg Association to provide a free "Holiday Trolley" to circulate throughout downtown on Saturday November 30<sup>th</sup>. This service was provided to encourage citizens to shop downtown and provide an easy way to move about the downtown area for shopping as well as attending the tree lighting ceremony. Despite the rainy weather and the tree lighting ceremony being delayed until Sunday, we still saw approximately 50 people take advantage of this service provided.







## GLTC Board Agenda Detail

**Item #:** 5b  
**Item Title:** September & October 2019 Financials  
**Action:** For Your Information

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*The September and October 2019 financial statements are provided for review on the following pages, however the descriptions below are based off of year to date numbers through October 2019.*

### **REVENUES:**

Total revenues are under budget approximately \$ 5,000, year to date and under budget approximately \$ 3,000 for the month of October 2019. The major variances are Fixed Route Revenue under budget 2 %, approximately \$ 3,600 year to date, Other Contract Revenue under budget \$ 2,000 year to date, and Non-Operating Revenue over budget approximately \$ 1,700. The Other Contract and Non-Operating Revenues are not consistent revenue streams and were based on previous experience.

Liberty Revenue is over budget 1 % which is due to budgeting more conservative than the projected service plan indicated. This allows us to account for unexpected delays/cancellation of service due to weather resulting in a loss of revenue. The State Assistance reflects being under budget 1 % and is due to not receiving reimbursement for the expenses associated with the intern grant yet.

### **EXPENSES:**

Total expenses are under budget 4 %, approximately \$ 110,000, year to date and under budget 6 % for the month of October 2019. Total salaries are under budget approximately 3 % or \$ 25,000, total overtime is under budget approximately 25 % or \$ 21,500, and total benefits are under budget approximately 4 % or \$ 24,800. The savings in overtime is from being fully staffed with operators and the savings in salary and benefits are a result of some operators being furloughed during the summer.

Maintenance expenses (less wages/benefits) year to date are over budget approximately 3 % or \$ 9,900. Fuel is 2 % or \$ 2,000 over budget year to date due mainly to gasoline being slightly higher than budgeted. Tires and Tubes are under budget 22 % or \$ 9,000 due to less tires being utilizing during the first part of the year. We anticipate this in level out as we go through the year as tire needs generally spike at various time throughout the year. Other Materials and Supplies are over budget 8 % or \$ 13,000 and is due to some costly repairs requiring outside vendors to work on the vehicles as well as some annual maintenance on the bus wash system in the facility.

Utilities, Information Technology, and Miscellaneous expenses are coming in significantly under budget (27 %, 29 %, and 22 % respectively) year to date. This is mainly due to the timing of expenditures throughout the fiscal year and we anticipate these to come in closer to budget as we progress through the year.

### **SUMMARY:**

The year to date net income reflects a surplus of \$ 88,900 at the end of October 2019. We are monitoring expenses in the areas that are higher than budgeted to make necessary adjustments to ensure we remain within budget for the year.

**Contacts:** Brian Booth  
**Attachments:** Pages 10-14 – September 2019 Financial Statements  
Pages 15-19 – October 2019 Financial Statements  
**Action Required:** None



## September 2019 Financial Statements

Greater Lynchburg Transit Company, Inc.			
Balance Sheet			
September FY 2020			
	FY 2020	FY 2019	Difference
<b>ASSETS</b>			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	245,170	232,586	12,584
Accounts Receivable	<u>52,611</u>	<u>60,981</u>	<u>(8,370)</u>
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 297,781</b>	<b>\$ 293,567</b>	<b>\$ 4,214</b>
Tangible Property	\$ 60,824,522	\$ 60,380,629	\$ 443,892
Accumulated Depreciation	<u>(23,625,249)</u>	<u>(20,304,318)</u>	<u>(3,320,931)</u>
<b>NET FIXED ASSETS</b>	<b>\$ 37,199,273</b>	<b>\$ 40,076,311</b>	<b>\$ (2,877,038)</b>
<b>TOTAL ASSETS</b>	<b><u>\$ 37,497,054</u></b>	<b><u>\$ 40,369,878</u></b>	<b><u>\$ (2,872,825)</u></b>
<b>LIABILITIES AND CAPITAL</b>			
Accounts Payable - Miscellaneous	<u>\$ 49,514</u>	<u>\$ 54,711</u>	<u>\$ (5,197)</u>
<b>TOTAL LIABILITIES</b>	<b>49,514</b>	<b>54,711</b>	<b>(5,197)</b>
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	37,369,498	40,267,727	(2,898,229)
Accumulated Income/(Loss) Current Year	<u>78,037</u>	<u>47,435</u>	<u>30,602</u>
<b>TOTAL CAPITAL</b>	<b>\$ 37,447,540</b>	<b>\$ 40,315,167</b>	<b>\$ (2,867,627)</b>
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b><u>\$ 37,497,054</u></b>	<b><u>\$ 40,369,878</u></b>	<b><u>\$ (2,872,824)</u></b>



**Central VA Transit Management Company Inc.**

**Balance Sheet**

**Sep FY 2020**

	FY 2020	FY 2019	Difference
<b>ASSETS</b>			
Cash	\$ 955,704	\$ 609,973	\$ 345,731
Cash - OPEB	263,391	236,174	27,217
Working Funds	75	80	(5)
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	202,634	595,704	(393,070)
Materials and Fuel	347,929	295,212	52,717
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 1,769,833</b>	<b>\$ 1,737,243</b>	<b>\$ 32,590</b>
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
<b>NET FIXED ASSETS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Prepayments	99,396	285,540	(186,144)
<b>TOTAL ASSETS</b>	<b>\$ 1,869,229</b>	<b>\$ 2,022,783</b>	<b>\$ (153,554)</b>
<b>LIABILITIES AND CAPITAL</b>			
Accounts Payable - Trade	\$ 258,354	\$ 412,439	\$ (154,085)
Wages Payable	80,959	92,137	(11,178)
Other Payroll Liabilities	716,984	604,942	112,042
Advance Payments	764,389	888,711	(124,323)
<b>TOTAL LIABILITIES</b>	<b>1,820,686</b>	<b>1,998,229</b>	<b>(177,544)</b>
Accumulated Income/(Loss) Current Year	48,544	24,554	23,990
<b>TOTAL CAPITAL</b>	<b>\$ 48,544</b>	<b>\$ 24,554</b>	<b>\$ 23,990</b>
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>\$ 1,869,229</b>	<b>\$ 2,022,783</b>	<b>\$ (153,554)</b>



**GREATER LYNCHBURG TRANSIT COMPANY, INC.**

**INCOME STATEMENT**

**AS OF SEPTEMBER 30, 2019**

	<b>FY2020 ACTUAL SEP</b>	<b>FY2020 ACTUAL YTD</b>
<b>REVENUE</b>		
Operating Assistance Revenue	\$ -	\$ 2,237,873
Money Paid to CVTMC	-	(2,237,873)
Federal Grant Revenue	6,953	71,275
Local Grant Revenue	<u>-</u>	<u>7,390</u>
<b>TOTAL REVENUE</b>	<b>\$ 6,953</b>	<b>\$ 78,665</b>
<b>EXPENSES</b>		
Repairs - Capital	-	\$ 629
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ 629</b>
<b>NET INCOME/(LOSS)</b>	<b><u>\$ 6,953</u></b>	<b><u>\$ 78,037</u></b>



