

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, May 13th, 2020

8:30 a.m. – 10:00 a.m.

Meeting Location: GLTC Operations and Maintenance Facility – 419 Bradley Dr., Lynchburg, VA 24501

Board President: Antonia "Tony" Davis
Board Vice President: Cameron Howe
Secretary-Treasurer: Mary-Winston Deacon
Members: Curtis "Curt" Baker; Benjamin Blanks; Dan Deter; Brenda Nash; Bonnie Svrcek; 1 Seat 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

March 4th, 2020

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) February & March 2020 Financials
- c) FY 2020 Year-End Projection
- d) Ridership & Operations Statistics
- e) Capital Projects Report

Brian Booth

#5 Old Business

- a) Intercity Connector Service/Vanpool Concept
- b) Board Oversight Procedures
- c) Board Appointments
- d) City School/Bus Route Proximity

No Update
No Update
No Update
Update

#6 New Business

- a) Transit Strategic Plan
- b) Public Transportation Agency Safety Plan
- c) Fare Increase Survey Results/Public Hearing
- d) CARES Act Funding
- e) City Operating Budget Submission Update
- f) Transition Plan for Service

Brian Booth

#7 President's Report

GLTC Board
President



#8

Next Meeting Date & Adjournment

June 3rd, 2020 @ 8:30 am – GLTC Board Meeting

All





GLTC Board Agenda Detail

Item #: 2
Item Title: March 4th, 2020 Minutes
Action: Consideration of Approval

Greater Lynchburg Transit Company (GLTC) **BOARD OF DIRECTORS MEETING DRAFT MINUTES**

March 4th, 2020
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, March 4th, 2020 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, Curtis Baker, and Cameron Howe. Staff members attending were: Brian Booth, Hope Custer, Millie Martin, Steve Overstreet, Scott Poindexter, John Yauger, Allen Robey, and Natalie Wilkins. Visitors to the meeting were Gary DuPriest of the ADA Committee; Kelly Hitchcock of RIDE Solutions; Dan Sonenklar of the Department of Rail and Public Transportation (DRPT); William Carr, GLTC customer; and Richard Chumney with the News and Advance.

#1 – Call to Order-Public Comment

Mr. Davis called the meeting to order at 8:30 a.m. There was no public comment.

#2 – Consideration of Meeting Minutes Approval

Mr. Davis asked for consideration of approval of the minutes of February 5, 2020. Ms. Svrcek made a motion to approve the minutes of February 5, 2020 with Ms. Howe seconding the motion and the vote was carried.

#3 – Committee & Partner Reports

3a – Customer Advisory Committee

The Customer Advisory Committee met on Monday, March 1st. The attendees were Sherry Gentry, Ben Blanks, Gary DuPriest, and Patrick Bockner. Mr. Bockner expressed his concerns with the proposed fare increases. Mr. Blanks ensured him that not all fares would be increased with the proposal and the impact is minimal. Mr. DuPriest inquired about half fare purchases and asked what the impact would be with the proposed fare increase. Mr. DuPriest stated that some passengers have some confusion regarding routes 1A and 1B. Ms. Gentry will attend the Central Virginia Transition Council meeting at CVCC on March 9th.

3b – ADA Advisory Committee

Mr. DuPriest stated that the ADA committee is continuing to review bus stops that are not ADA accessible and making plans for stops that are a main priority. The committee has created an action list of items needing attention such as: training on bus tie downs and bus annunciators not working. This list is intended to be updated as items are corrected on the list. Ms. Svrcek asked for the progress of those items to be included in GLTC's board packet.

3c – RIDE Solutions

Ms. Hitchcock stated that Ride Solutions is continuing its work with GLTC on the Vanpool project. There have been some foundational misunderstandings on what the role responsibilities are concerning details of the project. Plans for developing these details are being worked on. Additionally, Ride Solutions is currently looking at re-



branding and creating a strategic plan for Ride Solutions which would better serve the needs of individuals in the community.

3d – Central Virginia Planning District Commission

Ms. Hitchcock (presented for Mr. Gabathuler) stated that the ADA committee continues to work on evaluating bus stops according to ADA standards. Elements of the Transit Development Plan (TDP) were included in discussion in the Long-Range Transportation Plan. Prioritizations for transit are equally recognized and incorporated in the plan. The Transportation Planning Organization (TPO, previously Metropolitan Planning Organization, MPO) will use a new app called Survey 123 to fix transit stops. This app will be in use by June, 2020.

At this time, Mr. Davis welcomed GLTC's newest board member, Curtis Baker.

4 – Staff Reports

4a – General Manager's Report

Several supervisors and customer service representatives attended a Crisis Communication for Transit Employees seminar in Roanoke. This seminar provided information to equip frontline and supervisory personnel with skills and techniques to communicate effectively to ensure all parties remained calm and could respond appropriately during a crisis.

GLTC staff are preparing for the upcoming Triennial Review scheduled for 2021. The official preparation will occur this fall; however, staff are being proactive and reviewing current policies to make adjustments to the required documents for submission in a timely manner.

DRPT has announced that March 2nd – 6th marks the 10th Annual Telework Week in Virginia. DRPT is encouraging employers to explore the benefits of teleworking by allowing eligible employees to telework at least one day during this week. GLTC's Marketing staff are taking part in this promotion by providing information on the benefits and opportunities available for allowing teleworking.

GLTC is continuing its work with the Partners in Education, a joint venture between the Lynchburg City Schools and the Lynchburg Regional Business Alliance. This program is designed to provide a link between the school division and area businesses, thereby creating a shared vision about what students need in order to succeed.

4b – January 2020 Financials

Total revenues are under budget 1 % year to date and under budget approximately \$ 3,500 for the month of January 2020. The major variances are Fixed Route (FRT) Revenue under budget 6%, Advertising under budget 7 %, and Other Contract Revenue under budget \$ 3,500 year to date. Paratransit (DRT) Revenue is overbudget 3 % year to date.

Liberty Revenue is over budget 1 % which is due to budgeting more conservative than the projected service plan indicated and allows for the account of unexpected delays/cancellation of service due to weather resulting in a loss of revenue. State Operating Assistance reflects being under budget 1 % year to date and is due to revenue received from the Intern Grant being recorded under "State Assistance-Demo & Technical".

Total expenses are under budget 4 % year to date and over budget 3 % for the month of January 2020. Total salaries are under budget approximately 6 %, total overtime is under budget approximately 13 %, and total benefits are over budget approximately 3 %. Maintenance expenses (less wages/benefits) are under budget approximately 1 % year to date, fuel is under budget approximately 2 %, and Tires and Tubes are under budget 34 %. Other Materials and Supplies are over budget approximately 2 % due to some larger repairs being incurred during the first part of the year.



Services are coming in approximately 2 % over budget due to temporary employment services being utilized. Utilities are under budget 9 % but leveling out due to increased utilities required during the winter. Casualty and Liability expenses are underbudget 6 % and Information Technology expenses are under budget 29 %. Other Materials and Supplies is over budget approximately 42 % year to date due to some unanticipated facility maintenance expenses not planned. Miscellaneous expenses are approximately 20 % over budget year to date due to the expenses for the intern position being recorded here.

4c –Ridership & Operations Statistics

Ridership activities for the month of January, 2020 is as follows:

- Total Ridership – 65,937
- City Ridership – 59,851
- Liberty Ridership – 6,086

Total mileage for fixed route and paratransit services for the month of January was 99,450 miles, on-time performance for preventative maintenance activities for the month of January was 81 %, and the fleet downtime for the month of January was 6.04 %.

4d – Capital Projects Update

The capital projects report provided in the board packet is through January 2020. Since the December report, final drawdowns have occurred in the Shop Equipment and Spare Parts/ACM Items grants and these particular grants are being prepared for close out. The Request for Proposals (RFP) has been issued for the Fare Collection Equipment and staff are waiting for the close of the solicitation to begin evaluations of proposals.

#5 – Old Business

5a Summary – Intercity Bus Connector/Vanpool

Staff attended the Vanpool Implementation Workshop provided by consultants AECOM. This workshop was the final step for completing the Vanpool study that DRPT has been conducting for the Ride Solutions region (Blacksburg, Roanoke, Lynchburg, & Danville). This workshop provided an opportunity for engaged partners to discuss the implementation of Vanpooling within our region. Strategies were discussed and AECOM is going to take the feedback to develop a final report with recommendations.

5b Summary – Florida Avenue Survey

Upon discussion with the City Manager, there was not sufficient time available to report formally to City Council ahead of budget review. As an alternative, the data presented to the Board was provided to City Council for review along with a memo explaining the findings from the survey.

5c Summary – Board Oversight Procedure – These are still in progress.

5d Summary – Board Appointments/Officer Elections

City Council has not taken further action to fill the two (2) vacant seats for the GLTC Board. Officer elections have been moved to an item of New Business for the end of the meeting.

#6 – New Business

6a Summary – Transit Strategic Plan (TSP)

GLTC has been working with consultants from Kimley-Horn to develop the Transit Strategic Plan (TSP). This plan



was a new requirement as of July 2018 and is building off of the Transit Development Plan (TDP) which was adopted by the Board in October 2018.

Danielle McCray and Ben Chambers with Kimley-Horn provided a brief presentation to discuss the Transit Strategic Plan, the evolution of moving from the Transit Development Plan to the Transit Strategic Plan, and discussed some of the differences between the two documents.

Mr. Blanks inquired about details for the expansion of the Route 12 on weekends. Mr. Booth responded that this expansion was listed as a recommendation for future improvements, but the specific details had not been discussed. Mr. Booth stated that all of the recommended service improvements were recommendations and could be adjusted as the needs of the community changed.

Ms. Howe inquired about whether colleges should be a primary target focus when GLTC's college-based ridership are currently low. Mr. Booth stated that this plan was in works prior to the ridership reductions at Liberty University; however, colleges will always be a good place to target due to most students' lack of personal transportation.

Ms. Howe asks if there was a more accurate way to count ridership, stating that GLTC's current process counts individual trips rather than unique individual riders. Mr. Booth states that there is no way to count unique individual riders as this would require tracking of specific individuals.

Ms. Howe stated that the city has put a lot of resources in the bike trails and she would like to have a bus stop near the Greek Church for access to the Blackwater Creek bike trail. Ms. Svrcek stated that long term the trail would be expanded to Linkhorne Middle School. Ms. Howe suggested that there be a bus stop within a quarter mile of every school. Ms. Svrcek asked that a list of all city schools be compiled with their relation to the closest bus route for reference.

Mr. Blanks asked that recommendation for added frequency for Route 8 be moved up in the list due to the planned construction upcoming at the 501/221 intersection. Mr. Booth responded that this list was recommendation and projects could be shifted year to year as needed.

Mr. Deter made a motion to adopt the Transit Strategic Plan with Mr. Blanks seconding the motion. Ms. Howe stated that she didn't feel that nine days was sufficient for reviewing the TSP and asked if more time could be allowed for review before adoption. Mr. Sonenklar of DRPT stated that DRPT would like to see it adopted as soon as possible, but since our current Transit Development Plan was still in place it would be fine to delay the adoption for additional time for review. Ms. Howe recommended that the adoption of the plan be delayed to allow additional time for review. After discussion it was consensus of the Board to delay the adoption of the TSP to allow further review.

