



MEMORANDUM

Date: May 19, 2014

To: GTA Board Members

From: Lawrence Mann, Chair

RE: May 2014 Board Meeting

The Greensboro Transit Authority Board will hold its monthly **Board Meeting at 6:00pm on Tuesday, May 27, 2014** at the GTA Operations/Maintenance Transit Facility and Administration Offices Board Room, 223 West Meadowview Road.

The Greensboro Transit Authority Board will hold its monthly **Board Briefing at 5:30pm on Thursday, May 22, 2014** at the GTA Operations/Maintenance Transit Facility and Administration Offices Board Room, 223 West Meadowview Road.

If you are unable to attend the meeting, please contact Libby James at (336) 373-2820.

Thank you

A handwritten signature in black ink that reads "Lawrence Mann". The signature is written in a cursive style with a large, sweeping initial "L".

Lawrence Mann

Attachments:
Board Briefing and Meeting Agenda Packet



GTA Board Briefing
May 22, 2014

GTA Boardroom
223 West Meadowview Road
5:30 PM

- | | | |
|------|--|------------------------------|
| I. | Call to Order | Lawrence Mann |
| II. | Approval of Contract Awards | |
| | a. Epoxy Floor Coating | Tony Kozuch |
| | b. Depot Parking Lot Lighting | Tony Kozuch |
| | c. Dan Boyle & Associates | Bruce Adams |
| | d. Urban Transportation Associates | Bruce Adams |
| | e. Triad Reporting & Typing Services | Sharon Smiley |
| III. | Approval Recommended Transit Operations Budget
(FY 2014-15 & FY 2015-16) | Bruce Adams |
| IV. | Approval of FY 2014 - 2015 Program of Projects (<i>revised</i>) | George Linney |
| V. | Approval of Recommended Disposition of First Transit
Protest | Libby James/
Adam Fischer |
| VI. | Adjournment – The next Board Briefing is scheduled for Thursday, June 19, 2014 at 5:30
pm in the GTA Board Room | |



GTA Board Meeting
May 27, 2014
GTA Board Room
223 West Meadowview Road
6:00 PM

- | | | |
|-------|--|-----------------------------------|
| I. | Call to Order | Lawrence Mann |
| II. | Special Recognition | Lawrence Mann |
| III. | Speaker(s) from the floor | Lawrence Mann |
| IV. | City Council Liaison Report | Council Woman
Sharon Hightower |
| V. | Concerns from the General Public to the City Council | Kevin Elwood |
| VI. | Action Item(s) | |
| | A. Approval of Minutes | Lawrence Mann |
| | • April 17, 2014 Special Call Meeting | |
| | • May 8, 2014 Special Call Meeting | |
| | B. Approval of Contract Award-Depot Parking Lot Lighting | Tony Kozuch |
| | C. Approval of Contract Award- Epoxy Floor Coating | Tony Kozuch |
| | D. Approval of Recommended Transit Operations Budget
(FY2014-2015 & FY 2015-2016) | Bruce Adams |
| | E. Approval of Contract Award-Dan Boyle & Associates | Bruce Adams |
| | F. Approval of Contract Award-Urban Transportation Associates | Bruce Adams |
| | G. Approval of Contract Award-Triad Reporting
& Typing Services | Sharon Smiley |
| | H. Approval of Revised FY 2014 Program of Projects | George Linney |
| | I. Approval of Recommended Disposition of First Transit
Protest | Libby James/
Adam Fischer |
| VII. | Sub-Committee Reports | |
| | A. STAC | Lawrence Mann |
| | B. Legislative Update | Libby James |
| | C. Marketing and Communications | Kevin Elwood |
| VIII. | Public Transportation Manager's Report | Libby James |
| IX. | General Manager's Report | Burley Wilkins |

- X. Discussion/Questions
- XI. Informational Item
 - A. April 2014 Financial Report
 - B. April 2014 SCAT Service Report
 - C. April 2014 Fixed Route Report
 - D. April 2014 HEAT Report
 - E. April 2014 SCAT Complimentary Pass Report
 - F. April 2014 Fixed Route Complimentary Pass Report
- XII. Adjournment The next board meeting is scheduled for Tuesday, June 24, 2014 at 6:00 pm in the GTA Board Room

**GREENSBORO TRANSIT AUTHORITY
GTA OPERATIONS/MAINTENANCE FACILITY & ADMINISTRATIVE OFFICE
BOARD ROOM
223 WEST MEADOWVIEW ROAD
GREENSBORO, NORTH CAROLINA
GTA BOARD MEETING
APRIL 17, 2014**

AUTHORITY MEMBERS PRESENT

Lawrence Mann Julie Crowder
Robert Jones Claire Stone

CITY/GTA STAFF PRESENT

Libby James Kevin Elwood
Burley Wilkins Donna Woodson
James Dickens, Legal

Call To Order

The Meeting was called to order at 5:36 p.m. by Chair Mann.

Speakers from the Floor

There were no speakers.

City Council Liaison Report

No report

Concerns from the General Public to the City Council

Kevin Elwood stated that the Greensboro City Council met on April 1st and 15th and at the April 1st meeting and there were speakers concerning the proposed fare increase for GTA services.

Action Items

- a. Approval of Minutes

Chair Mann stated that minutes for the March 25th Board Meeting, March 20th Board Briefing and March 25th Public Hearing were provided to Board members for review. He asked if there were any corrections or additions.