**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**

**INCOME STATEMENT  
AS OF SEPTEMBER 30, 2019**

	MONTH TO DATE			YEAR TO DATE		
	FY2020	FY2020	%	FY2020	FY2020	%
	SEP	SEP		YTD	YTD	
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 41,988	\$ 45,410	-8%	\$ 132,630	\$ 136,230	-3%
DRT Passenger Revenue	6,201	5,221	19%	16,036	15,663	2%
Contracts (LU Access)	16,800	16,800	0%	33,600	33,600	0%
Contracts (CVCC Access)	4,692	4,692	0%	14,076	14,076	0%
Liberty University Revenue	33,640	33,390	1%	67,280	66,780	1%
Other Contract Revenue	-	501	-100%	-	1,503	-100%
Non-Operating Revenue	4,917	1,083	354%	5,830	3,249	79%
Advertising Revenue	11,191	7,500	49%	22,472	22,500	0%
City Operating Assistance	144,065	144,065	0%	432,196	432,196	0%
County Operating Assistance	6,356	6,356	0%	19,069	19,069	0%
State Operating Assistance	176,166	171,958	2%	515,558	515,875	0%
Federal Operating Assistance	196,469	196,469	0%	589,406	589,408	0%
<b>TOTAL REVENUE</b>	<b>\$ 642,484</b>	<b>\$ 633,446</b>	<b>1%</b>	<b>\$ 1,848,153</b>	<b>\$ 1,850,149</b>	<b>0%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 113,690	\$ 119,714	-5%	\$ 340,516	\$ 359,141	-5%
Operator-Overtime	6,334	16,085	-61%	22,698	48,254	-53%
Other Salaries & Wages	25,045	25,188	-1%	76,764	75,563	2%
Supervisors-Overtime	564	1,229	-54%	2,201	3,688	-40%
Fringe Benefits	82,309	83,827	-2%	234,464	251,481	-7%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 227,942</b>	<b>\$ 246,042</b>	<b>-7%</b>	<b>\$ 676,643</b>	<b>\$ 738,127</b>	<b>-8%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 20,741	\$ 23,409	-11%	\$ 65,658	\$ 70,226	-7%
Operator-Overtime-PTS	373	815	-54%	916	2,444	-63%
Other Salaries & Wages	5,792	5,544	4%	17,405	16,632	5%
Fringe Benefits	15,246	15,437	-1%	44,529	46,310	-4%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 42,152</b>	<b>\$ 45,204</b>	<b>-7%</b>	<b>\$ 128,507</b>	<b>\$ 135,611</b>	<b>-5%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 46,255	\$ 49,944	-7%	\$ 144,718	\$ 149,832	-3%
Inspection&Maint,Srcv-Overtime	4,460	2,203	102%	14,039	6,608	112%
Fringe Benefits	28,745	27,042	6%	84,180	81,126	4%
Fuel & Lubricants	50,545	50,837	-1%	154,819	152,511	2%
Tires & Tubes	8,158	10,219	-20%	23,870	30,657	-22%
Other Materials & Supplies	52,842	42,940	23%	155,865	128,821	21%
<b>TOTAL MAINTENANCE</b>	<b>\$ 191,004</b>	<b>\$ 183,185</b>	<b>4%</b>	<b>\$ 577,491</b>	<b>\$ 549,554</b>	<b>5%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 25,903	\$ 31,660	-18%	\$ 91,960	\$ 94,979	-3%
Fringe Benefits	14,868	16,418	-9%	48,762	49,254	-1%
Services	36,363	37,634	-3%	111,296	112,902	-1%
Utilities	10,758	16,291	-34%	36,489	48,874	-25%
Casualty & Liability Expenses	26,484	26,294	1%	79,451	78,882	1%
Information Technology	14,338	14,776	-3%	32,976	44,329	-26%
Other Materials & Supplies	1,056	2,125	-50%	2,791	6,375	-56%
Miscellaneous	5,872	5,453	8%	13,242	16,358	-19%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 135,642</b>	<b>\$ 150,650</b>	<b>-10%</b>	<b>\$ 416,968</b>	<b>\$ 451,951</b>	<b>-8%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 596,740</b>	<b>\$ 625,081</b>	<b>-5%</b>	<b>\$ 1,799,609</b>	<b>\$ 1,875,244</b>	<b>-4%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ 45,744</b>	<b>\$ 8,365</b>		<b>\$ 48,544</b>	<b>\$ (25,095)</b>	

**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**

**COMPARATIVE INCOME STATEMENT**

**AS OF SEPTEMBER 30, 2019**

	MONTH TO DATE			YEAR TO DATE		
	FY2020	FY2019	%	FY2020	FY2019	%
	SEP	SEP		YTD	YTD	
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 41,988	\$ 45,108	-7%	\$ 132,630	\$ 144,221	-8%
DRT Passenger Revenue	6,201	\$ 4,250	46%	16,036	17,556	-9%
Contracts (LU Access)	16,800	\$ 6,006	180%	33,600	12,012	180%
Contracts (LC Access)	-	\$ 2,086	-100%	-	6,258	-100%
Contracts (CVCC Access)	4,692	\$ 4,600	2%	14,076	13,800	2%
Liberty University Revenue	33,640	\$ 150,401	-78%	67,280	300,803	-78%
Other Contract Revenue	-	\$ 12,587	-100%	-	12,785	-100%
Non-Operating Revenue	4,917	\$ 792	521%	5,830	2,049	185%
Advertising Revenue	11,191	\$ 12,743	-12%	22,472	22,982	-2%
City Operating Assistance	144,065	\$ 144,065	0%	432,196	432,196	0%
County Operating Assistance	6,356	\$ 6,232	2%	19,069	18,695	2%
State Operating Assistance	176,166	\$ 173,180	2%	515,558	512,470	1%
Federal Operating Assistance	196,469	\$ 154,654	27%	589,406	463,962	27%
<b>TOTAL REVENUE</b>	<b>\$ 642,484</b>	<b>\$ 716,704</b>	<b>-10%</b>	<b>\$ 1,848,153</b>	<b>\$ 1,959,788</b>	<b>-6%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 113,690	\$ 131,349	-13%	\$ 340,516	\$ 372,677	-9%
Operator-Overtime	6,334	61,585	-90%	22,698	93,096	-76%
Other Salaries & Wages	25,045	25,251	-1%	76,764	73,795	4%
Supervisors-Overtime	564	2,446	-77%	2,201	4,645	-53%
Fringe Benefits	82,309	89,618	-8%	234,464	228,741	3%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 227,942</b>	<b>\$ 310,249</b>	<b>-27%</b>	<b>\$ 676,643</b>	<b>\$ 772,954</b>	<b>-12%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 20,741	\$ 23,040	-10%	\$ 65,658	\$ 61,040	8%
Operator-Overtime-PTS	373	1,498	-75%	916	2,859	-68%
Other Salaries & Wages	5,792	3,761	54%	17,405	14,644	19%
Fringe Benefits	15,246	11,410	34%	44,529	33,012	35%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 42,152</b>	<b>\$ 39,709</b>	<b>6%</b>	<b>\$ 128,507</b>	<b>\$ 111,554</b>	<b>15%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 46,255	\$ 48,574	-5%	\$ 144,718	\$ 145,197	0%
Inspection&Maint,Srvc-Overtime	4,460	10,434	-57%	14,039	27,099	-48%
Fringe Benefits	28,745	23,711	21%	84,180	72,419	16%
Fuel & Lubricants	50,545	52,641	-4%	154,819	162,929	-5%
Tires & Tubes	8,158	133	6034%	23,870	46,309	-48%
Other Materials & Supplies	52,842	34,624	53%	155,865	152,622	2%
<b>TOTAL MAINTENANCE</b>	<b>\$ 191,004</b>	<b>\$ 170,117</b>	<b>12%</b>	<b>\$ 577,491</b>	<b>\$ 606,575</b>	<b>-5%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 25,903	\$ 28,170	-8%	\$ 91,960	\$ 92,562	-1%
Fringe Benefits	14,868	11,220	33%	48,762	38,905	25%
Services	36,363	38,667	-6%	111,296	112,135	-1%
Utilities	10,758	8,411	28%	36,489	29,250	25%
Casualty & Liability Expenses	26,484	42,310	-37%	79,451	96,281	-17%
Information Technology	14,338	18,962	-24%	32,976	42,304	-22%
Other Materials & Supplies	1,056	1,208	-13%	2,791	8,138	-66%
Miscellaneous	5,872	10,706	-45%	13,242	24,575	-46%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 135,642</b>	<b>\$ 159,652</b>	<b>-15%</b>	<b>\$ 416,968</b>	<b>\$ 444,150</b>	<b>-6%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 596,740</b>	<b>\$ 679,727</b>	<b>-12%</b>	<b>\$ 1,799,609</b>	<b>\$ 1,935,234</b>	<b>-7%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ 45,744</b>	<b>\$ 36,977</b>		<b>\$ 48,544</b>	<b>\$ 24,554</b>	