6b Summary – Fare Increase Public Hearing

The proposed fare increases discussed at the February Board meeting were published to the public on February 14th along with the supplemental Fare Proposal Feedback survey. To date, approximately 200 responses to the Demographic Survey (which is collecting information for a Title VI analysis) and approximately 100 responses to Fare Proposal Feedback survey have been received. These surveys close on March 15th, 2020 and results will be compiled and presented at the public hearing on the proposed fare increases.

At the February meeting it was discussed to set the public hearing around the first of April to allow sufficient time to solicit feedback and analyze results. A potential recommendation was to incorporate the public hearing into the regular board meeting, but hold the meeting at a different time/day.

After discussion, Ms. Howe made a motion to hold the Public Hearing for the fare increase on April 1st, 2020 at 4:00 p.m. with Ms. Deacon seconding the motion and the vote was carried.



6c Summary – May Board Meeting Conflict

The May Board meeting is scheduled for Wednesday May 6th, 2020 which conflicts with a training that the General Manager is planning to attend. After discussion, it was the consensus of the board to move the May board meeting to May 13th, 2020.

6d Summary – Officer Elections

The Commonwealth of Virginia State Corporation Commission's (SCC) 2020 Annual Report and annual registration fee for GLTC are due by March 31st, 2020. This report requires that officers and directors of the GLTC be updated. With the requirement to submit the 2020 Annual Report for GLTC to the State Corporation Commission, the Board should consider the nomination and appointment of the three director roles; President, Vice President, and Secretary/Treasurer.

Mr. Davis asked if there were any nominations from the floor. Ms. Svrcek nominated Antonio Davis for President; Mr. Deter nominated Cameron Howe for Vice President; and Ms. Svrcek nominated Mary-Winston Deacon for Secretary/Treasurer. Mr. Davis called for a vote to elect the three nominees to their respective positions and the vote was carried.

#7- President's Report

Mr. Davis asked for additional comments from the board. Ms. Howe urged the board to ride the buses and shared her experience riding. Ms. Howe stated that Google Transit had a mistake, causing her to be waiting for the bus on the wrong side of the road. Additionally, she stated that the Transfer Station platform did not give passengers proper shelter from the rain. Ms. Howe also stated that the bus trip took nearly two hours verses the 15 minutes it would have taken by car. Mr. Blanks suggested all passengers should allow plenty of extra time to arrive at their destination.

#8 – Next meeting and Adjournment

The next GLTC Board Meeting and public hearing for the proposed fare increase is scheduled to occur on April 1st, 2020 at 4:00 pm at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

As there was no further business, Ms. Svrcek made a motion to adjourn the meeting with Ms. Deacon seconding the motion and the vote was carried. The meeting was adjourned at 9:47 am.

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 months is provided below:

The focus over the last two months has been for continuing to provide critical transit service for the City of Lynchburg during the COVID-19 pandemic. The virus began to impact the Lynchburg region at the first of March and GLTC started its response to work to protect our workforce and passengers from the virus. GLTC has monitored the recommendation of the CDC & VA Department of Health and followed trends taking place within the transit industry across the nation. A brief summary of the major actions taken follows:

- At the first of March, GLTC began a more thorough cleaning of buses and facilities each night at the end of service. Staff were available throughout the day at the Transfer Station to sanitize high contact surface areas. Additional cleaning of the facilities and buses were conducted on Sundays when service does not operate.
- On Monday 3/23/2020, after consultation with the Board of Directors, GLTC eliminated the collection of fares and started boarding passengers through the rear door. These modifications were put into place to limit exposure to the operators by not having passengers pass the operator when they board or exit the vehicle. Additionally, service for Liberty University did not resume as Liberty transitioned to online learning upon returning from Spring Break.
- On Monday 3/30/2020, weekday service was temporarily reduced, approximately 25 %, in a response to reduced ridership and in anticipation that staffing constraints may become a problem from individuals out of work due to the virus. Around this same time, bus capacity was limited to 9 passengers per fixed route bus and 1 passenger for paratransit. Extra buses were added to assist with heavier ridership routes to pick up passengers left due to capacity constraints during peak times. The following are specifics of the temporary reduction:
 - Route 1B service suspended (service to Downtown, Hospital, White Rock)
 - Route 6 and Route 7 service suspended (service to Timberlake, Enterprise Dr., Graves Mill Rd.), Route 6/7X operated to provide service to this part of the City
 - Route 9 service reduced to 2-hour frequency (service to Odd Fellows Rd., Bradley Dr., Mayflower)
 - Route 11 daytime express service to Timberlake suspended.

Ridership throughout this pandemic has suffered and we first started to experience noticeable declines in ridership around March 16th. Currently ridership for Fixed Route City Service is down about 40 % and Paratransit is down about 50 %.

Emergency financial assistance (in addition to existing financial assistance) has been provided by both DRPT and FTA for financial relief for agencies to prepare for, respond to, and recover from this pandemic. On 3/17/2020 the Commonwealth Transportation Board authorized \$ 11 million in additional operating assistance to Virginia's public transit agencies. The amount allocated to GLTC was \$ 241,038 and was received from DRPT around the first of April and is being utilized to offset revenue lost from ridership declines and the suspension of fare collection.

The CARES Act signed into law by the federal government allocated \$ 25 billion in relief fund to public transit agencies. GLTC was apportioned \$ 7,630,020 through CARES Act which funding can be utilized for operating expenses, preventative maintenance expenses, and some capital expenses.

Additional information/recommendations on service restoration and GLTC financial situation are discussed/presented in later sections of this board packet.





GLTC Board Agenda Detail

Item #: 4b
Item Title: February & March 2020 Financials
Action: For Your Information

The February and March 2020 financial statements are provided for review on the following pages; however, the summary below is based off of year to date numbers through March 2020.

REVENUES:

Total revenues are under budget 1 %, approximately \$ 76,000, year to date and under budget 7 %, approximately \$ 42,000 for the month of March 2020. Fixed Route (FRT) and Paratransit (DRT) Passenger Revenues are significantly under budget for the month (36 % and 41 % respectively) due to eliminating the collection of fares on March 23rd in response to COVID-19. Total Passenger Revenue is under budget approximately 10 % year to date, about \$ 43,000, as a result.

Liberty University Revenue is under budget 7 % year to date and under budget 57 %, approximately \$ 11,000, for the month of March. This reduction in revenue is due to Liberty transitioning to online learning for resident students and eliminating on campus bus service for the remainder of the year. With this change to planned service and to avoid over billing we conducted the true-up for service provided through March 13th to reconcile the invoice which is typically done at the end of the semester in May. With this reconciliation we anticipate Liberty Revenue to be under budget approximately \$ 85,000 at year end.

Advertising Revenue is under budget 9 %, approximately \$ 6,200, and Other Contract Revenue is under budget \$ 4,500 year to date. State Operating Assistance reflects being under budget 1 % year to date and is due to revenue received from the Intern Grant being recorded under "State Assistance-Demo & Technical". This has been segregated from the rest of the State Operating Assistance to keep the financial statements cleaner which aids with required reporting and future operating assistance applications.

EXPENSES:

Total expenses are under budget 6 %, approximately \$ 360,000, year to date and under budget 24 % for the month of March 2020. Total salaries are under budget approximately 7 % or \$ 156,000, total overtime is under budget approximately 13 % or \$ 23,800, and total benefits are over budget approximately 4 % or \$ 52,000. Maintenance expenses (less wages/benefits) year to date are under budget approximately 10 % or \$ 134,000. Fuel is under budget approximately 7 % or \$ 32,600 year to date and due to a decrease in fuel prices as a result of COVID-19. Tires and Tubes are under budget 30 % or \$ 27,000 due to less tires being utilized. Other Materials and Supplies are under budget approximately 6 % or \$ 24,000 and due to minimal number of high cost repairs occurring in February and March.

Services are over budget 1 %, Utilities are under budget 10 %, and Casualty and Liability expenses are under budget 4 %. Information Technology expenses are under budget 24 % year to date and due to the timing of expenditures. Other Materials and Supplies is over budget approximately 24 %, or \$ 4,500, year to date due to some unanticipated facility maintenance expenses not planned. Miscellaneous expenses are approximately 10 % over budget or \$ 4,800 year to date due to the expenses for the intern position being recorded here which were originally budgeted in Other Salaries and Wages.



SUMMARY:

The year to date net income reflects a surplus of \$ 309,003 at the end of March 2020, however the budget has only begun to feel the impacts of COVID-19 during the last part of March. Due to the drastic changes in our economic and operating environment from COVID-19, staff have prepared an operating income statement which projects revenue and expenditures through the end of the fiscal year. This projection is provided and will be discussed in **Section 4c** of this packet.

Contacts: Brian Booth
Attachments: Pages 12-21
Action Required: None



February 2020 Financial Statements

Greater Lynchburg Transit Company, Inc.			
Balance Sheet			
February FY 2020			
	FY 2020	FY 2019	Difference
ASSETS			
Cash - Capital	243,291	249,136	(5,845)
Accounts Receivable	84,527	60,981	23,546
TOTAL CURRENT ASSETS	\$ 327,818	\$ 310,117	\$ 17,701
Tangible Property	\$ 60,856,019	\$ 60,521,853	\$ 334,166
Accumulated Depreciation	(23,625,249)	(20,304,318)	(3,320,931)
NET FIXED ASSETS	\$ 37,230,770	\$ 40,217,535	\$ (2,986,765)
TOTAL ASSETS	\$ 37,558,588	\$ 40,527,652	\$ (2,969,064)
LIABILITIES AND CAPITAL			
Accounts Payable - Miscellaneous	\$ 49,514	\$ 49,514	\$ -
TOTAL LIABILITIES	49,514	49,514	-
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	37,369,498	40,267,727	(2,898,229)
Accumulated Income/(Loss) Current Year	139,572	210,406	(70,834)
TOTAL CAPITAL	\$ 37,509,074	\$ 40,478,138	\$ (2,969,064)
TOTAL LIABILITIES AND CAPITAL	\$ 37,558,588	\$ 40,527,652	\$ (2,969,064)



February 2020 Financial Statements

Central VA Transit Management Company Inc.			
Balance Sheet			
Feb FY 2020			
	FY 2020	FY 2019	Difference
ASSETS			
Cash	\$ 780,125	\$ 1,431,581	\$ (651,456)
Cash - OPEB	263,446	236,223	27,223
Working Funds	75	75	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	200,332	540,996	(340,664)
Materials and Fuel	<u>314,359</u>	<u>332,305</u>	<u>(17,946)</u>
TOTAL CURRENT ASSETS	\$ 1,558,436	\$ 2,541,280	\$ (982,844)
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	<u>(12,382)</u>	<u>(12,382)</u>	<u>-</u>
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	<u>129,022</u>	<u>83,644</u>	<u>45,378</u>
TOTAL ASSETS	\$ <u>1,687,458</u>	\$ <u>2,624,924</u>	\$ <u>(937,466)</u>
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 217,642	\$ 437,323	\$ (219,681)
Wages Payable	70,088	54,802	15,286
Other Payroll Liabilities	716,239	607,434	108,805
Advance Payments	<u>489,199</u>	<u>1,357,938</u>	<u>(868,739)</u>
TOTAL LIABILITIES	1,493,168	2,457,497	(964,329)
Accumulated Income/(Loss) Current Year	<u>194,290</u>	<u>167,427</u>	<u>26,863</u>
TOTAL CAPITAL	\$ 194,290	\$ 167,427	\$ 26,863
TOTAL LIABILITIES AND CAPITAL	\$ <u>1,687,458</u>	\$ <u>2,624,924</u>	\$ <u>(937,466)</u>