Claire Stone moved to approve the Minutes for the March 25th Board Meeting, March 20th Board Briefing and March 25th Public Hearing, seconded by Julie Crowder. The Minutes were then approved unanimously.

Special Recognitions

- b. Approval of resolution honoring the late Ed Greenlee, Sr.

Chair Mann introduced a Resolution honoring the late Ed Greenlee, Sr. who passed away last month. Mr. Greenlee served as Greensboro's first African American bus operator. The resolution will be given to Mr. Greenlee's family.

Mr. Jones moved approval of the resolution seconded by Ms. Crowder. The Board voted unanimously in favor of the Resolution.

c. Approval to Convert Depot Waiting Room TVs to Passenger Display Monitors

Kevin Elwood stated that staff is requesting approval to convert the depot waiting room TVs to passenger information display monitors. GTA has offered televisions for passenger viewing in the depot main and overflow areas since use of the renovated spaces. The televisions were recently identified as a cause of disruptive behavior by depot visitors, and were turned off, temporarily, at the direction of the GTA Board. After several months of reviewing security reports, the board chose to disable the televisions permanently. However, the decision stipulated that staff research repurposing the monitors for use as passenger information boards. After conferring with a GIS technology specialist, it was determined that a system can be constructed to meet the Board's request. The work would have to be done by an outside firm chosen by the Public Transportation Division. It is estimated that the project would cost \$5,000 - \$6,000. Staff is requesting approval from the board to proceed with the conversion of the depot televisions to passenger information display monitors.

Mr. Jones stated that in light of the budget deficit, he would like to know if the television monitors could just use the City's information channel or some other information media that is already in place without having to spend this much money since this is not a necessity. He felt other options should be considered.

Libby James stated that this is the most feasible option in order to use the televisions that have already been purchased. Having the TVs off has raised a lot of questions from the public. When Lieutenant Franks came before the Board a few months ago, he pointed out a lot of the problems the televisions were causing in the waiting areas.

Kevin Elwood explained that the proposed conversion would display route information on the electronic display board, as well as slip assignment information, rider rules and responsibilities, and any other information GTA would like to share with the public.

Claire Stone asked if only displaying the City's Channel 13 would cost any money. Libby James stated it would not cost anything because that channel is already in place.

After some discussion Claire Stone called for the question, and Chair Mann asked for a motion. Mr. Jones moved to have the televisions display the City's Channel 13 information channel only, seconded by Ms. Stone. The Board voted unanimously in favor of the motion.

d. Approval of Professional Services Agreement – Nancy Whelan Consulting

Libby James stated that the City of Greensboro and the Greensboro Transit Authority recently received best and final offers in response to a quest for proposal to hire a contractor to operate and manage GTA's transit services. The specific scope of work for the proposed agreement is to determine if the cost provided by the three proposers' best and final offers are realistic and reasonable. The intent is to ascertain whether or not the services can be provided for the price submitted. Nancy Whelan will compare the line items from the cost forms to one another and to the actual contracted costs experienced by GTA. Nancy Whelan Consulting Company was hired to complete the required

Independent Cost Analysis (ICE). Efforts were made to secure a quote from another firm; however, the firm did not submit a quote. Staff requested quotes from two firms and due to the fact that Nancy Whelan Consulting has extensive knowledge and experience with completing federal compliant ICEs, coupled with the fact that Nancy Whelan Consulting recently completed an independent cost estimate for the original RFP, and has an understanding of the cost structure for the service, staff secured the services Nancy Whelan Consulting to perform the Independent Price Analysis of the best and final offers.

Because no federal funds will be used for the professional services agreement, and the Nancy Whelan Consulting firm is not an engineering firm, and these are not engineering services, and City Council approval is not necessary, the City's Legal Department approved the procurement procedures used to secure Nancy Whelan Consulting. The total estimated cost for the requested services will not exceed \$10,400. These funds are currently appropriated and budgeted. Staff recommends that the Board approve of the Professional Services Agreement with Nancy Whelan Consulting to prepare the required Independent Cost Analysis of the best and final offerors for the management and operations of Transit Services.

Mr. Jones moved approval of the Professional Services Agreement with Nancy Whelan consulting as submitted by staff, seconded by Mr. Mann. The Board voted unanimously in favor of the motion.

e. Approval of canceling the April 22nd GTA Meeting

Members voted unanimously to cancel the April GTA meeting.

Chair Mann acknowledged the newest Board member, Daniel Lassiter, who was just appointed by City Council and is observing the meeting today. He will be an active member at the May meeting.

Sub-Committee Reports

a. STAC

Lawrence Mann stated that there were no issues at last week's STAC meeting and he had nothing to report.

Chair Mann stated that the City has asked that the GTA Board discuss a policy prohibiting the wearing of saggy pants and other indecent attire.