## October 2019 Financial Statements

Greater Lynchburg Transit Company, Inc.			
Balance Sheet			
October FY 2020			
	FY 2020	FY 2019	Difference
<b>ASSETS</b>			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	245,170	251,845	(6,675)
Accounts Receivable	<u>52,611</u>	<u>60,981</u>	<u>(8,370)</u>
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 297,781</b>	<b>\$ 312,826</b>	<b>\$ (15,045)</b>
Tangible Property	\$ 60,824,522	\$ 60,380,629	\$ 443,892
Accumulated Depreciation	<u>(23,625,249)</u>	<u>(20,304,318)</u>	<u>(3,320,931)</u>
<b>NET FIXED ASSETS</b>	<b>\$ 37,199,273</b>	<b>\$ 40,076,311</b>	<b>\$ (2,877,038)</b>
<b>TOTAL ASSETS</b>	<b><u>\$ 37,497,054</u></b>	<b><u>\$ 40,389,137</u></b>	<b><u>\$ (2,892,084)</u></b>
<b>LIABILITIES AND CAPITAL</b>			
Accounts Payable - Miscellaneous	<u>\$ 49,514</u>	<u>\$ 54,711</u>	<u>\$ (5,197)</u>
<b>TOTAL LIABILITIES</b>	<b>49,514</b>	<b>54,711</b>	<b>(5,197)</b>
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	37,369,498	40,267,727	(2,898,229)
Accumulated Income/(Loss) Current Year	<u>78,037</u>	<u>66,694</u>	<u>11,343</u>
<b>TOTAL CAPITAL</b>	<b>\$ 37,447,540</b>	<b>\$ 40,334,426</b>	<b>\$ (2,886,886)</b>
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b><u>\$ 37,497,054</u></b>	<b><u>\$ 40,389,137</u></b>	<b><u>\$ (2,892,083)</u></b>



**Central VA Transit Management Company Inc.**

**Balance Sheet**

**Oct FY 2020**

	FY 2020	FY 2019	Difference
<b>ASSETS</b>			
Cash	\$ 819,254	\$ 349,192	\$ 470,062
Cash - OPEB	263,402	236,184	27,218
Working Funds	75	80	(5)
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	253,612	641,137	(387,525)
Materials and Fuel	358,412	331,470	26,942
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 1,694,855</b>	<b>\$ 1,558,163</b>	<b>\$ 136,692</b>
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
<b>NET FIXED ASSETS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Prepayments	240,638	156,395	84,243
<b>TOTAL ASSETS</b>	<b>\$ 1,935,493</b>	<b>\$ 1,714,558</b>	<b>\$ 220,935</b>
<b>LIABILITIES AND CAPITAL</b>			
Accounts Payable - Trade	\$ 229,390	\$ 516,890	\$ (287,500)
Wages Payable	120,581	134,172	(13,591)
Other Payroll Liabilities	716,769	629,777	86,992
Advance Payments	779,808	420,855	358,954
<b>TOTAL LIABILITIES</b>	<b>1,846,549</b>	<b>1,701,694</b>	<b>144,855</b>
Accumulated Income/(Loss) Current Year	88,944	12,864	76,080
<b>TOTAL CAPITAL</b>	<b>\$ 88,944</b>	<b>\$ 12,864</b>	<b>\$ 76,080</b>
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>\$ 1,935,493</b>	<b>\$ 1,714,558</b>	<b>\$ 220,935</b>





**GREATER LYNCHBURG TRANSIT COMPANY, INC.****INCOME STATEMENT  
AS OF OCTOBER 31, 2019**

	<b>FY2020 ACTUAL OCT</b>	<b>FY2020 ACTUAL YTD</b>
<b>REVENUE</b>		
Operating Assistance Revenue	\$ 532,006	\$ 2,769,879
Money Paid to CVTMC	(532,006)	(2,769,879)
Federal Grant Revenue	-	71,275
Local Grant Revenue	-	7,390
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 78,665</b>
<b>EXPENSES</b>		
Repairs - Capital	-	\$ 629
Other Miscellaneous Expense	-	-
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ 629</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ -</b>	<b>\$ 78,037</b>



**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**

**INCOME STATEMENT  
AS OF OCTOBER 31, 2019**

	MONTH TO DATE			YEAR TO DATE		
	FY2020	FY2020	%	FY2020	FY2020	%
	OCT	OCT		YTD	YTD	
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 45,317	\$ 45,410	0%	\$ 177,947	\$ 181,640	-2%
DRT Passenger Revenue	4,940	5,221	-5%	20,976	20,884	0%
Contracts (LU Access)	16,800	16,800	0%	50,400	50,400	0%
Contracts (CVCC Access)	4,692	4,692	0%	18,768	18,768	0%
Liberty University Revenue	33,640	33,390	1%	100,920	100,170	1%
Other Contract Revenue	-	501	-100%	-	2,004	-100%
Non-Operating Revenue	245	1,083	-77%	6,075	4,332	40%
Advertising Revenue	8,295	7,500	11%	30,766	30,000	3%
City Operating Assistance	144,065	144,065	0%	576,262	576,262	0%
County Operating Assistance	6,356	6,356	0%	25,425	25,425	0%
State Operating Assistance	169,696	171,958	-1%	685,254	687,833	0%
Federal Operating Assistance	196,469	196,469	0%	785,875	785,878	0%
<b>TOTAL REVENUE</b>	<b>\$ 630,515</b>	<b>\$ 633,446</b>	<b>0%</b>	<b>\$ 2,478,668</b>	<b>\$ 2,483,595</b>	<b>0%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 121,355	\$ 119,714	1%	\$ 461,871	\$ 478,855	-4%
Operator-Overtime	13,623	16,085	-15%	36,321	64,339	-44%
Other Salaries & Wages	27,096	25,188	8%	103,860	100,750	3%
Supervisors-Overtime	880	1,229	-28%	3,081	4,917	-37%
Fringe Benefits	78,461	83,827	-6%	312,924	335,308	-7%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 241,414</b>	<b>\$ 246,042</b>	<b>-2%</b>	<b>\$ 918,057</b>	<b>\$ 984,169</b>	<b>-7%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 22,201	\$ 23,409	-5%	\$ 87,859	\$ 93,634	-6%
Operator-Overtime-PTS	478	815	-41%	1,394	3,258	-57%
Other Salaries & Wages	6,493	5,544	17%	23,898	22,176	8%
Fringe Benefits	13,983	15,437	-9%	58,512	61,746	-5%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 43,156</b>	<b>\$ 45,204</b>	<b>-5%</b>	<b>\$ 171,663</b>	<b>\$ 180,815</b>	<b>-5%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 49,301	\$ 49,944	-1%	\$ 194,018	\$ 199,775	-3%
Inspection&Maint,Srvc-Overtime	4,988	2,203	126%	19,027	8,811	116%
Fringe Benefits	25,989	27,042	-4%	110,170	108,168	2%
Fuel & Lubricants	54,562	50,837	7%	209,381	203,347	3%
Tires & Tubes	8,031	10,219	-21%	31,901	40,876	-22%
Other Materials & Supplies	28,812	42,940	-33%	184,677	171,761	8%
<b>TOTAL MAINTENANCE</b>	<b>\$ 171,684</b>	<b>\$ 183,185</b>	<b>-6%</b>	<b>\$ 749,174</b>	<b>\$ 732,739</b>	<b>2%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 32,688	\$ 31,660	3%	\$ 124,649	\$ 126,639	-2%
Fringe Benefits	15,696	16,418	-4%	64,458	65,672	-2%
Services	38,230	37,634	2%	149,526	150,535	-1%
Utilities	11,347	16,291	-30%	47,836	65,165	-27%
Casualty & Liability Expenses	22,303	26,294	-15%	101,754	105,176	-3%
Information Technology	9,054	14,776	-39%	42,031	59,105	-29%
Other Materials & Supplies	770	2,125	-64%	3,561	8,500	-58%
Miscellaneous	3,773	5,453	-31%	17,015	21,810	-22%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 133,861</b>	<b>\$ 150,650</b>	<b>-11%</b>	<b>\$ 550,829</b>	<b>\$ 602,602</b>	<b>-9%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 590,114</b>	<b>\$ 625,081</b>	<b>-6%</b>	<b>\$ 2,389,723</b>	<b>\$ 2,500,325</b>	<b>-4%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ 40,401</b>	<b>\$ 8,365</b>		<b>\$ 88,944</b>	<b>\$ (16,730)</b>	

