

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, January 8th, 2020

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

#1 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

#2 Consideration of Meeting Minutes Approval

December 4th, 2019

All

#3 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

#4 Staff Reports

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

Brian Booth

#5 Old Business

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

Update
No Update
No Update
Update

#6 New Business

- a) Fare Increase Analysis
- b) TDP Update Letter
- c) Public Comment Request

Brian Booth

#7 President's Report

GLTC Board
President

#8 Next Meeting Date & Adjournment

February 5th, 2020 @ 8:30 am – GLTC Board Meeting

All





GLTC Board Agenda Detail

Item #: 2
Item Title: December 4th, 2019 Minutes
Action: Consideration of Approval

Greater Lynchburg Transit Company (GLTC)

BOARD OF DIRECTORS MEETING

DRAFT MINUTES

December 4, 2019

8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, December 4, 2019 at the Kemper Street Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were: Antonio Davis, Bonnie Svrcek, Mary-Winston Deacon, Ben Blanks, Dan Deter, and Cameron Howe. Staff members attending were: Brian Booth, Hope Custer, Millie Martin, Steve Overstreet, Scott Poindexter, Allen Robey, Keri Brown, and Natalie Wilkins. Visitors to the meeting were Gary DuPriest and Madeline Cotton of the ADA Committee; Phillip Gabathuler and Kelly Hitchcock of the Central Virginia Planning District Commission (CVPDC); William Carr, GLTC customer; and Larry Morris of First Transit.

Absent: Curt Baker

#1 Board Officer Elections

Mr. Davis called the meeting to order at 8:30 a.m. and requested to move the board officer elections to the end of the board meeting.

#2 – Call to Order-Public Comment

Mr. Davis asked for public comment. There was no public comment.

#3 – Consideration of Meeting Minutes Approval

Mr. Davis asked for consideration of approval of the minutes of October 2, 2019. Ms. Svrcek made a motion to approve the minutes of October 2, 2019 with Ms. Deacon seconding the motion and the vote was carried.

#4 – Committee & Partner Reports

4a – Customer Advisory Committee

Ms. Wilkins provided an update for the Customer Advisory Committee with the following information:

In attendance: Sherry Gentry, Edward Waller, Doris Evans, Ben Blanks, and Natalie Wilkins.

- Ben Blanks asked if public comments can be emailed. The request will be forwarded to the General Manager.
- Edward Waller stated that fare cards sometimes swipe invalid.
- Doris Evans and Sherry Gentry expressed concerns about smoking in non-designated areas.
- Doris Evans was also concerned about an incident that occurred on September 9th in which she and another passenger were involved in an exchange of words. Although both were at fault, she felt that the supervisor on duty did not show concern because she missed her connection due to all the confusion.
- Some of the drivers smoke right at the bus door and some drive too fast, lots of stop/go driving.



- Doris Evans who is partially blind and has a cane has a problem when asking the driver to let the lift down in order for her to board the bus.
- Other comments – Ed Robinson is a good driver. Some of the drivers are rude. Edward Waller says GLTC has good drivers overall.

Mr. Davis thanked Ms. Wilkins for the Customer Advisory Committee Report.

4b – ADA Advisory Committee

Mr. DuPriest stated that there are concerns regarding the bus stops. Some of the shelter benches rattle and others need work such as the one near the Carrington. He continues to work with Mr. Gabathuler on ADA bus stop issues.

4c – RIDE Solutions

Ms. Hitchcock stated that CVPDC has submitted an application for the Advanced Van Pool Program. The two-year grant has been awarded from the Department of Rail and Public Transportation (DRPT). They are working on the possibility of coordinating with an existing van pool program to have two van running at beginning of 2020. The goal is for National Transit Data (NTD) miles get credited to GLTC’s performance data.

4d – Central Virginia Planning District Commission

Mr. Gabathuler stated that some passengers who utilize the Ride Systems app that shows real time information expressed concerns on glitches in the software and will review those complaints. He also manages and updates Google Maps and will review for accuracy.

5 – Staff Reports

5a – General Manager’s Report

Staff attended the Department of Rail and Public Transportation’s (DRPT) Transit Grants Workshop in November which provided an update to DRPT’s grant application process as well grant programs available. The grant application period is open from December 2nd, 2019 to February 3rd, 2020 and staff will work to submit the appropriate grants by the deadline.

Transit Strategic Plan (TSP) – Staff have been working with consultants from Kimley-Horn over the past four months to develop the Transit Strategic Plan for GLTC. The consultants plan to provide a draft of Chapters 4 and 5 (that covers the Implementation and Financial Plans) to staff in December for review. Staff will review these chapters and provide feedback to Kimley-Horn before a final draft is prepared for submission to the Board for review/approval.

Public Transportation Agency Safety Plan (PTASP) – Staff met with consultants hired by DRPT to draft the State’s PTASP plan. 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 30th. 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. There were approximately 50 people take advantage of this service provided.



5b – September/October 2019 Financials

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 %, Other Contract Revenue under budget \$ 2,000 year to date, and Non-Operating Revenue over budget approximately \$ 1,700. Liberty Revenue is over budget 1 % which is due to budgeting more conservative than the projected service plan indicated. The State Assistance reflects being under budget 1 % and is due to not receiving reimbursement for the expenses associated with the intern grant yet.

Total expenses are under budget 4 %, year to date and under budget 6 % for the month of October 2019. Total salaries are under budget approximately 3 %, total overtime is under budget approximately 25 %, and total benefits are under budget approximately 4 %.

Maintenance expenses (less wages/benefits) year to date are over budget approximately 3 %. Fuel is 2 % over budget year to date, Tires and Tubes are under budget 22 %, and Other Materials and Supplies are over budget 8 %. Utilities, Information Technology, and Miscellaneous expenses are coming in significantly under budget (27 %, 29 %, and 22 % respectively) year to date.

The year to date net income reflects a surplus of \$ 88,900 at the end of October 2019.

5c –Ridership & Operations Statistics

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

Total mileage for fixed route and paratransit services for the month of September was 106,532 miles and for October was 100,130 miles.

On-time performance for preventative maintenance activities for the month of September was 91 % and for October was 96 %.

The fleet downtime for the month of September was 6.28 % and for October was 6.35 %

5d – Capital Projects Update

The capital projects report was provided for review. Minimal activity was reflected in the report due to many projects in the procurement phases.

#6 – Old Business

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. Staff 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 two vans for a new vanpool service in our region. GLTC staff have a meeting scheduled with Kelly 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).

6b Summary – Florida Avenue Survey – No Update

6c Summary – Board Oversight Procedure – No Update

#7 – New Business

7a Summary – FY 2021 Preliminary Operating Budget

GLTC’s submission of the operating budget to the City of Lynchburg for the budget process was due December 13th, 2019 and a preliminary operating budget for FY 2021 was presented to the board for review and consideration of approval.

The proposed FY 2021 preliminary budget reflected a decrease of approximately 1.1 % from the Adopted/Amended FY 2020 budget for a total budget of \$ 7,419,425. Major predictions/assumptions used to derive the draft of this budget are as follows:

REVENUE:

- Passenger Fares were reduced slightly (~ \$ 6,200) to reflect the actual passenger revenue received since January 2019.
- External Contracts (CVCC, County Assistance, etc.) reflected a 2 % increase.
- Liberty Revenue was budgeted to remain the same as there has not yet been any indication for changes they may make for the upcoming fiscal year.
- City Operating Assistance is down 5 % (approximately \$ 86,000) due to guidance from the City Finance Department which indicated all departments and component units were to submit a budget that was flat based on the FY 2020 appropriation. The 5 % decrease was a holdover from the previous year when all departments were requested to submit a 5 % reduced budget and the City appropriated a one-time transfer from fund balance to make up the 5 % lost from the requested budget reduction.
- 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.
- 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.

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 driver positions and one operations support position in addition to estimated increase in insurance coverages as well as wage increases within the labor union contract. With the elimination of these driver positions we anticipate 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 the 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, lawn care, 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 items presented for consideration:

- To remain whole with no impact to service, GLTC projected a deficit of approximately \$ 643,000 with the projected revenues and no additional revenue from the City.
- To minimize the services cuts to just a 10 % reduction in service, a deficit of approximately \$ 295,000 was projected with the projected revenue describe and no additional revenue provided from the City.

The City provided additional 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 staff can provide the amount of shortfall and associated impacts which will be taken into consideration as the City balances the overall budget. Staff intend to submit the Unfunded Request Worksheet to the City.

Ms. Svrcek informed the board that the City holds a \$ 500,000 fund balance/reserve for GLTC for any unanticipated concerns and she believes the number currently exceeds \$ 500,000. She suggested as the City enters into the early stages of the budget process that any money over \$ 500,000 in the fund balance account be allocated towards the City's operating allocation for GLTC. The details for how this would occur would be determined as the city works through the budget process.

Mr. Deter asked the board how the impact of electric scooters would affect revenue and ridership. Discussion on this effect followed with pros and cons.