Counsel Dickens stated that a few months back, a speaker from the floor at City Council meeting raised the issue that they saw of riders getting on the bus and wearing the style that has been known and talked about as "sagging pants", where the pants are worn below the hips and the plaid boxer underwear are shown. Staff was directed to research whether or not this Board and the City could pass such a policy that would require riders to not wear that type of attire on the public bus. After researching this issue, it was determined that only one transit system in Forth Worth, Texas had such a rule. A memorandum was provided to City Council. This system did a campaign called, "Grandma says, pull 'em up". They were very successful in instituting that policy. There are other cities that have instituted these kinds of policies, but they are typically small cities: Wildwood, New Jersey, along with a couple of parishes in Louisiana, and a town in Georgia. This issue was discussed with the FTA and the regional counsel in Atlanta and, while they did recommend against it, it was determined that it would not be unconstitutional, a legal problem, or against any FTA regulations. The proposed policy is as specific as it can possibly be, so there would not be a challenge that the policy is overly broad or too vague.

The language in the draft policy states the following:

1) The waistband of pants, skirts, shorts and/or swim trunks shall not be worn more than 3 inches below the wearer's waist." This is interpreted to mean that at a level below the crest of the ilium, so as to expose either skin or undergarments.

(A photograph was shown to indicate where the ilium is located. In that event the bus driver or any transit staff or personnel can ask the rider to secure them, either with their hands or a belt, while they are in the Transit facility and on the bus. No fines or misdemeanor would be introduced, but they would not be allowed to ride the bus or enter the transit facility with baggy pants. If the rider willfully fails to comply after being asked to secure their pants, then they will be prevented from riding the bus for up to 30 days.

2) A shirt that covers the breast and pectoral area must be worn at all times.

3) Shoes, sneakers, or flip-flops must be worn at all times.

4) Riders who do not wear appropriate attire will be denied entry into Greensboro transit authority facilities and vehicles until such time that they obtain the appropriate attire. Failure to leave the facility by an authorized person will result in a ban from Greensboro transit authority facilities and vehicles for the remainder of the day for the first offense. For all subsequent offenses, riders will be subject to a failure of 30 days from all Greensboro transit authority facilities and vehicles.

After some discussion, Ms. Stone moved that the proposed policy on "Proper Attire" be adopted, for use throughout the City's buildings, seconded by Ms. Crowder. The Board voted unanimously in favor of motion.

Counsel Dickens stated that there would be a public awareness campaign over the next 60-90 days to enable the public to be aware of the new policy and when it will begin to be enforced.

b. Legislative Update

There was no report on this matter, except that there still is no long-term federal legislation on public transportation, as it is still pending.

c. Marketing and Communications

Kevin Elwood stated that there was nothing to report at this time.

Public Transportation Manager's Report

Libby James stated there was no report at this time.

General Manager's Report

Donna Woodson provided the report on the State Rodeo competition held in Charlotte, NC. Last month. She stated that several operators participated, and she is happy to announce that GTA operators came in first place in two out of three competitions, as well as the overall system. The participants will be in attendance at the May meeting to receive their recognition.

Burley Wilkins stated that he will be presenting the trophies to both the participants and to the city of Greensboro for being the overall first-place winner.

Libby James recognized Veolia's COO Ken Westbrook and Derek Gruen, the Regional Vice President and welcomed them to the meeting. Mr. Gruen stated that the operators placing in the state rodeo will be sent to the national competition in Kansas City, Missouri.

Claire Stone asked if there is an update on the contract with Veolia. Libby James stated that a second set of interviews were held today with the proposers, and staff is requesting a second best and final offer; therefore, the dates have been adjusted. Staff is recommending a special called meeting be held on May 6th at 5:30 PM to hear the recommendation from the Evaluation and Selection Committee. A recommendation to City Council will be made at their May 20 meeting.

Chair Mann moved that there be a Special Called Meeting to be held May 6th at 5:30 p.m. It was agreed to by consensus.

Claire Stone requested a follow-up to the contract with Dan Boyle and Associates and the money that has been spent to date. She also asked about the status of the curb cut that she had requested be placed in front of the GTA building.

Libby James stated that Bruce Adams is not at tonight's meeting and he has that information.

* * * * *

Adjournment

There being no further business before the Board, the meeting adjourned at 6:14 p.m.

NOTE: There will be a Special Called Meeting on Tuesday, May 6th at 5:30 p.m.

Respectfully submitted,



Lawrence Mann, Chair
Greensboro Transit Authority

LM/jd-gm

**GREENSBORO TRANSIT AUTHORITY
GTA OPERATIONS/MAINTENANCE FACILITY & ADMINISTRATIVE OFFICE
BOARD ROOM
223 WEST MEADOWVIEW ROAD
GREENSBORO, NORTH CAROLINA
GTA SPECIAL MEETING
MAY 8, 2014**

AUTHORITY MEMBERS PRESENT

Lawrence Mann
Julie Crowder
Claire Stone
Michael Posey
Robert Jones

CITY/GTA STAFF PRESENT

Libby James Sharon Smiley
George Linney Bruce Adams
Kevin Elwood Burley Wilkins
Donna Woodson Christine Woznac
Adam Fischer Sharon Hightower
James Dickens, Legal
Edward Waldon

Call to Order

Lawrence Mann called the meeting to order at 5:30 and asked if there were any speakers from the floor.

Ken Westbrook of Veolia Transportation addressed the board and stated that he started the contract with GTA in 1999 and feels it has been a good business relationship over the years. The current proposal takes into consideration the City's fiscal constraints while not cutting the employee's benefits. The City and the GTA staff were thanked for their confidence over the last 14 years.