**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**

**COMPARATIVE INCOME STATEMENT**

**AS OF OCTOBER 31, 2019**

	MONTH TO DATE			YEAR TO DATE		
	FY2020	FY2019	% VAR	FY2020	FY2019	% VAR
	OCT	OCT		YTD	YTD	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 45,317	\$ 51,452	-12%	\$ 177,947	\$ 195,673	-9%
DRT Passenger Revenue	4,940	\$ 5,135	-4%	20,976	22,690	-8%
Contracts (LU Access)	16,800	\$ 6,006	180%	50,400	18,018	180%
Contracts (LC Access)	-	\$ 2,086	-100%	-	8,344	-100%
Contracts (CVCC Access)	4,692	\$ 4,600	2%	18,768	18,400	2%
Liberty University Revenue	33,640	\$ 150,401	-78%	100,920	451,204	-78%
Other Contract Revenue	-	\$ 38	-100%	-	12,822	-100%
Non-Operating Revenue	245	\$ 594	-59%	6,075	2,643	130%
Advertising Revenue	8,295	\$ 5,669	46%	30,766	28,651	7%
City Operating Assistance	144,065	\$ 144,065	0%	576,262	576,262	0%
County Operating Assistance	6,356	\$ 6,232	2%	25,425	24,927	2%
State Operating Assistance	169,696	\$ 167,385	1%	685,254	679,855	1%
Federal Operating Assistance	196,469	\$ 154,654	27%	785,875	618,617	27%
<b>TOTAL REVENUE</b>	<b>\$ 630,515</b>	<b>\$ 698,317</b>	<b>-10%</b>	<b>\$ 2,478,668</b>	<b>\$ 2,658,105</b>	<b>-7%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 121,355	\$ 148,364	-18%	\$ 461,871	\$ 521,041	-11%
Operator-Overtime	13,623	57,912	-76%	36,321	151,008	-76%
Other Salaries & Wages	27,096	27,099	0%	103,860	100,894	3%
Supervisors-Overtime	880	2,976	-70%	3,081	7,621	-60%
Fringe Benefits	78,461	87,858	-11%	312,924	316,599	-1%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 241,414</b>	<b>\$ 324,209</b>	<b>-26%</b>	<b>\$ 918,057</b>	<b>\$ 1,097,163</b>	<b>-16%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 22,201	\$ 24,442	-9%	\$ 87,859	\$ 85,481	3%
Operator-Overtime-PTS	478	2,240	-79%	1,394	5,099	-73%
Other Salaries & Wages	6,493	4,186	55%	23,898	18,830	27%
Fringe Benefits	13,983	11,365	23%	58,512	44,377	32%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 43,156</b>	<b>\$ 42,233</b>	<b>2%</b>	<b>\$ 171,663</b>	<b>\$ 153,787</b>	<b>12%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 49,301	\$ 54,473	-9%	\$ 194,018	\$ 199,670	-3%
Inspection&Maint,Srvc-Overtime	4,988	10,068	-50%	19,027	37,167	-49%
Fringe Benefits	25,989	23,643	10%	110,170	96,062	15%
Fuel & Lubricants	54,562	64,782	-16%	209,381	227,711	-8%
Tires & Tubes	8,031	11,035	-27%	31,901	57,344	-44%
Other Materials & Supplies	28,812	41,626	-31%	184,677	194,248	-5%
<b>TOTAL MAINTENANCE</b>	<b>\$ 171,684</b>	<b>\$ 205,627</b>	<b>-17%</b>	<b>\$ 749,174</b>	<b>\$ 812,202</b>	<b>-8%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 32,688	\$ 35,397	-8%	\$ 124,649	\$ 127,959	-3%
Fringe Benefits	15,696	12,996	21%	64,458	51,901	24%
Services	38,230	32,945	16%	149,526	145,080	3%
Utilities	11,347	10,083	13%	47,836	39,333	22%
Casualty & Liability Expenses	22,303	26,986	-17%	101,754	123,266	-17%
Information Technology	9,054	16,570	-45%	42,031	58,874	-29%
Other Materials & Supplies	770	1,010	-24%	3,561	9,148	-61%
Miscellaneous	3,773	1,952	93%	17,015	26,526	-36%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 133,861</b>	<b>\$ 137,937</b>	<b>-3%</b>	<b>\$ 550,829</b>	<b>\$ 582,087</b>	<b>-5%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 590,114</b>	<b>\$ 710,006</b>	<b>-17%</b>	<b>\$ 2,389,723</b>	<b>\$ 2,645,240</b>	<b>-10%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ 40,401</b>	<b>\$ (11,689)</b>		<b>\$ 88,944</b>	<b>\$ 12,864</b>	



## GLTC Board Agenda Detail

**Item #:** 5c

**Item Title:** September & October 2019 Ridership & Operational Statistics

**Action:** For Your Information

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### **Summary:**

Ridership and Maintenance Activities are summarized below with associated graphs depicting year over year statistics following.