After discussion, Mr. Davis asked for a motion to approve the preliminary budget as presented. Ms. Deacon made a motion to accept the preliminary budget with Mr. Blanks seconding the motion. The vote was carried with Ms. Svrcek abstaining.

7b Summary – January Board Meeting

The regularly scheduled board meeting for January falls on January 1st, 2020. Due to this being the New Year's Day holiday and most businesses are closed, the board was in consensus to reschedule the meeting to January 8th at 8:30 a.m.

#8- President's Report

Mr. Davis welcomed the new board members and looks forward to working with everyone.

Mr. Davis brought back up that officer elections were still pending. Ms. Svrcek made a motion to defer the election of officers until a full board was in place with Mr. Blanks seconding the motion and the vote was carried. Ms. Svrcek offered to assist with co-chairing the meetings until elections were completed and new officers were in place.

#9 – Next meeting and Adjournment

The next GLTC Board Meeting is scheduled to occur on January 8th, 2020 at 8:30 am. at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

As there was no further business, the meeting adjourned at 9:42 a.m.

Secretary/Treasurer





GLTC Board Agenda Detail

Item #: 3
Item Title: Committee & Partner Reports
Action: None

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 #: 4a

Item Title: General Manager's Report

Action: For Your Information

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

- Staff attended the Triennial Review Workshop held in mid-December to receive updates and begin preparing for the Triennial Review which will occur during the calendar year of 2021. The Triennial Review is a review that is conducted by the Federal Transit Administration every three years and looks at 20 different focus areas to ensure compliance with federal regulations. This workshop provided updates on regulations as well as directing focus for staff to begin looking at these areas to be reviewed to begin preparing for the review next year.
- Staff traveled to Livermore, California to the Gillig bus manufacturing plant, to meet with Gillig staff for a pre-production meeting. This meeting purpose was to review the specs of the upcoming bus order and changes that were made to this order to improve the bus build from feedback received by many stakeholders to include operators, maintenance, and passengers. We will continue to work with reviewing documents over the next several months as Gillig provides them for review and approval. We anticipate receiving these new buses during the summer of 2020.
- Staff have been working diligently to pull together all necessary documentation and drafting the grant applications to submit to the Department of Rail and Public Transportation. The deadline for submission is February 3rd, 2020
- Marketing staff are working on a marketing plan to increase the awareness of GLTC services within the Lynchburg community. Areas of focus are promoting the bus tracking app/Ride Systems, increasing awareness of GLTC service to the senior population, and increasing GLTC's presence on the many social media platforms available to the general public.





GLTC Board Agenda Detail

Item #: 4b
Item Title: November 2019 Financials
Action: For Your Information

REVENUES:

Total revenues are under budget approximately \$ 12,000, year to date and under budget approximately \$ 7,000 for the month of November 2019. The major variances are Fixed Route Revenue under budget 6 %, approximately \$ 14,000 year to date and Other Contract Revenue under budget \$ 2,500 year to date. 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.

A new revenue code has been added for this report titled "State Assistance-Demo & Technical". This includes reimbursement for expenses associated with the intern grant. The reason this has zero budgeted for the month and year to date is because this amount was rolled into the State Operating Assistance in the approved budget and would account for the State Operating Assistance being 1 % under budget year to date.

EXPENSES:

Total expenses are under budget 5 %, approximately \$ 165,000, year to date and under budget 9 % for the month of November 2019. Total salaries are under budget approximately 5 % or \$ 57,000, total overtime is under budget approximately 23 % or \$ 23,000, and total benefits are under budget approximately 3 % or \$ 19,800. 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 as well as some staff out on FMLA recently.

Maintenance expenses (less wages/benefits) year to date are over budget approximately 4 % or \$ 21,000. Fuel is on target year to date. Tires and Tubes are under budget 24 % or \$ 12,000 due to less tires being utilizing during the first part of the year. We anticipate this will level out as we go through the year as tire needs generally spike at various time throughout the year. Other Materials and Supplies are under budget 4 % or \$ 9,000.

Utilities and Information Technology expenses are coming in significantly under budget (24 %, and 29 % 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 \$ 144,826 at the end of November 2019. We are monitoring expenses as we move forward and will make necessary adjustments to ensure we remain within budget for the year.

Contacts: Brian Booth
Attachments: Pages 10-14
Action Required: None



Greater Lynchburg Transit Company, Inc.

Balance Sheet

November FY 2020

	FY 2020	FY 2019	Difference
ASSETS			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	245,170	252,249	(7,079)
Accounts Receivable	52,611	60,981	(8,370)
TOTAL CURRENT ASSETS	\$ 297,781	\$ 313,230	\$ (15,449)
Tangible Property	\$ 60,824,522	\$ 60,380,629	\$ 443,892
Accumulated Depreciation	(23,625,249)	(20,304,318)	(3,320,931)
NET FIXED ASSETS	\$ 37,199,273	\$ 40,076,311	\$ (2,877,038)
TOTAL ASSETS	\$ 37,497,054	\$ 40,389,541	\$ (2,892,488)
LIABILITIES AND CAPITAL			
Accounts Payable - Miscellaneous	\$ 49,514	\$ 54,711	\$ (5,197)
TOTAL LIABILITIES	49,514	54,711	(5,197)
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	37,369,498	40,267,727	(2,898,229)
Accumulated Income/(Loss) Current Year	78,037	67,098	10,939
TOTAL CAPITAL	\$ 37,447,540	\$ 40,334,830	\$ (2,887,290)
TOTAL LIABILITIES AND CAPITAL	\$ 37,497,054	\$ 40,389,541	\$ (2,892,487)



Central VA Transit Management Company Inc.

Balance Sheet

Nov FY 2020

	FY 2020	FY 2019	Difference
ASSETS			
Cash	\$ 1,321,513	\$ 369,535	\$ 951,978
Cash - OPEB	263,413	236,194	27,219
Working Funds	75	80	(5)
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	304,056	483,754	(179,698)
Materials and Fuel	397,073	328,904	68,169
TOTAL CURRENT ASSETS	\$ 2,286,230	\$ 1,418,567	\$ 867,663
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	214,274	187,016	27,258
TOTAL ASSETS	\$ 2,500,504	\$ 1,605,583	\$ 894,921
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 216,591	\$ 416,158	\$ (199,567)
Wages Payable	139,389	152,510	(13,121)
Other Payroll Liabilities	717,000	591,437	125,563
Advance Payments	1,282,698	447,973	834,725
TOTAL LIABILITIES	2,355,678	1,608,078	747,600
Accumulated Income/(Loss) Current Year	144,826	(2,495)	147,321
TOTAL CAPITAL	\$ 144,826	\$ (2,495)	\$ 147,321
TOTAL LIABILITIES AND CAPITAL	\$ 2,500,504	\$ 1,605,583	\$ 894,921



GREATER LYNCHBURG TRANSIT COMPANY, INC.

INCOME STATEMENT

AS OF NOVEMBER 30, 2019

	FY2020 ACTUAL NOV	FY2020 ACTUAL YTD
REVENUE		
Operating Assistance Revenue	\$ 1,019,476	\$ 3,789,355
Money Paid to CVTMC	(1,019,476)	(3,789,355)
Federal Grant Revenue	-	71,275
Local Grant Revenue	-	7,390
TOTAL REVENUE	\$ -	\$ 78,665
EXPENSES		
Repairs - Capital	-	\$ 629
Other Miscellaneous Expense	-	-
TOTAL EXPENSES	\$ -	\$ 629
NET INCOME/(LOSS)	\$ -	\$ 78,037