Approval of Fare Free Travel for "Bike to Work Week"

Kevin Elwood stated that as part of the National Bike month celebration designated by the Greensboro City Council and the Greensboro Urban Area Metropolitan Planning Organization, GTA will recognize "Bike to Work Week" May 12-16. During this time the public will be encouraged to support the effort by commuting on bicycles to their place of work and making use of public transportation if needed for extended commutes. To introduce the bicyclists to this concept, GTA is requesting the waiving of fares from May 12-16 for persons boarding with their bicycles. With the average number of trips taken per week on GTA with bicycles, the potential revenue loss is \$860. The recommendation from staff is that the Board approves free fares during the "Bike to Work Week" May 12-16 for persons with bicycles.

Michael Posey moved to approve the free fares for "Bike to Work Week", seconded by Claire Stone. The Board voted unanimously in favor of the motion.

Michael Posey asked how the event would be promoted and Kevin Elwood stated that it would be promoted by the Planning Division of the Transportation Department.

Approval of Contract Award Recommendation-Management and Operations of Transit Services: Fixed Route, HEAT, and Complementary Paratransit Services for the Greensboro Transit Authority

Adam Fischer stated that he is the administrator of the contract award and has put together an evaluation team to look at various proposals that have been solicited to provide GTA transit services for the next three years starting in August. The current contract with Veolia will expire in the first part of August this year. The proposals are evaluated based on technical details which accounts for 65% of the evaluation and cost accounts for 35% of the evaluation. The evaluation selection committee consisted of 3 GTA staff members, a budget and finance member of the City of Greensboro, a representative from Guilford County Transportation, and an outside consultant. The points were awarded for project experience, thoroughness, financial capacity of the company and the cost proposal. There were four proposers originally consisting of First Transit, McDonald Transit, Maruti Transit and Veolia Transportation Services; however Maruti Transit did not meet the minimum qualifications. In-person interviews were conducted with the proposers on March 17th to address any questions or deficiencies in the proposals. Best and final offers were received March 27th to detail information regarding cost associated with all the operations. A second round of interviews was conducted on April 17th and on April 28th another set of best and final offers were received. The scores were put into a matrix, and the sum of the points scored of both the technical and cost was considered and recommended to award the contract. There were five members of the Selection Committee who rated First Transit higher than the other proposers. There were three members of the Selection Committee who rated Veolia Transportation higher than the other proposers. Veolia actually received a higher total score of 1,895 total combined points. The recommendation of the Evaluation Selection Committee is that the City of Greensboro Transit Authority awards the contract for management and operation of transit services to Veolia Transportation Services.

Claire Stone asked if the points that the evaluation Committee awarded could be split or did they have to be given all to one proposer and Mr. Fischer stated that the members could award them as they saw fit.

Robert Jones stated that the difference between the top two proposers was only 4% and that the vote was very close. The difference between Veolia and First Transit was \$1.4 million over year 2. With the reduction in service and fare increase, that money could be used to make some positive changes with GTA. First Transit is proposing to run the service with fewer drivers, which involves a large risk.

Adam Fischer stated that the budget situation should not be considered in the deliberation, only the criteria that the Evaluation Committee used. As far as the budget for next year, the budget should be balanced and no cuts in service or fare increases should be involved and that would be true with both proposers.

Claire Stone asked if someone on the staff could address the concept of the risks. Adam Fischer stated that some of the risks are what level of service a new company would be able to provide.

Lawrence Mann moved to select Veolia Transportation for the next three years to manage and operate transit services, seconded by Michael Posey. The Board voted 4-1 in favor of the motion. (Ayes: Stone, Mann, Crowder, Posey. Nays: Jones.)

Reconsider the Vote to Implement Service Reductions and Fare Increases

Lawrence Mann stated that it had previously been decided that a service reduction and fare increase was necessary in order to meet a shortfall; however, the changes may not be necessary.

Adam Fischer stated that with the contract that has just been awarded, the budget may now be able to be balanced without a fare increase or reduction in service for the first year. The second year of the contract, some additional revenue may need to be sought.

Robert Jones moved to reconsider the original vote to implement service reductions and fare increases, seconded by Claire Stone. The Board voted unanimously in favor of the motion.

Robert Jones moved to rescind all service reductions and fare increases that were passed on March 25th with the exception of transferring Career Express to the Piedmont Area Regional Transportation, seconded by Julie Crowder. The Board voted unanimously in favor of the motion.

The next Board Briefing is scheduled for Thursday, May 22, 2014 at 5:30 p.m. and the Board Meeting is scheduled for Tuesday May 27, 2014 at 6:00 p.m.

* * * * *

Adjournment

There being no further business before the Board, the meeting ended at 6:15 p.m.