### **Ridership:**

Ridership activities by mode for the months of September and October 2019 are as follows:

- September –
  - Total Ridership – 69,494
  - City Ridership – 60,608
  - Liberty Ridership – 8,886
- October –
  - Total Ridership – 75,298
  - City Ridership – 67,644
  - Liberty Ridership – 7,654

### **Maintenance:**

Maintenance activities are reported as follows for September and October 2019:

Total mileage for fixed route and paratransit services for the months of September and October are as follows:

- September – 106,532 miles
- October – 100,130 miles

On-time performance for preventative maintenance activities for the months of September and October are as follows:

- September – 91 %
- October – 96 %

The fleet downtime for the months of September and October are as follows:

- September – 6.28 %
- October – 6.35 %

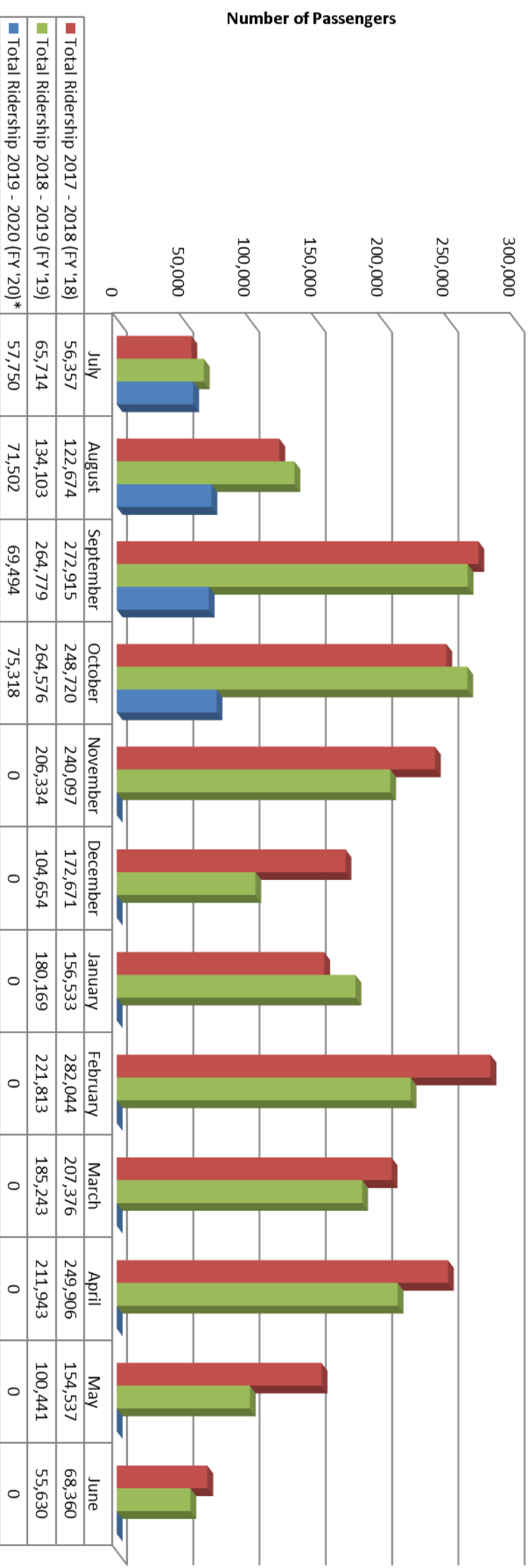
**Contacts:** Brian Booth

**Attachments:** Page 21-26

**Action Required:** None



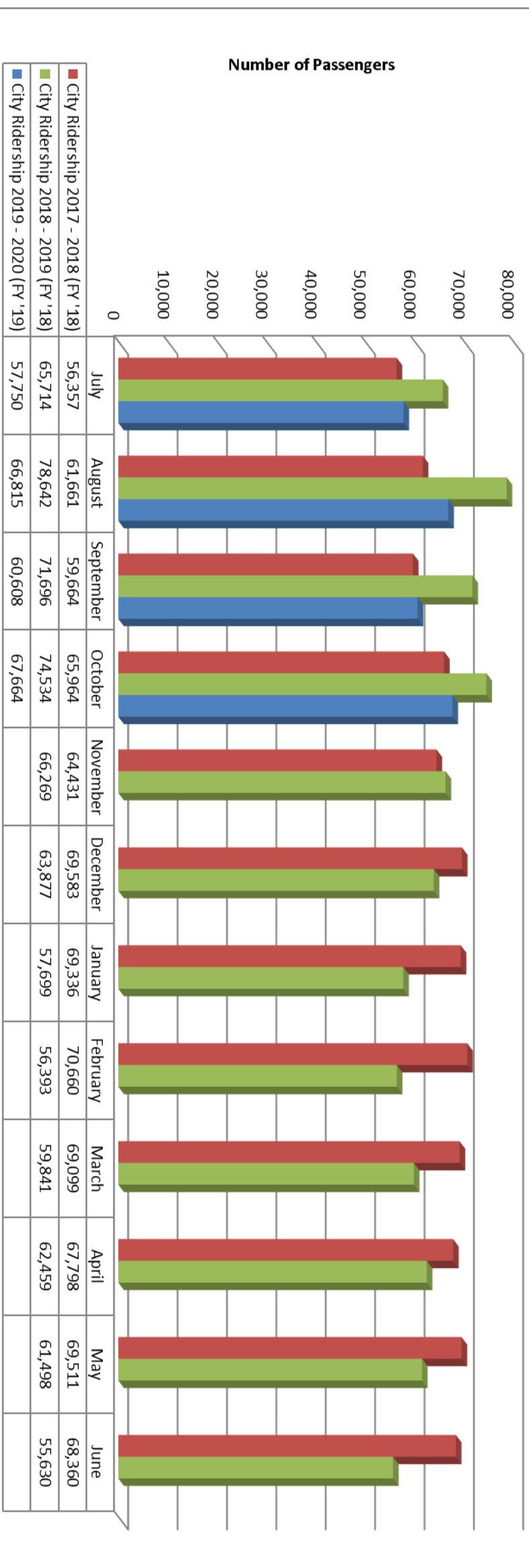
## Monthly System-Wide Ridership FY '18, FY '19, FY '20



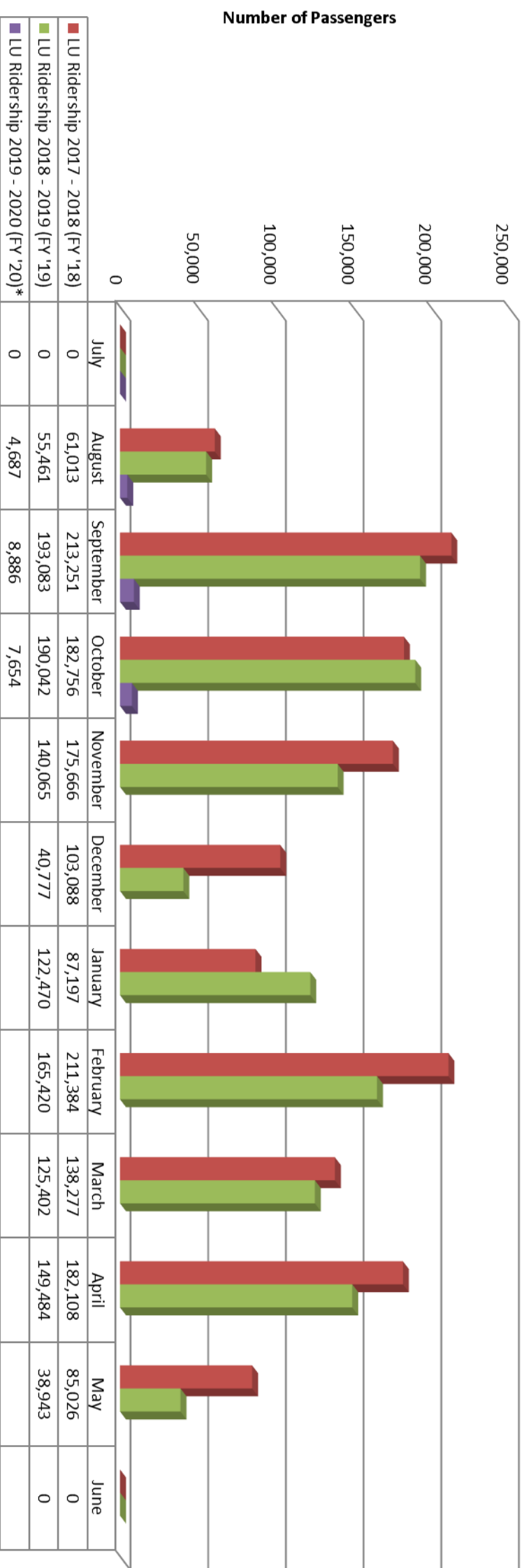
\*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated