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
INCOME STATEMENT						
AS OF NOVEMBER 30, 2019						
	MONTH TO DATE			YEAR TO DATE		
	FY2020 NOV ACTUAL	FY2020 NOV BUDGET	% VAR	FY2020 YTD ACTUAL	FY2020 YTD BUDGET	% VAR
REVENUE						
FRT Passenger Revenue	\$ 35,050	\$ 45,410	-23%	\$ 212,997	\$ 227,050	-6%
DRT Passenger Revenue	4,726	5,221	-9%	25,702	26,105	-2%
Contracts (LU Access)	16,800	16,800	0%	67,200	67,200	0%
Contracts (CVCC Access)	4,692	4,692	0%	23,460	23,460	0%
Liberty University Revenue	33,640	33,390	1%	134,560	133,560	1%
Other Contract Revenue	-	501	-100%	-	2,505	-100%
Non-Operating Revenue	363	1,083	-66%	6,438	5,415	19%
Advertising Revenue	6,625	7,500	-12%	37,391	37,500	0%
City Operating Assistance	144,065	144,065	0%	720,327	720,327	0%
County Operating Assistance	6,356	6,356	0%	31,781	31,781	0%
State Operating Assistance	169,696	171,958	-1%	854,950	859,791	-1%
State Assistance-Demo & Technical	7,580	-	0%	7,580	-	0%
Federal Operating Assistance	196,469	196,469	0%	982,344	982,347	0%
TOTAL REVENUE	\$ 626,062	\$ 633,446	-1%	\$ 3,104,730	\$ 3,117,041	0%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 110,736	\$ 119,714	-7%	\$ 572,607	\$ 598,568	-4%
Operator-Overtime	13,396	16,085	-17%	49,717	80,424	-38%
Other Salaries & Wages	22,950	25,188	-9%	126,809	125,938	1%
Supervisors-Overtime	781	1,229	-36%	3,862	6,146	-37%
Fringe Benefits	89,372	83,827	7%	402,296	419,135	-4%
TOTAL FIXED ROUTE	\$ 237,234	\$ 246,042	-4%	\$ 1,155,291	\$ 1,230,211	-6%
DEMAND RESPONSE						
Operator Labor	\$ 19,873	\$ 23,409	-15%	\$ 107,731	\$ 117,043	-8%
Operator-Overtime-PTS	443	815	-46%	1,837	4,073	-55%
Other Salaries & Wages	5,355	5,544	-3%	29,253	27,720	6%
Fringe Benefits	15,655	15,437	1%	74,167	77,183	-4%
TOTAL DEMAND RESPONSE	\$ 41,326	\$ 45,204	-9%	\$ 212,989	\$ 226,019	-6%
MAINTENANCE						
Other Salaries & Wages	\$ 40,317	\$ 49,944	-19%	\$ 234,335	\$ 249,719	-6%
Inspection&Maint,Srvc-Overtime	3,904	2,203	77%	22,931	11,014	108%
Fringe Benefits	27,278	27,042	1%	137,448	135,210	2%
Fuel & Lubricants	44,469	50,837	-13%	253,851	254,184	0%
Tires & Tubes	7,024	10,219	-31%	38,926	51,095	-24%
Other Materials & Supplies	20,941	42,940	-51%	205,618	214,701	-4%
TOTAL MAINTENANCE	\$ 143,934	\$ 183,185	-21%	\$ 893,108	\$ 915,924	-2%
ADMINISTRATION						
Other Salaries & Wages	\$ 24,899	\$ 31,660	-21%	\$ 149,548	\$ 158,298	-6%
Fringe Benefits	15,440	16,418	-6%	79,898	82,090	-3%
Services	44,418	37,634	18%	193,944	188,169	3%
Utilities	14,150	16,291	-13%	61,985	81,456	-24%
Casualty & Liability Expenses	22,303	26,294	-15%	124,057	131,470	-6%
Information Technology	10,497	14,776	-29%	52,528	73,881	-29%
Other Materials & Supplies	3,395	2,125	60%	6,956	10,625	-35%
Miscellaneous	12,584	5,453	131%	29,598	27,263	9%
TOTAL ADMINISTRATION	\$ 147,686	\$ 150,650	-2%	\$ 698,515	\$ 753,252	-7%
TOTAL EXPENSES	\$ 570,180	\$ 625,081	-9%	\$ 2,959,903	\$ 3,125,406	-5%
NET INCOME/(LOSS)	\$ 55,882	\$ 8,365		\$ 144,826	\$ (8,365)	

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

COMPARATIVE INCOME STATEMENT

AS OF NOVEMBER 30, 2019

	MONTH TO DATE			YEAR TO DATE		
	FY2020	FY2019		FY2020	FY2019	
	NOV	NOV	%	YTD	YTD	%
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ 35,050	\$ 43,911	-20%	\$ 212,997	\$ 239,584	-11%
DRT Passenger Revenue	4,726	\$ 4,598	3%	25,702	27,288	-6%
Contracts (LU Access)	16,800	\$ 6,006	180%	67,200	24,024	180%
Contracts (LC Access)	-	\$ 2,086	-100%	-	10,430	-100%
Contracts (CVCC Access)	4,692	\$ 4,600	2%	23,460	23,000	2%
Liberty University Revenue	33,640	\$ 150,401	-78%	134,560	601,605	-78%
Other Contract Revenue	-	\$ 63	-100%	-	12,885	-100%
Non-Operating Revenue	363	\$ 762	-52%	6,438	3,405	89%
Advertising Revenue	6,625	\$ 7,013	-6%	37,391	35,664	5%
City Operating Assistance	144,065	\$ 144,065	0%	720,327	720,327	0%
County Operating Assistance	6,356	\$ 6,232	2%	31,781	31,158	2%
State Operating Assistance	169,696	\$ 167,078	2%	854,950	846,932	1%
State Assistance-Demo & Technic	7,580	\$ -	100%	7,580	-	100%
Federal Operating Assistance	196,469	\$ 154,654	27%	982,344	773,271	27%
TOTAL REVENUE	\$ 626,062	\$ 691,469	-9%	\$ 3,104,730	\$ 3,349,573	-7%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 110,736	\$ 126,368	-12%	\$ 572,607	\$ 647,409	-12%
Operator-Overtime	13,396	39,053	-66%	49,717	190,061	-74%
Other Salaries & Wages	22,950	24,225	-5%	126,809	125,119	1%
Supervisors-Overtime	781	1,624	-52%	3,862	9,245	-58%
Fringe Benefits	89,372	113,795	-21%	402,296	430,394	-7%
TOTAL FIXED ROUTE	\$ 237,234	\$ 305,065	-22%	\$ 1,155,291	\$ 1,402,228	-18%
DEMAND RESPONSE						
Operator Labor	\$ 19,873	\$ 21,703	-8%	\$ 107,731	\$ 107,184	1%
Operator-Overtime-PTS	443	1,150	-61%	1,837	6,249	-71%
Other Salaries & Wages	5,355	4,083	31%	29,253	22,913	28%
Fringe Benefits	15,655	16,006	-2%	74,167	60,383	23%
TOTAL DEMAND RESPONSE	\$ 41,326	\$ 42,942	-4%	\$ 212,989	\$ 196,729	8%
MAINTENANCE						
Other Salaries & Wages	\$ 40,317	\$ 44,621	-10%	\$ 234,335	\$ 244,291	-4%
Inspection&Maint,Srcv-Overtime	3,904	8,371	-53%	22,931	45,538	-50%
Fringe Benefits	27,278	32,294	-16%	137,448	128,356	7%
Fuel & Lubricants	44,469	60,490	-26%	253,851	288,201	-12%
Tires & Tubes	7,024	3,791	85%	38,926	61,135	-36%
Other Materials & Supplies	20,941	54,228	-61%	205,618	248,476	-17%
TOTAL MAINTENANCE	\$ 143,934	\$ 203,795	-29%	\$ 893,108	\$ 1,015,997	-12%
ADMINISTRATION						
Other Salaries & Wages	\$ 24,899	\$ 31,804	-22%	\$ 149,548	\$ 159,763	-6%
Fringe Benefits	15,440	18,853	-18%	79,898	70,754	13%
Services	44,418	34,902	27%	193,944	179,982	8%
Utilities	14,150	15,556	-9%	61,985	54,889	13%
Casualty & Liability Expenses	22,303	26,986	-17%	124,057	150,251	-17%
Information Technology	10,497	15,502	-32%	52,528	74,376	-29%
Other Materials & Supplies	3,395	5,020	-32%	6,956	14,168	-51%
Miscellaneous	12,584	6,404	96%	29,598	32,929	-10%
TOTAL ADMINISTRATION	\$ 147,686	\$ 155,025	-5%	\$ 698,515	\$ 737,112	-5%
TOTAL EXPENSES	\$ 570,180	\$ 706,827	-19%	\$ 2,959,903	\$ 3,352,067	-12%
NET INCOME/(LOSS)	\$ 55,882	\$ (15,358)		\$ 144,826	\$ (2,495)	



GLTC Board Agenda Detail

Item #: 4c

Item Title: November 2019 Ridership & Operational Statistics

Action: For Your Information

Summary:

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

Ridership:

Ridership activities by mode for the month of November 2019 is as follows:

- Total Ridership – 65,693
- City Ridership – 60,063
- Liberty Ridership – 5,630

Maintenance:

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

Total mileage for fixed route and paratransit services for the month of November was 102,326 miles.

On-time performance for preventative maintenance activities for the month of November was 89 %.