Respectfully submitted,

Lawrence Mann, Chair
Greensboro Transit Authority

LM/jd



Board Meeting
Agenda Item: VI B
Meeting Date: May 27, 2014
Page 1 of 1

SUBJECT: Approval of Contract Award-Depot Parking Lot Lighting

WILL BE PROVIDED AS A HAND OUT AT BOARD BRIEFING



Board Meeting
Agenda Item: VI C
Meeting Date: May 27, 2014
Page 1 of 1

SUBJECT: Approval of Contract Award-Epoxy Floor Coating

WILL BE PROVIDED AS A HAND OUT AT BOARD BRIEFING



Board Meeting
Agenda Item: VI D
Meeting Date: May 27, 2014
Page 1 of 1

SUBJECT: Approval of Recommended Transit Operations Budget (FY 14-15 & FY 15-16)

WILL BE PROVIDED AS A HAND OUT AT BOARD BRIEFING



Board Meeting
Agenda Item: VI E
Meeting Date: May 27, 2014
Page 1 of 2

SUBJECT: Approval of Contract Award-Dan Boyle & Associates

BACKGROUND: At the June 28, 2011 meeting, the GTA Board approved a three year contract award to Dan Boyle & Associates beginning July 1, 2011 through June 30, 2014. The total contract amount for each fiscal year is \$25,000. In order to continue payment to Dan Boyle & Associates for technical and general service planning assistance for next fiscal year, a new contract is necessary.

Daniel Boyle & Associates has worked closely with GTA since 1999. During this time, GTA has successfully increased service levels to meet rising demand and instituted or fine-tuned innovative service delivery concepts such as Career Express, extended evening service, introduced Sunday service, and instituted half-hour service on all major routes. Over the past three years, DBA has provided assistance with ongoing oversight of HEAT (the college pass program), identification and costing of service reductions and fare increases to address a budget gap while minimizing impacts on ridership, a revised business plan for GTA, contractor selection, envision of fixed-route schedules to improve schedule adherence, and various other technical tasks.

It should be noted that in anticipation of GTA's needs in FY 2015, the following tasks are proposed:

- Continuing evaluation of HEAT service, including preparation of monthly and semester reports and an annual report.
- Ongoing evaluation of ridership and schedule adherence by route.
- Assistance in renegotiating the three-year contract with our HEAT college and university partners.
- General technical and service planning assistance

FINANCIAL IMPACT: The maximum cost to the City for support services under this agreement shall not exceed \$25,000. The proposed FY 2014-15 Budget for Transit Operations will include the funds to support Year 1 expenses.

Board Meeting
Agenda Item:
Meeting Date: May 27, 2014
Page 2 of 2

RECOMMENDATION/REQUESTED ACTION: Staff recommends that the GTA Board approve a new contract to Dan Boyle & Associates., to provide technical and general service planning assistance effective July 1, 2014 through June 30, 2015.



Board Meeting
Agenda Item: VI F
Meeting Date: May 27, 2014
Page 1 of 1

SUBJECT: Approval of Contract Award –Urban Transportation Inc

BACKGROUND: At the August 11, 2009 meeting, the GTA Board approved a five year contract award to Urban Transportation Inc. (UTI) in the amount of \$15,000 per year to provide maintenance, service and support for the Automatic Passenger Counters (APC's). APC's are automated means of counting passenger boarding's and alighting at a variety of system levels including route, trip, route segment, or by specific bus stops by time of day and day of week. This technology uses infrared beams placed by both doors to detect passenger boarding's and alighting. The APC's are installed on each fixed route and HEAT bus. It should be noted that the APC is proprietary to UTI; therefore in order for UTI to continue providing ongoing support of the APC system a new contract is necessary.

FINANCIAL IMPACT: The maximum cost to the City for support services under this agreement shall not exceed \$15,000 per fiscal year. The proposed FY 2014-15 Budget for Transit Operations will include the funds to support Year 1 expenses. Funds must be appropriated annually to support the ongoing APC support for the Greensboro Transit Authority

RECOMMENDATION/REQUESTED ACTION: Staff recommends that the GTA Board approve a new three year contract to Urban Transportation Inc., to provide ongoing support of the APC system effective July 1, 2014 through June 30, 2017.



Board Meeting
Agenda Item: VI G
Meeting Date: May 27, 2014
Page 1 of 1

SUBJECT: Approval of Contract Award-Triad Reporting and Typing Services

BACKGROUND: At the June 28, 2011 meeting, the GTA Board approved a three year contract award to Triad Reporting and Typing Services beginning July 1, 2011 through June 30, 2014, to provide transcription services for meeting of the Greensboro Transit Authority, to include GTA Board monthly Briefings and Meetings, Public Hearings, Closed Sessions and any Special Meetings. The total contract amount for each fiscal year was \$10,000. In order to continue in this relationship, a new contract is necessary.

FINANCIAL IMPACT: The maximum cost to the city for services under this agreement shall not exceed \$10,000 per year. The proposed FY 2014-2015 Budget for Transit Operations will include the funds to support Year 1 expenses.

RECOMMENDATION/REQUESTED ACTION: Staff recommends that the GTA Board approve a new three year contract to Triad Reporting and Typing Services., to provide transcription services for meeting of the Greensboro Transit Authority effective July 1, 2014 through June 30, 2017.