## City Ridership FY '18, FY '19 FY '20



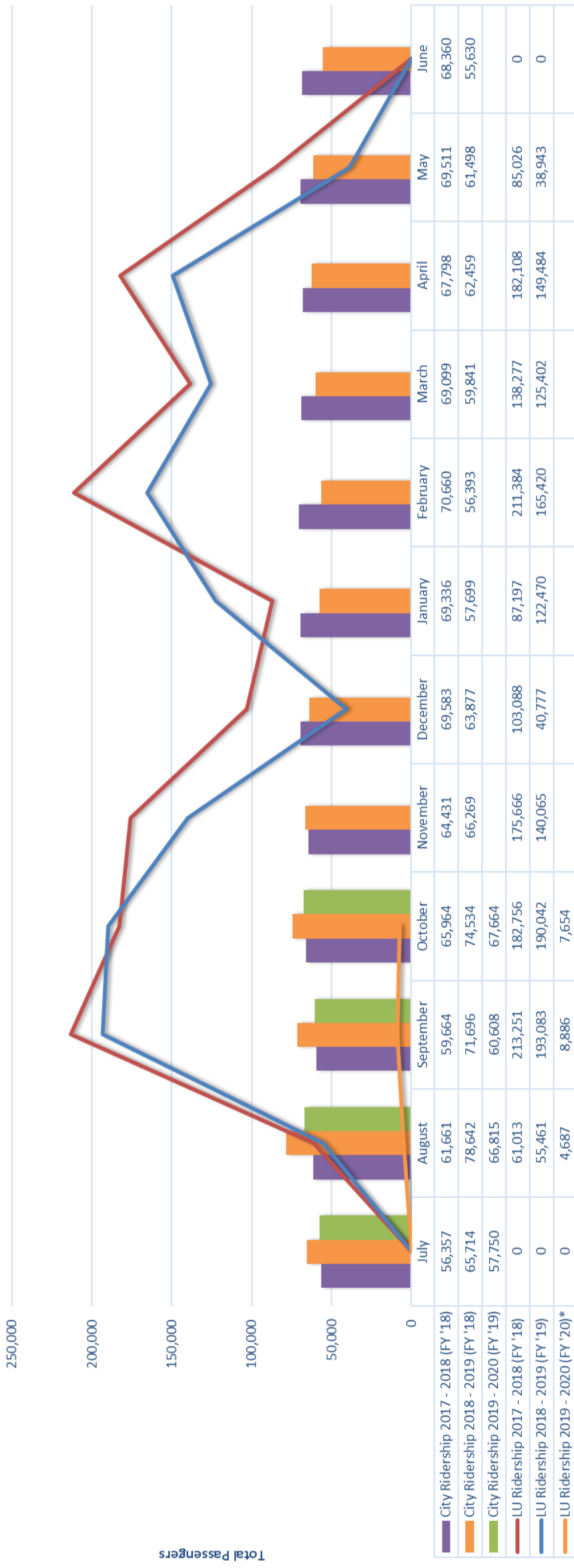
## Liberty University Ridership FY '18, FY '19, FY '20



\*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated



## GLTC City vs. Liberty Ridership Comparison

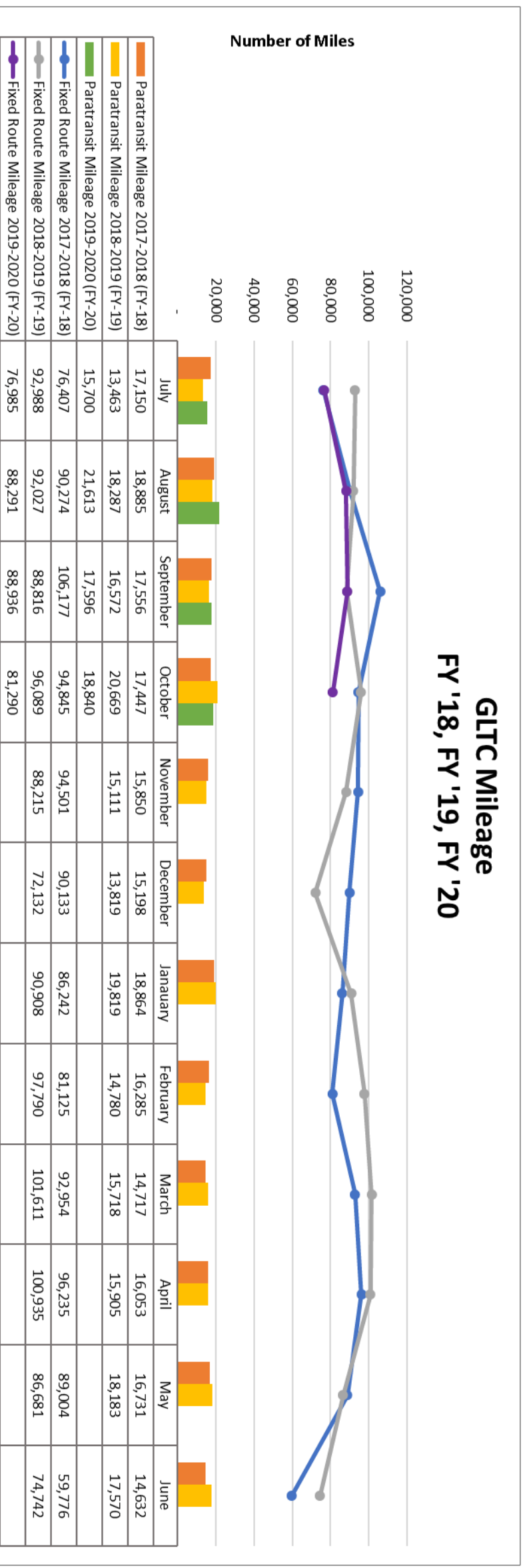


\*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated





## GLTC Mileage FY '18, FY '19, FY '20



## Maintenance Performance FY '18, FY '19, FY '20





## GLTC Board Agenda Detail

**Item #:** 5d

**Item Title:** Capital Projects

**Action:** For Your Information

### Summary:

The capital projects report is provided below through October 2019. Minimal activity is reflected due to many projects being in the procurement phases.