The fleet downtime for the month of November was 4.86 %

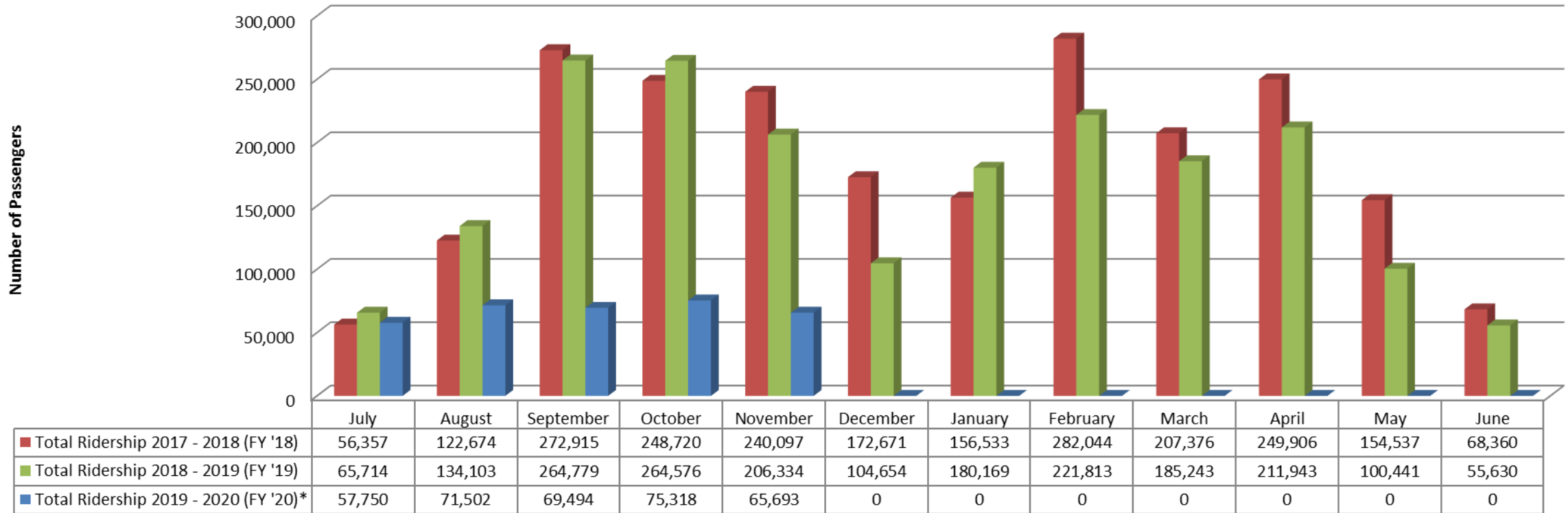
Contacts: Brian Booth

Attachments: Page 16-21

Action Required: None

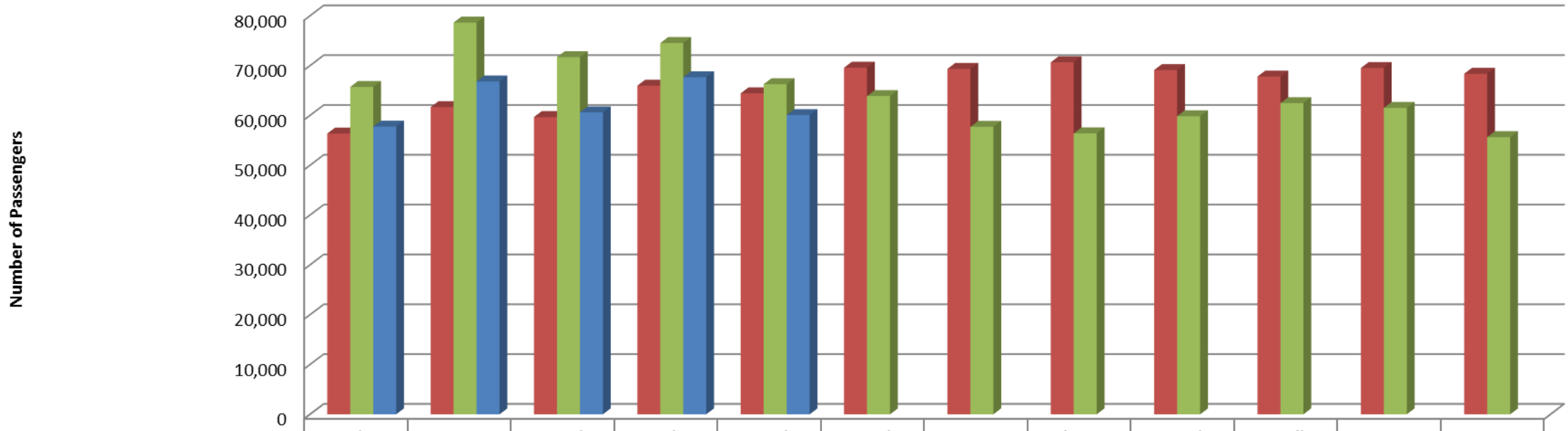


Monthly System-Wide Ridership FY '18, FY '19, FY '20



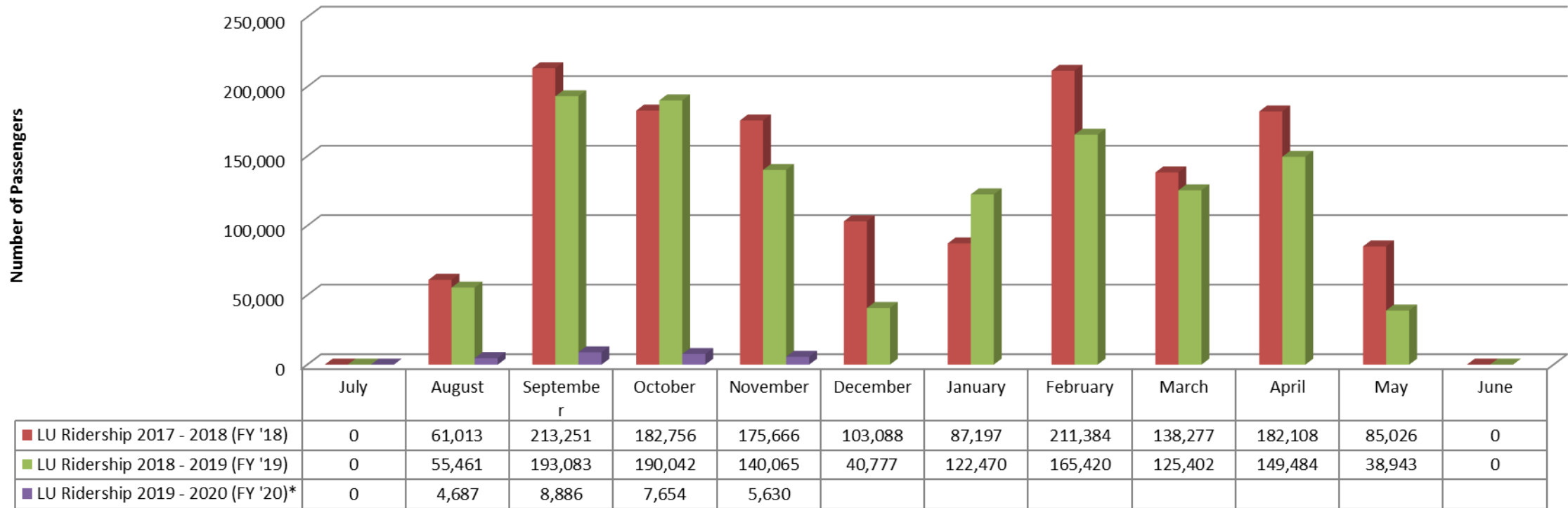
*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

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



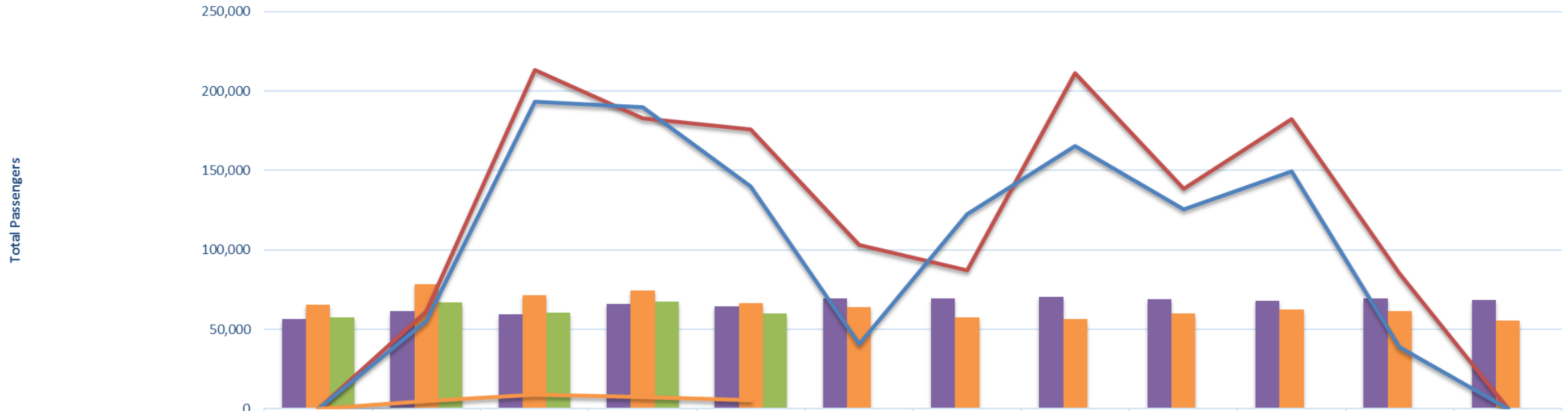
	July	August	September	October	November	December	January	February	March	April	May	June
■ City Ridership 2017 - 2018 (FY '18)	56,357	61,661	59,664	65,964	64,431	69,583	69,336	70,660	69,099	67,798	69,511	68,360
■ City Ridership 2018 - 2019 (FY '18)	65,714	78,642	71,696	74,534	66,269	63,877	57,699	56,393	59,841	62,459	61,498	55,630
■ City Ridership 2019 - 2020 (FY '19)	57,750	66,815	60,608	67,664	60,063							