City of Greensboro
Greensboro Transit Authority
Budget (Modified Accrual Basis) and Actual
For April 30, 2014

	Encumbrances	Revenues/Expenditures Month to Date	Year to Date	Total Revenues & Encumbrances & Expenditures	Appropriations	Unencumbered Balance
Operating Revenues:						
Transportation Fares Fixed Route	\$	152,938	\$ 1,423,553	\$ 1,423,553	\$ 1,722,000	\$ (298,447)
Transportation Fares ADA		74,692	797,460	797,460	1,052,000	(254,540)
Total Operating Revenues		<u>227,630</u>	<u>2,221,013</u>	<u>2,221,013</u>	<u>2,774,000</u>	<u>(552,987)</u>
Non-Operating Revenues:						
Ad Valorem Taxes		38,951	8,273,813	8,273,813	8,244,000	29,813
Ad Valorem Taxes-Interest		4,461	35,277	35,277	5,000	30,277
Interest Earned-Investments		5,727	32,269	32,269	82,000	(49,731)
Motor Vehicle Licenses		108,217	1,319,670	1,319,670	1,265,025	54,645
Vending Machine Commission		1,850	17,751	17,751	26,000	(8,249)
Advertising Display		2,855	20,338	20,338		20,338
Metered Lot - Depot		491	5,690	5,690	7,400	(1,710)
Special Events						
Federal Grant					4,827,256	(4,827,256)
State Grant		13,250	1,681,975	1,681,975	1,814,848	(132,873)
All Other Revenue		87,353	1,692,839	1,692,839	1,867,308	(174,469)
Duke Power Note Principal & Interest			873,532	873,532	1,048,238	(174,706)
Transfer from Public Transportation Bond Fund						
Total Non-Operating Revenue		<u>263,155</u>	<u>13,953,154</u>	<u>13,953,154</u>	<u>19,187,075</u>	<u>(5,233,921)</u>
Total Revenues		<u>490,785</u>	<u>16,174,168</u>	<u>16,174,168</u>	<u>21,961,075</u>	<u>(5,786,907)</u>
Expenditures and Encumbrances:						
Wages & Benefits		58,305	510,862	510,862	665,029	154,167
Consultant Services	17,608	1,649	28,010	45,617	46,734	1,117
Professional Service - Security	11,700	10,839	115,428	127,128	155,500	28,372
Outside Publishing & Printing	7,000	1,298	34,111	41,111	121,472	80,361
Desktop Services		10,443	102,576	102,576	123,950	21,374
Maintenance & Other Operational	144,424	69,722	898,259	1,042,682	1,052,211	9,529
Fixed Route Service	1,795,016	1,161,292	10,495,653	12,290,669	12,868,889	578,220
Van Service-Elderly & Handicapped	1,356,071	526,452	5,173,655	6,529,726	6,804,400	274,674
Multi-Modal Center						
J Douglas Gaylon Depot	33,314	69,108	796,064	829,377	939,318	109,941
Transfer to Street & Sidewalk						
Transfer to State & Federal Grants		143	13,465	13,465		(13,465)
Transfer to GTA Planning			288,858	288,858	289,000	142
Total Expenditures and Encumbrances	<u>3,365,132</u>	<u>1,909,251</u>	<u>18,456,941</u>	<u>21,822,073</u>	<u>23,066,503</u>	<u>1,244,430</u>
Excess of Revenues Over (Under) Expenditures and Encumbrances	<u>(3,365,132)</u>	<u>(1,418,466)</u>	<u>(2,282,773)</u>	<u>(5,647,905)</u>	<u>(1,105,428)</u>	<u>(4,542,477)</u>
Appropriated Fund Balance - Encumbrances			<u>1,105,428</u>	<u>1,105,428</u>	<u>1,105,428</u>	
Excess of Revenues Over (Under) Expenditures	<u>\$ (3,365,132)</u>	<u>\$ (1,418,466)</u>	<u>\$ (1,177,345)</u>	<u>\$ (4,542,477)</u>	<u>\$</u>	<u>\$ (4,542,477)</u>

GREENSBORO TRANSIT AUTHORITY - APRIL 2014 HEAT OPERATING STATISTICS

April-14	April 2014	April 2013	Apr vs Apr 2014 2013	2014 FY-T-D	2013 FY-T-D	PERCENT CHANGE
WEEKDAY RIDERSHIP	28,734	33,686	-14.70%	232,532	265,582	-12.44%
SATURDAY RIDERSHIP	3,121	3,089	1.04%	29,707	27,997	6.11%
SUNDAY RIDERSHIP	987	898	9.91%	10,270	9,700	5.88%
EXTRA VEHICLES	0	0	#DIV/0!	727	241	201.66%
TOTAL RIDERSHIP	32,842	37,673	-12.82%	273,236	303,520	-9.98%
TOTAL REVENUE HOURS	1,525.18	1,695.20	-10.03%	11,671.30	12,974	-10.04%
PASSENGER/REVENUE HOUR	21.53	22.22	-3.11%	23.41	23.39	0.07%
TOTAL REVENUE MILES	16,946.12	19,262.74	-12.03%	132,083.25	150,333	-12.14%
PASSENGER/REVENUE MILE	1.94	1.96	-0.91%	2.07	2.02	2.46%
TOTAL HEAT COST OF SERVICE	\$ 98,694.40	\$ 106,289.05	-7.15%	\$ 747,301.68	\$ 814,657.39	-8.27%
FAREBOX REVENUE	\$ 608.15	\$ 1,020.61	-40.41%	\$ 7,007.14	\$ 9,701.24	-27.77%
NUMBER OF WEEKDAYS	21	22	-4.55%	159	169	-5.92%
NUMBER OF SATURDAY	5	4	25.00%	34	34	0.00%
NUMBER OF SUNDAYS	4	4	0.00%	31	33	-6.06%
NUMBER OF HOLIDAYS	0	0	#DIV/0!	#VALUE!	0	#VALUE!