GLTC CAPITAL GRANTS							
FEDERAL GRANT#/PROJECT#	STATE PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	10/31/2019 Balance
<b>VA-95-X120</b>							
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 69,350
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 86,594	\$ 17,319	\$ 4,329	\$ 108,242	\$ 108,242
			\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ 177,592
<b>VA-95-X145</b>							
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
			\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
<b>VA-2016-022-00</b>							
	<b>Executed 9/23/16</b>						
<b>VA-2016-022-01-00</b>	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
<b>VA-2016-022-09-00</b>	73017-39	PURCHASE TRANSIT ENHANCEMENTS FOR C	\$ 307,280	\$ 61,456	\$ 15,364	\$ 384,100	\$ 384,100
			\$ 1,328,351	\$ 265,670	\$ 66,418	\$ 1,660,439	\$ 1,660,439
<b>VA-2018-005-00</b>							
	<b>Executed 3/14/18</b>						
<b>VA-2018-005-01-00</b>	73018-38	Purchase Shop Equipment	\$ 88,000	\$ 17,600	\$ 4,400	\$ 110,000	\$ 7,666
<b>VA-2018-005-01-00</b>	73018-39	Purchase Spare Parts, ACM Items	\$ 300,000	\$ 60,000	\$ 15,000	\$ 375,000	\$ 27,983
<b>VA-2018-005-01-00</b>	73018-40	Purchase Support Vehicles	\$ 38,087	\$ 7,617	\$ 1,905	\$ 47,609	\$ 47,609
			\$ 426,087	\$ 85,217	\$ 21,305	\$ 532,609	\$ 83,258
<b>VA-2019-000-00</b>							
	<b>Executed 3/28/19</b>						
<b>VA-2019-000-01</b>	73019-29	Purchase (8) 40FT Replacement Buses	\$ 3,425,838	\$ 692,409	\$ 170,001	\$ 4,288,248	\$ 4,288,248
<b>VA-2019-000-01</b>	73019-28	Purchase Spare Parts, ACM Items	\$ 51,909	\$ 10,382	\$ 2,595	\$ 64,886	\$ 64,886
<b>VA-2019-000-02</b>	73019-28	Purchase Spare Parts, ACM Items	\$ 188,091	\$ 37,618	\$ 9,405	\$ 235,114	\$ 235,114
			\$ 3,665,838	\$ 740,409	\$ 182,001	\$ 4,588,248	\$ 4,588,248





## **GLTC Board Agenda Detail**

**Item #:** 6

**Item Title:** Old Business

**Action:** For Your Information

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### **6a Summary – Intercity Bus Connector/Vanpool**

Intercity Bus – The Department of Rail and Public Transportation (DRPT) has released the RFP for procuring a contractor to conduct the service expansion which would include a route running the Route 29 corridor passing through Lynchburg from Danville to Washington DC. We have met with DRPT officials and discussed utilizing the Transfer Station as the stop located in Lynchburg. Responses to the RFP are due back in December with plans for service to begin during the summer of 2020. The preliminary schedule has daily service through Lynchburg with a northbound stop anticipated mid-morning and southbound stop anticipated mid-afternoon.

Vanpool – Kelly Hitchcock with Ride Solutions informed GLTC recently that they have received funding from DRPT to pilot 2 vans for a new vanpool service in our region. GLTC staff are planning to meet with Kelly later this week to discuss how the data collected from the new vanpools will be incorporated into the GLTC's data for submission to the National Transit Database (NTD).

**Contacts:** Brian Booth

**Attachments:** None

**Action Required:** None

### **6b Summary – Florida Avenue Connectivity Survey**

Staff are still awaiting a spot on the agenda to present the results of this survey to city council.

**Contacts:** Brian Booth

**Attachments:** None

**Action Required:** None

### **6c Summary – Board Oversight Procedures**

Work is still being conducted to draft these procedures.

**Contacts:** Brian Booth

**Attachments:** None

**Action Required:** None





## GLTC Board Agenda Detail

Item #: 7

Item Title: New Business

Action: Discussion & Approvals

### **7a Summary – FY 2021 Preliminary Operating Budget**

GLTC's submission of the operating budget to the City of Lynchburg for the budget process is due December 13<sup>th</sup>, 2019; as a result, the Board needs to review and consider approval of the Manager's Budget attached on the following pages. This budget should be considered preliminary and to be revised/reviewed as final at the June 2020 Board Meeting.

#### General Manager Summary of Changes/Assumptions:

The proposed FY 2021 preliminary budget reflects a decrease of approximately 1.1 % from the Adopted/Amended FY 2020 budget. The assumptions made in the draft of this budget are as follows:

#### REVENUES:

- Passenger Fares have been reduced slightly (~ \$ 6,200) to reflect the actual passenger revenue received since January 2019.
- External Contracts (CVCC, County Assistance, etc.) reflect a 2 % increase in rates.
- Liberty Revenue is budgeted to remain the same as Liberty has not yet indicated what changes they may make for the upcoming fiscal year. *We won't know the certainty of this item until April or May 2020, so this budgeted amount could change.*
- City Operating Assistance is down 5 % (approximately \$ 86,000). This is due to guidance received from the Finance Department at the City which indicated all departments and component units were to submit a budget that was flat for what was appropriated in FY 2020. The reason that this figure represents a 5 % decrease is because all departments were tasked to reduce their budget by 5 % during last year's budget preparation, however the City made a one-time appropriation from fund balance in last year to make up the difference of the 5 % reduction requested by the Finance Department. This was done to mitigate impact on bus service as the routes had recently changed after being restructured. The appropriation at that time was understood and intended to be a one-time stop gap and not a permanent solution.
- State Operating Assistance is reflected to remain fairly flat due to the uncertainty of how the new performance-based funding approach will impact funding in the upcoming year. This is only the 2<sup>nd</sup> year that this new funding approach will have been used and in speaking with DRPT representatives, there are many variables that play into the formula that it is hard to predict how funding will be impacted until all transit entities in the state have submitted data required for use in the formula. *We won't know the certainty of this item until March or April 2020, so this budgeted amount could change.*
- Federal Operating Assistance reflects a .7 % increase and is the average percentage increase we have previously received in the annual apportionment for the Lynchburg region. *This figure also includes a competent of funding that is based on performance metrics and we won't know how those will impact our assistance received until March or April 2020; therefore, this budgeted amount could change.*

#### EXPENSES:

- Personnel Expenses (Labor, Overtime, Fringe Benefits, etc.) reflects an approximate 1.5 % decrease (approximately \$ 76,000) from FY 2020. The decrease here includes the elimination of 6 drivers positions and one operations support position in addition to estimated increase in insurance coverages as well as wage increases within the labor union contract.
  - The elimination of these positions was made in an effort to balance the budget with the anticipated revenues projected as well as submitting a flat budget figure to the city as directed



by the City Finance Department. With the elimination of these driver positions we anticipate a a reduction of approximately 20 % for City bus service.

- Maintenance expenses are projected to decrease as a result of the projected service elimination with fuel being the largest item; estimated to reduce \$ 66,000 from FY 2020 budget.
- Services are reflecting an increase of approximately \$ 23,000 and due to anticipated increase with our external contracts to include management services, audit services, lawncare, drug/medical testing, etc.
- Other Materials and Supplies are projected to increase \$ 24,000 due mainly to facility related maintenance costs.
- Miscellaneous expenses are anticipated to increase approximately \$ 17,000 due to additional training requirements for new staff as well as continuing training for compliance with state and federal regulations.

Additional information to consider:

- To remain whole with no impacts to service, we projected a deficit of approximately \$ 643,000 with the projected revenues describe above and no additional revenue from the City.
- To minimize the services cuts to just a 10 % reduction in service, we projected a deficit of approximately \$ 295,000 with the projected revenue describe above and no additional revenue provided from the City.
- The City has provided instructions for budget requests that are unable to be accommodated in the flat budget submission in the form of submitting an Unfunded Request Worksheet. On this worksheet we can provide the amount of funds necessary and impact to services without those funds. The information provided on this form will be utilized and taken into consideration to balance the City's overall budget.

In summary, this budget is in a preliminary status and will be reviewed and finalized once revenue sources provide a more accurate figure. We intend to submit the Unfunded Request Worksheet to the City for their review during the budget balancing process. We've done our best to control expenses to minimize the impact to service, and will do our best moving forward to minimize any reductions that may be necessary should it come to that.