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

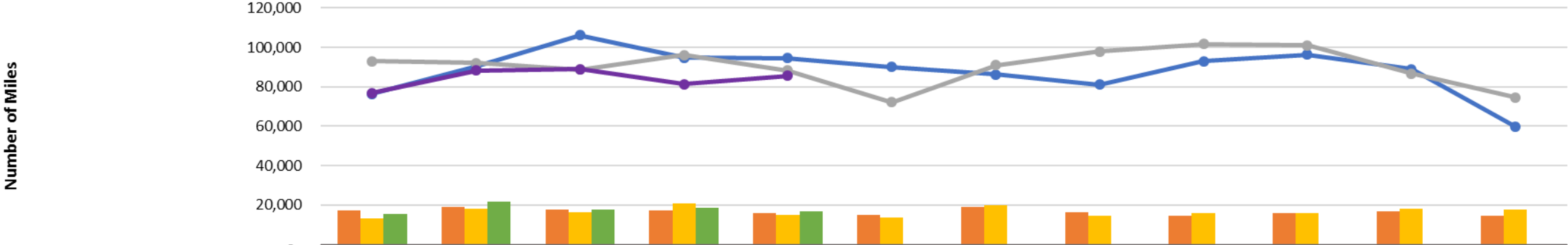
GLTC City vs. Liberty Ridership Comparison



	July	August	September	October	November	December	January	February	March	April	May	June
City Ridership 2017 - 2018 (FY '18)	56,357	61,661	59,664	65,964	64,431	69,583	69,336	70,660	69,099	67,798	69,511	68,360
City Ridership 2018 - 2019 (FY '18)	65,714	78,642	71,696	74,534	66,269	63,877	57,699	56,393	59,841	62,459	61,498	55,630
City Ridership 2019 - 2020 (FY '19)	57,750	66,815	60,608	67,664	60,063							
LU Ridership 2017 - 2018 (FY '18)	0	61,013	213,251	182,756	175,666	103,088	87,197	211,384	138,277	182,108	85,026	0
LU Ridership 2018 - 2019 (FY '19)	0	55,461	193,083	190,042	140,065	40,777	122,470	165,420	125,402	149,484	38,943	0
LU Ridership 2019 - 2020 (FY '20)*	0	4,687	8,886	7,654	5,630							

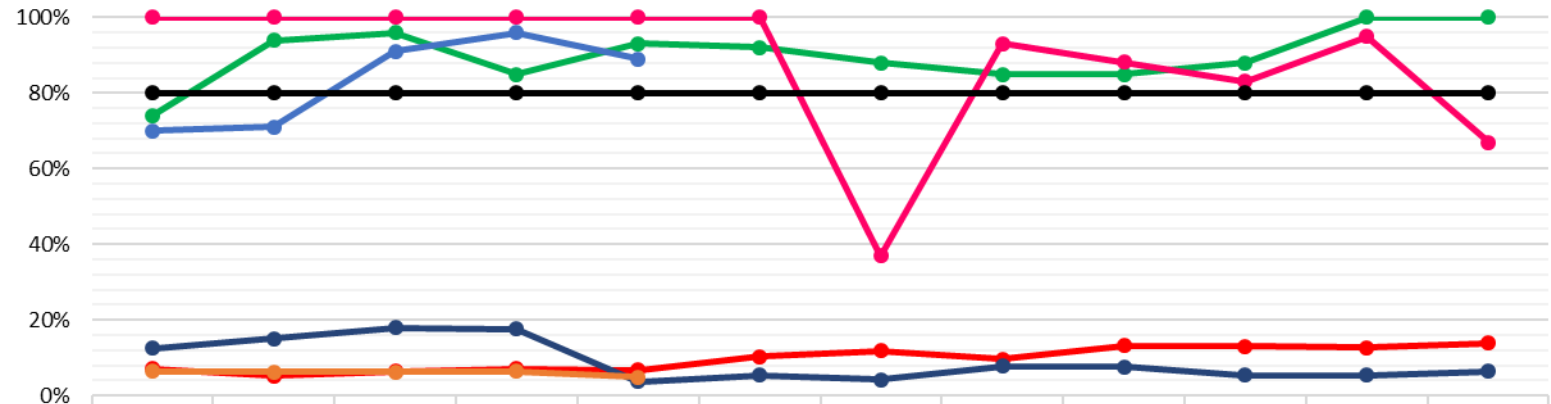
*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

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



	July	August	September	October	November	December	January	February	March	April	May	June
Paratransit Mileage 2017-2018 (FY-18)	17,150	18,885	17,556	17,447	15,850	15,198	18,864	16,285	14,717	16,053	16,731	14,632
Paratransit Mileage 2018-2019 (FY-19)	13,463	18,287	16,572	20,669	15,111	13,819	19,819	14,780	15,718	15,905	18,183	17,570
Paratransit Mileage 2019-2020 (FY-20)	15,700	21,613	17,596	18,840	16,711							
Fixed Route Mileage 2017-2018 (FY-18)	76,407	90,274	106,177	94,845	94,501	90,133	86,242	81,125	92,954	96,235	89,004	59,776
Fixed Route Mileage 2018-2019 (FY-19)	92,988	92,027	88,816	96,089	88,215	72,132	90,908	97,790	101,611	100,935	86,681	74,742
Fixed Route Mileage 2019-2020 (FY-20)	76,985	88,291	88,936	81,290	85,615							

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



	July	August	September	October	November	December	January	February	March	April	May	June
On Time Performance FY'18 (FTA Requires 80%)	74%	94%	96%	85%	93%	92%	88%	85%	85%	88%	100%	100%
On Time Performance FY'19 (FTA Requires 80%)	100%	100%	100%	100%	100%	100%	37%	93%	88%	83%	95%	67%
On Time Performance FY'20 (FTA Requires 80%)	70%	71%	91%	96%	89%							
FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
Fleet Downtime FY'18 (Industry Average 5%)	7.01%	5.20%	6.40%	7.00%	6.80%	10.30%	11.90%	9.63%	13.25%	13.00%	12.59%	13.79%
Fleet Downtime FY'19 (Industry Average 5%)	12.45%	15.07%	17.85%	17.61%	3.62%	5.40%	4.15%	7.75%	7.59%	5.34%	5.34%	6.32%
Fleet Downtime FY'20 (Industry Average 5%)	6.35%	6.16%	6.28%	6.35%	4.86%							



GLTC Board Agenda Detail

Item #: 4d

Item Title: Capital Projects

Action: For Your Information

Summary:

The capital projects report is provided below through November 2019. Again, minimal activity is reflected due to many projects being in the procurement phases or procured and awaiting delivery.

GLTC CAPITAL GRANTS							
FEDERAL GRANT#/PROJECT#	STATE PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	11/30/2019 Balance
VA-95-X120							
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
VA-95-X145							
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
VA-2016-022-00							
	Executed 9/23/16						
VA-2016-022-01-00	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
VA-2016-022-09-00	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
VA-2018-005-00							
	Executed 3/14/18						
VA-2018-005-01-00	73018-38	Purchase Shop Equipment	\$ 88,000	\$ 17,600	\$ 4,400	\$ 110,000	\$ 7,666
VA-2018-005-01-00	73018-39	Purchase Spare Parts, ACM Items	\$ 300,000	\$ 60,000	\$ 15,000	\$ 375,000	\$ 27,983
VA-2018-005-01-00	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
VA-2019-000-00							
	Executed 3/28/19						
VA-2019-000-01	73019-29	Purchase (8) 40FT Replacement Buses	\$ 3,425,838	\$ 692,409	\$ 170,001	\$ 4,288,248	\$ 4,288,248
VA-2019-000-01	73019-28	Purchase Spare Parts, ACM Items	\$ 51,909	\$ 10,382	\$ 2,595	\$ 64,886	\$ 64,886
VA-2019-000-02	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 #: 5

Item Title: Old Business

Action: For Your Information

5a Summary – Intercity Bus Connector/Vanpool

Intercity Bus –

No further update is available for this project, which is being managed at DRPT (Department of Rail and Public Transportation).

Vanpool –

Kelly Hitchcock and GLTC staff met in December to discuss the proposed Vanpool startup and how GLTC would be involved for crediting the Vanpool miles to GLTC's NTD (National Transit Database) data. After consultation with NTD staff the Central Virginia PDC will be responsible for collecting and reporting the data from the Vanpool to NTD, due to the contract for the Vanpool being with the PDC. GLTC will provide support to the PDC with this reporting requirement, but will not be the responsible party.

The benefit of reporting the Vanpool data to NTD is that the data can be incorporated into the performance data of the 5307 operator(s) in the area (GLTC is the 5307 funds recipient for the Lynchburg area). Incorporating this data can improve the performance reported and increase the allocation of federal funds. Since the PDC will be the responsible reporting agency for this data, it is unclear as to how that will impact the 5307 apportionment. We are working to get those questions answered from NTD staff as well as the AECOM consultants who are conducting a Vanpool study currently underway for the PDC.