February 2020 Financial Statements

GREATER LYNCHBURG TRANSIT COMPANY, INC.			
INCOME STATEMENT			
AS OF FEBRUARY 29, 2020			
		FY2020 ACTUAL FEB	FY2020 ACTUAL YTD
REVENUE			
Operating Assistance Revenue		\$ 509,088	\$ 4,545,615
Money Paid to CVTMC/		(509,088)	(4,545,615)
Federal Grant Revenue		22,632	124,496
Local Grant Revenue		<u>5,658</u>	<u>31,122</u>
TOTAL REVENUE		\$ 28,290	\$ 155,618
EXPENSES			
Repairs - Capital		-	\$ 16,046
Other Miscellaneous Expense		<u>-</u>	<u>-</u>
TOTAL EXPENSES		\$ -	\$ 16,046
NET INCOME/(LOSS)		<u>\$ 28,290</u>	<u>\$ 139,572</u>



February 2020 Financial Statements

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
INCOME STATEMENT						
AS OF FEBRUARY 29, 2020						
	MONTH TO DATE			YEAR TO DATE		
	FY2020	FY2020		FY2020	FY2020	
	FEB	FEB	%	YTD	YTD	%
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
REVENUE						
FRT Passenger Revenue	\$ 38,510	\$ 45,410	-15%	\$ 337,200	\$ 363,280	-7%
DRT Passenger Revenue	4,793	5,221	-8%	42,466	41,768	2%
Contracts (LU Access)	16,800	16,800	0%	117,600	117,600	0%
Contracts (CVCC Access)	4,692	4,692	0%	37,536	37,536	0%
Liberty University Revenue	33,640	33,390	1%	235,480	233,730	1%
Other Contract Revenue	-	501	-100%	-	4,009	-100%
Non-Operating Revenue	237	1,083	-78%	9,210	8,663	6%
Advertising Revenue	5,767	7,500	-23%	54,828	60,000	-9%
City Operating Assistance	144,065	144,065	0%	1,152,523	1,152,523	0%
County Operating Assistance	6,356	6,356	0%	50,850	50,850	0%
State Operating Assistance	169,696	171,958	-1%	1,364,038	1,375,665	-1%
State Assistance-Demo & Technical	3,391	-	100%	9,754	-	100%
Federal Operating Assistance	196,469	196,469	0%	1,571,750	1,571,755	0%
TOTAL REVENUE	\$ 624,416	\$ 633,446	-1%	\$ 4,983,235	\$ 5,017,380	-1%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 107,776	\$ 119,714	-10%	\$ 892,561	\$ 957,709	-7%
Operator-Overtime	18,414	16,085	14%	104,701	128,678	-19%
Other Salaries & Wages	24,074	25,188	-4%	199,027	201,501	-1%
Supervisors-Overtime	991	1,229	-19%	6,958	9,834	-29%
Fringe Benefits	86,302	83,827	3%	686,684	670,616	2%
TOTAL FIXED ROUTE	\$ 237,558	\$ 246,042	-3%	\$ 1,889,930	\$ 1,968,338	-4%
DEMAND RESPONSE						
Operator Labor	\$ 19,819	\$ 23,409	-15%	\$ 168,448	\$ 187,268	-10%
Operator-Overtime-PTS	1,033	815	27%	3,987	6,517	-39%
Other Salaries & Wages	5,470	5,544	-1%	43,310	44,353	-2%
Fringe Benefits	15,018	15,437	-3%	123,124	123,493	0%
TOTAL DEMAND RESPONSE	\$ 41,339	\$ 45,204	-9%	\$ 338,869	\$ 361,630	-6%
MAINTENANCE						
Other Salaries & Wages	\$ 44,184	\$ 49,944	-12%	\$ 366,558	\$ 399,551	-8%
Inspection&Maint,Srvc-Overtime	982	2,203	-55%	29,238	17,622	66%
Fringe Benefits	25,770	27,042	-5%	225,878	216,337	4%
Fuel & Lubricants	39,258	50,837	-23%	387,522	406,695	-5%
Tires & Tubes	10,751	10,219	5%	57,799	81,752	-29%
Other Materials & Supplies	35,136	42,940	-18%	340,477	343,522	-1%
TOTAL MAINTENANCE	\$ 156,080	\$ 183,185	-15%	\$ 1,407,471	\$ 1,465,478	-4%
ADMINISTRATION						
Other Salaries & Wages	\$ 30,181	\$ 31,660	-5%	\$ 235,832	\$ 253,277	-7%
Fringe Benefits	17,220	16,418	5%	134,588	131,344	2%
Services	37,538	37,634	0%	306,979	301,071	2%
Utilities	14,433	16,291	-11%	118,692	130,329	-9%
Casualty & Liability Expenses	26,785	26,294	2%	200,065	210,352	-5%
Information Technology	10,617	14,776	-28%	83,716	118,210	-29%
Other Materials & Supplies	826	2,125	-61%	21,919	17,000	29%
Miscellaneous	5,067	5,453	-7%	50,884	43,620	17%
TOTAL ADMINISTRATION	\$ 142,667	\$ 150,650	-5%	\$ 1,152,675	\$ 1,205,203	-4%
TOTAL EXPENSES	\$ 577,644	\$ 625,081	-8%	\$ 4,788,945	\$ 5,000,650	-4%
NET INCOME/(LOSS)	\$ 46,772	\$ 8,365		\$ 194,290	\$ 16,731	

February 2020 Financial Statements

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
COMPARATIVE INCOME STATEMENT						
AS OF FEBRUARY 29, 2020						
	MONTH TO DATE			YEAR TO DATE		
	FY2020	FY2019		FY2020	FY2019	
	FEB	FEB	%	YTD	YTD	%
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ 38,510	\$ 41,165	-6%	\$ 337,200	\$ 359,984	-6%
DRT Passenger Revenue	4,793	\$ 4,081	17%	42,466	42,588	0%
Contracts (LU Access)	16,800	\$ 6,006	180%	117,600	42,042	180%
Contracts (LC Access)	-	\$ 2,086	-100%	-	16,688	-100%
Contracts (CVCC Access)	4,692	\$ 4,600	2%	37,536	36,800	2%
Liberty University Revenue	33,640	\$ 139,236	-76%	235,480	1,030,479	-77%
Other Contract Revenue	-	\$ 22	-100%	-	13,010	-100%
Non-Operating Revenue	237	\$ 749	-68%	9,210	25,808	-64%
Advertising Revenue	5,767	\$ 14,191	-59%	54,828	61,254	-10%
City Operating Assistance	144,065	\$ 144,065	0%	1,152,523	1,152,523	0%
County Operating Assistance	6,356	\$ 6,232	2%	50,850	49,853	2%
State Operating Assistance	169,696	\$ 167,078	2%	1,364,038	1,348,165	1%
State Assistance-Demo & Technic	3,391	-	100%	9,754	-	100%
Federal Operating Assistance	196,469	\$ 162,794	21%	1,571,750	1,302,351	21%
TOTAL REVENUE	\$ 624,416	\$ 692,305	-10%	\$ 4,983,235	\$ 5,481,546	-9%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 107,776	\$ 121,392	-11%	\$ 892,561	\$ 1,015,975	-12%
Operator-Overtime	18,414	39,786	-54%	104,701	289,410	-64%
Other Salaries & Wages	24,074	23,026	5%	199,027	193,604	3%
Supervisors-Overtime	991	1,359	-27%	6,958	14,965	-54%
Fringe Benefits	86,302	89,097	-3%	686,684	730,752	-6%
TOTAL FIXED ROUTE	\$ 237,558	\$ 274,660	-14%	\$ 1,889,930	\$ 2,244,706	-16%
DEMAND RESPONSE						
Operator Labor	\$ 19,819	\$ 18,771	6%	\$ 168,448	\$ 164,740	2%
Operator-Overtime-PTS	1,033	170	508%	3,987	7,369	-46%
Other Salaries & Wages	5,470	5,431	1%	43,310	36,481	19%
Fringe Benefits	15,018	11,698	28%	123,124	100,681	22%
TOTAL DEMAND RESPONSE	\$ 41,339	\$ 36,070	15%	\$ 338,869	\$ 309,270	10%
MAINTENANCE						
Other Salaries & Wages	\$ 44,184	\$ 48,565	-9%	\$ 366,558	\$ 387,677	-5%
Inspection&Maint,Srvc-Overtime	982	7,227	-86%	29,238	70,667	-59%
Fringe Benefits	25,770	26,787	-4%	225,878	221,233	2%
Fuel & Lubricants	39,258	50,204	-22%	387,522	437,003	-11%
Tires & Tubes	10,751	11,285	-5%	57,799	102,664	-44%
Other Materials & Supplies	35,136	789	4353%	340,477	364,744	-7%
TOTAL MAINTENANCE	\$ 156,080	\$ 144,857	8%	\$ 1,407,471	\$ 1,583,988	-11%
ADMINISTRATION						
Other Salaries & Wages	\$ 30,181	\$ 25,448	19%	\$ 235,832	\$ 253,384	-7%
Fringe Benefits	17,220	12,203	41%	134,588	122,303	10%
Services	37,538	70,168	-47%	306,979	319,778	-4%
Utilities	14,433	26,509	-46%	118,692	115,835	2%
Casualty & Liability Expenses	26,785	27,010	-1%	200,065	244,440	-18%
Information Technology	10,617	(7,529)	-241%	83,716	91,510	-9%
Other Materials & Supplies	826	776	6%	21,919	24,166	-9%
Miscellaneous	5,067	(6,120)	-183%	50,884	4,739	974%
TOTAL ADMINISTRATION	\$ 142,667	\$ 148,463	-4%	\$ 1,152,675	\$ 1,176,155	-2%
TOTAL EXPENSES	\$ 577,644	\$ 604,050	-4%	\$ 4,788,945	\$ 5,314,120	-10%
NET INCOME/(LOSS)	\$ 46,772	\$ 88,255		\$ 194,290	\$ 167,425	

March 2020 Financial Statements

Greater Lynchburg Transit Company, Inc.			
Balance Sheet			
March FY 2020			
	FY 2020	FY 2019	Difference
ASSETS			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	242,159	235,143	7,016
Accounts Receivable	57,369	63,844	(6,475)
TOTAL CURRENT ASSETS	\$ 299,528	\$ 298,987	\$ 541
Tangible Property	\$ 60,884,309	\$ 60,577,276	\$ 307,033
Accumulated Depreciation	(23,625,249)	(20,304,318)	(3,320,931)
NET FIXED ASSETS	\$ 37,259,061	\$ 40,272,958	\$ (3,013,898)
TOTAL ASSETS	\$ 37,558,588	\$ 40,571,945	\$ (3,013,357)
LIABILITIES AND CAPITAL			
Accounts Payable - Miscellaneous	\$ 49,514	\$ 49,514	\$ -
TOTAL LIABILITIES	49,514	49,514	-
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	37,369,498	40,267,727	(2,898,229)
Accumulated Income/(Loss) Current Year	139,572	254,699	(115,127)
TOTAL CAPITAL	\$ 37,509,074	\$ 40,522,431	\$ (3,013,357)
TOTAL LIABILITIES AND CAPITAL	\$ 37,558,588	\$ 40,571,945	\$ (3,013,357)