**SCAT COMBINED SERVICE FINANCIAL HIGHLIGHTS
REVISED YEARLY REPORT**

Description	Apr. - 14	2013-Apr.	Apr. 14 vs. Apr. 13	2014 FY-T-D	2013 FY-T-D	% Change
Total Passenger Trips	18,342	18,029	1.74%	166,737	169,296	-1.51%
Cost per Passenger Trip	\$27.76	\$26.91	3.16%	\$29.32	\$28.53	2.77%
Total Fare Revenue	\$23,366	\$22,427	4.19%	\$204,211	\$202,737	0.73%
Cash Fare Revenue	\$5,373	\$4,648	15.60%	\$47,115	\$45,135	4.39%
% Fare Recovery	4.59%	4.62%	-0.65%	4.18%	4.35%	-3.91%
Pass Sales	\$17,993	\$17,779	1.20%	\$157,096	\$157,602	-0.32%
Monthly Operating Cost	\$509,181	\$485,223	4.94%	\$4,889,541	\$4,584,676	6.65%
Total Vehicle Hours	8,674	8,471	2.40%	81,768	79,659	2.65%
Cost per Hour	\$58.71	\$57.28	2.50%	\$59.80	\$57.55	3.91%
Total Vehicle Miles	132,121	133,899	-1.33%	1,263,499	1,265,554	-0.16%
Average Cost per Mile	\$3.85	\$3.62	6.35%	\$3.87	\$3.62	6.91%
Budgeted Operating Cost	\$479,617	\$461,817				
Actual Operating Cost	\$509,181	\$485,223				
Budgeted vs. Actual	6.16%	5.07%				

**REVISED YEARLY REPORT
SCAT COMBINED TRIP HIGHLIGHTS**

Description	14-Apr.	13-Apr.	Apr. 14 vs. Apr. 13	2014 FY-T-D	2013 FY-T-D	% Change
PX Trips Provided	18,342	18,029	1.74%	166,737	169,296	-1.51%
Passenger Trips/Hr.	2.11	2.13	-0.94%	2.04	2.13	-4.23%
Scheduled Trips	24,369	23,881	2.04%	230,762	228,815	0.85%
*No-Show Occurrences	130	150		***	***	
*Late Cancellations	470	501		***	***	
*Cancel at Door	210	188		***	***	
Total Cancellations	5,727	5,441		61,394	56,975	
Same Day Cancel	2,093	2,325		21,592	23,002	
Advance Cancel	2,214	2,427		27,499	25,845	
*Figure represents Chargeable Trips Only						
Total Vehicle Hours	8,674	8,471	2.40%	81,768	79,659	2.65%
Budgeted Vehicle Hrs	8,102	7,528				
Budgeted vs. Actual	7.06%	12.53%				
Total Revenue Miles	132,121	133,899	-1.33%	1,263,499	1,265,554	-0.16%
On Time Performance	97.01%	96.83%	0.19%	96.87%	96.03%	0.87%
Description	% Trips '14	%Trips '13				
*Late CX Rate	1.93%	2.10%				
*No-Show Rate	0.53%	0.63%				
*CX at Door Rate	0.86%	0.79%				
Cancellation Rate	23.50%	22.78%		26.60%	24.90%	
% Trips Provided	75.27%	75.50%		72.25%	73.99%	

APRIL 2014

GREENSBORO TRANSIT AUTHORITY - April 2014 FIXED-ROUTE OPERATING STATISTICS

April-14	Apr 2014	Mar 2014	Apr vs Mar 2014	Apr 2014	2014 vs 2013 Apr	2014 FY-T-D	2013 FY-T-D	PERCENT CHANGE
WEEKDAY RIDERSHIP	266,114	238,136	11.75%	286,074	-6.98%	2,653,014	2,753,766	-3.66%
WEEKDAY EVENING RIDERSHIP	31,566	26,511	19.07%	33,060	-4.52%	295,914	305,276	-3.07%
SATURDAY RIDERSHIP	33,839	31,482	7.49%	26,611	27.16%	329,462	330,751	-0.39%
SATURDAY EVENING RIDERSHIP	6,212	5,792	7.25%	4,907	26.59%	55,158	56,682	-2.69%
SUNDAY RIDERSHIP	11,191	13,269	-15.66%	11,065	1.14%	125,106	125,619	-0.41%
EXTRA VEHICLES	3,054	2,582	18.28%	3,262	-6.38%	31,272	37,181	-15.89%
TOTAL RIDERSHIP	351,976	317,772	10.76%	364,979	-3.56%	3,489,926	3,609,275	-3.31%
TOTAL REVENUE HOURS	12,512	11,814	5.90%	12,704	-1.51%	122,171	123,434	-1.02%
PASSENGER/REVENUE HOUR	28.13	26.90	4.59%	28.73	-2.08%	28.57	29.24	-2.31%
TOTAL REVENUE MILES	164,587	155,324	5.96%	167,146	-1.53%	1,607,244	1,624,381	-1.05%
PASSENGER/REVENUE MILE	2.14	2.05	4.53%	2.18	-2.06%	2.17	2.22	-2.28%
AVERAGE FARE	\$ 0.56	\$ 0.57	-1.84%	\$ 0.53	4.82%	\$ 0.57	\$ 0.57	0.30%
COST PER HOUR	\$ 65.35	\$ 65.36	-0.02%	\$ 63.47	2.96%	\$ 65.48	\$ 63.53	3.06%
COST PER MILE	\$ 4.97	\$ 4.97	-0.07%	\$ 4.82	2.98%	\$ 4.98	\$ 4.83	3.10%
COST PER PASSENGER	\$ 2.32	\$ 2.43	-4.40%	\$ 2.21	5.15%	\$ 2.29	\$ 2.17	5.50%
TOTAL FR COST OF SERVICE	\$ 817,597.39	\$ 772,146.57	5.89%	\$ 806,276.41	1.40%	\$ 7,999,563.75	\$ 7,841,901.51	2.01%
FAREBOX REVENUE	\$ 138,761.93	\$ 124,361.50	11.58%	\$ 139,276.03	-0.37%	\$ 1,389,949.38	\$ 1,389,691.93	0.02%
PASS SALES	\$ 58,526.05	\$ 57,087.46	2.52%	\$ 55,887.25	4.72%	\$ 615,442.59	\$ 678,003.18	-9.23%
TOTAL REVENUE	\$ 197,287.98	\$ 181,448.96	8.73%	\$ 195,163.28	1.09%	\$ 2,005,391.97	\$ 2,067,695.11	-3.01%
% OF RECOVERY BY FARES	24.13%	23.50%	2.68%	24.21%	-0.31%	25.07%	26.37%	-4.92%
NUMBER OF WEEKDAYS	21	20	5.00%	20	5.00%	207	205	0.98%
NUMBER OF SATURDAYS	5	5	0.00%	5	0.00%	49	49	0.00%
NUMBER OF SUNDAYS	4	5	-20.00%	4	0.00%	43	44	-2.27%
NUMBER OF HOLIDAYS	0	0	0	1	0.00%	0	3	-100.00%