Contacts: Brian Booth

Attachments: None

Action Required: None

5b 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

5c Summary – Board Oversight Procedures

Work is still being conducted to draft these procedures. Information obtained at the Triennial Review workshop attended in December 2019 will be used to incorporate into these procedures.

Contacts: Brian Booth

Attachments: None

Action Required: None



5d Summary – Board Appointments/Officer Elections

At the December GLTC board meeting it was moved and approved to defer officer elections until the final appointments were made for the remaining 2 vacant seats on the Board which City Council was anticipated to discuss at the December 10th council meeting. An update received from the City Clerk after the council meeting indicated that City Council discussed the two vacancies, but were going to defer any appointments until January.

Since no appointments have been made as of yet to fill the remaining vacancies and upon the motion approved at the December meeting, Board Officer elections will continue to be deferred until a full board is appointed; unless there is otherwise desire to move forward with appointments.

Contacts: Brian Booth
Attachments: None
Action Required: None





GLTC Board Agenda Detail

Item #: 6
Item Title: New Business
Action: Discussion & Approvals

6a Summary – Fare Increase Analysis

After the review/approval of the preliminary operating budget for FY 2021 at the December Board meeting a request was made to investigate the fiscal impact that a potential fare increase may have. This request was made to provide some information for the Board to consider whether increasing fares would be an appropriate measure to mitigate the anticipated shortfall and associated cuts to service.

The last fare increase occurred in 2011 with a fare restructure occurring in 2016. A table showing the changes in the fare structure has been provided in [Figure 1](#) below.

Figure 1

Fare Type	Prior to 2011	2011 to 2016	2016 to Present
Cash Fare (Full)	\$ 1.50	\$ 2.00	\$ 2.00
Cash Half-Fare	\$ 0.75	\$ 1.00	\$ 1.00
Single Ride (Full)	\$ 1.50	\$ 2.00	\$ 2.00
Half-Fare Single Ride	\$ 0.75	\$ 1.00	\$ 1.00
Day Pass (Full)	\$ 3.00	\$ 4.00	\$ 4.00
Half-Fare Day Pass	N/A	N/A	\$ 2.00
5 Day Pass (Full)	\$ 12.00	\$ 16.00	N/A
14 Day Pass (Full)	N/A	\$ 25.00	\$ 25.00
31 Day Pass (Full)	\$ 45.00	\$ 50.00	\$ 50.00
31 Day Half Fare Pass	N/A	\$ 25.00	\$ 25.00
10 Ride Pass	\$ 13.50	\$ 18.00	N/A
Paratransit	\$ 3.00	\$ 4.00	\$ 4.00
EZ Pass/\$ 10 Debit	\$ 10.00	\$ 10.00	N/A
\$ 40 Debit	N/A	\$ 40.00	\$ 40.00
Yearly Pass	N/A	N/A	\$ 500.00
Paratransit	\$ 3.00	\$ 4.00	\$ 4.00

N/A - Fares not available or eliminated within Fare Structure

For comparison purposes staff compared the current fare structure against the fare structure of four (4) neighboring transit systems with similar fare structures and ridership demographics as well as the national average. These systems are Roanoke, Charlottesville, Richmond, and Hampton Road (serving the cities of Newport News, Hampton, Norfolk, Chesapeake, and Virginia Beach). A breakdown of the fare structure can be found in [Figure 2](#) following, (it should be noted some systems offer fares/passes that GLTC does not, so only the fares offered by GLTC were used for comparison in this figure). *A full list of Virginia Transit systems and fares offered by each system is provided in attachment titled "VA Transit Fare Analysis 2019-12-04".*

Figure 2

Fare Structure Comparisons						
	Lynchburg	Roanoke	Richmond	Hampton Roads	Charlottesville	National Avg.*
Cash Fare (Full)	\$ 2.00	\$ 1.75	\$ 1.50	\$ 2.00	\$ 0.75	\$ 1.71
Cash Half-Fare	\$ 1.00	\$ 0.85	\$ 0.75	\$ 1.00	\$ 0.35	\$ 0.86
Day Pass (Full)	\$ 4.00	\$ 3.50	\$ 3.75	\$ 4.50	\$ 1.50	\$ 4.50
Half-Fare Day Pass	\$ 2.00	\$ 1.70	\$ 1.75	\$ 2.25	\$ 0.75	N/A
3-Day Pass (Full)	-	-	-	-	\$ 4.50	N/A
3-Day Half-Fare Pass	-	-	-	-	\$ 2.25	N/A
7-Day (Full)	-	\$ 16.00	\$ 17.50	\$ 22.00	\$ 10.50	N/A
7-Day Half-Fare Pass	-	\$ 8.00	\$ 8.25	-	\$ 5.25	N/A
14-Day Pass	\$ 25.00	\$ 20.00	-	-	-	N/A
14-Day Half-Fare Pass	-	\$ 10.00	-	-	-	N/A
31-Day Pass	\$ 50.00	\$ 56.00	\$ 60.00	\$ 70.00	\$ 20.00	\$ 58.53
31 Day Half-Fare Pass	\$ 25.00	\$ 28.00	\$ 35.00	\$ 40.00	\$ 10.00	N/A
Paratransit	\$ 4.00	\$ 3.50	\$ 3.00	\$ 3.50	\$ 1.50	\$ 2.68

*Data Source: American Public Transportation Association (APTA), 2019 Public Transportation Fare Database, Prepared by Matthew Dickens, Senior Policy Analyst, mdickens@apta.com

All other fare information was sourced directly from the associated agency's website.

With the information provided in Figure 2 above we increased some of the fares offered for illustrative purposes to determine what impact could be seen fiscally. The adjustments were made as seen in Figure 3 below. In addition to incorporating data from the current fare structure of other systems, we also factored in the cost of living index and poverty rates for those regions as well which is found in Figure 4 below. The cost of living for each locality is based against the national average which is set at 100.

Figure 3

Fare Type	Cost		Change	
	Existing	Proposed	Change	Percentage
Cash Fare (Full)	\$ 2.00	\$ 2.00	\$ -	0%
Cash Half-Fare	\$ 1.00	\$ 1.00	\$ -	0%
Single Ride (Full)	\$ 2.00	\$ 2.00	\$ -	0%
Half-Fare Single Ride	\$ 1.00	\$ 1.00	\$ -	0%
Day Pass (Full)	\$ 4.00	\$ 4.50	\$ 0.50	12.5%
Half-Fare Day Pass	\$ 2.00	\$ 2.25	\$ 0.25	12.5%
14 Day Pass (Full)	\$ 25.00	\$ 28.00	\$ 3.00	12.0%
31 Day Pass (Full)	\$ 50.00	\$ 56.00	\$ 6.00	12.0%
31 Day Half Fare Pass	\$ 25.00	\$ 28.00	\$ 3.00	12.0%
\$ 40 Debit	\$ 40.00	\$ 40.00	\$ -	0%
Yearly Pass	\$ 500.00	\$ 500.00	\$ -	0%
Total				

Figure 4

	Cost of Living**	Poverty Rate***
Lynchburg	82.9	24.3%
Roanoke	84.1	22.2%
Hampton*	88.4	15.6%
Norfolk*	91.8	21.0%
Newport News*	92.8	16.1%
Richmond	95.1	25.4%
Charlottesville	104.5	25.9%
Virginia Beach*	105.6	8.2%
Chesapeake*	106.4	9.5%

*All served by Hampton Roads Transit

**Source: www.bestplaces.net/cost-of-living/
National Average is benchmark at 100.

***Source: US Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

After analyzing the data in Figures 2 & 4 the changes to the current fares were as follow:

- Cash Fare/Single Ride Pass & associated Half-Fare options – No Change – \$ 2.00 is above the national average and is the highest fare in the state which is the current rate of Lynchburg, Hampton Roads, and many systems in the Northern Virginia area. We didn't feel it appropriate to raise the base cash fare higher than other systems in areas with a higher cost of living and lower poverty rates.



- Day Pass – Increased by \$ 0.50 from \$ 4.00 to \$ 4.50. This increase was made to match the current rate of the Day Pass at Hampton Roads which currently has the highest rate for a Day Pass in the state. This increase would also put the rate of the Day Pass to match the national average.
- Half-Fare Day Pass – Increased by \$ 0.25 from \$ 2.00 to \$ 2.25 and matches a rate of 50 % of the cost of a Day Pass.
- 14-Day Pass – Increased by \$ 3.00 from \$ 25.00 to \$ 28.00. This increase was made to match a rate of 50 % of the cost of a 31-Day Pass (explanation to follow).
- 31-Day Pass – Increase by \$ 6.00 from \$ 50.00 to \$ 56.00. This increase was made to match the current rate of 31-Day pass in Roanoke. Considering that Roanoke and Lynchburg have a similar cost of living and poverty rate, we didn't feel it appropriate to raise this fare higher than a neighboring city with similar statistics. Increasing to \$ 56.00 would still keep the monthly pass approximately \$ 2.50 below the national average.
- Half-Fare 31 Day Pass – Increased by \$ 3.00 from \$ 25.00 to \$ 28.00 and matches a rate of 50 % of the cost of a 31-Day Pass.
- \$ 40 Debit – No change as this is a preloaded amount and functions as a debit card.
- Yearly Pass – No changes as this pass has very minimal utilization.
- Paratransit – No Change – The Paratransit fare is required to not exceed twice the cost of the Base/Cash fixed route fare. Since the Base/Cash fare was not illustrated to increase, no change was made to the Paratransit fare, however the current rate of \$ 4.00 for GLTC is \$ 1.32 higher than the national average.