March 2020 Financial Statements

Central VA Transit Management Company Inc.			
Balance Sheet			
Mar FY 2020			
	FY 2020	FY 2019	Difference
ASSETS			
Cash	\$ 752,064	\$ 674,516	\$ 77,548
Cash - OPEB	263,450	236,233	27,217
Working Funds	75	75	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	231,756	677,650	(445,894)
Materials and Fuel	<u>315,455</u>	<u>317,961</u>	<u>(2,506)</u>
TOTAL CURRENT ASSETS	\$ 1,562,900	\$ 1,906,535	\$ (343,635)
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	<u>(12,382)</u>	<u>(12,382)</u>	<u>-</u>
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	<u>206,427</u>	<u>229,841</u>	<u>(23,414)</u>
TOTAL ASSETS	\$ <u>1,769,327</u>	\$ <u>2,136,376</u>	\$ <u>(367,049)</u>
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 182,774	\$ 396,944	\$ (214,170)
Wages Payable	81,557	82,859	(1,302)
Other Payroll Liabilities	716,082	591,222	124,860
Advance Payments	<u>479,911</u>	<u>874,653</u>	<u>(394,742)</u>
TOTAL LIABILITIES	1,460,324	1,945,678	(485,354)
Accumulated Income/(Loss) Current Year	<u>309,003</u>	<u>190,698</u>	<u>118,305</u>
TOTAL CAPITAL	\$ 309,003	\$ 190,698	\$ 118,305
TOTAL LIABILITIES AND CAPITAL	\$ <u>1,769,327</u>	\$ <u>2,136,376</u>	\$ <u>(367,049)</u>



March 2020 Financial Statements

GREATER LYNCHBURG TRANSIT COMPANY, INC.			
INCOME STATEMENT			
AS OF MARCH 31, 2020			
		FY2020 ACTUAL MAR	FY2020 ACTUAL YTD
REVENUE			
Operating Assistance Revenue		\$ 507,299	\$ 5,052,914
Money Paid to CVTMC		(507,299)	(5,052,914)
Federal Grant Revenue		-	124,496
Local Grant Revenue		-	31,122
TOTAL REVENUE		\$ -	\$ 155,618
EXPENSES			
Repairs - Capital		-	\$ 16,046
Other Miscellaneous Expense		-	-
TOTAL EXPENSES		\$ -	\$ 16,046
NET INCOME/(LOSS)		\$ -	\$ 139,572



March 2020 Financial Statements

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
INCOME STATEMENT						
AS OF MARCH 31, 2020						
	MONTH TO DATE			YEAR TO DATE		
	FY2020	FY2020		FY2020	FY2020	
	MAR	MAR	%	YTD	YTD	%
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
REVENUE						
FRT Passenger Revenue	\$ 29,283	\$ 45,410	-36%	\$ 366,483	\$ 408,690	-10%
DRT Passenger Revenue	3,065	5,221	-41%	45,531	46,989	-3%
Contracts (LU Access)	16,800	16,800	0%	134,400	134,400	0%
Contracts (CVCC Access)	4,692	4,692	0%	42,228	42,228	0%
Liberty University Revenue	14,210	33,390	-57%	249,690	267,120	-7%
Other Contract Revenue	-	501	-100%	-	4,510	-100%
Non-Operating Revenue	202	1,083	-81%	9,412	9,746	-3%
Advertising Revenue	6,409	7,500	-15%	61,237	67,500	-9%
City Operating Assistance	144,065	144,065	0%	1,296,589	1,296,589	0%
County Operating Assistance	6,356	6,356	0%	57,206	57,206	0%
State Operating Assistance	169,696	171,958	-1%	1,533,734	1,547,624	-1%
State Assistance-Demo & Technical	-	-	0%	9,754	-	100%
Federal Operating Assistance	196,469	196,469	0%	1,768,219	1,768,225	0%
TOTAL REVENUE	\$ 591,247	\$ 633,446	-7%	\$ 5,574,482	\$ 5,650,826	-1%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 108,826	\$ 119,714	-9%	\$ 1,001,387	\$ 1,077,423	-7%
Operator-Overtime	11,127	16,085	-31%	115,828	144,763	-20%
Other Salaries & Wages	26,234	25,188	4%	225,261	226,688	-1%
Supervisors-Overtime	633	1,229	-48%	7,591	11,063	-31%
Fringe Benefits	36,145	83,827	-57%	722,829	754,443	-4%
TOTAL FIXED ROUTE	\$ 182,965	\$ 246,042	-26%	\$ 2,072,895	\$ 2,214,380	-6%
DEMAND RESPONSE						
Operator Labor	\$ 15,827	\$ 23,409	-32%	\$ 184,275	\$ 210,677	-13%
Operator-Overtime-PTS	575	815	-29%	4,562	7,331	-38%
Other Salaries & Wages	5,820	5,544	5%	49,130	49,897	-2%
Fringe Benefits	4,284	15,437	-72%	127,408	138,929	-8%
TOTAL DEMAND RESPONSE	\$ 26,506	\$ 45,204	-41%	\$ 365,375	\$ 406,834	-10%
MAINTENANCE						
Other Salaries & Wages	\$ 48,390	\$ 49,944	-3%	\$ 414,948	\$ 449,495	-8%
Inspection&Maint,Srcv-Overtime	1,921	2,203	-13%	31,158	19,825	57%
Fringe Benefits	12,969	27,042	-52%	238,846	243,379	-2%
Fuel & Lubricants	37,370	50,837	-26%	424,892	457,532	-7%
Tires & Tubes	6,872	10,219	-33%	64,672	91,971	-30%
Other Materials & Supplies	22,353	42,940	-48%	362,830	386,462	-6%
TOTAL MAINTENANCE	\$ 129,876	\$ 183,185	-29%	\$ 1,537,347	\$ 1,648,663	-7%
ADMINISTRATION						
Other Salaries & Wages	\$ 32,087	\$ 31,660	1%	\$ 267,919	\$ 284,937	-6%
Fringe Benefits	8,857	16,418	-46%	143,445	147,762	-3%
Services	34,188	37,634	-9%	341,167	338,705	1%
Utilities	13,101	16,291	-20%	131,793	146,621	-10%
Casualty & Liability Expenses	26,971	26,294	3%	227,036	236,646	-4%
Information Technology	17,223	14,776	17%	100,939	132,986	-24%
Other Materials & Supplies	1,716	2,125	-19%	23,636	19,125	24%
Miscellaneous	3,044	5,453	-44%	53,928	49,073	10%
TOTAL ADMINISTRATION	\$ 137,187	\$ 150,650	-9%	\$ 1,289,862	\$ 1,355,854	-5%
TOTAL EXPENSES	\$ 476,534	\$ 625,081	-24%	\$ 5,265,479	\$ 5,625,732	-6%
NET INCOME/(LOSS)	\$ 114,713	\$ 8,365		\$ 309,003	\$ 25,096	

March 2020 Financial Statements

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
COMPARATIVE INCOME STATEMENT						
AS OF MARCH 31, 2020						
	MONTH TO DATE			YEAR TO DATE		
	FY2020	FY2019		FY2020	FY2019	
	MAR	MAR	%	YTD	YTD	%
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ 29,283	\$ 45,414	-36%	\$ 366,483	\$ 405,398	-10%
DRT Passenger Revenue	3,065	\$ 5,099	-40%	45,531	47,687	-5%
Contracts (LU Access)	16,800	\$ 6,006	180%	134,400	48,048	180%
Contracts (LC Access)	-	\$ 2,086	-100%	-	18,774	-100%
Contracts (CVCC Access)	4,692	\$ 4,600	2%	42,228	41,400	2%
Liberty University Revenue	14,210	\$ 139,236	-90%	249,690	1,169,715	-79%
Other Contract Revenue	-	\$ 32	-100%	-	13,042	-100%
Non-Operating Revenue	202	\$ 734	-72%	9,412	26,542	-65%
Advertising Revenue	6,409	\$ 7,303	-12%	61,237	68,557	-11%
City Operating Assistance	144,065	\$ 144,065	0%	1,296,589	1,296,589	0%
County Operating Assistance	6,356	\$ 6,232	2%	57,206	56,085	2%
State Operating Assistance	169,696	\$ 167,078	2%	1,533,734	1,515,243	1%
State Assistance-Demo & Technic	-	\$ -	0%	9,754	-	100%
Federal Operating Assistance	196,469	\$ 162,794	21%	1,768,219	1,465,145	21%
TOTAL REVENUE	\$ 591,247	\$ 690,679	-14%	\$ 5,574,482	\$ 6,172,226	-10%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 108,826	\$ 132,607	-18%	\$ 1,001,387	\$ 1,148,582	-13%
Operator-Overtime	11,127	35,542	-69%	115,828	324,952	-64%
Other Salaries & Wages	26,234	26,962	-3%	225,261	220,566	2%
Supervisors-Overtime	633	1,890	-67%	7,591	16,855	-55%
Fringe Benefits	36,145	85,204	-58%	722,829	815,956	-11%
TOTAL FIXED ROUTE	\$ 182,965	\$ 282,205	-35%	\$ 2,072,895	\$ 2,526,911	-18%
DEMAND RESPONSE						
Operator Labor	\$ 15,827	\$ 21,242	-25%	\$ 184,275	\$ 185,981	-1%
Operator-Overtime-PTS	575	1,445	-60%	4,562	8,813	-48%
Other Salaries & Wages	5,820	5,800	0%	49,130	42,281	16%
Fringe Benefits	4,284	12,380	-65%	127,408	113,061	13%
TOTAL DEMAND RESPONSE	\$ 26,506	\$ 40,866	-35%	\$ 365,375	\$ 350,137	4%
MAINTENANCE						
Other Salaries & Wages	\$ 48,390	\$ 52,458	-8%	\$ 414,948	\$ 440,135	-6%
Inspection&Maint,Srvc-Overtime	1,921	5,634	-66%	31,158	76,301	-59%
Fringe Benefits	12,969	25,056	-48%	238,846	246,289	-3%
Fuel & Lubricants	37,370	55,652	-33%	424,892	492,655	-14%
Tires & Tubes	6,872	20,051	-66%	64,672	122,715	-47%
Other Materials & Supplies	22,353	21,709	3%	362,830	386,453	-6%
TOTAL MAINTENANCE	\$ 129,876	\$ 180,560	-28%	\$ 1,537,347	\$ 1,764,548	-13%
ADMINISTRATION						
Other Salaries & Wages	\$ 32,087	\$ 32,819	-2%	\$ 267,919	\$ 286,203	-6%
Fringe Benefits	8,857	14,188	-38%	143,445	136,491	5%
Services	34,188	36,793	-7%	341,167	356,571	-4%
Utilities	13,101	17,029	-23%	131,793	132,864	-1%
Casualty & Liability Expenses	26,971	42,309	-36%	227,036	286,748	-21%
Information Technology	17,223	11,593	49%	100,939	103,103	-2%
Other Materials & Supplies	1,716	4,292	-60%	23,636	28,458	-17%
Miscellaneous	3,044	4,753	-36%	53,928	9,491	468%
TOTAL ADMINISTRATION	\$ 137,187	\$ 163,774	-16%	\$ 1,289,862	\$ 1,339,929	-4%
TOTAL EXPENSES	\$ 476,534	\$ 667,405	-29%	\$ 5,265,479	\$ 5,981,526	-12%
NET INCOME/(LOSS)	\$ 114,713	\$ 23,274		\$ 309,003	\$ 190,699	