*Staff Recommendation: Should the Board find this preliminary budget acceptable; a motion should be made for approval and adoption.*

**Contacts:** Brian Booth  
**Attachments:** GLTC Revised FY 2020 Operating Budget – Pages 31-32  
**Action Required:** Board Discussion/Consideration for Approval



# GREATER LYNCHBURG TRANSIT COMPANY

## CENTRAL VIRGINIA TRANSIT MANAGEMENT CO, INC.

### Fiscal 2021 Operating Budget

	FY2021	FY2020	FY2020
	PROPOSED	PROJECTED	ADOPTED
<b>REVENUE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>
FRT Passenger Revenue	\$ 535,320	\$ 533,841	\$ 544,920
DRT Passenger Revenue	\$ 66,000	\$ 62,928	\$ 62,652
Contracts (LC Access)	\$ -	\$ -	\$ -
Contracts (CVCC Access)	\$ 57,430	\$ 56,304	\$ 56,304
Contracts (LU Access)	\$ 168,000	\$ 151,200	\$ 168,000
Liberty University Revenue	\$ 333,900	\$ 302,760	\$ 333,900
Other Contract Revenue	\$ 4,992	\$ -	\$ 6,013
Non-Operating Revenue	\$ 12,304	\$ 18,225	\$ 12,995
Advertising Revenue	\$ 82,176	\$ 92,298	\$ 90,000
City Operating Assistance	\$ 1,642,346	\$ 1,728,786	\$ 1,728,785
County Operating Assistance	\$ 77,800	\$ 76,275	\$ 76,275
State Operating Assistance	\$ 2,065,498	\$ 2,055,762	\$ 2,063,498
Federal Operating Assistance	\$ 2,373,659	\$ 2,357,625	\$ 2,357,633
<b>TOTAL REVENUE</b>	<b>\$ 7,419,425</b>	<b>\$ 7,436,004</b>	<b>\$ 7,500,975</b>
<b>EXPENSES</b>			
<b>FIXED ROUTE</b>			
Operator Labor	\$ 1,333,613	\$ 1,385,613	\$ 1,436,564
Operator-Overtime	\$ 172,632	\$ 108,963	\$ 193,017
Other Salaries & Wages	\$ 271,914	\$ 311,580	\$ 302,251
Supervisors-Overtime	\$ 13,589	\$ 9,243	\$ 14,751
Fringe Benefits	\$ 955,234	\$ 938,772	\$ 1,005,924
<b>TOTAL FIXED ROUTE</b>	<b>\$ 2,746,982</b>	<b>\$ 2,754,171</b>	<b>\$ 2,952,507</b>
<b>DEMAND RESPONSE</b>			
Operator Labor	\$ 307,137	\$ 263,577	\$ 280,902
Operator-Overtime-PTS	\$ 9,117	\$ 4,182	\$ 9,775
Other Salaries & Wages	\$ 67,821	\$ 71,694	\$ 66,529
Fringe Benefits	\$ 210,098	\$ 175,536	\$ 185,239
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 594,174</b>	<b>\$ 514,989</b>	<b>\$ 542,446</b>



## GREATER LYNCHBURG TRANSIT COMPANY

### CENTRAL VIRGINIA TRANSIT MANAGEMENT CO, INC.

#### Fiscal 2021 Operating Budget

	FY2021 PROPOSED BUDGET	FY2020 PROJECTED ACTUAL	FY2020 ADOPTED BUDGET
<b>MAINTENANCE</b>			
Other Salaries & Wages	\$ 636,997	\$ 582,054	\$ 599,326
Inspection&Maint,Srvc-Overtime	\$ 27,814	\$ 57,081	\$ 26,433
Fringe Benefits	\$ 363,668	\$ 330,510	\$ 324,505
Fuel & Lubricants	\$ 543,996	\$ 628,143	\$ 610,042
Tires & Tubes	\$ 116,356	\$ 95,703	\$ 122,628
Other Materials & Supplies	\$ 515,216	\$ 554,031	\$ 515,283
<b>TOTAL MAINTENANCE</b>	<b>\$ 2,204,047</b>	<b>\$ 2,247,522</b>	<b>\$ 2,198,217</b>
<b>ADMINISTRATION</b>			
Other Salaries & Wages	\$ 372,158	\$ 373,947	\$ 379,916
Fringe Benefits	\$ 203,579	\$ 193,374	\$ 197,016
Services	\$ 475,240	\$ 448,578	\$ 451,606
Utilities	\$ 195,519	\$ 143,508	\$ 195,494
Casualty & Liability Expenses	\$ 320,338	\$ 305,262	\$ 315,528
Information Technology	\$ 175,223	\$ 126,093	\$ 177,315
Other Materials & Supplies	\$ 49,639	\$ 10,683	\$ 25,500
Miscellaneous	\$ 82,526	\$ 51,045	\$ 65,430
<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,874,222</b>	<b>\$ 1,652,490</b>	<b>\$ 1,807,805</b>
<b>TOTAL EXPENSES</b>	<b>\$ 7,419,425</b>	<b>\$ 7,169,172</b>	<b>\$ 7,500,975</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ -</b>	<b>\$ 266,832</b>	<b>\$ -</b>

### **7b Summary – January Board Meeting**

The regularly scheduled board meeting for January falls on January 1<sup>st</sup>, 2020. Due to this being the New Year's Day holiday and most businesses are closed, it should be discussed for an alternative for rescheduling this meeting.

**Contacts:** Brian Booth  
**Attachments:** None  
**Action Required:** Board Discussion







**GLTC Board Agenda Detail**

**Item #:** 8

**Item Title:** Presidents Report

**Action:** Discussion

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-- Optional Report/Comments by GLTC Board President --





## GLTC Board Agenda Detail

**Item #:** 9

**Item Title:** Next Meeting & Adjournment

**Action:** Adjournment

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-- Opportunity for any final Board Member Comments or Remarks --

The next GLTC Board Meeting is scheduled to occur on January 1<sup>st</sup>, 2020 at 8:30 am  
*Pending action taken in Section 7b of New Business*

This meeting will take place at the GLTC Transfer Station,  
800 Kemper Street, Lynchburg, VA.

***Consider Adjournment***





## GLTC Board Agenda Detail

**Item #:** N/A  
**Item Title:** Board Roster and Attendance Log  
**Action:** None

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### GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

<b>Curtis Baker</b> <i>Centra, 1901 Tate Springs Road, Lynchburg, VA 24501</i>	434-200-3215	<a href="mailto:curt.baker@centrahealth.com">curt.baker@centrahealth.com</a>
<b>Benjamin Blanks</b> <i>2075 Langhorne Road Apt. 129, Lynchburg, VA 24501</i>	434-485-3228	<a href="mailto:bensmjazz@gmail.com">bensmjazz@gmail.com</a>
<b>Antonio "Tony" Davis</b> <i>Jubilee Family Development Center 1512 Florida Ave, Lynchburg, VA 24501</i>	434-386-1336 434-845-0433	<a href="mailto:adavis@jubileefamily.org">adavis@jubileefamily.org</a>
<b>Mary-Winston Deacon</b> <i>HumanKind, 150 Linden Ave, Lynchburg, VA 24503</i>	434-845-2986 x231 434-258-4117	<a href="mailto:mwdeacon@humankind.org">mwdeacon@humankind.org</a>
<b>Dan Deter</b> <i>Liberty University, 1971 University Blvd, Lynchburg, VA 24515</i>	434-592-4172	<a href="mailto:ddeter@liberty.edu">ddeter@liberty.edu</a>
<b>Cameron Howe</b> <i>1400 B Lakeside Drive, Lynchburg, VA 24501</i>	434-238-3598	<a href="mailto:cameronem87@gmail.com">cameronem87@gmail.com</a>
<b>Bonnie Svrcek</b> <i>City of Lynchburg, 900 Church St, Lynchburg, VA 24504</i>	434-455-3990	<a href="mailto:bonnie.svrcek@lynchburgva.gov">bonnie.svrcek@lynchburgva.gov</a>
<b>2 Seats Vacant</b>		

-- Attendance Log on Next Page --