Each one of the projected increases reflects an increase of approximately 12 % which is important as we have to ensure we are in compliance with Title VI regulation which charges each transit system to ensure that fare increases are not increased in a manner that would disproportionately disadvantage low income or minority populations. If we were to move forward with pursuing a fare increase, additional analysis' and data collection would be necessary to ensure due-diligence in complying with Title VI regulations.

Follows is [Figure 5.1](#) which shows the 6-month average of Fare Revenue (period of June 2019 to November 2019) broken down by pass sales. During this six-month period, we average approximately \$ 35,583 in revenue from pass sales per month and approximately \$ 10,168 monthly in cash fare revenue per month (money paid directly aboard the bus to ride). After applying the illustrative increases from [Figure 3](#) it is estimated that revenue would increase approximately \$ 4,093 per month for a total of approximately \$ 50,000 over the course of a year, which is approximately 0.67 % of the current FY 2020 budget of \$ 7.5 million.

Figure 5.1

Fare Revenue 6 Month Average (June 2019-November 2019)						
	Quantity	Cost	Total	Potential Increase	Total	Net Difference
Single Ride	35	\$ 2.00	\$ 69.67		\$ 69.67	\$ -
Half Single	0	\$ 1.00	\$ 0.17		\$ 0.17	\$ -
Day	3,574	\$ 4.00	\$ 14,296.67	\$ 4.50	\$ 16,083.75	\$ 1,787.08
Half Day	2,192	\$ 2.00	\$ 4,383.00	\$ 2.25	\$ 4,930.88	\$ 547.88
14 Day	299	\$ 25.00	\$ 7,470.83	\$ 28.00	\$ 8,367.33	\$ 896.50
31 Day	82	\$ 50.00	\$ 4,075.00	\$ 56.00	\$ 4,564.00	\$ 489.00
Half 31 Day	124	\$ 25.00	\$ 3,108.33	\$ 28.00	\$ 3,481.33	\$ 373.00
\$ 40 Debit	55	\$ 40.00	\$ 2,180.00		\$ 2,180.00	\$ -
Pass Revenue			\$ 35,583.67		\$ 39,677.13	\$ 4,093.46
Cash Fare Revenue			\$ 10,168.29		\$ 10,168.29	\$ -
Total Revenue			\$45,751.96		\$49,845.42	\$ 4,093.46

Actual monthly data for each of the 6 months analyzed can be found in [Figures 5.2 & 5.3](#) on pages 29-30 of this packet.

An additional table has been included in [Figure 6](#) at the bottom of this page which shows the breakdown of revenue sources for the 5 systems identified in this analysis. This information was pulled from the Department of Rail and Public Transportation’s FY 2020 SYIP (Six-Year Improvement Plan)

Staff Recommendation: Direction is needed from the Board on whether to pursue an increase in fares and prepare associated public advertisement and hearings.

Should the board consider continuing the pursuit of increasing fares then next steps are as follows:

- Finalize the proposal for fare increases
 - Suggestion received to incorporate/offer a Half-Fare option for the 14-Day Pass.
 - Based on previous feedback, reconsider the option of one free transfer for a cash paying passengers.
- Conduct a Title VI equity analysis to ensure there isn’t disparate impacts on the low income and minority populations based on the increase proposed. This would require a couple of months to collect data via surveying the public/customer base.
- Hold a Public Hearing for the Board to hear feedback from the public on the proposed increases. These procedures are outlined in the “GLTC Fare and Service Change Public Comment Process – Final 2018-05-02” document attached.

Contacts: Brian Booth
Attachments: Pages 29-30, VA Transit Fare Analysis 2019-12-04, & GLTC Fare and Service Change Public Comment Process – Final 2018-05-02
Action Required: Further Discussion/Direction

Figure 6

	Lynchburg		Richmond		Hampton Roads	
	Revenue	% of Total	Revenue	% of Total	Revenue	% of Total
Fares	\$ 643,111	7.83%	\$ 6,912,088	13.35%	\$ 14,089,170	13.46%
Contract Service	\$ 1,645,907	20.05%	\$ 10,881,629	21.02%	\$ 2,175,821	2.08%
Advertising	\$ 95,000	1.16%	\$ 758,640	1.47%	\$ 1,075,000	1.03%
Federal	\$ 2,357,625	28.72%			\$ 14,949,000	14.28%
Other	\$ 14,027	0.17%	\$ 125,000	0.24%	\$ 60,000	0.06%
State	\$ 2,036,352	24.81%	\$ 9,867,884	19.06%	\$ 19,864,473	18.98%
Local	\$ 1,416,957	17.26%	\$ 23,232,620	44.87%	\$ 52,453,536	50.11%
Total	\$ 8,208,979		\$ 51,777,861		\$ 104,667,000	

	Lynchburg		Roanoke		Charlottesville	
	Revenue	% of Total	Revenue	% of Total	Revenue	% of Total
Fares	\$ 643,111	7.83%	\$ 2,061,387	20.17%	\$ 553,400	6.84%
Contract Service	\$ 1,645,907	20.05%	\$ 89,955	0.88%	\$ 258,832	3.20%
Advertising	\$ 95,000	1.16%	\$ 136,579	1.34%	\$ 140,000	1.73%
Federal	\$ 2,357,625	28.72%	\$ 2,651,878	25.95%	\$ 1,844,786	22.81%
Other	\$ 14,027	0.17%	\$ 136,245	1.33%	\$ 46,382	0.57%
State	\$ 2,036,352	24.81%	\$ 2,407,236	23.56%	\$ 1,933,693	23.91%
Local	\$ 1,416,957	17.26%	\$ 2,734,507	26.76%	\$ 3,310,933	40.94%
Total	\$ 8,208,979		\$ 10,217,787		\$ 8,088,026	

*Department of Rail and Public Transportation FY 2020 SYIP

Figure 5.2

Fare Revenue June 2019						
	Quantity	Cost	Total	Potential Increase	Total	Net Difference
Single Ride	32	\$ 2.00	\$ 64.00		\$ 64.00	\$ -
Half Single	1	\$ 1.00	\$ 1.00		\$ 1.00	\$ -
Day	3,432	\$ 4.00	\$ 13,728.00	\$ 4.50	\$ 15,444.00	\$ 1,716.00
Half Day	2,252	\$ 2.00	\$ 4,504.00	\$ 2.25	\$ 5,067.00	\$ 563.00
14 Day	274	\$ 25.00	\$ 6,850.00	\$ 28.00	\$ 7,672.00	\$ 822.00
31 Day	63	\$ 50.00	\$ 3,150.00	\$ 56.00	\$ 3,528.00	\$ 378.00
Half 31 Day	119	\$ 25.00	\$ 2,975.00	\$ 28.00	\$ 3,332.00	\$ 357.00
\$ 40 Debit	27	\$ 40.00	\$ 1,080.00		\$ 1,080.00	\$ -
Pass Revenue			\$ 32,352.00		\$ 36,188.00	\$ 3,836.00
Cash Fare Revenue			\$ 10,191.06		\$ 10,191.06	\$ -
Total Revenue			\$42,543.06		\$46,379.06	\$ 3,836.00

Fare Revenue July 2019						
	Quantity	Cost	Total	Potential Increase	Total	Net Difference
Single Ride	15	\$ 2.00	\$ 30.00		\$ 30.00	\$ -
Half Single	-	\$ 1.00	\$ -		\$ -	\$ -
Day	3,675	\$ 4.00	\$ 14,700.00	\$ 4.50	\$ 16,537.50	\$ 1,837.50
Half Day	2,247	\$ 2.00	\$ 4,494.00	\$ 2.25	\$ 5,055.75	\$ 561.75
14 Day	278	\$ 25.00	\$ 6,950.00	\$ 28.00	\$ 7,784.00	\$ 834.00
31 Day	81	\$ 50.00	\$ 4,050.00	\$ 56.00	\$ 4,536.00	\$ 486.00
Half 31 Day	135	\$ 25.00	\$ 3,375.00	\$ 28.00	\$ 3,780.00	\$ 405.00
\$ 40 Debit	48	\$ 40.00	\$ 1,920.00		\$ 1,920.00	\$ -
Pass Revenue			\$ 35,519.00		\$ 39,643.25	\$ 4,124.25
Cash Fare Revenue			\$ 9,219.59		\$ 9,219.59	\$ -
Total Revenue			\$44,738.59		\$48,862.84	\$ 4,124.25