GLTC Board Agenda Detail

Item #: 4c
Item Title: FY 2020 Year-End Projection
Action: For Your Information

Considering the drastic changes that GLTC has seen over the last 2 months, staff have reviewed current revenue and expense trends to provide a very preliminary projection on where we feel the financial status of GLTC may be at the end of the fiscal year, June 30, 2020. This is preliminary and based on the best information available and incorporates conservative assumptions on revenue and expenses moving through the remaining months of the fiscal year (April through June). After analysis, GLTC anticipates that the fiscal year could be closed with an approximate \$ 564,000 surplus. A summary of the revenue and expense assumptions are provided below:

Revenue:

- Passenger Revenue (FRT-Fixed Route and DRT-Paratransit) is assumed at remaining fare free through the end of the fiscal year (April through June). This places fixed route revenue under budget 33 % and paratransit revenue under budget 26 %
- As a result of projecting service to remain Fare Free we have suspended the invoicing of our "Access" Contracts with Liberty and CVCC for the remainder of the fiscal year. This suspension was done due to GLTC operating Fare Free and the purpose of these contracts is to cover the estimated fare revenue for the students/faculty/staff who utilize GLTC's fixed route system. This estimates the LU Access Contract to be under budget 20 % and CVCC Access Contract to be under budget 25 % at yearend.
- Liberty University suspended all transit on campus starting March 23rd, 2020 and therefore cancelled all service GLTC provided as a part of our service agreement for the remainder of the fiscal year. As a result, service invoicing was trued-up with service provided through March 23rd, 2020 and a final bill was submitted. With this final invoice submission, it is estimated that Liberty University Revenue will be under budget 25 %.
- Advertising Revenue is projected to be approximately 22 % under budget and it has been estimated that we revenue will be reduced to approximately 40 % of previously anticipated revenue from the remaining quarter. This projection was based on revenue receipts available through April.
- State Operating Assistance is projected to be 11 % over budget due to the COVID-19 relief assistance funds received from the state in the amount of \$ 241,000.

Expenses:

- Labor Expenses are estimated to be under budget 10 % at the end of the fiscal year as some savings have been experienced from reduced staff levels (specifically part-time staff), reduced overtime, and position not refilled during the COVID-19 pandemic. Savings from overtime is estimated to be approximately 70 % under budget for the 4th quarter due to are large number of standby operators available resulting from the temporary reduction in service.
- Fuel is estimated to be approximately 21 % under budget and is due to a combination of a temporary reduction in service and a drop in fuel prices during the COVID-19 pandemic. Fuel prices dropped approximately 50 % beginning in April.
- Miscellaneous Expenses are estimated to be 9 % under budget and due mainly to eliminating travel for the remainder of the fiscal year.

This projection should be taken as a projection with the understanding these projections will changes based on realized revenues and expenses. A projected operating statement can be found on the following page.

Contacts: Brian Booth
Attachments: Page 23
Action Required: None



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
INCOME STATEMENT						
PROJECTED AS OF APRIL 30, 2020						
	MONTH TO DATE			YEAR TO DATE		
	FY2020 JUNE ACTUAL	FY2020 JUNE BUDGET	% VAR	FY2020 YTD ACTUAL	FY2020 YTD BUDGET	% VAR
REVENUE						
FRT Passenger Revenue	\$ -	\$ 45,410	-100%	\$ 367,008	\$ 544,920	-33%
DRT Passenger Revenue	-	5,221	-100%	46,623	62,652	-26%
Contracts (LU Access)	-	-	#DIV/0!	134,400	168,000	-20%
Contracts (CVCC Access)	-	4,692	-100%	42,228	56,304	-25%
Liberty University Revenue	-	-	#DIV/0!	249,690	333,900	-25%
Other Contract Revenue	-	501	-100%	-	6,013	-100%
Non-Operating Revenue	-	1,083	-100%	9,416	12,995	-28%
Advertising Revenue	3,000	7,500	-60%	70,535	90,000	-22%
City Operating Assistance	144,065	144,065	0%	1,728,784	1,728,785	0%
County Operating Assistance	6,356	6,356	0%	76,275	76,275	0%
State Operating Assistance	250,042	171,958	45%	2,283,860	2,063,498	11%
State Assistance-Demo & Technical	2,416	-	0%	16,640	-	100%
Federal Operating Assistance	196,469	196,469	0%	2,357,626	2,357,633	0%
TOTAL REVENUE	\$ 602,348	\$ 583,256	3%	\$ 7,383,084	\$ 7,500,975	-2%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 99,900	\$ 119,714	-17%	\$ 1,301,062	\$ 1,436,564	-9%
Operator-Overtime	3,500	16,085	-78%	126,295	193,017	-35%
Other Salaries & Wages	25,300	25,188	0%	301,140	302,251	0%
Supervisors-Overtime	550	1,229	-55%	9,231	14,751	-37%
Fringe Benefits	79,800	83,827	-5%	962,144	1,005,924	-4%
TOTAL FIXED ROUTE	\$ 209,050	\$ 246,042	-15%	\$ 2,699,872	\$ 2,952,507	-9%
DEMAND RESPONSE						
Operator Labor	\$ 12,600	\$ 23,409	-46%	\$ 221,997	\$ 280,902	-21%
Operator-Overtime-PTS	-	815	-100%	4,562	9,775	-53%
Other Salaries & Wages	5,700	5,544	3%	66,203	66,529	0%
Fringe Benefits	11,600	15,437	-25%	162,178	185,239	-12%
TOTAL DEMAND RESPONSE	\$ 29,900	\$ 45,204	-34%	\$ 454,940	\$ 542,445	-16%
MAINTENANCE						
Other Salaries & Wages	\$ 44,000	\$ 49,944	-12%	\$ 546,924	\$ 599,326	-9%
Inspection&Maint,Srvc-Overtime	1,900	2,203	-14%	36,831	26,433	39%
Fringe Benefits	29,000	27,042	7%	324,907	324,505	0%
Fuel & Lubricants	19,650	50,837	-61%	483,672	610,042	-21%
Tires & Tubes	6,950	10,219	-32%	84,381	122,628	-31%
Other Materials & Supplies	33,900	42,940	-21%	464,496	515,283	-10%
TOTAL MAINTENANCE	\$ 135,400	\$ 183,185	-26%	\$ 1,941,211	\$ 2,198,217	-12%
ADMINISTRATION						
Other Salaries & Wages	\$ 32,000	\$ 31,660	1%	\$ 363,854	\$ 379,916	-4%
Fringe Benefits	19,300	16,418	18%	201,283	197,016	2%
Services	37,400	37,634	-1%	453,275	451,606	0%
Utilities	12,000	16,291	-26%	167,688	195,494	-14%
Casualty & Liability Expenses	26,788	26,294	2%	307,398	315,528	-3%
Information Technology	12,000	14,776	-19%	135,762	177,315	-23%
Other Materials & Supplies	3,500	2,125	65%	34,059	25,500	34%
Miscellaneous	2,150	5,453	-61%	59,537	65,431	-9%
TOTAL ADMINISTRATION	\$ 145,138	\$ 150,650	-4%	\$ 1,722,856	\$ 1,807,806	-5%
TOTAL EXPENSES	\$ 519,488	\$ 625,081	-17%	\$ 6,818,879	\$ 7,500,975	-9%
NET INCOME/(LOSS)	\$ 82,860	\$ (41,825)		\$ 564,205	\$ -	



GLTC Board Agenda Detail

Item #: 4d

Item Title: February & March 2020 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 for the month of February and March 2020 is as follows:

- February Total Ridership – 64,578
- February City Ridership – 57,612
- February Liberty Ridership – 6,966

- March Total Ridership – 55,436
- March City Ridership – 51,879
- Liberty Ridership – 3,557

GLTC saw ridership start to drop on March 16th, 2020 due to concerns with COVID-19 which equated to about 50% of ridership in the weeks prior (this number incorporated the drop associated directly with Liberty University service). Currently ridership is at approximately 70 % of normal operations prior to the pandemic.

Maintenance:

Maintenance activities are reported as follows for February and March 2020:

Total mileage for fixed route and paratransit services:

- February – 94,576
- March – 91,445

On-time performance for preventative maintenance activities:

- February – 95 %
- March – 92 %

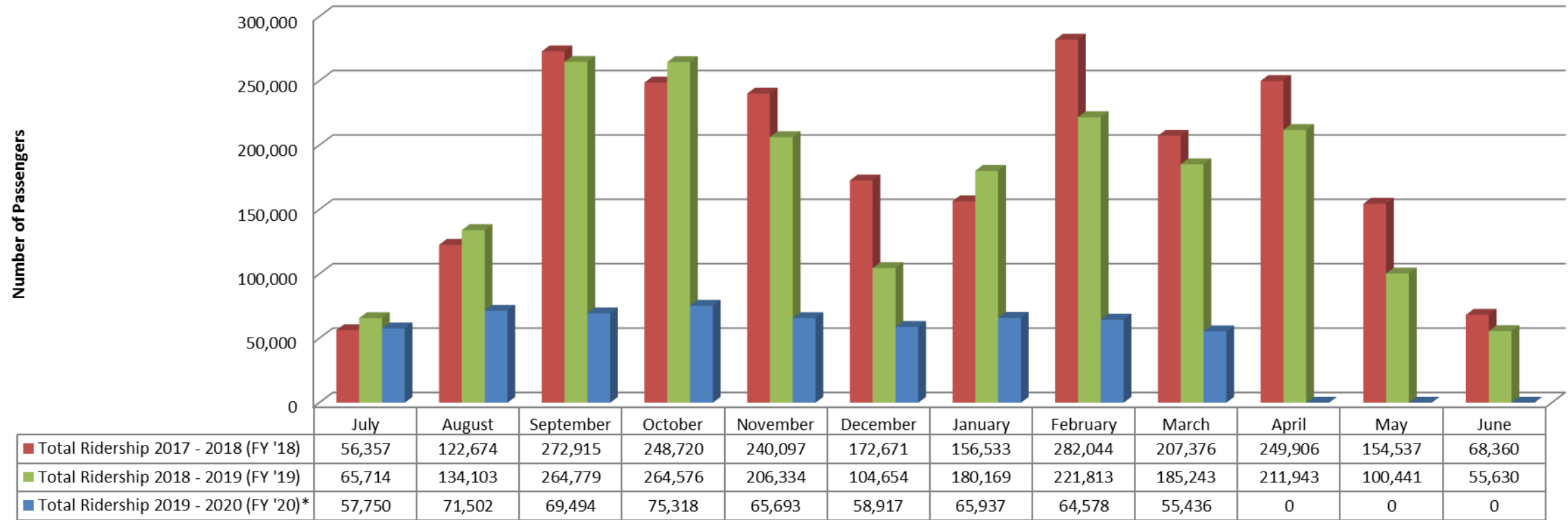
The fleet downtime:

- February – 5.13 %
- March – 5.78 %

Contacts: Brian Booth
Attachments: Pages 25-30
Action Required: None

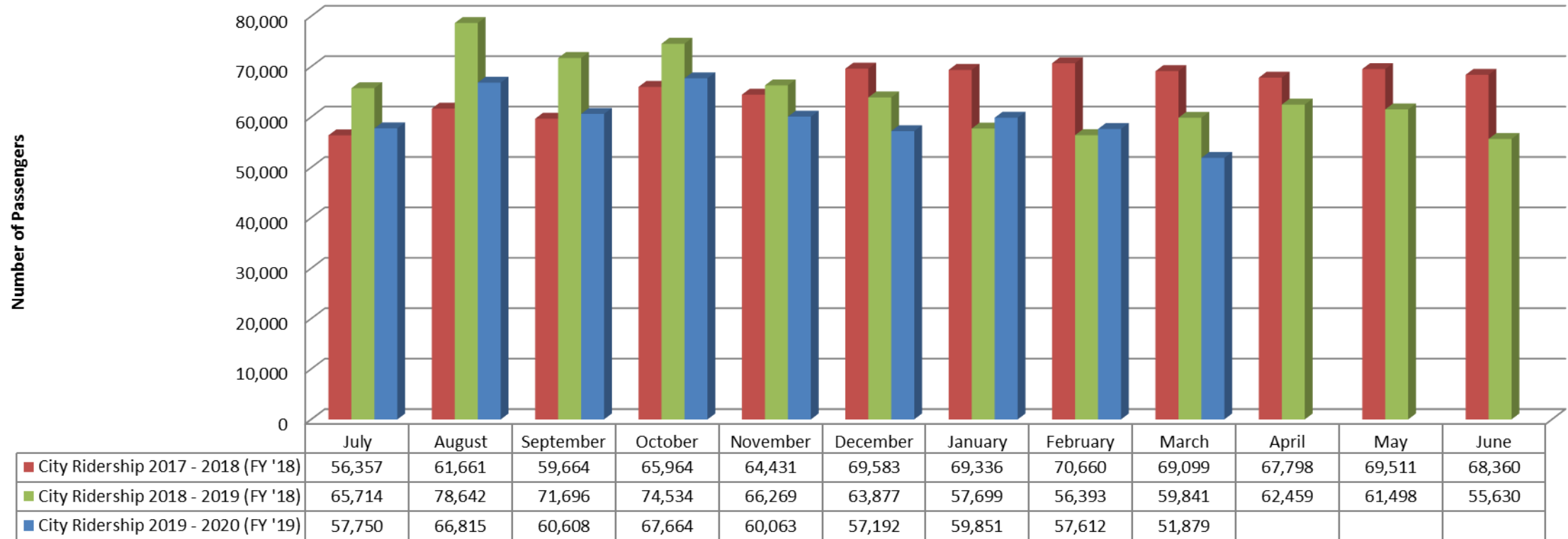


Monthly System-Wide Ridership FY '18, FY '19, FY '20

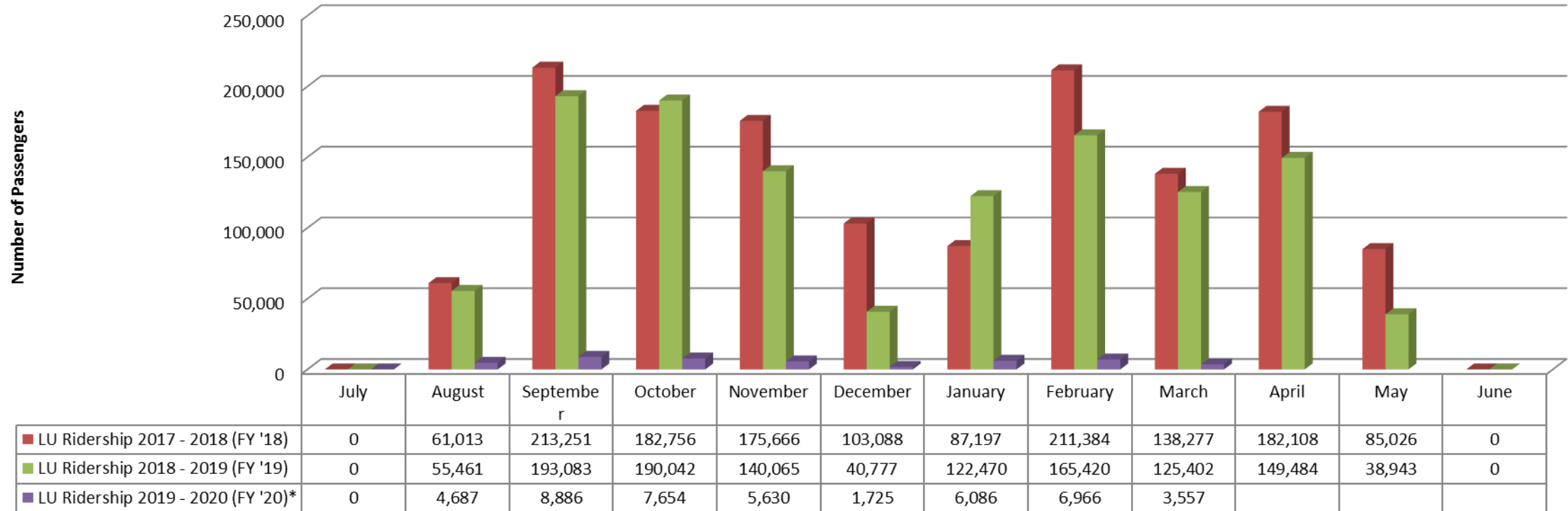


*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

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

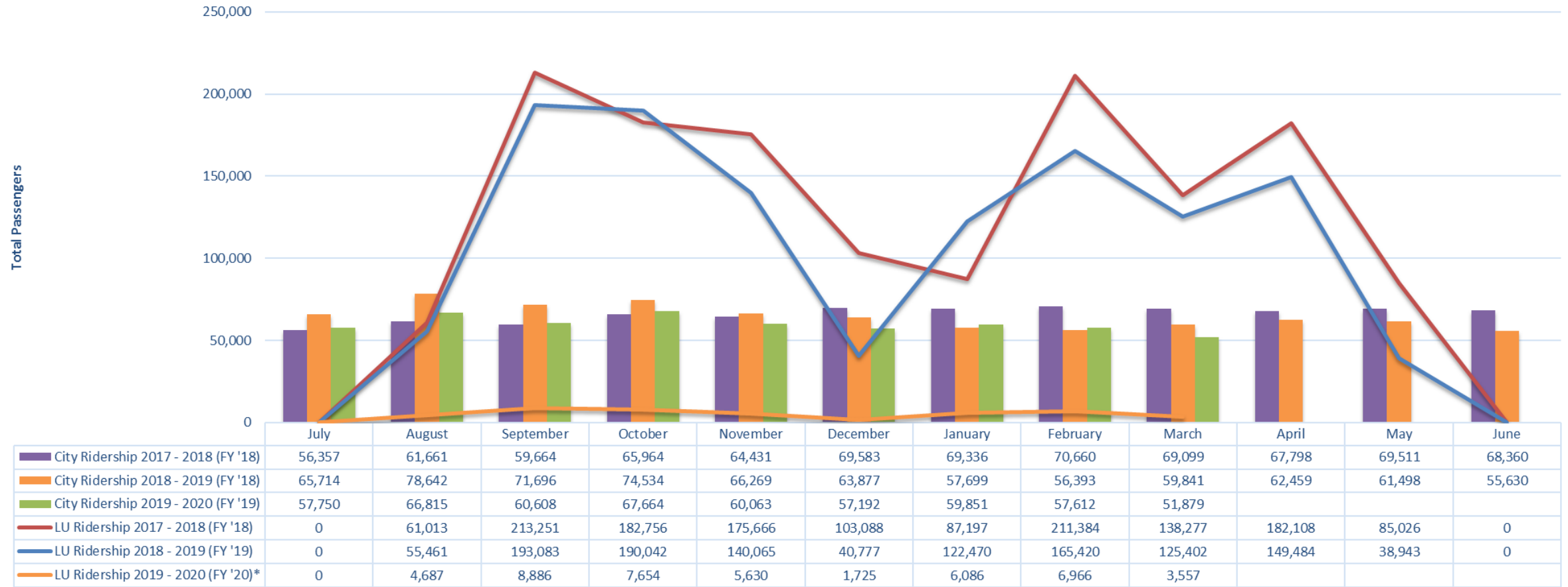


Liberty University Ridership FY '18, FY '19, FY '20



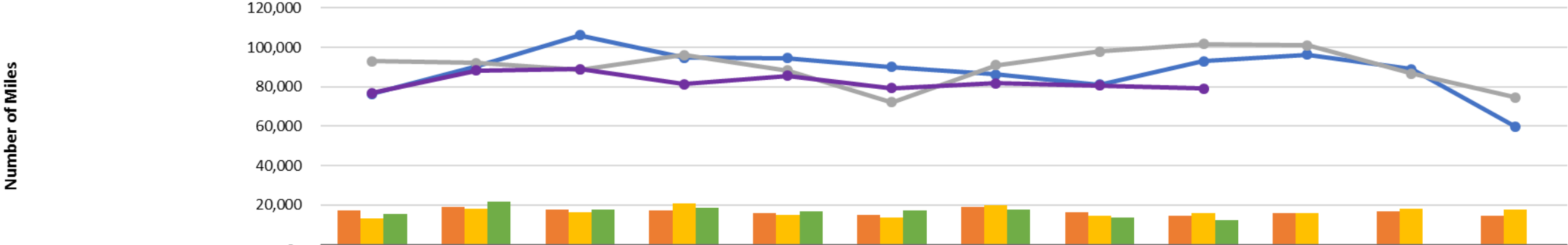
*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

GLTC City vs. Liberty Ridership Comparison



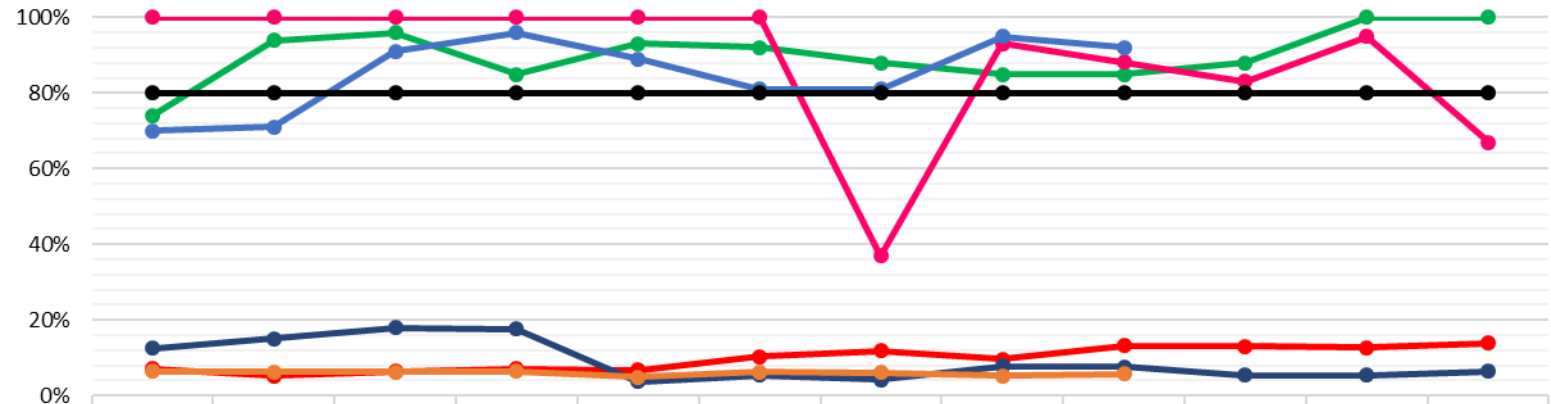
*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

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



	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	17,054	17,554	13,819	12,257			
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	79,320	81,898	80,757	79,188			

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%	81%	81%	95%	92%			
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%	6.22%	6.04%	5.13%	5.78%			



GLTC Board Agenda Detail

Item #: 4e

Item Title: Capital Projects

Action: For Your Information

Summary:

The capital projects report is provided below through March 2020. There hasn't been any activity in this report since January due to projects being in the procurement or build out phases and then delays related to the COVID-19. We are working to get these delays back on track as the rapid responses required to adjust to COVID-19 has subsided and we are returning to a somewhat normal workload.