GREENSBORO TRANSIT AUTHORITY - APRIL 2014 HEAT OPERATING STATISTICS

April-14	April 2014	April 2013	Apr vs Apr 2014 2013	2014 FY-T-D	2013 FY-T-D	PERCENT CHANGE
WEEKDAY RIDERSHIP	28,734	33,686	-14.70%	232,532	265,582	-12.44%
SATURDAY RIDERSHIP	3,121	3,089	1.04%	29,707	27,997	6.11%
SUNDAY RIDERSHIP	987	898	9.91%	10,270	9,700	5.88%
EXTRA VEHICLES	0	0	#DIV/0!	727	241	201.66%
TOTAL RIDERSHIP	32,842	37,673	-12.82%	273,236	303,520	-9.98%
TOTAL REVENUE HOURS	1,525.18	1,695.20	-10.03%	11,671.30	12,974	-10.04%
PASSENGER/REVENUE HOUR	21.53	22.22	-3.11%	23.41	23.39	0.07%
TOTAL REVENUE MILES	16,946.12	19,262.74	-12.03%	132,083.25	150,333	-12.14%
PASSENGER/REVENUE MILE	1.94	1.96	-0.91%	2.07	2.02	2.46%
TOTAL HEAT COST OF SERVICE	\$ 98,694.40	\$ 106,289.05	-7.15%	\$ 747,301.68	\$ 814,657.39	-8.27%
FAREBOX REVENUE	\$ 608.15	\$ 1,020.61	-40.41%	\$ 7,007.14	\$ 9,701.24	-27.77%
NUMBER OF WEEKDAYS	21	22	-4.55%	159	169	-5.92%
NUMBER OF SATURDAY	5	4	25.00%	34	34	0.00%
NUMBER OF SUNDAYS	4	4	0.00%	31	33	-6.06%
NUMBER OF HOLIDAYS	0	0	#DIV/0!	#VALUE!	0	#VALUE!



PARA-TRANSIT REPORT
April 2014

Distribution of Complimentary Passes:

Late Trips	114
Customer Service Issues	10
Total Distributed	124

Service overview:

Total Trips Provided: **18,342**

Cancellations:

Trips Cancelled on Same Day	2,093
Trips Cancelled in Advance	2,214
Trips Cancelled Late	929
Trips Cancelled at the Door	491
Total Cancelled Trips	5,727

No-Show Trips

Total No-Shows **300**

Chargeable vs. Non-Chargeable:

Total Chargeable Trips	810
Total Non-Chargeable Trips	910
Total Scheduled Trip:	24,369



Distribution of Complimentary Passes
for Fixed Route April 2014

Monday-Friday

Total trips from the depot	10,236
Late departure trips from the depot	79
% of Late departure trips from the depot	0.01%
% of On Time trips from the depot	99.99%
<i>Complimentary Pass- Late departure trip From the depot</i>	<i>4</i>

Saturday

Total trips from the depot	1,080
Late departure trips from the depot	5
% of Late departure trips from the depot	0.01%
% of On Time trips from the depot	99.99%
<i>Complimentary Pass- Late departure trip From the depot</i>	<i>0</i>

Sunday

Total trips from the depot	412
Late departure trips from the depot	1
% of Late departure trips from the depot	0.01%
% of On Time trips from the depot	99.99%
<i>Complimentary Pass- Late departure trip From the depot</i>	<i>0</i>

<i>Complimentary Pass- Customer Service Issues</i>	<i>1</i>
--	----------

<i>Total Complimentary Passes Distributed</i>	<i>4</i>
---	----------