Fare Revenue August 2019						
	Quantity	Cost	Total	Potential Increase	Total	Net Difference
Single Ride	32	\$ 2.00	\$ 64.00		\$ 64.00	\$ -
Half Single	-	\$ 1.00	\$ -		\$ -	\$ -
Day	4,044	\$ 4.00	\$ 16,176.00	\$ 4.50	\$ 18,198.00	\$ 2,022.00
Half Day	2,457	\$ 2.00	\$ 4,914.00	\$ 2.25	\$ 5,528.25	\$ 614.25
14 Day	321	\$ 25.00	\$ 8,025.00	\$ 28.00	\$ 8,988.00	\$ 963.00
31 Day	77	\$ 50.00	\$ 3,850.00	\$ 56.00	\$ 4,312.00	\$ 462.00
Half 31 Day	140	\$ 25.00	\$ 3,500.00	\$ 28.00	\$ 3,920.00	\$ 420.00
\$ 40 Debit	71	\$ 40.00	\$ 2,840.00		\$ 2,840.00	\$ -
Pass Revenue			\$ 39,369.00		\$ 43,850.25	\$ 4,481.25
Cash Fare Revenue			\$ 11,372.03		\$ 11,372.03	\$ -
Total Revenue			\$50,741.03		\$55,222.28	\$ 4,481.25



Figure 5.3

Fare Revenue September 2019						
	Quantity	Cost	Total	Potential Increase	Total	Net Difference
Single Ride	53	\$ 2.00	\$ 106.00		\$ 106.00	\$ -
Half Single	-	\$ 1.00	\$ -		\$ -	\$ -
Day	3,479	\$ 4.00	\$ 13,916.00	\$ 4.50	\$ 15,655.50	\$ 1,739.50
Half Day	2,107	\$ 2.00	\$ 4,214.00	\$ 2.25	\$ 4,740.75	\$ 526.75
14 Day	308	\$ 25.00	\$ 7,700.00	\$ 28.00	\$ 8,624.00	\$ 924.00
31 Day	73	\$ 50.00	\$ 3,650.00	\$ 56.00	\$ 4,088.00	\$ 438.00
Half 31 Day	101	\$ 25.00	\$ 2,525.00	\$ 28.00	\$ 2,828.00	\$ 303.00
\$ 40 Debit	84	\$ 40.00	\$ 3,360.00		\$ 3,360.00	\$ -
Pass Revenue			\$ 35,471.00		\$ 39,402.25	\$ 3,931.25
Cash Fare Revenue			\$ 9,817.87		\$ 9,817.87	\$ -
Total Revenue			\$45,288.87		\$49,220.12	\$ 3,931.25

Fare Revenue October 2019						
	Quantity	Cost	Total	Potential Increase	Total	Net Difference
Single Ride	38	\$ 2.00	\$ 76.00		\$ 76.00	\$ -
Half Single	-	\$ 1.00	\$ -		\$ -	\$ -
Day	3,730	\$ 4.00	\$ 14,920.00	\$ 4.50	\$ 16,785.00	\$ 1,865.00
Half Day	2,209	\$ 2.00	\$ 4,418.00	\$ 2.25	\$ 4,970.25	\$ 552.25
14 Day	321	\$ 25.00	\$ 8,025.00	\$ 28.00	\$ 8,988.00	\$ 963.00
31 Day	118	\$ 50.00	\$ 5,900.00	\$ 56.00	\$ 6,608.00	\$ 708.00
Half 31 Day	131	\$ 25.00	\$ 3,275.00	\$ 28.00	\$ 3,668.00	\$ 393.00
\$ 40 Debit	51	\$ 40.00	\$ 2,040.00		\$ 2,040.00	\$ -
Pass Revenue			\$ 38,654.00		\$ 43,135.25	\$ 4,481.25
Cash Fare Revenue			\$ 10,836.55		\$ 10,836.55	\$ -
Total Revenue			\$49,490.55		\$53,971.80	\$ 4,481.25

Fare Revenue November 2019						
	Quantity	Cost	Total	Potential Increase	Total	Net Difference
Single Ride	39	\$ 2.00	\$ 78.00		\$ 78.00	\$ -
Half Single	-	\$ 1.00	\$ -		\$ -	\$ -
Day	3,085	\$ 4.00	\$ 12,340.00	\$ 4.50	\$ 13,882.50	\$ 1,542.50
Half Day	1,877	\$ 2.00	\$ 3,754.00	\$ 2.25	\$ 4,223.25	\$ 469.25
14 Day	291	\$ 25.00	\$ 7,275.00	\$ 28.00	\$ 8,148.00	\$ 873.00
31 Day	77	\$ 50.00	\$ 3,850.00	\$ 56.00	\$ 4,312.00	\$ 462.00
Half 31 Day	120	\$ 25.00	\$ 3,000.00	\$ 28.00	\$ 3,360.00	\$ 360.00
\$ 40 Debit	46	\$ 40.00	\$ 1,840.00		\$ 1,840.00	\$ -
Pass Revenue			\$ 32,137.00		\$ 35,843.75	\$ 3,706.75
Cash Fare Revenue			\$ 9,572.64		\$ 9,572.64	\$ -
Total Revenue			\$41,709.64		\$45,416.39	\$ 3,706.75



6b Summary – TDP Update Letter

Annually ahead of the grant application deadline, the Department of Rail and Public Transportation (DRPT) requires an update letter be submitted to update the contents of the current TDP/TSP (Transit Development Plan/Transit Strategic Plan) in place for the transit system. GLTC's most recent TDP was adopted by the Board in October 2018 and this letter would serve as the required annual update for that document and would be appended to the current TDP for GLTC.

Consultants are currently developing the TSP for GLTC and should have the draft for review by the board within the next month or two. Despite having this TSP on the horizon, we elected to continue to provide this update letter for continuity. The attached TDP update letter updates what's in the current TDP with elements that have also been included in the TSP to ensure the most up to date information for uniformity and continuity across all documents.

Required contents for the TDP update letter which have been included in the attached letter are as follows:

- A summary of ridership trends for the past 12 months.
- A description of TDP goals and objectives that have been advanced over the past 12 months.
- A list of improvements (service and facility) that have been implemented in the past 12 months, including identification of those that were noted in this TDP.
- An update to the TDP's list of recommended service and facility improvements (e.g., identify service improvements that are being shifted to a new year, being eliminated, and/or being added). This update of recommended improvements should be extended one more fiscal year to maintain a ten-year planning period.
- A summary of current year costs and funding sources.
- Updates to the financial plan table presented in Chapter 7 of the TDP. This table should be extended one more fiscal year to maintain a ten-year planning period.

The deadline for submitting this letter to DRPT is January 15th, 2020. This update letter has been included as an attachment along with this packet.

Staff Recommendation: The board should review the attached TDP Update Letter and if it deems appropriate, move to approve the submission of the letter for the adoption of the updated content into the current TDP.

Contacts: Brian Booth
Attachments: GLTC TDP Update Letter Jan 2020
Action Required: Board Review/Approval



6c Summary – Public Comment Request

The Customer Advisory Committee report at the December 2019 board meeting indicated a request for the ability to provide public comment for the board meeting via email should the individual not be able to attend in person. These comments would then be read during the public comment period and put into the record.

The City Clerk and City Attorney were consulted on this matter for how City Council handles the reading of written public comment. They advised that council does not have a formal policy regarding the reading of emails into the record. They indicated that occasionally a member will read an email or letter received into record, but it doesn't happen often and to their knowledge City Council has never considered adopting a policy such of this nature. They also advised that there could be the potential to receive a large quantity of responses with some being quite lengthy should there be a hot topic issue.

Staff Recommendation: Direction is sought on how the board wishes to proceed with this request.

Contacts: Brian Booth
Attachments: None
Action Required: Further Discussion/Direction





GLTC Board Agenda Detail

Item #: 7

Item Title: Presidents Report

Action: Discussion

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





GLTC Board Agenda Detail

Item #: 8

Item Title: Next Meeting & Adjournment

Action: Adjournment

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

The next GLTC Board Meeting is scheduled to occur on February 5th, 2020 at 8:30 am

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

GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

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

-- Attendance Log on Next Page --



Greater Lynchburg Transit Company Board of Directors

ATTENDANCE LOG

2019/2020 REGULAR (and special) BOARD MEETING

("P" present - "PR" present remotely - "A" absent)

	Curtis Baker	Benjamin Blanks	Antonio "Tony" Davis	Mary-Winston Deacon	Dan Deter	Cameron Howe	Bonnie Svrcek	Vacant	Vacant
Meeting Date	Term date 10/30/2022	Term date 10/30/2022	Term date 10/30/2020	Term date 10/30/2021	Term date 10/30/2022	Term date 10/30/2021	Term date 10/30/2020	Term date 10/30/2020	Term date 10/30/2021
12/4/2019	A ¹	P	P	P	P	P	P	N/A	N/A

Note: Attendance is reported to City Council members when considering reappointments, or as requested; as Council requires appointees to attend 75% of the yearly meetings. Absences may be excused because of illness, death of family member, unscheduled or unforeseen business trips, and emergency work assignments. If you are absent and one of the above events was the reason, please let Natalie Wilkins (434-455-4010 or nwilkins@gltconline.com) know so she can indicate the reason on the record.

1 - Work Conflict