GLTC CAPITAL GRANTS							
FEDERAL	STATE						3/31/2020
GRANT#/PROJECT#	PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	Balance
VA-95-X120							
Revision approved 1/3/1	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 69,350
Revision approved 1/3/1	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 1/3/1	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 I	\$ 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	\$ 343
VA-2018-005-01-00	73018-39	Purchase Spare Parts, ACM Items	\$ 300,000	\$ 60,000	\$ 15,000	\$ 375,000	\$ -
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	\$ 47,952
VA-2019-011-00							
		Executed 3/28/19					
VA-2019-011-01	73019-29	Purchase (8) 40FT Replacement Buses	\$ 3,425,838	\$ 692,409	\$ 170,001	\$ 4,288,248	\$ 4,288,248
VA-2019-011-01	73019-28	Purchase Spare Parts, ACM Items	\$ 51,909	\$ 10,382	\$ 2,595	\$ 64,886	\$ 24,993
VA-2019-011-02	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	\$ 4,548,355
VA-2020-006-00							
		Executed 1/2/2020					
VA-2020-006-01-00	73020-22	Purchase 35FT Replacement Bus	\$ 457,600.00	\$ 91,520.00	\$ 22,880.00	\$ 572,000	\$ 572,000.00
VA-2020-006-01-00	73020-21	Purchase Surveil/Security Equipment	\$ 44,000.00	\$ 8,800.00	\$ 2,200.00	\$ 55,000	\$ 55,000.00
VA-2020-006-01-00	73020-20	Purchase Bus Route Signing	\$ 4,000.00	\$ 800.00	\$ 200.00	\$ 5,000	\$ 5,000.00
			\$ 505,600.00	\$ 101,120.00	\$ 25,280.00	\$ 632,000.00	\$ 632,000.00





GLTC Board Agenda Detail

Item #: 5

Item Title: Old Business

Action: For Your Information

5a Summary – Intercity Bus Connector/Vanpool

There is not update on these two initiatives.

Contacts: Brian Booth

Attachments: None

Action Required: None

5b Summary – Board Oversight Procedures

These are still in progress.

Contacts: Brian Booth

Attachments: None

Action Required: None

5c Summary – Board Appointments

City Council has not taken further action to fill the remaining vacant seat for the GLTC Board.

Contacts: Brian Booth

Attachments: None

Action Required: None

5d Summary – City School/Bus Route Proximity

At the March Board meeting it was asked that a report be given for the proximity of bus routes to all city schools. An attachment is provided which list all city schools, what bus routes provide service to each, the location of the closest bus stop, and distance to the school from the bus stop. To summarize;

- Seven (7) schools have bus stops located right outside the school
- Six (6) schools are within ½ mile of a bus route
- Three (3) schools are between ½ mile and .8 miles from a bus route.

Contacts: Brian Booth

Attachments: City School Proximity to Bus Route

Action Required: Informational





GLTC Board Agenda Detail

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

6a Summary – Transit Strategic Plan (TSP)

The Transit Strategic Plan (TSP) was presented at the March Board meeting for review and additional time was requested to review the document before considering adoption. Following the board meeting, feedback was received from board members and staff worked with consultants from Kimley-Horn to make adjustments to the TSP based on feedback received. The following changes were made to the document based on feedback received:

- Objective 1.1 (pg. 1-5) – Measure – Complaint Investigation Time;
 - Revised strategy to “Conduct customer service training for staff **twice per year**” (*text in bold added*)
- Objective 1.2 (pg. 1-5) – Measure – Length of trip;
 - Revised strategy to “**Prior to implementing service changes**, compare trip times with Google drive estimates at same day/time” (*text in bold replaced “Random comparison”*)
- Objective 1.3 (pg. 1-6) – Word error;
 - Changed to read: “Update transit service changes on website at least 14 days **prior** to new service implementation” (*previously written as priors*)
- Objective 1.4 (pg. 1-6) – Measure – Accident frequency rate;
 - Revised strategy to “**Monitor accident reports monthly and identify patterns of accidents to determine route issues and potential training needs**” (*text in bold replaced “Monitor fleet maintenance reports monthly.”*)
- Objective 3.2 (pg. 1-7) – Measure – Annual progress/update reporting completed;
 - Revised strategy to “**Annual reporting on performance towards goals and objectives**” (*text in bold replaced “Complete goal review with annual TDP reporting”*)
- Service Guidelines (pg. 1-8) – Measure – Quality/Schedule Adherence;
 - Modified to “Average route speeds should not exceed 20 miles per hour, **except on routes serving limited-access facilities, such as highways**” (*text in bold added for clarification that local intercity routes shouldn’t travel more than 20 miles in an hour*)

Staff Recommendation: Should the Board find the Transit Strategic Plan (TSP) appropriate; a motion should be made for adoption and approval.

Contacts: Brian Booth
Attachments: GLTC Transit Strategic Plan/Appendix
Action Required: **Review/Discussion/Approval**



6b Summary – Public Transportation Agency Safety Plan (PTASP)

The Federal Transit Administration has a deadline of July 20, 2020 for all transit entities that receive federal funds to develop and adopt a Public Transportation Agency Safety Plan (PTASP) which include processes and procedures to implement Safety Management Systems (SMS) and safety performance targets. The Department of Rail and Public Transportation is required to develop a PTASP for small public transportation providers who operate 100 or fewer vehicles in revenue service and allow entities that fall into this category to take part in the statewide PTASP (but an agency is not required to take part in the statewide plan as long as they meet the federal requirement for developing and adopting a PTASP for their organization). About a year ago, staff recommended to the GLTC Board to take part in the statewide plan to obtain technical assistance and leverage expertise in the development and execution of the PTASP; the GLTC Board concurred with staff recommendations.

The statewide plan has an initial executive summary which outlines the background, PTASP requirements, agencies covered in the plan, safety risk management processes, and update procedure requirements. Each transit agency will have its own appendix which focuses on the specifics of that particular transit agency. The document titled "Statewide Public Transportation Agency Safety Plan Introduction" is the initial executive summary for the statewide plan. The document titled "Appendix F: Greater Lynchburg Transit Company (GLTC)" is the specific section pertaining to GLTC. This document outlines the performance targets, current processes and procedures related to safety, and monitoring/reporting requirements.

It was initially planned to review and consider adoption of the plan at this meeting, but the consultants working with DRPT on the development of this plan received additional guidance from FTA which require the performance targets to be broken out separately between Fixed Route and Paratransit. Staff are working with the consultants to make these adjustments to be able to bring the plan back to the Board at a future meeting for review and adoption.

Staff Recommendation: Staff would like to receive feedback and comments from the Board on the proposed plan. Consideration for adoption is deferred to a future meeting.

Contacts: Brian Booth
Attachments: Statewide Public Transportation Agency Safety Plan & Appendix F: Greater Lynchburg Transit Company (GLTC)
Action Required: Review/Comment, Adoption Deferred to Future Board Meeting



6c Summary – Fare Increase Survey Results/Public Hearing

During the month of February, GLTC staff published a proposed fare increase and distributed two surveys; one to collect demographic data for conducting a Title VI analysis and a second to gather feedback from passengers regarding the impact a fare increase would have on those who utilize the bus system. These surveys ran until March 15th, 2020 and GLTC received 269 responses to the demographic survey and 154 responses to the rider feedback survey inquiring about the impact of a fare increase.

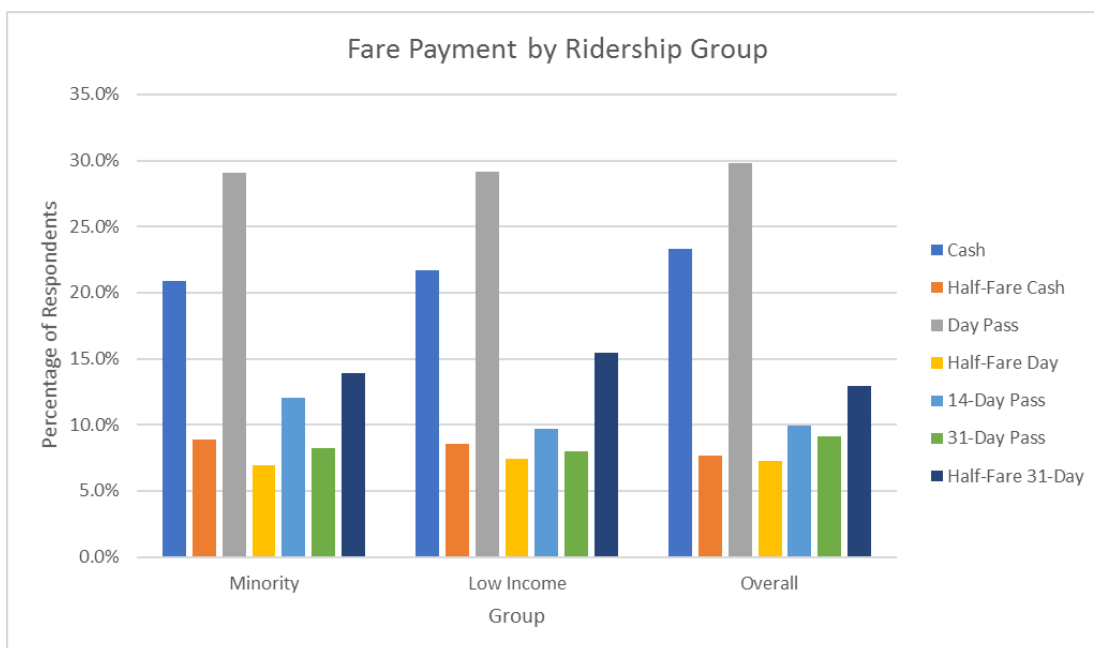
The rider feedback survey consisted of eight questions which sought feedback from passengers on how often they use GLTC, how a fare increase would impact the individuals and their utilization of GLTC, and what routes and passes passengers used most often. A brief summary of the results are as follows:

- 72 % indicated they utilize GLTC daily
- 92 % of the respondents said they had used GLTC within the last week (prior to completing the survey)
- 46 % indicated a fare increase would have a “very negative impact” on them, while 21 % indicated it would have a “somewhat negative impact”
- 11 % indicated they would stop riding if fares increased and 50 % indicated they would ride less often
- 50 % rated their experience with GLTC as good or better and 50 % ranked above average on their likeliness to recommend GLTC to someone else.

The full results of the survey and free form responses can be found in the “Feedback Survey-Summary Results” document attached.

The demographic survey collected data necessary to complete a Title VI analysis to ensure that any fare increase isn’t disproportionately burdensome on a low income or minority population group. A total of 269 responses was received which collected data for ethnicity, persons living in the household, household income, and types of fares most utilized. This data was utilized to determine the percentage of GLTC passengers that are of minority or low-income population. Low-income status was referenced as defined by the United States Census Bureau based on household size. A brief summary of results are as follows:

- 50 % of respondents are of Black/African American ethnicity, 40 % are White/Caucasian, and 10 % are other races such as Hispanic, Native American/American Indian, or Asian/Pacific Islander
- 66 % of respondents are consider low-income as defined by the United States Census Bureau



The graph on the previous page shows the distribution of pass utilization based on minority populations, utilization by low-income persons, and utilization of all survey respondents. The Cash Fare and Day Pass utilization among all groups is the highest at approximately 22 % of respondents utilizing the Cash Fare option and 29 % utilizing the Day Pass. The next highest fare option is the Half-Fare 31 Day Pass, which has an average utilization of about 14 %.

The following chart compares the proposed fare increases to the utilization by group to exhibit the correlation between the amount a fare would increase versus the utilization of the particular fare class.

Fare Type	Cost		Change		Usage by Group		
	Exiting	Proposed	Absolute	Percentage	Low Income	Minority	Overall
Cash	\$ 2.00	\$ 2.00	\$ -	0.0%	20.9%	21.7%	23.3%
Half-Fare Cash	\$ 1.00	\$ 1.00	\$ -	0.0%	8.9%	8.6%	7.6%
Day Pass	\$ 4.00	\$ 4.25	\$ 0.25	6.3%	29.1%	29.1%	29.8%
Half-Fare Day	\$ 2.00	\$ 2.10	\$ 0.10	5.0%	7.0%	7.4%	7.3%
14-Day Pass	\$ 25.00	\$ 28.00	\$ 3.00	12.0%	12.0%	9.7%	9.9%
31-Day Pass	\$ 50.00	\$ 56.00	\$ 6.00	12.0%	8.2%	8.0%	9.2%
Half-Fare 31-Day	\$ 25.00	\$ 28.00	\$ 3.00	12.0%	13.9%	15.4%	13.0%
One (1) Year Pass	\$ 500.00	\$ 500.00	\$ -	0.0%	N/A	N/A	N/A

From the data above, approximately 50 % of the respondents to the survey utilize the Cash Fare or Day Pass option across all groups. The Day Pass has the highest utilization across all groups at approximately 29 % and bears an increase of about 6.3 %. The other fares proposed to increase have utilization rates between 7 % and 15 % and generally have a 12 % proposed increase in the fare, with the exception of the Half-Fare Day Pass which can only be a maximum of ½ the rate of the Day Pass. Based on this information, a determination would need to be made of whether a disproportionate impact of the increase is burdened upon minority and low-income populations.

The only proposed fare change not depicted in the data above is the Half-Fare 14-Day Pass. This fare option is a new fare option in the current proposal and would be set at a rate of ½ the rate of the 14-Day Pass. The current utilization of the 14-Day Pass is at a higher percentage than the utilization of the 31-Day Pass across all groups. Additionally, the Half-Fare 31-Day Pass is the third highest used fare option (behind Cash Fare and Day Pass) across all groups and is utilized at a rate of 15 % by the low-income group. Considering this and the distribution of utilization between the 14-Day and 31 Day Passes, this option would provide the same benefit of spreading expenditures on pass purchases for passengers across the month more evenly, while still providing the same basic pass utilization for passengers, and minimal financial impact to GLTC.

Staff Recommendation: Based on the data provided and current conditions locally, the Board should discuss the direction they would like to pursue for this Proposed Fare Increase. Should the Board wish to continue to pursue this; a date for a public hearing will need to be scheduled.

Contacts: Brian Booth
Attachments: Feedback Survey-Summary Results
Action Required: Discussion on Next Steps Regarding Proposed Fare Increase



6d Summary – CARES Act Funding

On March 27, 2020, President Trump signed the \$ 2 trillion Coronavirus Aid, Relief, and Economic Security (CARES) Act into law. As a part of this act, \$ 25 billion was allocated by FTA to recipients of urbanized area (Section 5307) and rural area (Section 5311) formula funds. These funds are provided at 100 % federal share, with no local match required, and are available to support capital, operating, and other expenses generally eligible under the programs to prevent, prepare for, and respond to COVID-19. CARES Act funds cannot be used to support local match requirements for projects funded through another federal program.

FTA is considering all expenses normally eligible under the Section 5307 and 5311 programs incurred on or after January 20, 2020 to be in response to economic or other conditions caused by COVID-19 and thus eligible under the CARES Act. There is no lapse date on funds through the CARES Act and funds are available until expended; but systems are encouraged to spend funds expeditiously as unspent funds can be rescinded by Congress in the future. As a part of the CARES Act, GLTC was allocated \$ 7,630,020. CARES Act funds are separate and in addition to the annual Section 5307 federal formula funds that GLTC receives annually for operating.

GLTC is apportioned to receive approximately \$ 2,696,687 in federal funds through the Section 5307 formula grant program for FY 2021. These funds can be used for operating expenses up to 50 % federal share and are available the year appropriated plus five years.

After discussion with FTA, staff are recommending to utilize funds from the CARES Act (\$ 7,630,020) to support operating expenses in FY 2021 (~\$ 4,268,232) and FY 2022 (~\$ 3,361,788) under the advisement from FTA to spend fund expeditiously. Staff are recommending that the funds allocated to GLTC through the Section 5307 formula program for FY 2021 (~\$ 2,696,687) and FY 2022 (yet to be apportioned) be held for later fiscal years to offset anticipated reductions in federal revenue anticipated beginning in FY 2023. This anticipated reduction is a result of the reduced ridership GLTC has experienced during FY 2020, resulting from Liberty's reallocation of transit services on Central Campus where they now operate in-house service that was previously allocated to GLTC.

Staff do not feel at this time that it will be necessary to utilize CARES Act funds for FY 2020. However, should something unexpected occur or our revenue and expense projections through the end of the fiscal year be off, these funds would be available to make up the deficit.

Contacts: Brian Booth
Attachments: None
Action Required: Informational/Discussion



6e Summary – City Operating Budget Submission Update

As a result of the COVID-19 pandemic, the City of Lynchburg has projected a revenue loss of \$ 6,446,138 for the upcoming 2021 fiscal year. City Finance asked that all departments review their submitted FY 2021 budget and identify areas where expenses could be cut to make up for the projected revenue loss.

GLTC had previously submitted a budget which requested \$ 1,962,303 from the City which was broken down between a request for City Operating funds of \$ 1,642,346 and a Return of Fund Balance of \$ 319,957; which the City holds for GLTC. After receiving information about the allocation from the CARES Act and consultation with FTA, DRPT, and City Finance, GLTC reduced the request from the City to \$ 500,000. This reduction was possible due to the allocation of CARES Act funds being made available to be used at 100 % federal share. \$ 500,000 was held in the request from the City for local match as there is uncertainty as to whether State operating funds would require a local match or if CARES Act funds would be allowed to meet the local match requirement of the state if there were one.

It was also discussed with City Finance that the \$ 500,000 could potentially be returned to the City should the State operating funds not require a local match or CARES Act funds be allowed to meet the local match requirement and the City be in need of the financial resources due to revenue not recovering as projected. This would be an item that would be reviewed during the first quarter of the fiscal year and put before City Council. Should this allocation be returned to the City, GLTC would plan to utilize additional CARES Act funds in lieu of the City allocation.

The GLTC Operating budget is planned to be brought back before the Board at the June 3rd meeting for review and adoption. This budget would incorporate any changes projected for revenue, expenses, and fund sources.

Contacts: Brian Booth
Attachments: None
Action Required: Informational/Discussion



6f Summary – Transition Plan for GLTC Service

Governor Northam has outlined the approach planned for lifting the restrictions put into place for the COVID-19 pandemic and working to reopen businesses in Virginia. The approach is to move in three distinct phases with the transition into each phase being determined based data analysis to avoid a resurgence of COVID-19 infections. With this guidance provided on Monday May 4th, staff have worked to develop a plan for how GLTC would recommend moving to return to normal service, restore cut service, resuming fare collection, etc. This plan is to be considered fluid and one in which will need to be adjusted and tweaked as information develops.

Moving into Phase 1 could occur as early as May 15th, is planned to last two (2) to four (4) weeks (or longer), and outlines the follow:

- "Stay at Home" transitions to "Safer at Home" (especially for vulnerable populations)
- Social gatherings limited to 10 individuals or less
- Continued social distancing
- Continued teleworking
- Face coverings recommended in public
- Easing limits on business and faith communities

GLTC recommends to keep the same precautionary measures in place during this phase. These measures include: operating the reduced service currently in place, continue to board passengers using the rear door, continue the suspension of collecting fares, and continue to limit the capacity of any bus to nine (9) passengers.

Phase 2 would occur at the conclusion of Phase 1 (potentially mid to late June) and could last two (2) to four (4) weeks (or longer), and includes all of the recommendations in Phase 1 with the following adjustments:

- "Stay at Home" for vulnerable populations
- Social gathers limited to 50 individuals or less

In Phase 2, GLTC would consider lifting the capacity limit of 9 passengers and potentially restore cut service. GLTC would recommend to continue boarding passengers using the rear door and continue the suspension of collecting fares. The situation locally at that time would be accessed before changes would be made.

Before Governor Northam would consider moving into Phase 3, there would need to be no evidence of rebound for a sustained period of time. Phase 3 is estimated to be about 10 to 12 weeks away (potentially late July or early August) or could be longer dependent upon developments during the first two phases. Phase 3 outlines the following restrictions:

- "Safer at Home" for vulnerable populations
- Remove ban on social gatherings
- Remove capacity limits on establishments
- Continued heightened cleaning and disinfection
- Possibly other measures

In Phase 3, GLTC would recommend to resume front door boarding, collecting fares, and lifting any other service restriction not lifted in previous phases.

This approach and recommendations to restoring service are put forth as guidelines that staff would follow to begin preparation for taking action when the time is appropriate. Some items may be shifted sooner or later depending upon the conditions at that time with input from the Board. Staff are looking for feedback and direction from the Board on the recommendations outlined above.

Contacts: Brian Booth
Attachments: None
Action Required: Informational/Discussion





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 June 3rd, 2020 at 8:30 am

This meeting will be determined at a later date dependent upon the restrictions in place for gatherings at that time.

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>1500 Linden Avenue, Lynchburg, VA 24503</i>	434-401-7829	curtbaker141@gmail.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>	434-845-0433	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	CameronHoweGLTC@gmail.com
Brenda Nash <i>Concentrix 2840 Linkhorne Drive, Lynchburg, VA 24503</i>	434-258-1740	brendamnash@hotmail.com
Bonnie Svrcek <i>City of Lynchburg, 900 Church St, Lynchburg, VA 24504</i>	434-455-3990	bonnie.svrcek@lynchburgva.gov

1 Seat 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	Brenda Nash*	Bonnie Svrcek	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 10/30/2021	Term date 10/30/2020	Term date 10/30/2021
12/4/2019	A ¹	P	P	P	P	P	N/A	P	N/A
1/8/2020	A ²	P	P	P	P	P	N/A	P	N/A
2/5/2020	A ³	P	P	P	P	P	N/A	P	N/A
3/4/2020	P	P	P	P	P	P	N/A ⁴	P	N/A
4/1/2020	Cancelled Due to Concerns with COVID-19								

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@gltcnline.com) know so she can indicate the reason on the record.

- *Appointed 2/25/2020
- 1 - C. Baker - Work Conflict
- 2 - C. Baker - Absent
- 3 - C. Baker - Absent
- 4 - B. Nash - Wasn't notified of appointment until after 3/4/20 meeting

